

## **Report Demonstrating Bylaws Compliance of the Slate of Nominees 2013-2014 Subcommittee on Nominations**

*A supporting document for motion 1314.CN.001.O at the 13 September 2013 University Senate meeting*

### **Introduction**

The purpose of this report is to demonstrate that the slate of nominees prepared for the committees of the 2013-2014 University Senate is in compliance with the membership requirements articulated in the current University Senate Bylaws. The format of this report will be to cite each relevant bylaw and then provide a statement indicating how the slate of nominees complies with the bylaw. The committees may be referenced by the following acronyms within this report.

- Academic Policy Committee (APC)
- Curriculum and Assessment Policy Committee (CAPC)
- Executive Committee of the University Senate (ECUS)
- Faculty Affairs Policy Committee (FAPC)
- Resources, Planning, and Institutional Policy Committee (RPIPC)
- Student Affairs Policy Committee (SAPC)
- Subcommittee on the Core Curriculum (SoCC)

### **Membership of the 2013-2014 Subcommittee on Nominations (SCoN)**

*V.Section1.D.1. The Subcommittee on Nominations is a subcommittee of the Executive Committee whose members and chair are appointed by the Executive Committee.*

*V.Section1.D.1.a. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student Government Association President, and the Staff Council Chair.*

*V.Section1.D.1.b. The Secretary of the Executive Committee shall be the Secretary of the Subcommittee on Nominations.*

The 2013-2014 Executive Committee appointed Catherine Whelan as Chair of the 2013-2014 Subcommittee on Nominations and agreed not to enlarge the membership beyond that called for in V.Section1.D.1.a above. Since Craig Turner is Secretary of ECUS, he serves as Secretary of SCoN.

- **SCoN Officers:** Catherine Whelan (Chair), Craig Turner (Secretary)
- **SCoN Membership:**
  - Members of ECUS 2013-2014 not serving as officers of this committee:
  - University President Steve Dorman, Provost Kelli Brown, Lyndall Muschell, Josh Kitchens, Susan Steele
  - Standing Committee Chairs:
    - Howard Woodard (APC), Cara Meade (CAPC), Alex Blazer (FAPC), Maureen Horgan (RPIPC), Doreen Sams (SAPC)
  - Student Government Association President: Victoria Ferree
  - Staff Council Chair: Beth McCauley
  - Subcommittee on Core Curriculum (SoCC) Chair: John Swinton

## **Compliance Requirements**

*II.Section4.A. Presiding Officer and Presiding Officer Elect. The University Senate shall have a **Presiding Officer**, who presides at all meetings of the University Senate, and a **Presiding Officer Elect**, who shall assume the position of Presiding Officer the following year. Only elected faculty senators are eligible to serve as Presiding Officer or Presiding Officer Elect. The election of the Presiding Officer Elect shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Presiding Officer Elect, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Presiding Officer Elect. The terms of service for the Presiding Officer and Presiding Officer Elect shall begin with the adjournment of this spring organizational meeting, and shall end when her/his successor assumes office.*

Lyndall Muschell, an elected faculty senator from the College of Education, served as Presiding Officer Elect in 2012-2013 and will serve as Presiding Officer of the 2013-2014 University Senate.

Susan Steele, an elected faculty senator from the College of Health Sciences, has been nominated to serve as Presiding Officer Elect of the 2013-2014 University Senate.

*II.Section4.B. Secretary. The University Senate shall elect a **Secretary** at its spring organizational meeting who shall be responsible for keeping minutes at all meetings of the University Senate. Only elected faculty senators are eligible to serve as Secretary. The election of the Secretary of the University Senate shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Secretary, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Secretary. The term of service of the Secretary shall begin at the call to order of the first meeting of the University Senate following the spring organizational meeting at which (s)he is elected, and shall end when her/his successor assumes office.*

Craig Turner, an elected faculty senator from the College of Arts and Sciences, has been nominated to serve as Secretary of the 2013-2014 University Senate.

*IV.Section 4. All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. Committee members who are not members of the University Senate shall be afforded all rights of committee membership, including voting unless explicitly designated as a non-voting member of the committee in these bylaws, but shall have none of these rights in the University Senate.*

The attached spreadsheet (pdf document) identifies committee appointment for all senators.

*V.Section1.A. The **Executive Committee of the University Senate** shall have no fewer than seven (7) but no more than ten (10) members distributed as follows: one (1) member who is the University President, one (1) member who is the Chief Academic Officer, one (1) member who is the Presiding Officer of the University Senate, one (1) member who is the Presiding Officer Elect of the University Senate, one (1) member who is the Secretary of the University Senate, and up to five (5) additional members as specified in V.Section1.A.1 and V.Section.1.A.2. The Chair of the Executive Committee shall be the Presiding Officer of the University Senate. The Vice-Chair of the Executive Committee shall be the Presiding Officer Elect of the University Senate. Within ten (10) calendar days of its membership being completely determined, the incoming Executive Committee shall hold an organizational meeting at which they elect a Secretary. This election shall be presided over by the Chair of the Executive Committee.*

President Steve Dorman and Provost Kelli Brown are named to ECUS. The nominees for University Senate Officers, specifically the Presiding Officer (Lyndall Muschell – elected faculty senator, CoE), the Presiding Officer Elect nominee (Susan Steele – elected faculty senator, CoHS), and the University Senate Secretary nominee (Craig Turner – elected faculty senator, CoAS) are named to ECUS.

## *Subcommittee on Nominations (ScoN) Compliance with Bylaws Report for 2013-2014 US Committees*

*V.Section1.A.1. For each college or the library not represented from among the three (3) University Senate Officers serving on the committee, the outgoing Subcommittee on Nominations shall nominate an incoming elected faculty senator from that academic unit to serve on the Executive Committee. This process shall never result in more than four additional members to the Executive Committee.*

This bylaw requires the addition of elected faculty senators representing CoB and the Library to be named to ECUS. This requirement is met by nominating Catherine Whelan (elected faculty senator – CoB) and Josh Kitchens (elected faculty senator – Library).

*V.Section1.A.2. Should the Chair of the outgoing Executive Committee not be reelected to the Executive Committee, (s)he shall serve as an ex-officio non-voting member of the incoming Executive Committee to assist with continuity for the following academic year.*

The Chair of the 2012-2013 Executive Committee was Catherine Whelan, and she is nominated to serve on the 2013-2014 Executive Committee (see V.Section1.A.2).

*V.Section1.D.2.e. The Subcommittee shall prepare a report that demonstrates that the composition of all committees complies with the requirements of these bylaws. Such a report shall be submitted to the Executive Committee when the initial committee recommendations are made and any time that changes are proposed to committee membership.*

The report you are reading is respectfully submitted for compliance with this requirement.

*V.Section2.A.2. There shall be thirteen (13) members on each standing committee identified in a manner specified in V.Section2.C. There shall be no fewer than seven (7) senators on each standing committee.*

There are thirteen members on each of the standing committees and the number behind the committee acronym indicates the number of members that are University Senators. Note that each University Senator count is at least seven. <APC (8), CAPC (8), FAPC (8), RPIPC (8), SAPC (8)>

*II.Section1.A.5. The five (5) **Presidential Appointees** are appointed annually, one appointee to each of the standing committees in V.Section2.C, by the University President after consultation with the Executive Committee. The terms of service of such an appointee shall begin with the call to order of the spring organizational meeting of the University Senate and shall continue until her/his successor assumes office. Such appointments are renewable and are typically named only after the remaining membership of the University Senate is determined, but shall be identified no later than April 7 of the calendar year in which their term of service begins. All students, staff, faculty, and administrators of the university are eligible to serve as Presidential Appointees.*

The Presidential Appointees are specified below as part of the membership for each of the standing committees APC, CAPC, FAPC, SAPC, and RPIPC.

*V.Section2.C.1.a. The **Academic Policy Committee** shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*

### Appointee and Designee (2)

1. Wendy Mullen (CAO Designee)
2. Costas Spirou (Presidential Appointee)

### Elected Faculty Senators (7) **bylaws require at least seven**

1. Andrei Barkovskii CoAS
2. David de Posada CoAS
3. Jason Rich CoAS
4. Donovan Domingue CoAS
5. Howard Woodard CoB
6. Victoria Deneroff CoE
7. Leslie Moore CoHS

*Subcommittee on Nominations (ScoN) Compliance with Bylaws Report for 2013-2014 US Committees*

Corps of Instruction Faculty (4)

1. Rodica Cazacu CoAS
2. Samuel Mutiti CoAS
3. John Sirmans CoAS
4. Cynthia Orms CoB

*V.Section2.C.2.a. The **Curriculum and Assessment Policy Committee** shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*

Appointee and Designee (2)

1. Cara Meade (CAO Designee)
2. Kay Anderson (Presidential Appointee)

Elected Faculty Senators (7) **bylaws require at least seven\***

\* Cara Meade, serving as the CAO Designee is also an Elected Faculty Senator

1. Angel Abney CoAS
2. Carrie Cook CoAS
3. Michael Murphy CoAS
4. James Winchester CoAS
5. Bill Miller CoB
6. Debbie MacMillan CoHS

Corps of Instruction Faculty (5)

1. Carla Hutchings CoE
2. Ryan Brown CoAS
3. Chuck Fahrer CoAS
4. George Cazacu CoAS
5. Craig Callender CoAS

*V.Section2.C.3.a. The **Faculty Affairs Policy Committee** shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*

Appointee and Designee (2)

1. Steve Jones (CAO Designee)
2. Bill Fisher (Presidential Appointee)

Elected Faculty Senators (7) **bylaws require at least seven**

1. Alex Blazer CoAS
2. Julia Metzker CoAS
3. Mike Rose CoAS
4. Tom Toney CoAS
5. Doug Goings CoB
6. Holley Roberts CoE
7. Vicky Robinson CoHS

Corps of Instruction Faculty (4)

1. Matt Roessing CoB
2. Nancy Mizelle CoE
3. Carol Sapp CoHS
4. Beth Broyles LITC

*Subcommittee on Nominations (ScoN) Compliance with Bylaws Report for 2013-2014 US Committees*

V.Section2.C.4.a. The **Student Affairs Policy Committee** shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, two (2) members who are selected student senators, one (1) member who is a selected staff senator, one (1) member who is the Chief Student Affairs Officer or an individual appointed by the Chief Student Affairs Officer to serve as her/his designee, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

**Appointees and Designee (4)**

1. Bruce Harshbarger (CSAO Designee)
2. Evelyn Thomas (Staff Council Appointee)
3. Caitlin Mullaney (SGA Appointee)
4. Sarah Rose Remmes (Presidential Appointee)

**Selected Student Senators (2)**

1. Tim Smith
2. Victoria Ferree

**Selected Staff Senator (1)**

1. Daniel McDonald

**Elected Faculty Senators (4) bylaws require at least four**

1. Doreen Sams CoB
2. Mandy Jarriel CoHS
3. Amy Pinney CoAS
4. Stephen Wills CoE

**Corps of Instruction Faculty (2)**

1. Nicole DeClouette CoE
2. Gail Godwin CoHS

V.Section2.C.5.a. The **Resources, Planning, and Institutional Policy Committee** shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, three (3) members who are selected staff senators, one (1) member who is the Chief Business Officer or an individual appointed by the Chief Business Officer to serve as her/his designee, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

**Appointees and Designee (4)**

1. Pat Wilkins (CBO Designee)
2. Shea Groebner (Staff Council Appointee)
3. Holly Nix (SGA Appointee)
4. Susan Allen (Presidential Appointee)

**Selected Staff Senators (3)**

1. Beth McCauley
2. Doc St Clair
3. Carol Ward

**Elected Faculty Senators (4) bylaws require at least four**

1. Macon McGinley CoAS
2. Maureen Horgan CoAS
3. Jan Clark CoAS
4. Ben Davis LITC

*Subcommittee on Nominations (ScoN) Compliance with Bylaws Report for 2013-2014 US Committees*

Corps of Instruction Faculty (2)

1. Doug Oetter CoAS
2. Ben McMillan CoB

*V.Section2.D.1.a. Membership. The **Subcommittee on the Core Curriculum** shall have ten (10) members distributed as follows: the University Registrar, who shall be an ex officio non-voting member, eight (8) selected from the Corps of Instruction faculty, at least three (3) of whom are elected faculty senators, and one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as his/her designee. For each college not represented from among the aforementioned three (3) elected faculty senators serving on the committee, the outgoing Subcommittee on Nominations shall nominate a Corps of Instruction faculty member from that college to serve on this committee.*

Appointees and Designee (2)

1. Kay Anderson (Registrar)
2. Cara Meade (CAO Designee)

Elected Faculty Senators (3) **bylaws require at least three**

1. Amy Sumpter CoAS
2. John Swinton CoB
3. Scott Butler CoHS

Corps of Instruction Faculty (5)

1. Yeprem Mehranian CoE
2. Chavonda Mills CoAS
3. Shaundra Walker LITC
4. Mary Magoulick CoAS
5. Roberta Gorham CoB