

FACULTY SENATE AND UNIVERSITY ASSEMBLY

UNIVERSITY OF MISSOURI – ST. LOUIS

SELF-STUDY REPORT

2021-2022

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(Professor, Philosophy Department)

Alice Hall, Previous Senate Chair
(Professor, Communication & Media Department)

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

Steering Committee

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Executive Summary

The Faculty Senate/University Assembly (hereafter referred to as “Senate”) was last reviewed in the Fall of 2016. Dr. Jon McGinnis is the current Senate Chair. His term took effect on August 1, 2021. He succeeded Dr. Alice Hall, who served for an unprecedented three years to allow for continuity during the pandemic. Dr. Hall succeeded Dr. Pamela Stuerke as chair. The first year of Dr. Stuerke’s two-year term as Senate Chair coincided with the year of the last review.

In addition to the rotation in Senate leadership, UMSL’s administration also changed substantially in the past five years, with a new Chancellor, Provost, and CFO. In May 2017, Dr. Kristin Sobolik was appointed as provost. In August 2019, Chancellor Tom George retired. Provost Sobolik was named Interim Chancellor in September 2019 and subsequently appointed as Chancellor in April 2020. Dr. Marie Mora was named Provost in April 2020; in August of 2021 she stepped down. On September 1, 2021, Dr. Steven Berberich became Interim Provost. Chief Financial Officer Tanika Busch was also appointed in October 2020. Throughout these changes, the Senate continued to be a steady and dependable organization dedicated to serving the needs of the university. This summary will highlight how the Senate evolved over the past five years, as well as the effect the COVID-19 pandemic had on the Senate.

The COVID-19 pandemic brought significant change to how UMSL operated starting in March 2020 when the campus shifted to a virtual mode of operation. During the remainder of the 2019-2020 academic year, and throughout the 2020-2021 academic year, the Senate and its committees continued their work remotely and accomplished their missions through virtual Senate meetings as well as virtual meetings for nearly 20 committees. In fact, the attendance at the virtual Senate meetings grew as the Senate served as an important conduit for information while faculty, staff, and students worked away from campus. At the request of Chancellor Sobolik, the Senate held two additional Senate meetings in June and August of 2020 to keep the lines of communication open to the campus community during the pandemic and to provide updated information.

The following is a sampling of some of the Senate’s accomplishments during the past five years. More detailed information on these accomplishments can be found throughout the report.

- As a result of the recommendations of the last five-year review, the Senate voted to create three ad-hoc committees. The ad-hoc Committee on Shared Governance developed major changes to the faculty bylaws which codified the “good-faith” relationship between the Senate and the Administration. The ad-hoc Committee on Adjunct Representation drafted revisions to the bylaws and Senate Operating Rules that added two adjunct faculty as voting members in the University Assembly. The ad-hoc Committee on Faculty Concerns examined ways all ranks of faculty could share their concerns with the Senate and administration.
- To reduce duplication of work and streamline the Senate/Assembly committees, the Senate reviewed its 23 committees. As a result of this review, the Senate merged six of its committees into three.
- The Senate has focused on improving communication between the Senate and Assembly, the faculty as a whole, and all of the Senate/Assembly committees. One new initiative to improve communication between the Senate and faculty was the creation of the Senate Snapshot in academic year 2018-19. This one-page publication is a straightforward way to share information about the Senate each month and has been well-received. The Snapshot is sent to the Faculty Senate, deans, and department chairs. (A sample of the Senate Snapshot can be found at Appendix 5 of this document.) In addition, the Senate created a Senate Suggestion box on its main webpage. The suggestion box allows faculty, staff and students an opportunity to share their ideas or concerns. In 2019-20, the Senate website was also updated with a fresh new look which provided better-organized options and easy accessibility.

- The Senate Chair collaborates with the Chair of the Staff Association and the President of the Student Government Association on issues that affect the campus community. Recently the Senate Chair worked with the Staff Association Chair on the creation of specific resolutions to show solidarity on certain issues.
- As the faculty bear primary responsibility for curriculum, the Senate's Curriculum and Instruction Committee works diligently to review proposals. During these five years, the Committee reviewed 432 program proposals and 1,988 course proposals and forwarded their recommendations to the Senate. Recently, the Senate initiated a time-saving way of approving curriculum program proposals at the Senate meetings. The Senate created an "uncomplicated" list of proposals with minor changes that are reviewed beforehand and approved as a group at the meeting while the more complicated proposals continue to be presented at the meeting. This new procedural method has saved much time and effort.
- Throughout the years, the Senate has played an important role in providing input, feedback, and updates on various campus-wide initiatives such as the Academic Program Prioritization, the Higher Learning Commission (HLC) accreditation, the Extra Compensation Taskforce, the Strategic Plan and other initiatives.
- Budget deficits were a consistent issue during the past five years. The Senate's Budget and Planning Committee met frequently with administrators to discuss the budget cuts that would be necessary to keep UMSL sustainable. Layoffs, furloughs, and pay cuts were all possibilities during the discussions. The Senate and University Assembly received budget presentations from the CFO throughout the years.
- The Senate continues to have a good working relationship with the administration. Administrators count on the Senate for providing sound advice and feedback on university matters, as well as recommending dependable faculty who are willing to serve on many search committees, taskforces, grievance panels, and other campus wide committees.
- An important role of the Senate is its relationship to the Intercampus Faculty Cabinet (IFC) as a conduit of information from the UM System Officers and the UM Board of Curators to the faculty. During the past five years, both the IFC and Senate discussed topics such as faculty workload, standard of faculty conduct, commitment to free expression, diversity audit, post-tenure review, and a draft document regarding inclusive excellence framework.

In summary, through five years of changes in leadership, budget cutbacks, and a pandemic, the Senate successfully accomplished its mission. One of the comments from the 2016 External Reviewer was "the Faculty Senate at UMSL is a well-functioning organization that fulfills its designated role." The Senate intends to continue in that role, bringing faculty, staff, and students together to strengthen the university and fulfill UMSL's mission of transforming lives.

Senate Profile

History of Faculty Senate

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. The Faculty Senate is guided by its bylaws as included in the Collected Rules (300.040.E) and the University Assembly follows its bylaws stated in the Collected Rules (300.040.F).

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.

During the past five years, the Senate has had three Senate Chairs – Dr. Pamela Stuerke, Dr. Alice Hall, and Dr. Jon McGinnis. Dr. Stuerke was serving as Senate Chair during the last review. Dr. Hall served an unprecedented three years as Senate Chair to allow for continuity during the pandemic. Dr. McGinnis began his term as Senate Chair in August 2021.

UMSL's administration has significantly changed over the last five years with a new chancellor, provost, and CFO. The Senate works closely with UMSL administrators in its advisory capacity. In the past five years, the Senate has remained a dependable organization that consistently accomplishes its mission. Some of the topics the Senate participated in over these five years were addressing continuous budget constraints and financial challenges, preparing for a successful HLC reaccreditation, collaborating on the Strategic Plan, providing input on enrollment planning, and dealing with the effects of the COVID-19 pandemic.

Despite the difficult circumstances, the Senate has continued to thrive. Brief examples of the ways in which the Senate continued its work are as follows: The Appointment, Tenure, and Promotion (ATP) Committee and the Promotion of Non-Tenure Track Faculty Committee met virtually to review candidates for tenure and promotion and made their recommendations in a timely manner. The Curriculum and Instruction Committee continued to review course and program proposals and made their recommendations to the Senate each month. The Research Panels reviewed proposals and made recommendations on funding for faculty research. During the 2020-21 academic year, the Administrator Evaluation Committee conducted a survey on 22 administrators and created a detailed report which was submitted to the Provost and Chancellor. There are many other accomplishments from the Senate/Assembly committees, but these are just a few of the examples where the Senate continued its important work.

Another facet of the Senate is its relationship with the Intercampus Faculty Cabinet (IFC) as it serves as the conduit of information from the UM System Officers and the UM Board of Curators to the faculty. At Senate meetings, the Chancellor reports on the Board of Curators meetings, but the Faculty Senate's understanding and input on all issues discussed by the UM System is important to the faculty and to the UM System's appreciation of the faculty's position. Thus, 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 Senate also serves as a connection between the faculty, staff, and students. In UMSL's unique University Assembly, faculty, staff, and students share information and perspectives on important topics that affect the entire campus community. Staff and student representatives are also on many of the Assembly committees and participate in discussions on important issues.

One of the changes that has occurred over the recent years is that the Senate has merged some of its committees to reduce the burden on faculty in terms of staffing the committees and to allow for more efficiency within the committees. A detailed description of the committees that merged are listed further in the report.

Organizational Structure (membership and committees)

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 a total of approximately 10 at-large representatives. The UM System President is also a voting member of the Senate. The UMSL Chancellor and Provost are non-voting members of the Senate.

There have been a few changes to the Senate make-up over the past few years. In 2020-2021, at the request of the Honors College faculty, the Faculty Senate voted in favor of adding one faculty representative from the Honors College as a voting member of the Faculty Senate. Another change that occurred involves the dean of the Graduate School. In the past, the dean of the Graduate School was a non-voting member of the Faculty Senate. Recently, the graduate school dean position was eliminated from UMSL's organizational structure. Because of that change, the Faculty Senate voted to remove that position from the Faculty 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 Success, approximately 12 student representatives, and three staff representatives (which includes the Staff Association Chair). Two adjunct faculty representatives were recently added to the University Assembly. The two adjunct representatives are elected in the Fall and Spring by the adjunct faculty. 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 full-time faculty 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 (Loyola Harvey) who is essential in the operations of the Senate/Assembly and its committees. The Senate Chairs are elected for one-year terms, though many are elected for an additional term.

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. Every Spring, each full-time faculty member receives a committee preference poll. The Committee on Committees uses the responses to this poll to develop recommended ballots for the Senate and Assembly committees. The Faculty Senate then elects members to the committees, using the ballots 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.

The contribution of the committees to the smooth functioning of the university is substantial. The committees and a brief description of their missions are listed in Appendix 1. In the past five years, the Senate has made an effort to decrease redundancy in committee work. After reviewing the missions, memberships, and the work of the committees, the Senate voted to reduce the number of its committees from 23 to 20.

The Role of the Faculty Senate in Shared Governance

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.)*

One of the comments from the 2016 External Reviewer was “the Faculty Senate at UMSL is a well-functioning organization that fulfills its designated role.” The Senate has continued that role throughout the past five years and plans to continue to succeed in its mission to serve the university. The Senate’s designated role is multi-faceted. As stated in CRR 300.040, paragraph 4a(1-7), the faculty’s authority, as delegated by the Board of Curators, is of three types: primary and direct, in which the Faculty has essential decision-making authority; shared, in which the Faculty participates with others; and advisory.

As suggested by the notion that some of the Senate’s authority is shared and advisory, many aspects of the Senate’s work involve serving as a means of collaboration or as a mechanism of communication among different constituencies on campus. The Senate, the Assembly, and their committees enact these roles by serving as liaisons between the faculty and administrators, contributing to the development and maintenance of functional and efficient policy on campus. The Senate also carries out important evaluative work that helps the university to function well, including work over which the Faculty have direct authority or that are specifically delegated to the Faculty in the bylaws.

Many of the functions that the Senate fulfills would be more obvious in their absence than they are in their presence. That is, when things are working smoothly, they are perceived as simply being a routine part of university life. Furthermore, much of what the Senate does is often not recognized as being done by the Senate.

More specifically, the Senate’s work as a liaison between the faculty and administrators takes place on several levels. The Senate facilitates communication between the faculty and administrators as policies are being formed through regular meetings between the Senate Chair and the Chancellor, the Senate Chair’s service on the Provost’s Policy Committee, and meetings of standing committees that combine elected faculty senators and members of the administration, such as the Steering Committee and the Academic Affairs and Assessment Committee. Senate committees also bring faculty concerns and perspectives to the attention of decision makers and initiate new policies as well as policy changes. These institutions and practices also provide a means for administrators to offer context to faculty regarding factors such as budgetary pressures and System guidelines that shape their decision making but are not necessarily readily apparent to faculty and other constituents. Several other Senate/Assembly Committees focus on specific aspects of university life and provide a means of furnishing faculty input on the implementation and development of policies in these areas. Some examples include the Information Technology Committee, which works closely with the Chief Information Officer (CIO) and the Physical Facilities Committee which interacts with the Executive Director of Facilities Management.

Senate/Assembly meetings and Budget and Planning meetings, to which all members of the university community are typically welcome, are among the most visible ways in which the Senate functions as a liaison. In addition to serving as the mechanism through which formal faculty approval for curriculum, bulletin, and policy changes are implemented, Senate/Assembly meetings are also a means through which information about important topics and policies can be shared and vetted with the larger university community. The Budget and Planning meetings include both the presentation of reports by the Chancellor and CFO and the opportunity for the committee to discuss any proposed changes. For example, the Budget and Planning Committee discussed the proposed temporary pay reductions, and voiced a strong

preference for progressive reductions, and that there be no reductions for the university's lowest-paid employees. The CFO and Chancellor ultimately followed the request of the committee. During the pandemic and ensuing budget cuts, the Senate/Assembly became an important means through which information about this situation was conveyed to the faculty, students, and staff. Faculty, staff, and students were able to attend the meetings virtually to hear from campus leaders directly. The Senate and Assembly representatives were in turn responsible for distributing information from the Senate to members of their constituencies who did not attend.

In addition to serving as a liaison between the faculty and administrators, Senate institutions and practices also function as a mechanism of collaboration between the faculty, administrators, staff, and students. The University Assembly, which is unique within the UM System, brings together faculty, administrators, staff, and students every other month. All six standing Assembly Committees have faculty, staff, and student representatives. Several key Faculty Senate Committees, including committees on Curriculum and Instruction, Faculty Teaching and Service Awards, and Research and Libraries also have student representation.

The policies and practices that are developed as a result of the shared governance processes and Senate committees are ultimately stronger, more effective, and better suited for faculty and student communities on the UMSL campus than they would be without these processes. When a collaborative approach to policy making is employed well, it allows friction points and potential problems to be identified as the policy is being developed and before it is implemented. This allows those issues to be addressed early, preventing the unnecessary expenditure of resources to correct the policy later. It also protects the university from consequences of inefficient policies and policies with foreseeable negative consequences. Furthermore, vetting practices in this way helps develop faculty understanding and support of the policies, helping to ensure that they are implemented smoothly.

The Senate/Assembly and its committees also provide support for administrative functions that are central to the success of the university. The Curriculum and Instruction Committee reviews all new course and program proposals before they are voted on by the Senate as a whole. The Senate also contributes to the tenure and promotion processes for tenure-track/tenured faculty through the Appointments, Tenure, and Promotion (ATP) Committee as mandated in the UM System guidelines per CRR 320.035 and to the promotion processes for non-tenure track faculty through the Non-Tenure Track Promotion Committee. It also contributes to overseeing disciplinary and grievance procedures through the Research Misconduct Committee, Tenure Removal Committee, and Oversight Committee, all of which are required by the UM System Collected Rules and Regulations (CRR 310.060).

These bodies also perform important evaluative work that helps the university function. Senate committees equitably distribute research funding via the Spring and Fall Research Panels and make recommendations for internal and external teaching awards (Faculty Teaching & Service Awards Committee), as well as for applications for new student organizations (Student Affairs Committee). In an end-of-year Senate meeting several years ago, then Chancellor Tom George told the faculty that he was particularly grateful to all members of all committees, "as without these committees, I don't know how we'd get the work done."

Response to Previous Review
Issues and Actions Taken

Issue #1 - Dissemination of Information

The 2016 Review highlighted the role of Senate and Assembly as a vehicle for communication within the university, and pointed out that the flow of information from the Faculty Senate to faculty in the departments across the university is dependent on Faculty Senators reporting what transpires at Senate meetings to their departments. The External Reviewer suggested encouraging department chairs to include Faculty Senate updates as standing items on departmental meeting agendas.

Actions Taken

1. The Faculty Senate provides an orientation for newly elected senators which states that one of the senators' responsibilities is to share Senate information with their unit, as well as bring back any of their unit's concerns to the Senate. The senators are reminded of this duty throughout the year at Senate meetings.
2. In 2018-2019, the Faculty Senate created the "Senate Snapshot" which is a monthly publication that is distributed to senators, department chairs, and deans. This one-page document is consistently e-mailed the Friday after each Senate meeting. It includes the highlights of the information that was presented at the Senate/Assembly meetings, faculty reminders, important dates, and other information useful to faculty. The document has been well-received and has served as a way to help senators fulfill their responsibility to communicate with their departments.
3. A positive aspect of the virtual Senate meetings during the pandemic was that attendance grew. Since Senate meetings are open to faculty, staff, and students, those who were interested in what the Senate was discussing could simply login to the Zoom. While the campus community was working remotely, the Senate served an important role in sharing information through the monthly Senate meetings.

Issue #2 – Role of Staff and Students in the University Assembly

1. The 2016 Senate review report pointed out that the proportion of staff and students to faculty in the University Assembly is low, and both groups reported feeling underrepresented.
2. In the last report, staff and students asked that name placards be provided for student and staff representatives, in addition to the faculty name placards at the Senate/Assembly meetings.
3. The 2016 report also noted that chairs should respect and solicit the opinion of students and staff on their committees.

Actions Taken

1. In 2016, the current Chair of Senate/Assembly invited both the Student Government Association (SGA) President and the Staff Association Chair to develop proposals for any changes in representation that they thought appropriate, and promised to support both consideration of the proposals by the Bylaws and Rules Committee and bringing any initiative put forward by Bylaws to a vote of the Assembly. Senate Chair Stuerke reminded the staff and students that these proposals must come from the SGA and the Staff Association, as it is inappropriate for the Senate/Assembly to impose additional participation requirements on the staff and students.
2. The request for name placards for staff and students was immediately remedied and no further complaints were received on this issue.
3. Committee chairs are reminded to seek the input and feedback of staff and students in all of the Assembly committees. In fact, the Student Affairs Committee is co-chaired by a student. Recently, the Physical Facilities Committee encouraged a student member to create a subcommittee on accessibility needs on campus. The student-led subcommittee was enhanced with other faculty and staff committee members who praised the student's initiative in taking on this topic.
4. It should be noted that the Senate Chairs have had a good working relationship with the Student Government President and the Chair of the Staff Association. At the beginning of each academic year, the Senate Chair meets with both of them to address any concerns and build rapport. The Senate Chair and Staff Association Chair have also collaborated to create recent resolutions that indicated their solidarity in UMSL's shared governance process.

Issue #3 – Preparation of Faculty for Committee Responsibilities/Training

The 2016 reports expressed concerns about the preparation of faculty for certain committee responsibilities. The External Reviewer stated that: The need for training is a significant issue for some committees. It is recommended that the Faculty Senate consider this issue and establish a training program for those new to committee membership.

Actions Taken

1. Since the last report, as a means of training the incoming committee chair, the Faculty Senate has asked that the outgoing committee chairs provide a list of their duties or procedures while serving as chair. Committee chairs also create an annual report describing the committee's work for the year and include any recommendations for next year's committee. Since committee members serve multi-year terms with staggered dates, oftentimes the continuing members offer additional information to the chair or share their institutional memory. The Senate Office ensures that every committee chair receives the annual report, list of chair duties, a copy of the committee's mission, and a list of committee members. In addition, the Senate Chair is available to meet with a committee chair if they have questions. The Senate Office is always available to assist the committee chairs with their questions or connect them with the previous chair to help in the transfer of information from year to year.
2. The Budget and Planning Committee was listed as a specific example of a need for training. To address the need for training and the retention of institutional memory, the Budget and Planning Committee is the only committee where the terms continue for three years, which are now evenly staggered through actions taken by the Committee on Committees. The longer terms provide continuity of committee members who have gained the knowledge of budgetary terms and the university's budgetary requirements. The Senate Chair has also requested that the CFO prepare background information ahead of time so that committee members can review the presentations before the meetings.
3. During the 2020-2021 year of working remotely, Senate Chair Alice Hall brought all of the committee chairs together in a Zoom meeting at mid-year. This provided the chairs with the valuable opportunity to exchange information and ask questions of other committee chairs. It also served as a training tool to learn about best practices from experienced committee chairs.
4. Some committee chairs have also created Canvas sites for their committees to ensure agendas, meeting notes, and documents are accessible for current and future chairs.

Issue #4 – Representation of Faculty

The 2016 reports suggested that adjunct faculty have no voice in the Faculty Senate. The Review Team recommended that a survey be undertaken to ascertain the level of interest in shared governance among adjunct faculty, and in the case of such interest, that the Faculty Senate determine the best way of inclusion.

Actions Taken

1. Per the 2016 Review Team recommendation, an ad hoc Committee on Adjunct Representation was created. The committee surveyed the adjunct faculty to see whether there was substantive interest in taking part in shared governance (that is, helping to shape the university’s goals, strategies, policies, and procedures by participating in the University Assembly). The results showed there was an interest in participating in shared governance.
2. The ad-hoc Committee on Adjunct Representation proposed changes to the faculty bylaws and Senate Operating Rules. The committee recommended that two adjunct faculty members should be included in the voting membership of the University Assembly. The proposal was approved by the Bylaws & Rules Committee, the University/Assembly, the full faculty, and the Board of Curators approved it in June 2018.
3. Since that time, the Faculty Senate has conducted an election in the Fall and Spring for the adjuncts to elect two representatives who attend the University Assembly meetings to give the adjunct faculty a voice.

Issue #5 – Shared Governance

The 2016 external reviewer recommended codification of the “good-faith relationship” in the faculty bylaws so that future faculty senates and administrators would inherit the structure which has led to the current good relationship between the Senate and Chancellor.

Actions Taken

1. Upon the recommendation of the 2016 Review, the Faculty Senate created an ad hoc Committee on Shared Governance. The committee’s mission was to review the bylaws and rules to attempt to codify the current relationship between the Senate and administration.
2. In the 2017-2018 academic year, the ad hoc Committee on Shared Governance proposed major changes codifying the shared governance practices that have been developed at UMSL. The changes were reviewed and approved by the Senate’s Bylaws & Rules Committee. The changes were presented to the Faculty Senate, followed by the full faculty and were approved by both groups. In June 2018, the Board of Curators gave the final approval of the revised bylaws.

Issue #6 – Committees concerned with employment conditions

The 2016 External Reviewer pointed out that the “UMSL committees address what faculty do, but not how we work.” There is no committee with the role of overseeing proposed changes, particularly at the level of the CRRs, that affect the interests of the faculty.

Actions Taken

1. The Faculty Senate’s ad hoc Committee on Shared Governance reviewed the issue concerning proposed changes to CRRs that affect faculty.
2. Since the Senate’s Bylaws and Rules Committee is a standing committee, the ad hoc Committee on Shared Governance proposed that the Bylaws and Rules Committee recommend approval and disapproval of proposed changes to the Collected Rules and Regulations. This recommendation was approved by the Faculty Senate and University Assembly.

Issue #7 – Faculty Concerns

The 2016 report recommended that the Senate create a way to make it easier for faculty to communicate their concerns – perhaps a “committee on faculty concerns.”

Actions Taken

1. Upon the recommendation of the 2016 Review, the Faculty Senate created an ad hoc Committee on Faculty Concerns. The committee’s mission was to make a recommendation to the Faculty Senate on ways to address faculty concerns.
2. The committee forwarded a recommendation to the Bylaws and Rules committee, who replied with changes to the committee’s proposal. The committee did not agree to the changes. They stated that they believed they had fulfilled their charge and asked to be dissolved. The committee was dissolved by a vote of the Faculty Senate at the end of the 2017-2018 academic year.
3. It was noted that there are means for addressing many faculty concerns that already exist elsewhere such as the campus mediation service, the grievance processes, and the equity resolution processes.
4. To address the issue of faculty concerns, Senate Chair Alice Hall created a new Senate suggestion box which is monitored by the Senate Office. The suggestion box is located conveniently on the Senate’s website and serves as a means to open up the lines of communication between the campus community and the Senate.
5. Another option for faculty concerns is to contact the Chair of the Faculty Senate directly or contact the Senate Office. Concerns can be addressed by the administration, the Senate Chair, the Senate/Assembly, or directed to one of the Senate/Assembly committees for further review.

Issue #8 – Provide more time for senators to deliberate on honorary degrees.

The review mentioned that senators may need a bit longer to review nominations for honorary degrees.

Actions Taken

1. Since the last review, UM System has changed its procedures for nominations for honorary degrees for all campuses.
2. The Senate’s Faculty Teaching and Service Awards Committee will now have a subcommittee to review the honorary degree nominations and make recommendations to the Faculty Senate.
3. The Faculty Senate solved the issue of having sufficient time to review the nominations by informing the senators that the nominations can be reviewed ahead of time in the Senate Office in keeping with the required confidentiality procedures.

Strategic Direction

How the Senate helps to support UMSL's mission and Strategic Plan

The Senate has played an important role in providing input, feedback, and updates on various campus-wide initiatives such as the Strategic Plan, the HLC accreditation, the Academic Program Prioritization, strategic enrollment plan, and other initiatives. Senate committees have directly supported the compacts of the Strategic Plan in some of the following ways:

- The Curriculum and Instruction Committee reviews every course and program proposal to ensure excellence in student success by enhancing academic quality and learning experiences.
- The Recruitment, Admissions, Retention, and Student Financial Aid (RARSFA) Committee reviews policies and recommends proposals that directly affect excellence in student success by enhancing student support and engagement and working toward decreasing debt at graduation and loan default rates.
- The Student Affairs Committee makes recommendations on the welfare of students and recommends policies to improve excellence in student success by enhancing student support and engagement and enhancing academic quality and learning experiences as well as inclusive excellence by engaging our diverse student body.
- The Research panels review proposals to provide research funding for faculty to foster excellence in research and creative works by supporting virtually all the goals of this compact.
- The Appointments, Tenure, and Promotion Committee and the Promotion of Non-Tenure Track Faculty Committee review and make recommendations on faculty promotions to ensure UMSL has the highest standards of faculty quality.
- The Budget and Planning Committee supports excellence in planning, operations, and stewardship by making recommendations on budgetary matters to safeguard UMSL's financial sustainability and reviewing proposed initiatives, such as implementing a long-range financial planning cycle and implementing components of the Master Plan.
- The Physical Facilities Committee fosters inclusive excellence by considering accessibility needs on campus and excellence in planning, operations, and stewardship by making recommendations on campus facilities and the Campus Master Plan to advise on best practices for the campus footprint.
- Information Technology Committee engenders excellence in planning, operations, and stewardship by providing feedback and recommendations on how to utilize IT resources to partner in solving business problems across campus in alignment with UM System priorities.

Senate's strategic goals for next five years

- Continue to advise the administration on budgetary matters.
- Assist faculty in navigating the changes in higher education, especially in virtual learning and new technology.
- Address challenges in academic freedom and expression.
- Assist faculty in helping students become productive members of society and to teach them to think with an open mind using critical and inclusive thinking.
- Collaborate with staff and students to create a healthy, inclusive working environment for the campus community.
- Strive to provide a positive relationship between staff and faculty, which fosters mutual support.

Strategic activities and committees

The Senate ATP Committee has been charged with reviewing and updating the tenure and promotion processes and guidelines in partnership with the Office of Academic Affairs. Their goals are to review and revise the tenure and promotion guidelines and processes to:

- Address fairly and transparently the long-term impact of the COVID-19 pandemic on the promotion trajectory of faculty.
- Create clear guidelines for units with very few senior faculty members. That is, it is seeking to establish a process for situations where there are less than three faculty members who are at or above the rank to which a candidate seeks to be promoted and therefore are eligible to serve on a unit or college committee. It seeks to establish whether additional voting members are to be brought in from other units/colleges and, if so, how they are selected and whether and how they take part in earlier progress reviews for the candidate.
- Assist in providing better instruction and support to unit Ad Personam Committees in consistently following guidelines in order to help committees, the provost, and the chancellor make consistent and sound evaluations.
- Address more effectively issues of equity. That is, consider guidelines and expectations that have differential impacts on faculty of different demographic characteristics, and thus may indirectly serve as barriers to having a diverse faculty at all ranks. For example, if service responsibilities are not equitably distributed across gender within units, and service contributions are not highly valued during the promotion process, it may disproportionately disadvantage faculty of the gender that carry the heavier service load. The Committee is seeking to identify these kinds of circumstances and figure out better ways to ensure equal opportunities for promotion and advancement.
- Minimize unnecessary barriers to promotion to full Professor from the Associate level and better support Associate Professors in developing the record necessary to earn this rank. In doing so, it seeks to implement some of the best practices included in the UM System White Paper on Faculty Development.

Review NTT promotion guidelines and processes and make changes as required to bring into alignment as appropriate with ATP promotion guidelines.

Coordinate with Academic Affairs to develop and implement a consistent, sustainable sabbatical policy in order to facilitate research and improve morale.

Continue to forge alliances with faculty/staff/students via the Assembly and through the IFC's meetings with the Intercampus Student Council.

Collect faculty input on technology transitions in order to facilitate new technology, processes, and initiatives in order to maintain morale and use resources efficiently.

Work with Academic Affairs to identify criteria and to develop a policy in response to CRR 320.030, Criteria-Based Salary Reductions for Tenured Faculty, which incorporates annual reviews, post-tenure reviews, and UMSL's current criteria for dealing with unsatisfactory reviews.

Senate challenges and opportunities

- Maintaining positive morale for faculty, staff, and students is a constant challenge during times of high uncertainty and strained finances. Faculty have commented that serving on the Senate and its committees has brought them a new perspective on the campus as a whole and allowed them to form new friendships outside their own departments. The Senate can use that as an opportunity to build morale and to strengthen the campus community.
- Obtaining feedback from units can be difficult. Oftentimes the Senate Chair or Senate committees have reached out for input (for example, the IT Committee or Physical Facilities Committee), but have received very few responses.
- Productively exercising the Faculty's advisory authority on financial issues through institutions such as the Budget and Planning Committee has the potential to result in better policies that are more widely understood and accepted by the university community, and thus can be implemented

more smoothly and efficiently. Productive collaboration on these topics, however, can be particularly challenging. The timeline for financial decisions often moves more quickly than committee meeting schedules, which requires administrators to balance needs to move quickly and nimbly with needs to seek input and to develop the consensus that allows policies to be implemented more smoothly. Furthermore, many faculty, staff, and students do not have extensive experience with financial practices and forces at an institutional level. Discussions, therefore, benefit from giving faculty time to review information in advance and, as noted in the last 5-year review, from orientation and training. Providing these, however, requires early planning and investment of time and energy, which can be hard to come by for even well-intentioned individuals. Many budgetary issues also touch on sensitive and confidential topics, which raises tensions with the desire to be open and transparent with the university community.

Senate Evaluation

The accomplishments of the Senate and its committees are as follows:

- As a result of the recommendations of the last five-year review, the Senate voted to create the following ad-hoc committees. Consequently, bylaws have been updated and approved and positive change occurred.
 - The ad-hoc Committee on Shared Governance developed major changes to the faculty bylaws which codified the “good-faith” relationship between the Senate and the Administration.
 - The ad-hoc Committee on Adjunct Representation developed a revision to the bylaws and Senate Operating Rules which allowed two adjunct faculty to serve as voting members in the University Assembly.
 - The ad-hoc Committee on Faculty Concerns examined ways all ranks of faculty could share their concerns.

- In an effort to reduce duplication of work and streamline the Senate/Assembly committees, the Senate reviewed its 23 committees. Due to good communication through a series of round-table discussions and considerable collaboration amongst committees, much progress was made to create proposals for change. As a result, the Senate merged six of its committees into three as follows:
 - The Research Policy Committee and University Libraries Committee were merged and are now the Research & Libraries Committee.
 - The Student Publications Committee was merged into the Student Affairs Committee.
 - The Academic Advisory Committee and the Assessment of Educational Outcomes Committee were merged to become the Academic Advisory and Assessment Committee.

- As a new initiative to improve communication between the Senate and faculty, the Senate created the Senate Snapshot in academic year 2018-19. This one-page publication is a straightforward way to share information about the Senate each month and has been well-received. The Snapshot is sent to the Faculty Senate, deans, and department chairs. (A sample of the Senate Snapshot can be found in the Appendix of this document.) The Senate also created a Senate Suggestion box on its main webpage. The suggestion box allows faculty, staff, and students an opportunity to share their ideas or concerns. In 2019-2020, the Senate website was also updated with a fresh new look which provided better-organized options and easy accessibility.

- The Senate has provided responsive feedback to key system-level initiatives as follows:
 - Provided input on a draft from President Choi on the proposed revision of CRR 20.110 – Department Chair Selection Process

- Provided feedback on the proposed merger of the MU Chancellor and UM System President role.
 - Gathered faculty feedback and shared concerns about the reduction of the Elsevier Freedom Collection journals and how it could affect faculty research.
- As the faculty bear primary responsibility for curriculum, the Senate’s Curriculum and Instruction Committee works diligently to review proposals. During the last five years, the Committee reviewed 432 program proposals and 1,988 course proposals and forwarded their recommendations to the Senate. Recently, the Senate initiated a time-saving way of approving curriculum program proposals at the Senate meetings. The Senate created an “uncomplicated” list of proposals with minor changes that are reviewed beforehand and approved as a group at the meeting, while the more complicated proposals continue to be presented at the meeting. This new procedural method has saved much time and effort. Any Senator can request that a particular “uncomplicated” proposal be presented separately, but this happens only rarely.
 - An important role of the Senate is its relationship to the Intercampus Faculty Cabinet (IFC) as a conduit of information from the UM System Officers and the UM Board of Curators to the faculty. To keep the Senate updated on IFC topics of discussion, the Senate includes an IFC report on its monthly agenda. During the past five years, both the IFC and Senate discussed topics such as faculty workload, standard of faculty conduct, commitment to free expression, diversity audit, post-tenure review, and a draft document regarding inclusive excellence framework.
 - Budget deficits were a consistent issue during the past five years. The Senate’s Budget and Planning Committee met frequently with administrators to discuss the budget cuts that would be necessary to keep UMSL sustainable. Layoffs, furloughs, and pay cuts were all possibilities during these discussions. The Senate and University Assembly received budget presentations from the CFO throughout the years.
 - The Senate has played an important role in providing input, feedback, and updates on various campus-wide initiatives such as the Academic Program Prioritization, the HLC accreditation, the Extra Compensation Taskforce, the Strategic Plan, and other initiatives.
 - The Senate Chair collaborates with the Chair of the Staff Association and the President of the Student Government Association on issues that affect the campus community. Recently the Senate Chair worked with the Staff Association Chair on the creation of specific resolutions to show solidarity on certain issues.
 - The Senate has become more inclusive with its Senate/Assembly representatives, with both full-time tenured/tenure track and non-tenured track faculty, as well as the recently added adjunct faculty Assembly representatives and the new Senate representative from the Honors College.
 - The Senate continues to have a good working relationship with the administration. Administrators count on the Senate to provide sound advice and feedback on university matters, as well as recommending dependable faculty who are willing to serve on many search committees, taskforces, grievance panels, and other campus wide committees.
 - On a lighter note, the Senate has been the co-sponsor of the Homecoming Chili Feed competition for many years. UMSL colleges compete for “bragging rights” on their favorite chili recipes to win the Golden Ladle. Students have commented that this annual event has become one of the favorite traditions of the homecoming activities. The lunchtime event brings faculty, staff, and students together in a fun atmosphere for a great morale booster in the middle of winter during the week of Homecoming.

The accomplishments of the Senate/Assembly Committee are as follows:

Academic Advisory & Assessment of Educational Outcomes Committee (recently merged)

Committee Mission: Responsible for making recommendations to the Provost on academic issues affecting the university, including general policies and procedures governing the evaluation of academic instruction and advising, and assessment of educational outcomes and other related academic and educational assessment matters. The Committee shall also regularly review and advise on policies and procedures in this area and recommend changes when appropriate.

- Reviewed options for campus Learning Management System and made recommendation for using Canvas.
- In 2016-17, the Assessment of Educational Outcomes Committee created an UMSL faculty assessment literacy survey. The committee addressed the survey results and started the initial development of institutional assessment tools and resources in a Canvas community.
- Approved registration policies regarding student athletes and military students using a VA educational benefit.
- Made recommendation on the amendment of tenure and promotion procedures to include electronic participation in deliberation and voting. Joint appointment processes were also reviewed.
- Recommended revisions on 1) Five-Year review process; 2) Cultural diversity requirement; 3) standardized dates for administration of course evaluations; 4) a process for defining teaching effectiveness.
- Created merger proposal for Academic Advisory Committee and Assessment of Educational Outcomes Committee and submitted the proposal to Senate. The committees worked together during the merger proposal approval process.
- The Committee sent recommendations regarding a COVID tenure and promotion statement to the Provost.
- The committees have provided input on a range of topics including annual evaluations, tenure and promotion, progress reviews, and the Curriculum Alignment Process (CAP) as it relates to assessment.

Administrator Evaluation Committee

Committee Mission: Responsible for preparing and distributing an evaluation form for a select group of administrators each year. Prepares a report of the evaluation results for the Provost and Chancellor.

- 2016-2017 – conducted a survey for administrators reporting directly to Chancellor
- 2017-2018 – conducted a survey on all deans and interim deans with a minimum of one year in their position
- 2018-2019 – conducted a survey to evaluate those who report to the Provost. For the first time, associate deans and directors were also evaluated.
- 2019-2020 – no evaluations were conducted this year due to the small pool in the evaluation rotation for the chancellor's direct reports.
- 2020-2021 – deans, associate deans and directors were evaluated this year. (A total of 22 individuals were evaluated.)

Appointments, Tenure, & Promotion (ATP) Committee

Committee Mission: Reviews and makes recommendations to the Provost regarding tenure track faculty coming up for tenure/promotion and Associate Professors coming up for promotion to Professor.

- Over the last five years, reviewed a total of 72 dossiers for tenure and/or promotion
- Transitioned to using MyVita to evaluate dossiers.
- The committee made multiple recommendations on changing the UMSL ATP guidelines. In 2017-18 they updated the guidelines regarding absentee voting and joint appointments. In 2019-20, the ATP Committee Chair worked with the Provost on redesigning the T&P timeline given concerns

related to COVID-19 and in 2020-21 the committee reviewed revisions to UMSL ATP guidelines to align them with UM System guidelines and the electronic distribution of dossiers.

- The Committee also annually reviews nominees for curators' professorships.

Budget and Planning Committee

Committee Mission: Examines general budgetary allocations and priorities and makes recommendations on development and fiscal matters.

- In 2016-17, discussed plans for budget cuts and how the university will increase tuition, decrease expenses, and restructure/consolidate the university to balance the budget.
- Recommended a proposal to expand tuition at the Metro Rate to all of Illinois.
- Briefed on Strategic Plan and upcoming HLC accreditation.
- Briefed on 5-year plan and Campus Master Plan.
- In 2017-2018, the committee had lengthy discussions about the Academic Program Prioritization and the inactivation of seven programs and endorsing the recommendations of the Academic Program Prioritization.
- Briefed on a budget realignment process.
- Briefed on updates to Campus Master Plan.
- Discussed the UMSL Scholarship Match program, an initiative designed to leverage UM System matching funds for academic scholarships.
- Briefed on a research initiative to be launched at the system level that would provide funding over five years for projects at three funding levels (Tier 1, Tier 2, and Tier 3).
- Endorsed a motion to move forward in negotiating and signing an enrollment management and strategy contract with Ruffalo Noel Levitz.
- Briefed on the UM System eLearning initiative.
- Received many financial overviews and budget updates.
- Briefed on enrollment, the sale of Normandie Golf Course, and the sale of the ITe Building.
- In May 2020, the committee met in executive session. The committee was briefed on the budgetary effects of the pandemic, UMSL's budget shortfall, and the plan to make temporary pay cuts for the faculty and staff. The committee provided feedback on the plans moving forward.
- Provided feedback on 2020-21 Academic Program Prioritization's recommendations regarding 12 academic programs. The B&P Committee requested that the committee be informed of cost savings resulting from the implementation of the APP recommendations and how those cost savings are being reallocated to strengthen other areas of the university's mission.

Bylaws & Rules Committee

Committee Mission: Reviews proposed faculty bylaws changes and recommend interpretation of bylaws. Consider changes to Senate and Assembly Operating Rules and report recommendations to Senate.

- Provided feedback on proposed additions to CRR regarding standard of faculty conduct.
- Reviewed request to reclassify the History Department from Social Sciences to Humanities as listed in the parallel units of the Senate Operating Rules.
- Approved proposal to dissolve the subcommittees of the Information Technology Committee.
- Worked closely with the ad-hoc Committee on Shared Governance on substantial changes to the faculty bylaws and Senate Operating Rules to codify the relationship between the Senate and administration. Made recommendations to Senate.
- Reviewed proposal from ad-hoc Committee on Faculty Concerns and made recommendations.
- Reviewed proposal from ad-hoc Committee on Adjunct Representation. Recommended adding two adjunct faculty members to the Assembly.
- Clarified the description of the Bylaws and Rules Committee and sent recommendations to Senate.
- Recommended adding two staff members to the RARSFA Committee membership.
- Recommended approval to merge the Student Publications Committee into the Student Affairs Committee.

- Recommended approval to merge the Research Policy Committee and the University Libraries Committee to form the Research & Libraries Committee.
- Recommended approval to update the membership and titles of the Information Technology Committee.
- Recommended changes to update the Senate Operating Rules to reflect changes in departments and titles of administrators, as well as minor housekeeping changes.
- Recommended approval of the merger proposal for the Academic Advisory Committee and the Assessment of Educational Outcomes Committee to form the Academic Advisory and Assessment Committee.
- Updated Senate Operating Rules to clarify two newly separated department names of Computer Science Department and Mathematics & Statistics Department.
- Recommended addition of University Assembly membership paragraph from CRR 300.040 into the Senate Operating Rules to provide an easier way to update changes in position titles.
- Recommended removing the Dean of the Graduate School from the Faculty Senate membership since the position of Dean of the Graduate School no longer exists.
- Recommended to Senate that the make-up of the Curriculum & Instruction Committee should be changed to read “at least two-thirds (rather than three-fourths) of the faculty members of this committee must hold tenured/tenure-track faculty appointments. Any NTT faculty members on the committee must have a rank of associate or higher.”
- Recommended approval of the request from the Honors College to have one voting representative from the Honors College on the Senate.

Committee on Committees

Every Spring, this committee is responsible for recommending the faculty members who will serve on 20 Senate/Assembly committees. The committee uses the results from the committee preference poll which is distributed to full-time faculty in the Spring. If there are resignations or retirements during the year, this committee will also recommend their replacements on the committees.

Curriculum and Instruction (C&I) Committee

Committee Mission: Makes recommendation to the Senate on policies and procedures in the area of curriculum and instruction. Also recommends policies regarding graduation requirements, special honors programs, and academic publications such as catalogs and schedules of courses. New degree and program proposals, course proposals, and academic calendars are also reviewed by this committee.

- In the past five years, this committee reviewed a total of 432 program proposals and 1,988 course proposals (See Appendix 2 for breakdown of proposals by year).
- This committee also makes recommendations on each year’s academic calendars and presents their recommendations to the Senate for approval.
- In November 2020, the C&I Committee recommended a change to add a 2-day Fall Break in October in addition to the Thanksgiving week break into the academic calendar for 2022-23. The change was approved by the Senate.

Faculty Teaching & Service Awards Committee

Committee Mission: Formulates and publishes guidelines for campus-wide teaching and service awards; review award nominations and recommend candidates to Chancellor.

- The committee is responsible for the annual review of nominations for Chancellor’s Awards for Excellence, Gitner Teaching Award, Emerson Excellence in Teaching Award, and Governor’s Award for Excellence in Teaching. The committee submits their recommendations to the Chancellor.
- Reviewed award descriptions and eligibility requirements and discussed how better to promote the nomination process. Made recommendations to Senate.
- In 2019-20, this committee took on the additional responsibility of creating a subcommittee to review honorary degree nominations and forwarding their recommendations to the Senate.

- In 2020-2021, the committee submitted a proposal for a new faculty award for Online Teaching, which the Faculty Senate approved. The committee also made two changes to policy in 2020-21: (1) Each nomination will stay under consideration for two years. This will help to increase the overall number of nominations for future years. (2) Each nomination is eligible for multiple awards instead of a nomination only being considered for one award. Each nominee would still only receive a maximum of one award per year.

Information Technology Committee

Committee Mission: Makes recommendations regarding information technology-based priorities and budgeting; Reviews information technology needs and productivity; develops consistent information technology policies for campus community.

- Evaluated options and made recommendations for the Learning Management System (LMS) decision to adopt Canvas and accompanying software.
- Expressed concern over the risk of faculty losing intellectual property in Canvas. The committee worked with the Center for Teaching and Learning (CTL) to provide a way to remind faculty members to remove materials from their course site at the end of the semester. The committee also urged Information Technology Services (ITS) to look for a solution from Canvas.
- Discussed UM System-wide issues involved in courses shared among campuses; services functioning across platforms within campuses and helped ITS and the CTL prepare for the many changes expected from Project Unify and the UM System eLearning initiative and Zoom Pro as the standard videoconferencing tool.
- The committee has provided input on a range of IT topics: printers, Microsoft 365, the use of Google Drive, exam proctoring, Panopto video platform, the campus calendar system, the Customer Relationship Management system (Slate), IT Service Management System, a MyView upgrade, and the campus-wide printer contract.
- The committee discussed the topic of communication with constituencies across campus and encouraged ITS to improve communication. The IT Committee provided feedback to the Marketing and Communications Office regarding new features on the UMSL website to support recruiting, enrollment, and retention efforts.
- The committee discussed course evaluations and training needs for administrators and report users, and strategies to remind students to complete the evaluations.
- The IT Committee received a presentation on a strategic plan for UM System IT. The committee provided input to the CIO on the plan.

Physical Facilities, Space and General Services Committee

Committee Mission: Responsible for recommending policies and procedures for campus facilities and general services. Acts as advisory and fact-finding capacity for planning of physical facilities, reviews and reports priority matters relating to maintenance and construction. Reviews and processes complaints and suggestions regarding physical facilities and services.

- Provided input and feedback on a variety of campus safety issues, e.g., blue light phones and door-lock system.
- Provided input and feedback on initiative to improve staff and faculty communication with facility services, e.g., work order system, project request system, QR code to report maintenance issues.
- Provided input and feedback on maintaining the campus during the COVID lockdown and on repopulating the campus.
- Provided input and feedback on landscaping issues, e.g. creating outdoor places for students to gather, memorial bench standards, and native garden.
- Discussed a proposal for the Touhill Performing Arts Center to have a separate address for GPS purposes for patrons.

- Considered a proposal for signage at the Patient Care Center for the College of Optometry.
- The Chair of this committee served on the search committee that recommended a new executive director of Facilities Management. Committee members also participated in the interview vetting process.
- This committee serves as a clearing house for ideas and comments for the Facilities Management team as a way to present new initiatives, ideas, and strategies.
- Provided feedback on the presentation of the Campus Master Plan including the need to reduce UMSL's physical footprint.
- A student-led subcommittee was created to investigate ways to improve accessibility to doors on campus buildings.
- The committee recognized the need to identify and to commend the staff working in grounds, custodial services, facilities, and maintenance. Each month the committee sent a letter of commendation to a specific staff member who was recommended for recognition.

Promotion of Non-Tenure Track Faculty Committee

Committee Mission: Reviews and makes recommendations regarding non-tenure track faculty coming up for promotion. The committee reviews dossiers after they have been reviewed and voted upon by the candidates' college and submits their recommendations to the Provost.

- Reviewed a total of 55 dossiers for promotion over the past five years.
- The committee revised the NTT Promotion Guidelines and submitted the guidelines to the Faculty Senate. The Senate approved the guidelines in March 2017.
- The committee made recommendations regarding absentee voting. The committee discussed correcting some inconsistencies in the NTT guidelines.
- In 2018-2019, the committee first used MyVita to review dossiers. The committee also met to discuss the Senate-level guidelines regarding the make-up of unit review and Ad-Personam committees and made recommendations.

Recruitment, Admissions, Retention & Student Financial Aid (RARSFA) Committee

Committee Mission: Recommends policies and procedures regarding recruitment, admissions, retention, and student financial aid. Facilitates discussion with administrators and students on policies and procedures regarding scholarships, advisement, and appeals.

- Recommended a transfer policy which would allow credit for all courses from the UM System numbered above 1000.
- Recommended a priority registration policy for military-related students and student athletes.
- Recommended an academic suspension policy which would suspend students who earn a 0.0 GPA in their first semester.
- Reviewed data on usage of mid-term grades and encouraged faculty to use mid-term grades.
- Provided feedback and recommendations on a variety of issues related to student recruitment and retention such as mid-term grades, usage of MyConnect, financial aid proposals, updated bulletin language for Transfer Equivalency, not requiring standardized test scores for students 24 or older.
- Provided feedback and recommendations on a variety of issues related to student financial aid and student support such as the Triton Emergency Fund, CARES funding, policies on students who have an unpaid balance.
- The committee, with assistance from the Registrar, discussed and then approved the proposal to allow UMSL undergraduates to grade modify courses taken at other UM campuses.
- The committee examined and provided feedback on the 'Exploratory Pathways' proposal and plans for helping to provide options for undeclared students based on their interest areas. The committee approved of these plans.

Research & Libraries (recently merged Research Policy Committee & University Libraries Committee)

Committee Mission: The Research and Libraries Committee shall be responsible for recommending and reviewing issues and policy in the areas of research, research administration, and libraries, including library budgetary issues. It shall advise the Vice Chancellor for Research and the Dean of Libraries, serve as a liaison between the libraries and the university research community via the Senate, and consider any matter referred by the Senate, the Dean of Libraries, the Vice Chancellor for Research, or any member of the campus community.

- The committee discussed budget cuts to and impact on the library, particularly serials cancellations, interlibrary loan costs, and funding for the Elsevier's Freedom Collection, distributed a letter to faculty asking how the Elsevier journal cuts could impact their research and worked with IFC closely on this issue.
- Discussed undergraduate research and worked to populate a website that provided helpful information to students. The committee recommended that the responsibility for information on undergraduate research will be given to the Dean of Honors College.
- The Research Policy Committee and the University Libraries Committee met and agreed to create a proposal to merge the committees. The proposal was approved by the Senate.
- The committees also discussed the Open Access task force committee formation. The committee discussed how the faculty create and use Institutional Depository for the collaborative research.

Research - Fall Panel

Committee Mission: Reviews deadlines and guidelines for research proposals and awards. Currently oversees UMSL junior faculty travel grants and submits recommendations to Office of Research. The Panel also recommends policy to Vice Chancellor for Research.

- Over the past five years, the fall panel reviewed 105 proposals and awarded 82 grants equaling a total of \$59,264 (See Appendix 3 for breakdown by year)

Research – Spring Panel

Committee Mission: Reviews deadlines and guidelines for research proposals and awards. Reviews proposals for internal grant funds and submits recommendations to Office of Research. Reviews nominations and makes recommendations for Chancellor's Award for Excellence for Research and Creativity. Recommends policy to Vice Chancellor for Research.

- Over the past five years, the spring panel reviewed 94 proposals and awarded 65 grants equaling a total of \$431,503. (See Appendix 3 for breakdown by year)
- Made recommendations for the Chancellor's Award for Research and Creativity.

Student Affairs Committee (merged with Student Publications Committee)

Committee Mission: Responsible for recommending and reviewing policy in the areas of non-academic regulations and student services, such as student organizations and student publications, advising administration on policies related to students, and recommending approval of new student organizations.

- Discussed and provided feedback on multiple issues associated with student life such as services offered by Career Services, the need for a food pantry, areas that need improved access for people with disabilities, policies relating to free speech on campus
- Student Publications Committee communicated regularly and offered assistance to the editor-in-chief of the student newspaper *The Current*.
- Received regular reports and updates on Missouri House of Representatives bills relating to campus conceal/carry policies and campus crime statistics.
- Discussed ways to encourage increased student participation in and attendance at Assembly committee meetings.

- The Student Affairs Committee and the Student Publications Committee worked together to merge Student Publications into the Student Affairs Committee and agreed upon changes to the committee descriptions in the bylaws and procedures, and then forwarded them to the Bylaws committee. The merger and changes were approved by the Assembly.
- Discussed and provided feedback on multiple issues associated with the COVID-19 pandemic such as university housing and refunding student housing money to students when the campus was shut down due to COVID-19, support groups formed by the Community Psychological Service (CPS), Division of Student Affairs, and Counseling Services

Note: The Issues of Tenure Removal Committee, the Research Misconduct Committee, and the Oversight Committee will only meet if needed.

Metrics to evaluate the effectiveness and efficiency of the Senate

- See accomplishments for specific committees which document contributions to the functioning of most aspects of university life. Note that many of these accomplishments, although vital to the functioning of a healthy university, are routine, and thus often overlooked. These include the evaluation and review of well over 100 promotion dossiers for faculty tenure and/or promotion (including both tenure-track and non-tenure track faculty), the review of over 400 proposals for program revisions and nearly 2,000 proposals for course revisions, and the evaluation of more than 200 grant proposals (Fall and Spring Research Panels).
- Another metric is engagement in Senate/Assembly meetings and Budget and Planning meetings, which serve as a means of informing the university community about important issues.
- Particularly notable within the last five years were a series of meetings held in spring and summer of 2020 to keep the university community informed during the pandemic. These included four virtual Budget and Planning Committee meetings that took place in April and May of 2020, as the university was coping with the financial impacts of the pandemic. These meetings were open to the entire university community. Attendance averaged 335 attendees (see Appendix 4 for breakdown by meeting). It also includes two meetings, one a Senate meeting held in June 2020 and the other an Assembly meeting in August 2020. These virtual meetings kept faculty, staff, and students updated while everyone was working and studying off campus. Ninety-five people attended the June meeting and 127 attended the August meeting. Attendance undercounts the impact of these events, as the meetings are simply the first step of an information distribution network. Faculty Senators and Assembly members are charged with further distributing the information addressed in these meetings with their constituencies.
- To evaluate the effectiveness and efficiency of the Senate, the 23 Senate committees were reviewed during this 5-year period to eliminate redundancies. Bylaw proposals were approved, and changes have been implemented to increase efficiency.
- The Senate requires that each committee chair complete an annual report about the accomplishments of their committee. The reports are reviewed by the Senate Chair to ensure that recommendations and suggestions are noted and determine if any follow-up is needed.

Assessment of effectiveness of relations with faculty, staff, students, and others

- The Senate was effective in its relations with faculty, staff, and students especially during the pandemic when everyone was working remotely. Attendance at virtual Senate/Assembly meetings increased as faculty, staff and students counted on the Senate to provide them with updated information and briefings on various campus issues.
- The Senate Chairs have always been very responsive to any questions or concerns that the Staff Chair or Student Government President may have. The Senate Chair has worked closely with the Staff Association Chair on current topics. They also worked on recent resolutions to show solidarity among faculty and staff.

- The Homecoming Chili event has been co-sponsored by the Senate for years. As colleges have a friendly competition for “bragging rights” for the best chili recipe, the event creates a fun atmosphere and brings the faculty, staff and students together to build comradery.
- In 2017-18, the co-chair of the Student Affairs Committee wrote: “We feel that this committee plays a vital role in serving the campus community, especially in that it focuses on the needs and concerns of students and the people who work most closely with them.”
- In 2020-2021, the Physical Facilities Committee began to issue a monthly letter of appreciation to one staff member who works in facilities, grounds, or custodial services to acknowledge their excellent work. The appreciation letters made a difference to those working behind the scenes and reflected the good relationship between the staff, faculty, and students.

Senate’s contributions to success of the university

Through the Senate and its committees much work is being accomplished to support the university’s mission. The Senate’s committees cover a wide range of areas that are directly related to the success of UMSL’s students. By ensuring that the curriculum is robust, addressing student needs and policies, providing recommendations on the promotion of high-quality faculty, providing input on university financial decisions, and many other matters, the Senate and its committees serve as a steady and reliable pillar of the university and contribute to its success.

Appendices

Appendix 1 - Senate/Assembly Committee mission statements:

The committees and a brief description of their missions are listed below:

- Senate Steering Committee: the executive advisory committee for the Faculty Senate. Serves as a “first responder” to emerging issues that affect the welfare of faculty.
- Bylaws and Rules: reviews proposed changes to faculty bylaws and Senate Operating Rules. Makes recommendations to Senate.

Faculty Senate Committees

- Academic Advisory & Assessment: the newly-merged Academic Advisory Committee and the Assessment of Educational Outcomes Committee will make recommendations to the Provost on academic issues affecting the university, including general policies and procedures governing the evaluation of academic instruction and advising, and assessment of educational outcomes and other related academic and educational assessment matters.
- Appointments, Tenure, & Promotion (ATP): makes recommendations on tenure/promotion candidates to Chancellor; reviews ATP guidelines and make recommendations.
- Committee on Committees: makes recommendations on faculty members to fill Senate/Assembly committees.
- Curriculum and Instruction: makes recommendation to Senate on policies and procedures in the area of curriculum and instruction.
- Faculty Teaching and Service Awards: formulates and publishes guidelines for campus-wide teaching and service awards; reviews award nominations and recommends candidates to Chancellor. The elected faculty of this committee also review nominations for honorary degrees.
- Issues of Tenure Removal: meets only if needed to conduct hearings in removal cases or in disputed cases involving tenure rights and status. UM-System policy requires that the university have this committee.
- Oversight Committee: monitors the grievance process as neutral observers and provides feedback on process. UM-System policy requires that the university have this committee.
- Promotion of Non-Tenure Track Faculty: reviews and makes recommendations regarding non-tenure track faculty coming up for promotion.
- Research Misconduct: meets only if needed to evaluate potential research misconduct. UM-System policy requires that the university have this committee.
- Research & Libraries: (previously the Research Policy Committee and University Libraries Committee and is now merged as the Research & Libraries Committee) reviews and makes recommendations regarding issues and policy in the areas of research, research administration, and libraries, including library budgetary areas.
- Research – Fall Panel: reviews deadline and guidelines for research proposals for junior faculty travel grants and submits recommendations to Office of Research.
- Research – Spring Panel: reviews deadline and guidelines for research proposals for internal grant funding and submits recommendations to Office of Research. Reviews nominations and makes recommendations on Chancellor’s Award for Research and Creativity.

University Assembly Committees

- Administrator Evaluation: prepares and distributes an evaluation survey for a select group of administrators each year. Prepares report for Provost & Chancellor.
- Budget and Planning: examines long-range plans regarding the vision of the campus and budgetary allocations and priorities and makes recommendations on fiscal matters.

- Information Technology: makes recommendations regarding information technology-based priorities and budgeting; develops consistent information technology policies for campus community.
- Physical Facilities, Space and General Services: responsible for recommending policies and procedures for campus facilities and general services.
- Recruitment, Admissions, Retention and Student Financial Aid (RARSFA): recommends policies and procedures regarding recruitment, admissions, retention and student financial aid.
- Student Affairs: (this recently merged committee combined the Student Publications Committee into the Student Affairs Committee) recommends and reviews policy in the areas of non-academic regulations and student services, such as student organizations and student publications, advising administration on policies related to students.

Appendix 2 – Curriculum & Instruction Committee breakdown of proposals by year

- 2016-17 – reviewed 61 program proposals and 274 course proposals
- 2017-18 – reviewed 63 program proposals and 386 course proposals
- 2018-19 – reviewed 105 program proposals and 707 course proposals
- 2019-20 – reviewed 108 program proposals and 354 course proposals
- 2020-21 – reviewed 95 program proposals and 267 course proposals

Appendix 3 – Research – Fall & Spring Panel Totals

Research – Fall Panel

- 2016-2017 Reviewed 25 applications and made recommendations; Total awarded: \$11,580
- 2017-2018 Reviewed 27 applications and made recommendations; Total awarded: \$10,000
- 2018-2019 Reviewed 20 applications and made recommendations; Total awarded: \$10,000
- 2019-2020 Reviewed 19 applications and made recommendations; Total awarded: \$15,000
- 2020-2021 Reviewed 14 applications and made recommendations; Total awarded: \$12,684

Research – Spring Panel

- 2016-2017 Reviewed 15 research proposals; Total awarded: \$87,500
Reviewed nominations for Chancellor’s Award for Excellence in Research & Creativity and made recommendation.
- 2017-2018 Reviewed 19 research proposals; Total awarded: \$99,783
Reviewed nominations for Chancellor’s Award for Excellence in Research & Creativity and made recommendation.
- 2018-2019 Reviewed 22 research proposals; Total awarded: \$99,762
Reviewed nominations for Chancellor’s Award for Excellence in Research & Creativity and made recommendation.
- 2019-2020 – the 2020 competition was cancelled
- 2020-21 Reviewed 38 proposals; Total awarded: \$144,458
Reviewed nominations for Chancellor’s Award for Excellence in Research & Creativity and made recommendation.
- So far in 2021-22, the committee submitted a proposal for a new faculty award for Collaborative Research/Creative Activity that the Faculty Senate approved.

Appendix 4: Meeting Attendance at Budget & Planning Meetings during pandemic:

- Feb. 17, 2020: 65 participants
- Apr. 17, 2020: 325 participants
- Apr. 24, 2020: 283 participants
- May 1, 2020: 322 participants
- May 8, 2020: 410 participants

Appendix 5 – Senate Snapshot



Senate Snapshot

(A quick look at what's happening in the Faculty Senate each month.)

November 2021

Senate Chair Jon McGinnis reported the following to the Faculty Senate/University Assembly:

- The Senate's Five-Year Review will be held on Jan. 28. More information about the time of the review sessions will be forthcoming.
- Dr. McGinnis reminded the attendees that Senate/Assembly meetings are open to the campus community. He also stated that UMSL's University Assembly is unique and that other UM System campuses do not have an assembly. UMSL is fortunate that its University Assembly gives faculty, staff and students an opportunity to work together to make our campus stronger.

Chancellor Kristin Sobolik reported the following information:

- The Board of Curators are meeting on campus on Nov. 18. Chancellor Sobolik is scheduled to give three presentations: the first is to present the Campus Master Plan, the second presentation will feature UMSL highlights, and the third presentation will be on UMSL's research excellence.
- Governor Parson recently came to tour UMSL's new Simulation Lab (Phase 1) in the College of Nursing. UMSL received \$1.5M from the state to help move Phase 1 of the lab forward. The governor was able to see the students in action in the lab. The simulation laboratories will allow UMSL to increase undergraduate enrollment and the number of RNs entering the workforce.
- Chancellor Sobolik announced that the UMSL Athletic teams are doing well academically. Fourteen out of nineteen teams earned all GLVC awards which means the team average has a GPA of 3.30 or above all year. At a recent recognition night, 150 student-athletes were recognized because they earned academic honors.

Report of the Provost:

- Provost Berberich explained that there have been some concerns raised regarding CRR 320.030 Sect. F: Criteria-Based Salary Reductions for Tenured Faculty. He stated that the current processes for addressing unsatisfactory performance (e.g., 310.015 Faculty Performance Review) are sufficient and UMSL has no plans to implement additional criteria beyond those in the CRRs for reducing salaries of faculty members on continuous appointments.
- Dean Davis plans to step down as dean of the College of Optometry at the end of the fiscal year. A search committee will be formed to engage in a national search at the start of the spring semester.
- Provost Berberich announced that a procedure has been created regarding sabbatical leaves to be awarded for Fall 2022. More information will be coming from Academic Affairs in the coming weeks.
- The December commencement will be in person on Dec. 18 & 19 in the Mark Twain Building.

Budget Update: CFO Tanika Busch reported that budget reductions are not expected for this fiscal year. Merit increases are planned for next year's budget.

Did you know?

The Faculty Senate approved the academic calendar for 2022-2023. It includes the Juneteenth holiday and for the first time, a 2-day Fall Break with no classes on Oct. 20 & 21. Academic calendars can be found [here](#).

Quote of the month:

"Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings."

William Arthur Ward

