

**Senate Governance Committee
Annual Report
2021-2022**

Mission

The Senate Governance Committee shall ensure continuous improvement in Faculty Senate effectiveness by establishing, monitoring, and adjusting associated measurement instruments and by proposing to the Senate Leadership Council necessary adjustments to the Senate Handbook, Senate Bylaws, and Faculty Constitution.

Committee Members:

Melissa Dobosh, Kenneth Elgersma, Mark Hecimovich, Syed Kirmani, Matt Makarios, John Wiles

Chair: Matthew Makarios

Special Guest: Jim Mattingly, Chair of the Faculty

Meeting Dates: Fall - 9/13, 10/11, 11/8, 12/13 (Special Meeting); Spring - 2/14, 3/7 (Special Meeting), 4/11

Achievements

Charters

Chair Mattingly worked with the various committees to develop charters. The governance Committee reviewed and finalized the governance committee charter. The charters were then included in the Senate Handbook.

Senate Handbook.

The Senate Handbook is meant to provide an overview of the roles and responsibilities of the Senate. A major function of the Handbook is to orient new senators to Senate operations. The Handbook includes an overview of faculty leadership and the senate, information on faculty roles and responsibilities, senate meeting dates and links to resources, and information of senate councils and committees. Also included are appendices with committee charters and a summary of Robert's Rules of Order. The senate handbook was completed by the governance committee on 3/7 and presented to the senate on 3/28 where it was amended and approved by the full senate.

Departmental Model of Faculty Representation.

With shrinking numbers of faculty members in the University as a whole, the number of senators that currently serve has also diminished. The Governance Committee was asked to look into ways in which we could increase the number of senators so that the senate could effectively engage in committee work. One solution was to change the model of senate representation so that each department would have the right to appoint 1 senator. This was appealing for three reasons: 1 It increases the number of senators so that the senate can complete its committee work. 2. It facilitates effective communication between the senate and departments. 3. It aligns us with our peer institutions in regards to the size of the faculty senate. For these reasons, the Governance Committee proposed changes to the senate bylaws that would allow 1 senator per department. The full faculty senate reviewed and approved the changes to the bylaws on 3/28.

Governance Climate Indicators

The goal of this project is to examine the effectiveness of the Senate and its committees. For example, surveying committee members using measures of self efficacy. This is a long term and ongoing project for the Governance Committee. Because of other pressing matters, the project was discussed, but then tabled for next year. The governance committee recommends placing this as a priority for next year.

Minutes

The Minutes from the Governance Committee are included in the following pages.

GOVERNANCE COMMITTEE MINUTES

September 13, 2021

Members: Melissa Dobosh, Kenneth Elgersma, Mark Hecimovich, Syed Kirmani, Matt Makarios, ~~John Wiles~~

Guests: Jim Mattingly, Chair of the Faculty

Called to order at 3:30 PM

Announcements

Jim Mattingly Welcomed everyone and stated that he would be representing the faculty leadership on this committee.

Current business

1. Elect a Chair
 - Matt Makarios was unanimously (5-0) elected chair.
2. Review charter
 - Mark Hecimovitch moved to add that the charter should be reviewed annually and revised as needed. Seconded by Melissa Dobosh. Vote was unanimously (5-0) in favor of the change.
 - Mark Hecimovich moved that the incorrect time, “at 3:00 pm” be removed from the section on meetings. Seconded by Kenneth Elgersma. The vote was unanimously (5-0) in favor of the change.
3. Discuss potential projects and priorities
 - Examine whether the number of senators is appropriate.
 - Ideally the senate would have enough members to fill all University Committee appointees
 - Should we have a senator from every department? This would increase the number of senators from 20 to 33 so it would be a big change that should be thoroughly vetted
 - Review the charters from the committees on the Student Affairs Council and the Academic Affairs Council
 - Jim Mattingly identified two priorities for the councils’ work this year:
 - Charters. Few have formal charters so we need to give the councils time to write them. Then the Governance Committee will approve them and forward on to the the full senate
 - Reports. Councils will determine reporting formats for their constituent committees.
 - Review the Senate Handbook
 - Should there be an annual new senator orientation?

- Governance Climate Indicators
 - Examine the capacity for shared governance: What governance arrangements are needed to maximize intellectual capital?
 - Need to look at the literature on the topic - this can provide a starting point for us to establish metrics. Jim Mattingly directed committee members to the Senate Governance files and the literature folder.

New business

None

Melissa Dobosh moved to adjourn the meeting and Mark Hecimovich Seconded.

Meeting adjourned at 4:55pm

GOVERNANCE COMMITTEE MINUTES

October, 11 2021

Members: Melissa Dobosh, Kenneth Elgersma, Mark Hecimovich, Syed Kirmani, Matt Makarios, John Wiles

Guests: Jim Mattingly, Chair of the Faculty

Called to order at 3:30 PM

Announcements

Minutes: Mark Hecimovich moved to approve the minutes. Seconded by Kenneth Elgersma. No discussion, the vote was unanimous to approve the minutes.

Current business

1. Review Senate Handbook: Jim Mattingly shared a copy of the Handbook with everyone in Google Drive.
 - a. Discuss what handbook should accomplish:
 - i. One of the major goals of the handbook is to serve as a tool to orient new senate members about the roles, structure, and responsibilities of the Faculty Senate.
 - b. The committee reviewed the handbook and made comments for changes.
 - c. The committee created a new Table of Contents for the handbook.
 - d. The committee agreed that the listing of committees and their mission was important to keep in the handbook.
 - e. The committee agreed that the summary of Robert's Rules of order should be in the appendix.
 - f. The committee discussed where the new charters should go once approved and agreed they should be added to the appendix, but linked/bookmarked in the listing of committees.
 - g. Senate and committee meeting dates were added to the handbook.
 - h. Jim Mattingly agreed to change the lists of duties of senate officers to textual descriptions.

New business

1. Governance Climate Indicators:
 - a. Examining the effectiveness of the Senate and its committees.
 - b. Jim Mattingly suggested that the committee could look into surveying committee members using measures of self efficacy.

Adjourned at 5:00 PM by a motion from Kenneth Elgersma and second by Mark Hecimovich

GOVERNANCE COMMITTEE MINUTES

November 8, 2021

Members: Melissa Dobosh, Kenneth Elgersma, Mark Hecimovich, Syed Kirmani, Matt Makarios, John Wiles

Guests: Jim Mattingly, Chair of the Faculty

Meeting was called to order at 3:30 PM

Announcements

Matt Makarios briefed the committee on the about items brought to the Leadership Council

-Members of the Council want the Governance Committee to take up the charge regarding changing the number of senators.

Current business

1. Continued Review and Discussion of Senate Handbook
 - a. Added a faculty factsheet to the Handbook
 - b. Made several minor revisions to the content of the Handbook
 - c. Reorganized the Handbook Appendix
2. Discussion of Governance Climate Indicators
 - a. Melissa Dobosh made a motion to table the discussion of the Governance Climate Indicators for a later date. Seconded by Keneth Elgersma. The vote was unanimous.

New business

1. Begin discussion of optimal number of senators for the senate
 - a. Jim Mattingly explained the rationale: With the current system, when the number of total faculty declines (as has been happening for the last several years), the number of senators declines. This fall the senate is down to 17 senators.
 - b. Options:
 - i. Keep the same: Colleges are awarded 1 senator for every 30 faculty.
 - ii. 1 senator per department.
 1. This has the added advantage of increasing the connection between departments and the senate. It would encourage senators to report back to their departments.
 2. Melissa Dobosh pointed out that having 1 senator in every department brings forth more service and it could be particularly burdensome for smaller departments.
 3. Jim Mattingly shared the Senate Committee Assignment Template that lists all of the committees that senators are asked to serve on. There is currently a need for about 25 senators, well above the 17 currently, but also below the 33 that would occur with 1 senator per department.
 - iii. Change the math so that colleges are awarded more senators per faculty.

1. This was suggested by Syed Kimrimi. Kenneth Elgersma pointed out that if colleges were awarded 1 senator for every 20 faculty, it would produce 25 senators.
2. As 5:00 approached, the committee realized that this was the last meeting of the semester and several members of the committee expressed interest in meeting the second Monday of December (12/13/2010) to wrap up the business of the semester.
 - a. Melissa Dobosh made a motion to hold a meeting on December 13 at 3:30, assuming enough people could attend so there would be a quorum. Kenneth Elgersma seconded. The vote was unanimous.

The meeting was adjourned at 5:00 PM

GOVERNANCE COMMITTEE MINUTES

December 13, 2021

Members: Melissa Dobosh, Kenneth Elgersma, Mark Hecimovich, Syed Kirmani, Matt Makarios, John Wiles

Guests: Jim Mattingly, Chair of the Faculty

Call to order at 3:30 PM

Announcements

Current business

1. discussion of optimal number of senators for the senate
 - a. Jim Mattingly introduced the constraints to consider with the different senate delegation models.
 - i. We need just enough senators to serve: we don't want to have too few, or too many.
 - ii. We need to figure out a way to encourage better communication between senators and constituents.
 1. The one senator per department provides the best solution for this issue, the problem is this creates more senators than is needed to run the senate.
 2. Currently we could create "districts" for each senator where senators would represent certain departments.

Adjourned at 5:00 pm

GOVERNANCE COMMITTEE MINUTES

February 14, 2022

Members: Melissa Dobosh, Kenneth Elgersma, ~~Mark Heimovich~~, Syed Kirmani, Matt Makarios, ~~John Wiles~~

Guests: Jim Mattingly, Chair of the Faculty

Called to order at 3:30 PM

Current business

1. Status update on the Senate Handbook
 - a. Jim Mattingly noted that he is still working on the charters. In particular, he wants to get the new UNIFY charter before finalizing the Handbook. The plan is to have everything ready for the March Faculty Senate Meeting.
2. Discuss projects and priorities for the semester
 - a. Measuring effectiveness of committees and/or of the general state of shared governance on campus.
 - i. It was suggested that this be pushed to make a priority for next year. There is just not enough time left in the year to give this adequate attention.
 - b. Expectations of Senators regarding participation and duties
 - i. Several Members of the committee felt that creating a punitive policy that focuses on the removal of senators from committees sets a negative tone/culture. We should instead focus on the expectations of senators. Reviewed senator expectations in the Senate Handbook.
 - c. Senate Delegation Model
 - i. The 1 senator for departments model is appealing, but there is still concern about the burden this would put on small departments. It also creates the most amount of work.
 - ii. Districting: grouping departments together to elect senators so there is more two way communication between senators and constituents.
 1. Could work with college senates to get feedback on how to group departments.
 - iii. Start with the current model but change the equation so we get more senators with the goal of eventually working up to 1 senator per department.

Adjourned at 5:00 PM

GOVERNANCE COMMITTEE MINUTES

March 7th 2022

Members: Melissa Dobosh, Kenneth Elgersma, ~~Mark Hecimovich~~, Syed Kirmani, Matt Makarios, ~~John Wiles~~

Guests: Jim Mattingly, Chair of the Faculty

Called to order at 2:00 PM

Announcements

Current business

1. Senate Delegation Model: Proposed changes to the faculty bylaws that would allow for 1 senator per department
 - a. The first topic of discussion was how the transition to this model would occur. The Senate Nominating Committee would oversee the transition. All senators would serve out their terms and as senators finished their terms, the new model would apply. Kenneth Elgersma suggested that language be included that stressed that departments would not be required to elect a senator.
 - b. Discussed how to present this to the senate. The Issue: with shrinking faculty numbers, the number of senators has also decreased and there is a need to increase the number of senators. 3 reasons this model is appealing: 1 It increases the number of senators so that the senate can complete its committee work. 2. It facilitates effective communication between the senate and departments. 3. It aligns us with our peer institutions in regards to the size of the faculty senate.
 - c. Melissa Dobosh made a motion to approve the proposed bylaws so they could be presented to the senate. Kenneth Elgersma seconded the motion. The vote was 5-0 in favor, included a vote by proxy for Mark Hecimovich.

2. Review Senate Handbook prepare for presentation to senate
 - a. Kenneth Elgersma shared his screen to show the new language that he added to the faculty roles a responsibilities. Everyone agreed that the new language was acceptable.
 - b. Kenneth Elgersma made a motion to approve the Senate Handbook for presentation to the senate. Melissa Dobash seconded the motion. The vote was 4 - 0 in favor.

Adjourned at 2:50 PM

GOVERNANCE COMMITTEE MINUTES

April 11 2022

Members: Melissa Dobosh, Kenneth Elgersma, ~~Mark Hecimovich~~, ~~Syed Kirmani~~, Matt Makarios, John Wiles

Guests: Jim Mattingly, Chair of the Faculty

Called to order at 3:32 PM

Announcements

Current business

1. Review and Finalize Annual Report.
 - a. Matthew Makarios pulled up the draft, where Kenneth Elgersma had made a few minor suggestions. After making the necessary changes, Kenneth Elgersma made a motion to approve the report. Melissa Dobosh seconded the motion. The vote to approve was unanimous - 4-0 in favor.
2. Consulting UF about the Senate Handbook
 - a. Jim Mattingly shared an email that he had sent to the Chair about how UF discussions are not relevant to the Senate Handbook and that we should remove any references to UF in the Senate Handbook. The mission of the governance committee and United Faculty do not overlap, so there is no need for consultation.
3. Discussion of Priorities for next year
 - a. Mathew Makarios brought up the need to provide at large senate seats for the new Senate Representation model. Jim Mattingly suggested that we consider 1 at large seat per college.
 - b. Kenneth Elgersma wondered if there was a way to get better information out to faculty to make decisions during elections. The nomination committee oversees elections and could work on this.
 - c. Mellissa Dobosh brought up the discussion of climate indicators. This process should be done thoughtfully, with careful consideration being given to what we want to measure before we decide how to measure it. We want to be able to monitor/demonstrate that the things we are doing are worth it. By monitoring the effectiveness of the various committees we know what adjustments need to be made.
 - d. Jim Mattingly said that in the fall he may ask the committee to take up whether the Past Chair of the Faculty Senate be automatically made Chair of the Faculty.

Adjournment at 4:41 PM