

STANDING COMMITTEE CHARGES 2021-2022

Academic Quality Committee

The faculty have primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The Academic Quality Committee works to ensure that faculty input is given at the earliest stages of any discussion of academic matters that affect faculty, students, and the learning environment. This should prevent situations from arising in which administrative decisions that have an impact on teaching and learning are made without adequate faculty input.

- Provide a channel of communication among the Faculty Senate, the faculty-at-large, and the Administration on academic matters and the formulation of academic policy.
- Be available as an advisory agency to the President of the University, and to the Provost, on academic matters.
- Serve as a channel of communication with the Student Government Association on matters concerning student academic responsibility and students' role within the academic community.
- Coordinate with the Rules Committee to reassess and update your internal procedures.
- **New Charge:** Conduct an assessment of instruction on campus. Last year the Committee did a critical assessment of what worked and what did not work during the pandemic, with the need for a major shift to synchronous and asynchronous online instruction. With the anticipated return to a more in-person academic year, and the widely accepted notion that THE major thing that makes ECU so special is the teaching, it would be useful to do an assessment of instruction. This would include e-Campus and traditional instruction.

Budget Committee

The purpose of the Committee on the Budget shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget. The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget formulation process and will meet with the President at least once each semester to receive information about budgetary matters. The Committee should work to complete the charges received from the Senate Chair in addition to addressing matters brought to the Committee by constituents and other stakeholders.

Elect a Budget Committee Chair/Co-chair and Committee Secretary and inform the Faculty Senate Chair and Secretary. The Chair also serves on the President's Administrative Council.

Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's Liaison to the Budget Committee). Then monthly accept additional charges as distributed. Work in Conjunction with VP of Finance to keep the Senate up to speed of the financial situation, in view of the Pandemic and the possible further cuts of the State appropriations.

- **For the Remainder of the Academic Year:** Work on charges. Coordinate with the Welfare Committee and the University Benefits Advisory Committee to determine the cost and future rate of the Health Benefits at ECU and Coordinate with the Rules Committee and reassess and update your internal procedures.
- **New Charge:** In conjunction with the VP for Finance, produce a compact budget report for the past 5 fiscal years (2017-2021). Focus on major categories such as Academics (including eCampus), Administration, Athletics, Infrastructure, contracted services (mailroom, Aramark), etc. in broad terms, and as percentages of the budget. This should be suitable for general circulation and focus on the big picture. Include data visualization. Show income and expenses (including usage of student fees). Also, show budget projections for the next 3 years. Present your report at the February Senate meeting.
- **New Charge:** Assist the Faculty Welfare Committee as needed as they examine the issues of pay increases, salary compression and inversion, and prorating of part-time and overtime instruction based on enrollment.

Elections & University Nominations Committee

The Elections & University Nominations Committee is responsible for making recommendations to the President for General Education, Graduate Council, Library, and Research Committees (consult committee internal procedures for detailed description of election procedures). Also, work with Secretary on Senate vacancies (Secretary will provide a list of vacancies to committee; committee contacts deans and/or chairs for replacements in time to be on board by the May ORG meeting) (See section in Internal Procedures).

- Supervise part-time faculty election to ensure that the new member is on board in time to attend the Senate meeting in May. Evaluate whether this should be done in the fall or spring
- Stand ready to administer all Faculty Senate elections as necessary.
- Coordinate with the Rules Committee to reassess and update your internal procedures.
- **In January**, obtain from the Office of the President the updated membership list of University Standing Committees.
- **In February**, contact chairs of committees that fall under the purview of the Faculty Senate Elections and University Nominations Committee (General Education, Graduate Council, Library, and Research) regarding faculty member vacancies for the following year.
- **In March**, send notice to departments asking that any areas that have reps rotating off to hold elections for new rep(s) and alternate(s) and to notify the chair and secretary of new appointments by mid-April, if possible. Also correspond with the Office of Institutional Research for dissemination of self-nomination survey for faculty member vacancies on specified university committees. Thereafter, a ballot that includes all eligible self-nominees and their brief statements of interest and qualifications is disseminated via email to all eligible votes by the Office of Institutional Research.
- **In April**, results of elections are verified by the Faculty Senate elections and University Nominations Committee. Those faculty with the most votes for each university committee vacancy will be recommended to the President for consideration of appointment.
- **New charge:** This year you will be working on the election for Faculty Regent in the spring (see Faculty Senate Internal Procedures for timetable) in addition to soliciting names for any faculty vacancies on the four university committees mentioned above for February.
- **New charge:** As soon as possible solicit nominations and hold an election to fill the College of Education and Applied Human Sciences faculty vacancy on the General Education Committee.

Faculty Welfare Committee

The primary function of the Welfare Committee is to sit on the University Benefits Advisory Committee, raise appropriate questions, become knowledgeable about all benefit programs, and communicate (explain) that information to the Senate in a timely manner.

- Continue to monitor and inform the Faculty Senate on matters related to compensation including but not limited to across the board raises, salary compression issues, salary inversion, the prorating of part time and overtime faculty pay based on enrollment. Prepare a report for the Senate with recommendations to address these issues in time for the March meeting. (One possible suggestion—consider suggesting a salary floor). Work with Budget Committee as needed to accomplish this task.
- Coordinate with the Budget Committee to determine the cost and future rate of the Health Benefits at EKU.
- Coordinate with the Rules Committee to assess and update the internal procedure of your committee.
- **New charge:** Evaluate the effects of the elimination of the Ombud position. The Ombud position has been replaced with a new Faculty Advocate position, a new job description, and powers. Is the Faculty Advocate position more/less effective than the Ombud? Is it being used more than the Ombud?

Note: After meeting schedule is set, be sure to communicate with the Director of Human Resources (or their designee) as they serve as a non-voting member on the committee.

Information Technology Committee

- Continue monitoring Blackboard issues as necessary.
- Monitor technology issues related to PC and MAC users for effective teaching and learning.
- Continue to provide IT support during Faculty Senate meetings.
- Coordinate with the Rules Committee to assess and update the internal procedures for your committee.
- Help with the administration of polling (votes by senators on items up for approval) during Senate meetings.
- **New Charge**: Plan on continuing use of Google Forms on computers and phones as the standard method of voting during Senate meetings instead of clickers.
- **New Charge**: Work with library to develop a faculty survey regarding problems related to streaming videos and licensing.

Rules Committee

- Work with Faculty Senate Secretary to review the Faculty Handbook and the Faculty Senate Rules. Report recommendations to the Faculty Senate Executive Committee for possible action.
- Make sure the Elections & University Nominations Committee knows these new definitions.
- Clarify explanation of term limits in the Faculty Handbook.
- Edit punctuation in the Faculty Handbook.
- Oversee and coordinate with all the Senate standing committees to assess and update the internal procedures of the committees.
- **New Charge**: Begin the process of changing the Senate rules to remove administrators—President, Provost and Dean’s Representative—from Senate membership (this will not affect the Faculty Regent). They may continue to serve as ex officio, non-voting members of committees, and will continue to give reports and answer questions as invited guests at Senate meetings and Executive Committee meetings.

Faculty Rights & Responsibilities Committee

- Continue oversight of all policies affecting faculty rights and responsibilities.
- Continue to review request for faculty organizations to have a similar infrastructure to student organizations and develop a procedure for creating such organizations.
- Coordinate with the Rules Committee to reassess and update your internal procedures.