

FACULTY SENATE AND UNIVERSITY ASSEMBLY
UNIVERSITY OF MISSOURI – ST. LOUIS

SELF-STUDY REPORT

FALL 2016

Pamela Stuerke, Current Senate Chair
(Associate Professor, Accounting Department)

Alice Hall, Senate Secretary
(Associate Professor, Communication & Media Department)

Keith Stine, Previous Senate Chair
(Professor, Chemistry & Biochemistry Department)

Steering Committee

Erika Gibb
(Professor, Physics & Astronomy Department)

Susan Kashubeck-West
(Professor, Counseling & Family Therapy Department)

Joseph Pickard
(Associate Professor, School of Social Work)

Faculty Senate/University Assembly

Administrative Review

1. **Overview**

History

Shared governance has been the norm at the University of Missouri-St. Louis since shortly after the creation of the campus in 1963. The authority of the Faculty Senate and University Assembly to act on behalf of the faculty of the campus is granted through delegation of responsibility as set forth in the *Faculty Bylaws of the University of Missouri – St. Louis* as contained within the *Collected Rules and Regulations of the University of Missouri System* 300.040.A.2. The Faculty Senate is guided by its bylaws as included in the *Collected Rules* (300.040.C) and the University Assembly follows its bylaws stated in the *Collected Rules* (300.040.D).

Prior to 2000, shared governance on the campus was conducted under the auspices of a University Senate, which included representation of the regular (tenured and tenure-track) faculty, students, and administration. An unofficial Faculty Council met to discuss issues of particular interest to the faculty, but it had no authority to act on behalf of the faculty. During the 1999-2000 academic year, the faculty voted to eliminate the University Senate and the Faculty Council in favor of the officially recognized governance structure that exists today.

Organizational Structure

The voting members of the Faculty Senate consist of an elected faculty representative from each department with at least five full-time faculty in the College of Arts and Sciences, College of Business Administration, College of Education, College of Nursing, College of Optometry, and the School of Social Work (approximately 30 representatives). In addition to the unit representatives, the colleges elect at-large representatives, of which there are currently eleven. The UM System President is also a voting member of the Senate. The UMSL Chancellor, Provost, and Dean of the Graduate School are non-voting members of the Senate.

The University Assembly voting members include the voting and non-voting members of the Faculty Senate as listed above, plus the Vice Provost for Student Affairs, approximately 10-12 student representatives, and three staff members. The non-voting members of the University Assembly include Vice Chancellors, College Deans, Dean of the Libraries, and the President of the Student Government Association.

The make-up of the Faculty Senate/University Assembly is structured so that members serve three-year terms. Thus, the rotation of members creates a mix of fresh perspectives from new members and continuity of knowledge provided by returning experienced members. The

Senate also has an Executive Staff Assistant who joined the Senate office in 2009 and is vital to the operations of the Senate/Assembly and its committees. The Senate Chairs are elected for one-year terms, though many are elected for a second term. Since the Senate's last 5-year review, the following faculty members have dedicated their time as Senate Chairs:

2010 – 2012	Dr. Michael Murray
2012 – 2014	Dr. Chris Spilling
2014 – 2016	Dr. Keith Stine
2016 – Present	Dr. Pamela Stuerke

Information Dissemination

The Faculty Senate and University Assembly follow *Robert's Rules of Order* in the conduct of its meetings, with guidance from a parliamentarian (currently Keith Stine) appointed by the Senate chairperson. All meetings of the Faculty Senate, University Assembly, and their committees are open to the public, except where personnel matters or other issues that require confidentiality are discussed. The Senate meets each month of the academic year and the Assembly meets alternate months during the academic year. Committees meet as often as needed; their schedules are set by the committee membership. During the summer months, the Steering Committee is designated to act on behalf of the Senate and Assembly if a decision is required before the full bodies meet in the new academic year.

One of the important roles of the Senate is its relationship to the Intercampus Faculty Council (IFC) as a conduit of information from the UM System Officers and the UM Board of Curators to the faculty. The Chancellor reports on the Board of Curators meetings, of course, but the Faculty Senate's "take" on all issues discussed by the UM System is important to the faculty. The UM System officers and the other campuses rely on feedback from the Senate leadership at the system level for a fuller sense of what is occurring on the individual campuses.

The Chancellor is invited to give a report at each meeting of the Senate and the Assembly. During the period covered by this study the Chancellor and many administrative officers have taken advantage of this opportunity to provide information to the membership, answer questions of concern to the campus community, and receive input.

The president of the Student Government Association is invited to report at each meeting of the University Assembly, as the student representatives are invited to attend Assembly meetings. These student leaders have voiced concerns to the faculty and administration, provided information about student-sponsored events, and exchanged information and insights with the Assembly members.

The president of the Staff Association is also invited to make a report to the University Assembly. In these reports, staff leaders have provided information about staff-sponsored events and projects, and exchanged information and insights with the Assembly members.

Committees

The Faculty Senate/University Assembly does not have reporting units, but does have committees, listed below, that make recommendations to the Senate, the Assembly, and the administration. Each spring, each full-time faculty member receives a committee preference poll. The Committee on Committees uses the responses to this poll to develop recommended slates for the Senate and Assembly committees. The Faculty Senate then elects members to the committees, using the slates developed by the Committee on Committees and any other nominations. Some committees also include student and staff representatives that are chosen by the Student Government Association and the Staff Association, respectively.

Senate Steering Committee

Joint Committee

- Bylaws and Rules

Faculty Senate Committees

- Academic Advisory
- Appointments, Tenure and Promotion
- Assessment of Educational Outcomes
- Committee on Committees
- Curriculum and Instruction
- Faculty Teaching and Service Awards
- Issues of Tenure Removal
- Oversight Committee (added in 2015-2016 per UM System requirements)
- Promotion of Non-Tenure Track Faculty
- Research Misconduct
- Research Policy
- Research – Fall Panel
- Research – Spring Panel
- University Libraries

University Assembly Committees

- Administrator Evaluation
- Budget and Planning
- Information Technology
- Physical Facilities, Space and General Services
- Recruitment, Admissions, Retention and Student Financial Aid
- Student Affairs
- Student Publications

Facilities

The Faculty Senate Office is located in the SSB/Tower building close to faculty in the center of the North campus.

2. Mission and Goals

Mission

The members of the University Assembly and the Faculty Senate advance the mission of the University of Missouri-St. Louis by contributing their time, talents, insights, and experiences to the governance of the campus. On behalf of an intellectually and culturally diverse campus community, the Senate has primary responsibility for making educational policy decisions to create a rigorous, innovative, student-oriented environment for learning, research, and community service. The Senate and Assembly together and through their committees advise the Chancellor and other senior administrators on matters related to students, faculty and staff. Through these efforts the Senate and Assembly strive to make UM-St. Louis a premier public urban research university. *(Adopted at the joint meeting of the University Assembly and Faculty Senate, September 4, 2007.)*

Relationship to Current Campus Goals

UMSL's 2014-2018 Strategic Plan is as follows: By 2018, UMSL will increase the annual number of degrees conferred by 20% through an enriched UMSL experience with enhanced relationships and more research and community engagement integrated into student learning to fulfill our metropolitan land-grant mission. The areas of focus are

- Enhance the experience of UMSL for all our students
- Create new and more effective community partnerships
- Enhance academic excellence in all of our programs

The Faculty Senate and University Assembly are active participants in all campus review and enhancement programs, and act to support the Strategic Plan. They play an active leadership role in all assessment programs addressing academic effectiveness and excellence.

Senate and Assembly committees have been part of the effort to increase degrees conferred while maintaining academic rigor. Specific efforts include the following:

- The Academic Advisory Committee put forward to C&I a number of policy changes supporting student success that were presented to and approved by the Senate. These include Degree with Distinction, changes to the Course Withdrawal Policy, and the Academic Renewal Policy.
- The Recruitment, Admissions, Retention, and Student Financial Aid Committee proposed changes to scholarship policies and increases to financial aid that will support students.

Senate and Assembly committees have also worked to enhance academic excellence throughout the University. Specific efforts include the following:

- The Curriculum and Instruction Committee considers program and course proposals from the perspective of academic rigor and
- The Appointments, Tenure, and Promotion Committee and the Promotion of Non-Tenure Track Faculty Committee have worked to improve processes related to tenure and promotion, as part of maintaining and enhancing academic excellence.

3. **Processes and Performance**

Committee Responsibilities

The Committees fall into three categories. The Steering Committee is the executive committee of the Faculty Senate and has only senators and the Chancellor as members of the committee. The Senate Committees are primarily composed of full-time faculty, with student representatives when appropriate. University Assembly Committees always include staff members selected by the Staff Association and students selected by the Student Government Association in addition to full-time faculty.

Steering

The Steering Committee comprises the Senate/Assembly chairperson, the Senate/Assembly secretary, three Faculty Senators elected by the Senate, and the university chancellor, and the provost regularly attends as a guest. The committee's responsibilities are

- To call regular and special meetings of the Senate and Assembly and prepare the agendas
- To coordinate the work and activities of the Senate and Assembly and their committees
- To meet with the chancellor to discuss matters of policy concerning the campus
- To act on behalf of the Senate and Assembly to maintain avenues of communication with the faculty and students of the campus, administrative officers, and the governing board of the University of Missouri
- To establish guidelines for Senate and Assembly elections and to supervise the elections

Faculty Senate Committees

Academic Advisory

This committee has the general responsibility for making recommendations to the Vice Chancellor for Academic Affairs on academic issues affecting the University, including recommending general policies and procedures governing the evaluation of academic instruction and advising.

Appointments, Tenure, and Promotion

This committee's responsibilities include

- Review of initial academic appointments that are to include tenure before recommendation to the chancellor
- Tenure recommendations for faculty holding term appointments, and recommendations for promotion above the rank of assistant professor
- Establishing, developing, and maintaining, with appropriate administrative officers, the highest standards of faculty quality

Assessment of Educational Outcomes

This committee has responsibility for

- Making recommendations concerning policies in the area of assessment of educational outcomes and related matters
- Reviewing and advising on policies and procedures in this area and recommending changes where appropriate

Bylaws and Rules

Even though the committee on Bylaws and Rules is designated as a Senate committee, it serves both the Assembly and the Senate. It is responsible for

- Receiving proposals for bylaws changes, reviewing them, and recommending changes to the Assembly or Senate, whichever is appropriate
- Interpreting the bylaws upon written request of the Senate chairperson
- Compiling and maintaining the bylaws and operating rules
- Initiating bylaws changes

Committee on Committees

This is the nominating committee of the Senate and the Assembly. Its responsibility is to nominate

- Faculty members for standing committees of the Senate and Assembly
- Faculty members for *ad hoc* committees of the Senate and Assembly
- Faculty members for *ad hoc* or standing statewide committees for election by the Senate or Assembly or for appointment by the chancellor

Curriculum and Instruction

This committee is responsible for

- Recommending policies and procedures in the area of curriculum and instruction, including graduation requirements, special honors programs, and academic publications such as catalogs and schedules of courses
- Academic calendar, schedules of classes, and final examination schedules
- Review of new degrees and degree programs proposed by the separate colleges
- Reviewing curricular additions and changes for overlap and duplication

Faculty Teaching and Service Awards

This committee is responsible for

- Formulating and publishing guidelines for campus-wide teaching and service awards
- Soliciting nominations for campus-wide teaching and service awards
- Recommending candidates for teaching and service awards to the chancellor

Issues of Tenure Removal

This committee is responsible for conducting a hearing in removal cases or in disputed cases involving tenure rights and status as provided for in the Academic Tenure Regulations of the University of Missouri System. This committee serves as the committee referred to as “Campus Faculty Committee on Tenure” in the Academic Tenure Regulations.

Oversight Committee (recently added)

The Oversight Committee monitors the grievance process as neutral observers and provides feedback on the process to the Faculty Senate, the faculty, and the Provost's and Chancellor's offices.

Promotion of Non-Tenure Track Faculty

This committee has responsibility for reviewing the Department's/Division's and Dean's recommendations for approval or disapproval of promotion of non-tenure track faculty and submitting recommendations to the Provost in accordance with procedures that are consistent with the Collected Rules and Regulations of the University of Missouri System using criteria that are determined by the academic units.

Research (Fall and Spring Panel)

The Fall and Spring Panels meet to

- Establish objectives, deadlines, and guidelines for campus research awards
- Recommend internal grant funds, including summer support, support during research leaves, support for research assistants, grants for equipment and supplies, and travel funds
- Make nominations for campus research awards

Research Misconduct

This committee is responsible for performing the responsibilities prescribed by "Procedures Governing the Disposition of Charges of Research Dishonesty by Academic Faculty and Staff" [*Collected Rules & Regulations of the University of Missouri System (420.020)*].

Research Policy

This committee is responsible for recommending and reviewing policy in the areas of research and research administration and for advising the Vice Provost for Graduate Studies and Research.

University Libraries

The responsibilities of the Libraries Committee include

- Advising the Dean of Libraries on policy issues, including budget
- Serving as liaison between the libraries and the university community
- Advising the university administration about policies and recommendations regarding the libraries
- Considering other matters referred to it by the Senate, the Dean of Libraries, or any member of the campus community regarding libraries

University Assembly Committees

Administrator Evaluation

This committee is charged with conducting annual surveys of faculty and staff assessments of the performance of campus administrators. Current practice uses a three-year rotation of groups of administrators, as described in the Evidence of Committee Performance section below.

Budget and Planning

The committee shall

- Examine general budgetary allocations and priorities for the campus
- Consider questions relating to the development of the campus and the university as a whole
- Make recommendations on development and fiscal matters to the chancellor

Information Technology

The responsibilities of this committee include

- Overseeing general policies regarding information technology, as well as policies specifically
 - regarding hardware for research, teaching, and administrative service
 - governing the development of software applications for research, teaching, and administrative services, and
 - regarding the deployment of information technology support personnel
- Advising the associate vice chancellor for information technology
- Gathering information about information technology needs and productivity
- Identifying common information technology needs of units and groups
- Encouraging communication between UMSL and UM system on the unique information technology needs of the campus
- Identifying policies that foster consistent and comprehensive training and professional development opportunities for faculty and staff
- Funding policies for information technology

Physical Facilities, Space, and General Services

The responsibilities of this committee include

- Recommending policies and procedures in the areas of facilities and general services
- Acting in an advisory and fact-finding capacity for the planning of physical facilities
- Reviewing and reporting priorities regarding maintenance, construction and support services
- Reviewing complaints and suggestions regarding physical facilities and services
- Formulating long-range space recommendations
- Recommending allocation of existing unused space to the chancellor

Recruitment, Admissions, Retention, and Student Financial Aid (updated 2014)

This committee is responsible for

- Monitoring processes associated with recruitment, admissions, retention, and student financial aid and facilitate reporting to the Assembly
- Recommending policies and procedures to the Assembly, the Dean of Enrollment, the Director of Student Retention Services, and the Director of Student Financial Aid regarding recruitment, admissions, retention, and student financial aid
- Facilitating discussion with administrators and students on policies and procedures regarding scholarships, advisement and appeals

Student Affairs

This committee is responsible for recommending and reviewing policies in the areas of non-academic regulations and student services and for advising the Vice Provost for Student Affairs.

Student Publications

This committee recommends and reviews policy regarding student publications that are directly funded by the university.

Evidence of Committee Performance

Faculty Senate and Assembly Committee Chairs submitted the following information regarding the most recent activity of those committees:

Faculty Senate Committees

Academic Advisory Committee

The committee has discussed a variety of topics such as teaching evaluations and various policy changes. The Senate approved the following matters put forward by the committee:

- *Degree with Distinction*: a policy to allow students with research, arts, and other scholarly works to graduate with a distinction that appears on transcripts on diplomas was developed
- *Latin Honors Requirements*: a policy to address the disproportionate percentages of students graduating with honors across different colleges within the university by limiting Latin Honors to the top 20% of graduates in each college
- *Course Withdrawal Policy*: a revised policy that allows students to withdraw from a class by self-service during weeks 5 through 8 in a regular semester without requiring permission from the instructor
- *Academic Probation, Suspension, and Dismissal*: a revision of the probation policy that restricts students on probation to 12 credit hours
- *Academic Renewal Policy*: a new policy allowing students who have been away from the university for a significant time to remove entire semesters from consideration in their academic records
- *University Policy on Credit for ROTC (MILSCI and AERO) courses*: a change in policy that allows university credit for courses related to military and veterans' studies
- *Declaring a Major Policy*: a policy that student's first major is determined by their application for admission

Appointments, Tenure and Promotion (ATP) Committee

- Over the past five years, the ATP Committee has reviewed 76 candidates for tenure and promotion. All recommendations were forwarded to the Chancellor.
- The ATP Committee has considered ten candidates for curators' professorships. Recommendations were made and forwarded to the Provost and Chancellor.
- The ATP Committee has maintained clear and accurate guidelines and timetables for candidates seeking tenure and/or promotion.
- The ATP Committee has also reviewed promotion guidelines in order to ensure high standards in research, teaching, and service. Recommendations were presented to the Senate for approval.

Assessment of Educational Outcomes Committee

- The 2015-16 Committee considered issues regarding the acumen of the faculty with respect to assessment as it relates to assurance of learning and assessment of General Education courses.

- The 2014-15 Committee added a general education section to the Center for Teaching & Learning's Essential Elements of a Course Syllabus document that explicitly addresses assessment, recommended adoption of a standardized annual report template by all colleges, and developed a proposed general education assessment plan and process.
- The 2013-14 Committee concentrated on assessment of the General Education Program, expansion of the assessment sections of the Five-Year Review and annual report templates, and assessment of program capstone courses/experiences.
- In 2012-13, the committee's work involved three initiatives: online course evaluations, a review of general education requirements and ways to improve general education assessment, and promotion of a campus-wide culture of assessment by identifying barriers to assessment.
- In 2011-12, the committee focused on course evaluation response rates, and considered a multi-varied approach to encourage students to respond to evaluations. It also considered a similar strategy to educate the growing number of adjunct faculty about the need for this data.

By-Laws & Rules Committee

During the 2015-16 academic year, the Committee reviewed the Senate Operating Rules and UM System Bylaws to consider any changes that were necessary due to the merger of the College of Fine Arts and Communication with the College of Arts and Sciences and the separation of the School of Social Work from the College of Arts and Sciences. The specific changes are as follows:

- *Senate Operating Rules*
 - Redefined the parallel units due to merger of College of Fine Arts and Communication with the College of Arts and Sciences, and the separation of the School of Social Work from the College of Arts and Sciences
 - Changed the term "divisions" to parallel units to remove ambiguity and updated the changes in department names
 - Removed the title specialist as it is no longer used
 - Streamlined the section of the rules dealing with elections for faculty senate by deleting the list of individual parallel units, which are defined elsewhere; removed reference to ballot mailing as the ballots are e-mailed; added a new recommendation to accommodate the departments with fewer than five tenure-track faculty members
 - Departmental representation was modified with the following language: *Each department of the parallel units with at least five full-time faculty will elect one representative by a ballot distributed and tallied by the Faculty Senate. Each department or parallel unit with fewer than five full-time faculty will elect one non-voting representative.* (Note: the significant change was that the Senate voted to remove the department requirement of five **tenured** faculty and changed it to five **full-time** faculty. It also established a new rule of a non-voting representative for the departments with **fewer than five** full-time faculty.)

- Changed the number of representatives on Senate Committee on Research due to merging of colleges; changed the title of Vice Provost for Graduate Studies and Research

➤ *UM System Bylaws*

- Rather than listing each parallel unit specifically, changed wording to refer to “parallel units” to accommodate future changes
- Fixed the language that required the Fall and Spring Research panels to meet jointly; changed the language that required the panels to recommend policy as that is the responsibility of the Research Policy Committee
- Corrected CRR number and title (the previous number was rescinded)
- Fixed a grammatical error and added a reference for the Committee on Tenure Removal
- Removed reference to the Dean of Continuing Education as the school has been eliminated
- Other minor housekeeping edits

The Committee recommendations on Senate Rules were approved by the Faculty Senate on December 9, 2015. The Bylaws were presented to the Spring Faculty meeting for approval on May 11, 2016 and sent to the Board of Curators for approval.

➤ **2014-15:** No Bylaws meetings this year.

➤ **2013-14**

- Changes were made to the RARSFA mission statement and membership as proposed by the RARSFA committee.
- Changes were made to add Grievance Resolution Panel, Degree Revocation Committee and the Oversight Committee (as directed by UM System).

➤ **2012-13**

The changes proposed for the Bylaws, which were approved by the University Assembly, the UMSL faculty and the Board of Curators included the following:

- A change in the charge for the Committee on Recruitment, Admissions, Retention, and Student Financial Aid. The University Assembly approved the proposed changes, with amendments.
- The rules regarding voting membership for the **Committee on Promotion of Non-Tenure Track Faculty** were changed to allow only faculty of the same rank or higher to vote on promotion for colleagues aspiring to a similar rank, whether they be NTT or TT UMSL Faculty.

The changes to the Senate Operating Rules, which were approved by the Faculty Senate and University Assembly, included the following:

- A change in how the Administrator Evaluation Committee reports its findings in order to provide a balance between accountability and confidentiality. Specifically,

the recommendation was that: “This Committee shall present the report to the Steering Committee for review. The report to the University Assembly should include the names of individuals who were evaluated, the individuals who received the evaluation results (e.g., those they report to), and how the results will be used.”

- A change to the operating rules stipulating that members of the Budget and Planning Committee serve a three-year term.

Committee on Committees

The Committee on Committees continues to seek to identify and nominate representatives from different units at the University in a manner that represents the University faculty by increasing diversity as well as balance across all colleges and units.

In addition to its regular meetings in the Spring of each academic year to develop the slate of committee members, the committee met on October 20, 2015 in order to set up a new Oversight Committee, as specified by UM System. The Committee on Committees identified a slate of candidates to serve as the initial members of the committee and set up a process to establish a staggered rotation of terms so that the committee did not completely turn over every two years.

Curriculum and Instruction Committee

The Curriculum and Instruction Committee reviews many course and program proposals throughout each academic year, in addition to reviewing academic calendars. The faculty committee members devote substantial time and effort to ensure curriculum expectations are kept to a high standard. The number of proposals reviewed in each of the last five years is presented below:

- **2015-16:** 84 program proposals and 378 course proposals
- **2014-15:** 79 program proposals and 276 course proposals
- **2013-14:** 55 program proposals and 230 course proposals
- **2012-13:** 66 program proposals and 387 course proposals
- **2011-12:** 52 program proposals and 336 course proposals

The committee also oversaw the implementation of a new web-based software program to facilitate the curriculum review process. The *Courseleaf* software was implemented in the Fall of 2013. C&I Committee Chair Michael Allison provided an overview of the new system to the Senate in the September 2013 Senate meeting. Faculty and staff were trained on the use of the new web-based system and transitioned successfully. During the previous, 2012-2013, academic year, C&I Committee Chair Michael Allison attended many meetings and training sessions in preparation for the implementation of the new software.

The committee also reviews and discusses proposed policies before either recommending them to the Senate or recommending that further committee coordination is necessary. The following list is a sample of the many policy proposals that the Curriculum and Instruction Committee has reviewed:

- **2015-16**
 - Change to the Adding/Dropping Courses Policy
 - Change to the Latin Honors Policy
 - Change to the General Education Requirement
 - Addition of Degree with Distinction
- **2014-15**
 - Change to the Latin Honors policy
 - Change to the General Education policy
 - Change to the Undergraduate Academic Probation, Suspension, and Dismissal policy
 - Change to the Credit for Military Educational Experiences Policy
- **2013-14**
 - Addition of the policy on Academic Renewal
 - Change in the policy on Undergraduate Grade Modification
 - Change in the policy on Math Proficiency Options
 - Addition of the policy on Math and English Proficiency
 - Change in the policy on Declaring a Major
 - Change in the policy on Credit for Military Educational Experiences
 - Deletion of the policy on ROTC courses
- **2012-13**
 - Addition of the English for Academic Purposes Policy
 - Addition of the Declaring a Major Policy
 - Change in the Change of Major Policy
 - Changes to the Repeating Courses and Grade Modification Policies
 - Changes to the Adding/Dropping Courses Policy
 - Change in the academic policies of the College of Arts and Sciences

Faculty Teaching & Service Award Committee

The Awards Committee reviews many nominations each year for the following award categories:

- Gitner Excellence in Teaching Award
- Chancellor's Award for Excellence in Teaching
- Chancellor's Award for Excellence in Service
- Chancellor's Award for Excellence to a Part-time Faculty Member
- Chancellor's Award for Excellence to a Non-Tenure Track Faculty Member
- Emerson Excellence in Teaching Award
- Governor's Award for Excellence in Teaching

The Awards Committee takes great care in choosing the best candidates for the awards. The committee's confidential recommendations are forwarded to the Chancellor.

Promotion of Non-Tenure Track Faculty Committee

Over the past five years, the Promotion of NTT Faculty Committee has reviewed 58 promotion dossiers for NTT faculty members from Clinical, Research, and Teaching tracks. All recommendations were forwarded to the Provost.

In addition, the committee has been instrumental in developing processes and guidelines for promotion of NTT faculty, since the committee was newly formed in 2009-2010. These actions include the following:

➤ **2015-16**

- The Committee discussed a set of University-wide NTT promotion requirements that had been recommended by the University's NTT full Professors. The Committee offered several suggestions, and the Chair revised the requirements with the help of Dr. Nigam Rath and Dr. Vinita Henry. The revised "Promotion Requirements" were submitted to the NTT full Professors for their suggestions. An ad hoc committee of three professors revised the document over spring and summer semesters, 2016.

➤ **2014-15**

- The Chair of the Committee created a list of dossier parts that would apply to all NTT faculty members, regardless of track (teaching/clinical/research) or unit promotion requirements, which was approved by the Committee and the Faculty Senate.
- Identified the need for consistent promotion guidelines across units and tracks
- Sponsored a meeting of all NTT full professors to discuss the prospects of a single set of guidelines for NTT promotions. A single set of guidelines was supported by all those who attended
- The Committee Chair and Research Professor Nigam Rath rewrote promotion guidelines for teaching, research, and clinical tracks for presentation to the Committee for its approval.

➤ **2013-14**

- Discussed the standardization of parts of the NTT promotion dossier. The committee recommended that the chair survey department chairs over the summer.

➤ **2012-13**

- Approved a move to an electronic submission process by 2014-2015, which would be piloted by volunteers going up for promotion in 2013-2014. The electronic promotion dossier process was launched at the May 3 Promotion Workshop sponsored by the Center for Teaching and Learning.
- Recommended to the Bylaws Committee that the NTT Promotion Committee include full professors only, and that the Senate Committee on Committees should strive to ensure balanced representation of male and female faculty members on the Senate Committee on the Promotion of Non-Tenure Track Faculty. The Bylaws Committee then presented this to the Faculty Senate, which passed it by unanimous vote.

- **2011-12**
 - Collected and evaluated the NTT promotion guidelines from each academic unit on campus, which was the first time all guidelines had been collected in one place on campus. This evaluation showed great disparities in processes and requirements for promotion in units across campus. A report with recommendations was submitted to the Provost to share with the deans.
 - Developed a prototype for electronic promotion dossier submission

Research Policy Committee

- **2015-16**
 - Participated in the 5-year review of ORA
 - Organized a series of meetings to facilitate in-depth discussion of undergraduate research by various parties, including Admissions, Graduate School, and advisors of student groups organizing conferences
 - Continued encouragement of ways to enhance the research culture at UMSL
- **2013-14**
 - Considered policy changes regarding Research Award Guidelines and Format, particularly as related to funding requirements for research leaves
 - Considered methods to foster undergraduate research
- **2012-13**
 - Approved the addition of a MIMH representative as an ex-officio member
 - Discussed and approved the recommendations from the Gateway for Greatness Research Committee after having several issues clarified
 - Discussed and made recommendations to the proposal from Vice Provost Arshadi regarding the Research and Innovation Week scheduled for the Spring Semester
- **2011-12**
 - Developed a comprehensive proposal on the re-instatement of the research awards that resulted in \$100,000 to be distributed annually. The proposal documented the need for funding and the benefits in terms of both research productivity and grant success. The committee surveyed all successful Research Awardees and summarized the results of that survey.

Research Panels (Fall and Spring)

Fall Panel:

- **2015-16:** Solicited applications from junior tenure track faculty concerning travel to academic conferences and performances. A total of 26 applications were received. Six applications were recommended for full request support, and eleven for partial support.
- **2014-15:** A total of 36 applications for travel funding were received, three times the number submitted in recent years. Eleven applications were recommended for support.

- **2013-14:** Reviewed applications for travel funding and submitted recommendations for support to ORA.
- **2012-13:** A total of 23 applications were received, and recommendations were subsequently forwarded to ORA. The committee also created a submission template to use in future years' junior faculty travel competitions, which was submitted to ORA.
- **2011-12:** The Office of Research Administration announced the cancellation of UMSL Research Awards, formerly the responsibility of this panel. The committee also was told that Small Grants this year were limited to junior faculty. Twelve junior faculty applied for small grants, asking for a total amount of \$11,940. All grants were funded.

Spring Panel:

- **2015-16**
 - Administered \$100,000 in campus research awards. Out of 21 proposals totaling \$231,575, the committee recommended funding 9 proposals at a total of \$98,952: 2 in Humanities and Arts, 1 in Social Sciences, 5 in Natural Sciences, and 1 in Nursing. Three additional proposals were recommended, but were not able to be funded within the \$100,000 budget.
 - Selected a nominee for the Chancellor's Award in Research and Creativity. Three submissions were reviewed for the Chancellor's Award in Research and Creativity and a nomination was made to the Chancellor for his consideration.
 - Discussed revised mechanisms to simplify and streamline the proposal review process in future years.
- **2014-15:** Met to vote on applications to administer \$100,000 in campus research funding awards and to nominate a candidate for Chancellor's Award for Research & Creativity.
- **2013-14**
 - Discussed and voted on 23 applications to administer \$100,000 for the campus research award
 - Nominated a candidate for Chancellor's Award in Research and Creativity.
- **2012-13**
 - Discussed and voted on 29 applications to administer \$100,000 for the campus research award
 - Nominated a candidate for Chancellor's Award in Research and Creativity
 - Voted to change the application requirements and funding for research leaves
- **2011-12:** The Committee's sole charge was to select a nominee for the Chancellor's Award in Research and Creativity. The Committee reviewed nomination packets for three candidates and submitted a nominee to the Chancellor.

University Libraries Committee

Throughout the five years under review, the University Libraries Committee has consistently worked with the Library Dean and staff to address the needs of the library in the face of increasing costs and/or decreasing funding. Additional issues considered by the committee in specific years include the following:

- **2015-16:** The Library Committee considered how to deal with the budget deficit as it affects our current serials collection.
- **2013-14:** The University Libraries Committee worked with the Library Dean and staff to find creative ways to solve some ongoing problems, address funding cuts, and update operations.
- **2012-13:** The Senate Libraries Committee worked with the Library Dean and staff to find creative ways to solve some ongoing problems, address funding cuts, and update operations. The Committee continued to monitor the success of the overdue book policy implemented two years ago. The policy seems to have solved the problems of books not being returned without negative impact to the faculty.

University Assembly Committees:

Administrator Evaluation

- Recently the committee has deliberated over the administrators who are being reviewed and broadened the list to include a more comprehensive listing each year.
- The Committee Chair also created a detailed summary of the processes specifically used for compiling the evaluation summary report that is presented to the Chancellor and Provost. By documenting this important information, the procedures will be available for future committee chairs, which will enable a smooth transition from year to year.
- Administrators evaluated over the five years covered by this self-study and total number of responses each year are presented in the following table:

2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
Administrators who report to Provost or other Vice Chancellors	Deans/Director	Administrators who report to Chancellor	Administrators who report to Provost	Deans/Director
Coonrod	Basile	Burris	Arshadi	Basile
Eby	Bliss	Cope	Cohen	Bliss
Glassman	Dames	Gossen	Coonrod	Dames
Goodman	Davis	Krueger	Frederick	Davis
Gossen	Dean-Baar	Leifeld	Glassman	Richards
Heithaus	Hoffman		Van Ness	Walker
Isaac-Savage	Miller		Walker de Felix	Womer
Stevens	Pierce			Yasbin
Van Ness	Walker			Pierce
Westermeyer	Yasbin			
Zahn				
Total Responses:				
394	305	457	453	299

Budget and Planning Committee

- **2015-16:** The committee spent considerable time discussing and debating the \$15M Sustainable Budget Realignment Proposal. After discussion, debate, and time for feedback from faculty, staff and students, the committee approved the proposal. The committee also approved stabilization funding for basic Information Technology Services (bITS).
- **2014-15:** The committee endorsed the proposal for the acquisition of the Normandie Golf Course. The committee was informed that the School of Professional and Continuing Studies would be de-centralized. The committee discussed the details and ramifications of a \$2M budget cut and approved the budget proposal. A draft document listing the strategic plan funding requests was reviewed. The committee voted to accept the overall strategic plan.
- **2013-14:** The committee voted to accept the AY 2014 UMSL Strategic Plan as proposed. The committee unanimously endorsed a proposal for an UMSL swimming team for men and women. The committee voted in favor of a plan for the first phase of a new optometry building that was presented to the committee. The committee was briefed on a new proposal for basic Information Technology Services (bITS), which was eventually endorsed. The creation of a new position for an international student recruiter and the associated costs were introduced by Provost Cope and discussed and approved by the committee, conditional on review of the success of the position. The Provost also presented a proposal to form a Budget Realignment Task Force to look at reductions and increases, which was endorsed. The committee approved the proposal to move Missouri Institute of Mental Health (MIMH) from their off-campus location to the IT Enterprises building. The committee endorsed the FY 2015 budget.
- **2012-13:** The committee voted to recommend the FY 2014 budget proposal (reallocation of \$2,600,000). The committee voted in favor of a proposed merger between KWMU (St. Louis Public Radio) and the *St. Louis Beacon*, an on-line news organization. The committee voted to allocate \$2,000,000 annually for 30 years as a revenue stream for the interest and principal payments for a bond issue to build the Benton-Stadler project. The committee also voted to endorse \$500,000 for student scholarships.
- **2011-12:** The committee approved the proposed FY 2013 budget (\$4,250,000 reductions). The B&P committee received an update on the Office of Advancement's marketing and fundraising efforts.

Information Technology Committee

- **2015-16**
 - Created the Emergency Notification Access Policy, which was approved by the Senate
 - Discussed the upcoming changes in the Learning Management System (LMS)
 - Discussed changes to "K" Drive storage and the moving of e-mail accounts to Google
 - Reviewed budget cuts and changes to ITS (retirement of CIO)

➤ **2014-15**

- Reviewed the following four policy proposals presented by CIO Larry Frederick:
 - Personally Identifiable Photo Policy
 - Computer System Support and End-of-life Policy
 - Request to have the IT component of an UMSL initiative added to bITS (basic Information Technology Services)
 - Managed Print Services for Students
- Instruction sub-committee worked on creating a mobile device policy
- Research sub-committee distributed a survey to faculty to assess faculty IT needs for research support
- Reviewed ITS budget reductions of \$500,000

➤ **2013-14**

- Considered the question of wireless access to all areas of the campus
- Mr. Frederick provided background information on port charges and the plans by ITS to transition to Basic IT Services or BITS, to be paid by a college or a department
- Discussed the fact that the UM System does not have a viable disaster recovery system for Peoplesoft systems and assessed related risks
- Discussed the existing and new Faculty Advancement Systems, student email upgrade to Microsoft Office 365, and asked ITS to look into FERPA-compliant ways to share information between instructors and TAs
- Committee reviewed and approved the policies developed by ITS regarding the use of cloud drives and personal email to communicate with the students, and its implications for privacy
- Approved a document about the Data Classification Systems Requirements presented by Mark Monroe, Information Security Officer. Mr. Monroe also presented a plan to scan all the servers on campus network for security vulnerabilities.
- Discussed the mobile device use policy and approved it to be presented to the Faculty Senate/University Assembly. The policy was sent back by the Senate Steering committee with some concerns and requests for clarifications. The committee decided that it would have to be taken up the following year.
- Dr. Krueger reported on the budgetary issues to the committee. The committee approved cuts in the ITS budget.
- The Instruction Subcommittee worked on UMSL's online courses, cloud drive access for faculty, and results of the MyGateway student survey from the past year.

➤ **2012-13**

- Reviewed, discussed, and approved the changes and policy updates from ITS
- Mark Monroe, Information Security Officer, updated the committee on Business Policy Manual (BPM) 1201, Information Technology and Telecommunications. He advised faculty to use the university e-mail accounts rather than non-university accounts (such as Gmail, hotmail, etc.) when e-mailing students.

- The research subcommittee developed a survey administered to the entire faculty in the early spring with the goal of providing guidance to ITS in its planning to maintain and expand the campus IT infrastructure.

➤ **2011-12**

- Reviewed the key elements of the Information Technology Services (ITS) Strategic Plan and approved the plan.
- Reviewed and approved the Information Technology Services' proposed budget reductions for FY 2013
- Reviewed and approved the purchase of new survey tools for the campus.
- Reviewed and approved changes to the Telepresence Room in JCPenney. The Telepresence Room has been fitted with a Blackboard Swipe system. This system will allow UMSL faculty and staff to use their Triton Card to enter the room for meetings during normal business hours.

Physical Facilities, Space, and General Services

➤ **2015-16**

- Discussed visitor parking lots and usage
- Discussed how decisions were made on campus projects and the committee's involvement in those decisions
- Discussed the continuing issue of deferred maintenance and the results of the upcoming space survey. Also, the committee discussed the shrinking of the campus footprint.

➤ **2014-15**

- Received an update on the construction projects underway on campus and the current status of future projects
- Received an update on safety initiatives by the campus police chief. The ongoing implementation of the Building Emergency & Safety Team (BEST) plan was discussed.
- Discussed gender neutral restrooms and the fiscal issues associated with any recommendations
- Endorsed the proposed acquisition of the Normandie Golf Course
- Discussed campus space reassignments
- Reviewed the serious issue of the status of deferred maintenance on UMSL campus
- Endorsed the Managerial & Technological Services budget reductions for FY 2016
- Discussed parking lots and traffic flow issues

➤ **2013-14**

- Received updates on the construction projects. Construction impacts on parking were discussed. The committee approved plans to handle adjustments necessary to best utilize existing campus parking structures and approved plans to add spaces on Benton and West Drives.

- Received an update about power outage information and the campus policy on the response to utility or building system failures, and on the Building Emergency & Safety Team (BEST) program and new emergency wall posters
- Received a status report on major building projects: Science Learning Building, Wellness and Recreation Center, and College of Business Building
- The committee focused on the costs of operating the new buildings that are either currently under construction or planned for construction in the near future, particularly the costs for utilities, custodial services, and maintenance and repair. The committee discussed the possible sources of funding for these operating costs.
- The committee was updated on campus strategic planning requests and passed a motion in support of the requests.
- Received an update on the projected shortfall for FY2015 of \$3.7 million and on the Board of Curators approval of the Campus Master Plan in November 2013
- Dr. Krueger discussed the proposed cost savings planned for Managerial and Technological Services. The committee members discussed Dr. Krueger's outline for cuts in MTS. A motion was made, seconded, and passed to support the general outline of cuts for MTS that were subsequently presented to Budget and Planning.
- Discussed the plan to conduct structural inspections of residential life facilities, in response to an unfortunate incident in a residential structure in Columbia, as well as the planned inspection of all buildings in accordance with the existing policy for inspecting all buildings every five years
- Discussed the status of the buildings that were due to be demolished, including a Request for Proposals (RFP) that has been issued in connection with Normandie Hall or the St. Agnes buildings

➤ **2012-13**

- Provided feedback to the Master Plan update before it was presented to the Board of Curators
- Discussed the enforcement issues associated with the tobacco-free campus policy
- Received an update on the Sightlines (outside consultant) review of campus building and grounds conditions. A summary of the North Campus Energy Master Plan was presented, which will be used to plan for energy efficiency in new construction and in maintenance plans.
- Updates on three major campus construction projects were provided. The committee addressed parking issues during the construction.
- Approved a plan to number all external doors on campus in response to the concerns raised by the Campus Safety Committee
- Approved the proposed budget cuts for 2013-14

➤ **2011-12**

- Finalized discussions concerning policies regarding tobacco-free campus and ensuring signage was appropriate
- Approved budget cuts for Managerial and Technological Services
- Discussed ISES report on Facility Condition Analysis for the campus

- Received an update on the campus Master Plan

Recruitment, Admissions, Retention & Student Financial Aid

➤ **2015-16**

The committee made the following recommendations that were adopted by the Faculty Senate and University Assembly:

- A proposal that faculty participation in the Verification of Enrollment (roster verification) process be mandatory, where mandatory is interpreted as it is for final grade submissions
- A proposal establishing requirements and procedures for units to work effectively with the Office of Student Financial Aid so that available scholarships are awarded and distributed

➤ **2014-15**

- The committee received regular reports from the Director of Admissions relating to recruitment and retention activities and the Director of Student Financial Aid relating to student financial aid and scholarship concerns.
- The committee provided recommendations on policies regarding academic probation and suspension.
- The committee recommended that the department of Student Financial Aid perform an annual financial aid review of scholarship funds each academic year and share that report appropriately with each college and department.
- The committee endorsed increasing need-based scholarships at UMSL.

➤ **2013-14**

The committee made the following recommendations that were adopted by the Faculty Senate and University Assembly:

- Increase the minimum GPA requirement for transfer students who have not completed an AA degree to 2.3 for fall 2015 with the aim of progressing to a 2.5 minimum GPA by fall of 2020
- Establishing that students who do not enroll in freshmen-level Math and English courses during their first semester at UMSL will receive an advising hold and must meet with an Academic Advisor to register in these gateway courses in order for the hold to be removed
- Establishing that students who have not declared a major at 60 credit hours (junior status) will receive an advising hold and must declare a major with an academic unit before the hold is removed. Transfer students arriving at UMSL with 60 or more credit hours will receive an advising hold during their first semester at UMSL preventing them from registering for the next semester until they have declared a major.

➤ **2012-13**

- Discussed and revised the committee Mission Statement, and sent a proposal forward to the bylaws committee. The Senate approved the changes to the mission statement.
- At each meeting, there was a report from the Office of Admissions and the Office of Financial Aid and discussion of those reports, as well as the summary of appeals for Admissions, and a summary of Financial Aid activities for Spring, Summer, and Fall 2012.
- Developed a proposal to increase incoming Freshman University and Academic scholarships by \$500.00 each as part of the FY 2013 Strategic plan initiative as an action item

➤ **2011-12**

The committee discussed the following items:

- Encouraged identifying at-risk students
- Adding attendance to early alert, and making these requests to faculty for feedback early and regularly
- Suggestions that deans and chairs should strongly urge faculty to post grades on MyGateway so that students can determine their academic progress
- The recommendation that academic units require that mid-term grades be reported for all students
- The recommendation that students must declare a major at 60 credit hours and transfer students must declare a major within 1-2 semesters after enrollment

Student Affairs

➤ **2015-16**

- Reviewed 12 student organization applications.
- Discussed the course schedule survey initiated by Student Government Association
- Discussed budget reductions and concerns
- Provided a campus safety update
- Reviewed a draft policy: Principles Guiding the Presence of Children on UMSL Campus
- Discussed non-degree vs degree-seeking students and how fees and eligible services are determined

➤ **2014-15**

- Reviewed student organizations requesting recognition and support from the university
- Constitutions for eight new student organizations were reviewed and approved.

➤ **2013-14**

- Reviewed 11 student organization applications.

The following issues were also considered:

- Lactation room (i.e., “family room”) for nursing mothers – one will be installed in the MSC and additional spaces have been identified on campus

- Gender-neutral restrooms – some have been installed in the MSC and additional spaces have been identified on campus
- Possibly developing a ‘best practices’ list of accessibility requirements (including issues such as family rooms and gender-neutral restrooms) for new buildings
- Policy/procedures on weather-related campus closures – closures occur too late after many students/staff have already left for or arrived to campus
- Development of maps that show where accessible restrooms/family rooms are on campus – include the information on the UMSL app as well
- Parking at the MSC when high school buses come to UMSL campus – is there a way to have them park at the Touhill?

➤ 2012-13

- Reviewed applications for six student organizations and discussed the following topics:
- **Code of Conduct for Student Organizations:** A Code of Conduct for Student Organizations (introduced last year) was presented by D’Andre Braddix (Assistant Dean of Students). It was modeled after a similar code at M S&T and received legal approval. The committee voted unanimously to support Mr. Braddix in presenting the document to the Chancellor.
- **Gender Neutral restrooms:** Miriam Rocca (Assistant Dean of Students, Student Life Operations) described the installation of two gender-neutral restrooms on the lower level of the MSC as well as ongoing plans to identify restrooms that can be converted to gender-neutral restrooms around campus.
- **Budget:** Curt Coonrod, Vice Provost for Student Affairs, presented the Division of Student Affairs budget information (including budget cuts) to the committee.
- **Organizational Structure:** By the beginning of academic year 2013, the Office for Student success will be split into two units: the Retention Services Office and the New Student Program Office).
- **Strategic Planning:** Judith Walker de Felix (Vice Provost for Academic Affairs and Dean, Graduate School) and Pat Dolan (Special Assistant to the Provost) described the University’s new strategic planning efforts and requested feedback from committee members.

➤ 2011-12

- Reviewed applications for eight student organizations.
- **Student Records Appeals Committees** – the committee discussed the idea brought to us from Academic Affairs that the Student Affairs committee serves as a source of members for student records appeals committees. The committee was agreeable to serving in such a capacity should a student records appeal arise, which has thus far been fairly infrequently.
- **Meeting with Career Services** – The committee met with Teresa Balestreri, Director of Career Services, to discuss some of their services and to seek advice from the committee on how they can better serve students.

Student Publications

The committee serves as an advisory group to the editor-in-chief of *The Current*. In recent years, the committee has advised *The Current* on budgetary issues and the selection of an editor-in-chief, as well as dealing with challenges that arise from students working on the newspaper staff.

Decision-Making Processes

Issues and concerns raised by the committees are routinely shared and then coordinated with the Senate Steering Committee. The Committee is consulted often and frequently provides counsel on important issues in close consultation with the Chancellor and the Provost. Issues faculty or other stakeholders bring to the attention of the Steering Committee are referred to the relevant Senate or Assembly committee. The Steering Committee often invites relevant committee chairs to meet with them to discuss areas of interest and concern that relate to the charge of their committee. When appropriate, recommendations and motions from the committees are brought to the Senate or the Assembly for a vote.

4. Assessment of Quality

Each Senate committee files an annual report. The accomplishments of those committees are part of the evidence of the quality of the work of the Senate. The reports are reviewed and quality improvement measures are considered and adopted when appropriate or needed. More general evidence of the quality the Senate/Assembly and its committees is provided below:

- The Faculty Senate continues to co-sponsor promotion colloquia with the Center for Teaching and Learning. The colloquia are available to faculty members who are preparing for promotion for tenured and non-tenured tracks. This program provides an opportunity to receive valuable information and guidance from experienced faculty members.
- The leadership skills that faculty members have gained through chairing Senate/Assembly committees and participating on the Faculty Senate have truly benefitted the faculty. Recent committee chairs, senators, and chairs of the Senate/Assembly have gone on to become successful department chairs, deans, and interim provosts.

5. Accomplishments/ Improvements / Initiatives

Accomplishments

The Faculty Senate/University Assembly serves an important role in shared governance at UMSL. Below are some of the accomplishments listed in three categories: Senate/Assembly committees, Senate and IFC, and the overall Senate accomplishments.

Committee Accomplishments

- The Budget and Planning Committee meetings provide a forum for faculty, staff, and student representatives to ask questions and provide feedback to the administration during the budgeting process. Some of the significant accomplishments of the Budget and Planning Committee since the last 5-year review are as follows:
 - Participated in the review of annual budget proposals and made recommendations. Most recently, the 2015-16 committee reviewed and debated the \$15M Sustainable Budget Realignment Proposal.
 - Approved stabilization funding for basic Information Technology Services (BITS)
 - Endorsed the proposal for the acquisition of Normandie Golf Course
 - Discussed and endorsed a proposal for an UMSL swimming team for men and women
 - Approved a plan for the first phase of a new optometry building
 - Discussed the proposal to hire an international student recruiter
 - Approved the move of Missouri Institute of Mental Health (MIMH) to IT Enterprises
 - Voted in favor of a merger between KWMU (St. Louis Public Radio) and the St. Louis Beacon, an on-line news organization
 - Voted for \$2M annually for 30 years as a revenue stream for a bond issue to renovate Benton-Stadler Hall
 - Reviewed the Office of Advancement's marketing and fundraising efforts

- The 2015-2016 Bylaws and Rules Committee recommended significant changes to the Senate Operating Rules/Bylaws. In particular, departmental representation was modified with the following language: *Each department of the parallel units with at least five full-time faculty will elect one representative by a ballot distributed and tallied by the Faculty Senate. Each department or parallel unit with fewer than five full-time faculty will elect one non-voting representative.* (Note: the significant change was that the Senate voted to remove the department requirement of five **tenured** faculty and changed it to five **full-time** faculty. It also established a new rule of a non-voting representative for the departments with fewer than five full-time faculty.) An additional change was made to the list of parallel units to reflect the changes due to the reorganization of the College of Arts and Sciences with the merging of the College of Fine Arts and Communication. The School of Social Work was also added as a parallel unit.

- Besides participating in the review of hundreds of course and program proposals, the Curriculum and Instruction Committee made recommendations on many academic policy proposals. The Curriculum and Instruction Committee participated in a significant change in the Fall of 2013 when UMSL implemented a new electronic curriculum proposal system called *Courseleaf*. A feature of this new system is that it allows transparency for the academic departments to monitor the progress of the proposals throughout the approval process. The Senate's Curriculum and Instruction Committee chair was directly involved with the training and implementation of this new system as well as introducing the new system to the Senate. The *Courseleaf* system provided a

cost-savings for the Senate by eliminating the need to reproduce thousands of paper copies that were previously used during the curriculum proposal review process.

- The Curriculum and Instruction Committee also brought forward to the Senate the first major overhaul of the General Education requirements in over 15 years. The new set of requirements was designed to both allow students greater flexibility to explore course areas, and to reduce the problems transfer students encounter in receiving general education credit for courses complete at other universities, while strengthening
- The Research Policy Committee created a proposal for the re-implementation of campus research awards. The proposal resulted in \$100,000 annually distributed to campus researchers.
- Both the Appointments, Tenure & Promotion Committee and the Promotion of Non-Tenure Track Faculty Committee are now reviewing candidates' dossiers electronically. By using the electronic method to review dossiers, departments can realize a significant savings in printing costs. (This method replaced the use of printing all of the dossier information in many large cumbersome binders.)
- The Information Technology Committee took the initiative to create an Emergency Notification Access Policy for the campus. As a safety precaution, the committee recommended that "in any classroom, facility, or space where students, faculty, staff are gathered for official class-related activities at least one computer or mobile device must be left in a state such that it can receive and send safety-related communications". The Faculty Senate approved the policy.

Senate and IFC accomplishments

- The Senate was informed of important issues through the consistent reports from the Intercampus Faculty Council (IFC) representatives. In particular, the Senate was briefed on a faculty workload document that is being discussed throughout UM System. The draft document was shared and feedback was requested.
- The Senate was informed of changes to Title IX and briefed about diversity issues. The Senate Chair served on an IFC Title IX Task Force and kept the Senate updated on its progress.
- The Senate was briefed on UM System discussions regarding post-tenure review. Members of the Senate contributed to the discussions at the system-wide level. This subcommittee is chaired by an IFC representative from UMSL who currently serves as a Faculty Senator. These discussions have resulted in a document that is about to be voted on by IFC.

Overall Senate Accomplishments

Besides the work of the Faculty Senate/University Assembly committees, and the Senate's relationship with the IFC, the Senate also serves as an important conduit of information for faculty, staff and students as indicated in some of the following examples:

- UM System representatives visited the Faculty Senate to request feedback on the search for the UM System president. The members of the Senate responded with a productive exchange of ideas regarding the essential characteristics needed for the next system president. UM System representatives returned to the Senate to seek advice on the important qualities needed for the UMSL Provost position. Again, the Senate provided valuable input.
- The Faculty Senate's presentations at the Board of Curators' breakfast have improved to provide meaningful information about recent campus initiatives. The topics for the presentations included UMSL's military students/veterans, the academic accomplishments of student athletes, UMSL's community outreach projects, the SUCCEED program, and IT Extreme Summer program. The presentations were well received by the Board of Curators and served as a way for faculty to increase interaction with the curators.
- To keep the Senate and Assembly updated on campus safety, the members received briefings on safety innovations and protocols such as the panic button on desktop computers and information available on the Campus Safety website. Updates were also provided by the Campus Safety Committee.
- Since our last 5-year review, the campus has initiated four new construction projects. The Budget and Planning Committee and the Physical Facilities Committee were involved in the discussions and recommendations during the approval process for the new buildings. The University Assembly meetings provided an opportunity for Chancellor George to inform faculty, staff, and students on the progress of the construction projects.
- Recently, important changes have been made to the UM System's health and retiree benefits. The Faculty Senate has been instrumental in keeping faculty and staff informed by inviting them to attend the Senate/Assembly meetings where important information was presented. Faculty and staff were able to ask questions and voice their concerns as an effective tool of shared governance.
- In September 2013, Senate Chair Chris Spilling reported that the "sponsored adult dependent coverage" was approved by the Board of Curators. UMSL Faculty Senate had submitted a resolution to UM System suggesting this addition to the benefits years ago. After years of debate, the senators were delighted to hear the news of its approval.
- As a way of sharing important information throughout the academic year, the Senate and Assembly received briefings on a variety of topics. Some of the presentations included over

the five years were UMSL's new marketing initiatives, briefings from UMSL's Admissions Office on recruitment/retention information, and a useful presentation about managing disruptive students.

- In September 2012, Tim Eby, Director/General Manager of St. Louis Public Radio/90.7 KWMU, gave the Senate an informative presentation about the new building at Grand Center. Mr. Eby described the many features of the building and the opportunities for workshops, classes, internships, and the positive presence for UMSL at this new location. The members of the University Assembly responded with questions and encouraging suggestions about the new facility.
- In an effort to increase positive interaction with students, in 2013 the Faculty Senate began to co-sponsor the Homecoming Chili Competition with the Office of Student Life. Each year faculty members from each of the colleges submit chili recipes and participate as chili servers. The Homecoming event is open to the campus community and functions not only as a morale-booster, but as a fun way for students, staff, and faculty to interact in a relaxed atmosphere.
- The Ferguson shooting of Michael Brown occurred on August 9, 2014. The Senate meetings served as an opportunity for Chancellor George to address any concerns the faculty, staff or students had about the impact of this event on the campus. Chancellor George updated the attendees with several reports about the ways in which UMSL stepped up to assist our neighbors in the community of Ferguson.

Means of Improvement

During the Senate's last 5-year review, there were concerns about a lack of turnover in the Senate leadership and membership of the Faculty Senate/University Assembly. The following facts illustrate how the Faculty Senate has worked to address the concerns highlighted in the report:

- This year the Senate elected a female Senate Chair. (The last female chair was elected in 2000.)
- Twenty-four of the 30 senators who represent the departments/colleges in the Faculty Senate have changed in the past five years, representing a substantial turnover of "new blood" in the Senate, addressing concerns expressed in the previous five-year review.
- Twenty of the 22 committee chairpersons have also turned over since the last review, and half of the committee chairs for this academic year are new to that role. The only two committees that have not changed chairpersons in the five years covered by the review are the Curriculum and Instruction Committee and the relatively new Promotion of Non-Tenure Track Faculty Committee. Each of these committees has a complex charge, and the consistency in leadership these two chairs provide has greatly benefited the work of the committees. The rate of turn-over in committee chairs reflects a balance

between maintaining continuity and institutional memory and introducing new members to the role of committee chair.

- Non-tenure track (NTT) faculty representation has increased in the Senate. In 2011-12, there were six departments represented by non-tenure track faculty. In 2015-16, there are eight non-tenure track faculty senators.
- The number of non-tenure track faculty who serve as committee chairpersons has also increased. In 2011-12, there were three non-tenure track faculty committee chairpersons. In 2015-16, there are seven NTT committee chairpersons.
- In an effort to make the Faculty Senate more inclusive, the 2015-2016 Faculty Senate voted to remove the department requirement of five **tenured** faculty and changed it to five **full-time** faculty. The Senate Operating Rules also established a new rule of a non-voting representative for the departments with **fewer** than five full-time faculty. This change enables smaller departments to have representation and be included in Senate and Assembly meetings.
- Recently, the Senate Chair was approached by a non-tenure track faculty senator who asked for assistance in finding a way to increase communication on various campus topics with other non-tenure track faculty. The Senate Chair immediately responded to their request by establishing a site on MyGateway specifically created to serve as a method of communication for the NTT faculty members.
- Following up on a recommendation from the last 5-year review, steps were taken to strengthen the relationships between the Senate and the Staff Association and Student Government Association (SGA) Presidents. The Senate Chair now meets at the beginning of every academic year with the Staff Association President and the SGA President to exchange ideas and concerns as they begin a new year. This encourages open communication between the faculty, staff, and students, which creates a stronger sense of shared governance.
- A Senate orientation was created in 2012. It is presented every spring to welcome and inform newly-elected senators. The Steering Committee provides information regarding the role of faculty senators as department representatives and addresses the new senators' questions.

Initiatives to be undertaken

- Each of the campuses in UM System is reviewing its Learning Management System (LMS). The Faculty Senate and its committees are working with administrators to ensure faculty and students have significant input in choosing the best system to meet the needs of the campus community.

- In the next academic year, the Senate plans to create a list of the duties and actions for each committee chair. By documenting the specific duties, new committee chairs can easily identify their responsibilities and pro-actively lead the members to begin work on the mission of the committee. The Senate will continue to update the list of responsibilities to enable a smooth transition from one committee chair to the next.
- Recently, union leaders have approached faculty members about unionizing at UMSL. The Faculty Senate plans to provide a means by which faculty can obtain answers to their questions about the potential effect of a union on the faculty. The Senate Steering Committee is considering ways to provide transparent information while allowing those with questions to maintain their anonymity.
- The Faculty Senate will continue to monitor the committee leadership of the Senate to ensure diversity.
- The Senate and Assembly will continue to strive to welcome new faculty members as participating senators and committee members.
- The Senate and Assembly will also continue to attempt to attract a broad range of participants for Senate and Assembly committee activity.