

University of Puget Sound Faculty Senate
March 9, 2009, 4:00, McCormick Room

Senators Present: Richard Anderson-Connolly, Kristine Bartanen, Terry Beck, Douglas Cannon (chair), Bill Haltom, Suzanne Holland, James Luu, Steven Neshyba, Hans Ostrom, Jada Pelger, Amy Ryken, Yusuf Word, Jenny Wrobel

Visitors: Liz Collins, John Hanson, Mike Veseth

Chair welcomed ASUPS President James Luu to the Senate.

I. Candidates for Honorary Degree (closed session)

Mike Veseth, Liz Collins, and John Hanson represented the committee and presented the candidates for honorary degree.

Note: As this was a closed session the details of the debate and the motion will be included in future minutes.

II. Approval of Minutes of February 23, 2009

M/S/P as corrected.

III. Announcements

Anderson-Connolly suggested that we hold a post-Senate gathering at the faculty club.

Word informed that Senators that he has finished his term as ASUPS President and is thus also stepping down as a student representative to the Faculty Senate. He thanked the Senate and expressed his pleased in working with it over the last year.

Bartanen M/S/P: The Faculty Senate thanks Yusuf Word for his service on the Senate.

IV. Special Orders

Holland wondered about the timing of the Walter Lowrie Award. She suggested that we should start thinking of candidates.

V. Reports of Committee Liaisons

Neshyba volunteered to take over the duties with the Curriculum Committee.

Beck announced that bylaw revisions from Student Life are coming next meeting.

VI. Appointment of a Temporary Replacement Senator

The chair noted that Leslie Saucedo resigned thus the Senate may select a replacement.

Wayne Rickoll was selected as the replacement Senator.

VII. Procedures for Senate Elections

Beck reminded the Senate of the new document establishing the procedures and guidelines for conducting faculty elections (see appendix 1). The Senate is responsible for approving this document, as established in the faculty bylaws.

Beck wished to bring particular attention to several elements in the document.

First, the list of eligible voters has been made available online at http://cascade.ups.edu/cascade/faculty.voting_list.

Second, nominations will occur via email.

Third, we have used U-Vote in the last couple of years but it is no longer available. A replacement must be selected. The language in the elections document would give authority to the Senate Executive Committee and an election officer to select the specific balloting procedure and bring this to procedure to the next Senate meeting for approval.

Finally Beck explained that the duties of election officer include helping to select the voting system and to certify the winner.

Ostrom M/S/P to approve “Procedures and Guidelines for Conducting Faculty Elections”.

With the approval of the document the chair moved to fill the election officer position. Holland suggested that a member of the staff be the election officer. Student Representative and ASUPS President James Luu volunteered himself to be the officer.

After nominations and a couple rounds of paper balloting, James Luu was elected to be the election officer.

Finally, the chair exhorted the Senators to exhort our colleagues to run for office, particularly for the FAC. As a pot-sweetener the Dean noted that the workload has gone down due to streamlined evaluations.

VIII. Departmental Evaluation Guidelines (Query from Professional Standards Committee)

The chair referred to a recent query from George Tomlin. It relates to a Senate topic of standards and evidence of professional growth presented in the minutes of April 7, 2008; further discussion was then deferred but has never been resumed.

The chair summarized Tomlin’s question as the following: Is it OK for the PSC to post the department guidelines on the UPS intranet?

Dean Bartanen noted that it would be informative to post the guidelines. She has received requests to view guidelines from individuals in other departments. At the chairs' meeting of last week she estimated that 95% of attendees believed it would be good to post the guidelines.

Ostrom M/S/P to answer in the affirmative the query whether it is OK for the PSC to post evaluation guidelines of departments and programs on the internal web.

IX. Proposal to Review Internship Program

Anderson-Connolly introduced a motion to create an ad hoc committee to review the internship program and report its findings to the Senate (see appendix 2).

Ostrom recommended that a survey be conducted as part of the review of the internship program.

Wrobel recommended that a student representative be added to the ad hoc committee.

Anderson-Connolly responded that he would be happy to add a student to the committee and thus the motion was amended in friendly manner to include a representative appointed by ASUPS.

DeMarais briefly discussed the current structure of internships offered at UPS.

Anderson-Connolly M/S/P to create an ad hoc committee on internships, as detailed in Appendix 2.

X. Other Business

The Chair shared his thoughts about the future work of the Senate.

The chair has provisionally placed the Student Life proposal on the agenda of the April 6th Full Faculty Meeting. The Senate will consider it prior to the full faculty at our next meeting.

The chair revisited the issue of a proper meeting place for the Senate. The current room is not wheelchair accessible. Some possible alternatives include Library 020, the Murray Boardroom, and a Wyatt classroom.

Wrobel M/S/P that the Senate move to an ADA accessible room next year.

The Staff Senate is working on the establishment of a daycare center. It will be placed on a future agenda.

Ryken suggested that the chair solicit nominations for Walter Lowrie award via his next email communication with the faculty.

Holland suggested using the Boardroom for the next Full Faculty meeting.

XI. Adjournment

M/S/P at 5:26pm.

Respectfully Submitted,

Richard Anderson-Connolly

Appendix 1

Procedures and Guidelines for Conducting Faculty Elections

The Faculty Bylaws describe the election of Faculty Senate members and officers as well as some other faculty positions, e.g., members of the Faculty Advancement Committee. (Appendix 5 of the October 30, 2008, Report from the Ad Hoc Committee on Elections contains sections of the Faculty Bylaws dealing with elections.) However, there are many election details that are not described in the Faculty Bylaws. For example, Article IV.3.D.h states that "The Faculty Senate shall establish a system of voting that is reasonably secure against fraud and ensures a secret ballot." The purpose of this document is to provide detailed information about the process to be used in faculty elections. This document should be maintained by the Faculty Senate Secretary and should be updated, reviewed, and approved by the Faculty Senate prior to each election.

As a courtesy, the Faculty Senate Secretary has upon request run elections for other faculty groups (i.e., the Faculty Salary Committee) during the regular Senate elections.

I. Eligibility for Voting

The Faculty Bylaws (Article IV.6.A.b) state that those eligible to vote in the election of Senators are (by reference to Article II.1) "the President of the University, the Academic Deans, the Dean of Students, and members of the instructional staff classified as follows: Professor, Associate Professor, Assistant Professor, Instructor, and full-time visiting faculty."

The Faculty Senate Secretary will prepare a list of those eligible to vote and publish this list on the University website at the same time that a call for nominations is distributed to eligible faculty. The call for nominations will also include a description of how to access the list of eligible voters.

The Academic Dean's office and OIS are two resources that the Secretary can use to compile the necessary list. OIS has generated a process that can be accessed via a web browser to get an eligible list of faculty:

http://cascade.ups.edu/cascade/faculty.voting_list

When this method was constructed (Spring 2007) the following description was provided:

Voting eligibility is validated against the full-time faculty list that is maintained by the Academic Dean's office. To determine eligibility, we look for faculty members with an active contract for the current year in the Academic Dean's office database, which includes tenure-track, not tenure-track, visiting and retired positions. It does not include adjunct faculty or research-only positions.

If this list is not accurate, consult with OIS via the helpdesk.

The Senate Secretary should also check to be sure that whatever method is being used for distributing ballots uses the same voting list.

Any member of the faculty may challenge the presence or absence of an individual on the voting list by notifying the Faculty Senate Secretary. If the Secretary finds that the presence or absence of an individual is the result of a clerical error, the Secretary may add or delete that individual from the roll as appropriate. If however, there is uncertainty or disagreement about whether or not an individual is an eligible voter, the matter will be brought before the Faculty Senate to decide the issue.

II. Nomination Procedures and Eligibility for Election

The Faculty Bylaws (Article IV.6.D.a) state "At a time no later than one month before the last scheduled class day, or at a time designated by the Chairperson when an election to fill a vacancy is needed, the Secretary shall distribute a nomination ballot to each member of the instructional staff eligible to vote."

This nomination ballot will be distributed via an email solicitation using the facultycoms@ups.edu email server. Appendix 6 of the Report on the Ad Hoc Committee, which is appended below, includes a sample nomination e-mail that may be used as a template.

The Faculty Bylaws (Article IV.6.D.b) state "Names of nominees for Senate Chairperson, Senators, or the Faculty Advancement Committee are to be submitted to the Secretary within one week. The consent of the nominee to be a candidate is to be secured by the Senate Chairperson."

Nominations may be made via email to the Faculty Senate Secretary, or by sending a note via campus mail.

The Faculty Bylaws (Article IV.6.A.a) states "Eligible to be elected to the Senate are full-time members of the non-retired instructional staff classified as follows: Professor, Associate Professor, Assistant Professor, and Instructor."

As nominations are made, the Faculty Senate Secretary will determine if the nominee is eligible for election as described in Article IV.6.A.a. If the Faculty Senate Secretary believes that a nominee is not eligible for election, and the identity of the nominator is known, the Secretary will contact the nominator and explain why the nominee is not eligible. If the nominator agrees with the Secretary the nominee will be dropped. If the nominator disagrees with the Secretary, he or she may appeal the decision to the Faculty Senate. If the nominator is not known, the Secretary will consult with the Faculty Senate Chairperson. If both agree that the nominee is not eligible, the nominee will be dropped. If the Secretary and Chairperson do not agree, or if there is some doubt as to the eligibility of the nominee, the matter will be decided by the Faculty Senate.

Since the consent of the nominee must be secured by the Senate Chairperson, the Faculty Senate Secretary should regularly send lists of nominees to the Senate Chairperson. The Chairperson will then contact the nominees to secure their consent. The Chairperson will then send a list of those nominees who have agreed to stand for election to the Faculty Senate Secretary.

III. Balloting Procedure

See the Faculty Bylaws (Article IV.6.D.c-i).

The system of voting (e.g., specific electronic software or paper ballots) shall be determined by a committee consisting of the Senate Executive Committee and an election officer selected by the Senate (see below in this section for the election officer's additional duties).

The committee shall present its recommended voting system for Senate approval at the Senate meeting March 30, 2009.

According to the bylaws (Article IV.6.D.c) "one week shall be allowed for the return of the ballots", which is interpreted to mean that Faculty should be able to vote for one week.

According to the bylaws (Article IV.6.D.c) "The Secretary shall list all the nominees in alphabetical order" and "Nominees and ongoing members of the Senate shall be identified by name and academic department on the election ballot".

According to the bylaws (Article IV.6.D.f) "Each person may vote for as many nominees as there are positions to be filled; however a person may not cast cumulative votes for a single candidate."

If the number of candidates is more than twice the number of positions to be filled, then the first vote is a primary and those receiving the highest number of votes in the primary (but not to exceed twice the number of positions to be filled) will be listed on the final election ballot.

The Faculty bylaws specify (Article IV.6.D.g) that "The nominees receiving the highest plurality of votes shall be elected. Tie votes shall be decided by a coin toss." If a coin toss is necessary, the Faculty Senate Secretary, the Chairperson of the Faculty Senate, and the two candidates (or their representatives) will meet to select the winner. In the event that one of the candidates or a representative fails to attend an agreed upon meeting, the coin toss shall proceed as scheduled. The secretary will have one candidate call the toss and then flip the coin. In the event neither candidate attends the coin toss, the Faculty Secretary and the Chairperson of the Faculty Senate shall assign "heads" to the candidate whose last name comes first in the alphabet and then flip the coin.

The balloting system will be overseen by the Faculty Senate Secretary and one other election officer selected by the Faculty Senate. This election officer should not be a candidate in the election and will provide an independent validation of the election results.

The vote count will not normally be published, but the Faculty Senate Secretary will provide the vote count to any member of the faculty eligible to vote upon request.

"The regular election of Senators shall be completed by the last Senate meeting of the spring semester."

IV. Conflicts of Interest

Given the central role of the Faculty Senate Secretary in the election process, he or she should not be a candidate in the election. (An individual who expects to be a candidate in the next Senate election should not accept a nomination to run for Faculty Senate Secretary.) If the Secretary does decide to stand for election, he or she is automatically recused from his or her roles in running the election and the Faculty Senate will select a member of the Senate to serve in his or her place. Any faculty member may raise a question of conflict of interest. The Faculty Senate will decide the issue.

V. Resolution of Disputes

If any challenge to the election procedure or results is raised, the Faculty Senate will meet and decide the issue. Any members of the Faculty Senate who are running in the election are automatically recused from this process.

Sample Nomination E-mail

Faculty Colleagues,

This is a call for nominations for the following faculty governance positions:

Chair of the Faculty Senate
Two (2) members of the Faculty Senate
One (1) member of the Faculty Advancement Committee
Three (3) members of the Faculty Salary Committee

A list of the continuing members of these bodies can be found at the bottom of this message.

You may submit nominations for these positions using any of the following methods:

Email the Secretary of the Faculty Senate, Terry Beck (tbeck@ups.edu)
Send a note to Terry Beck via Campus Mail (CMB 1051)

Be sure to indicate which position(s) you are nominating someone for. The deadline for nominations is Monday, March 30, 2009.

Thank you,

Terry Beck
Faculty Senate Secretary

Continuing Members of the Faculty Senate:

Terry Beck (Education)
Robin Foster (Psychology)
Priti Joshi (English)
Julie McGruder (OT)
Hans Ostrom (English)
Amy Ryken (Education)
Nancy Bristow (History)
John Hanson (Chemistry)
Ross Singleton (Economics)

Continuing Members of the FAC:

Peter Greenfield (English)
Sunil Kukreja (Comparative Sociology)
Kate Stirling (Economics)
Keith Ward (Music)

Continuing Members of the Faculty Salary Committee:

Lynda Livingston (Business)
John Woodward (Education)

Appendix 2: Ad Hoc Committee on Internships

Motion:

The Senate approves the creation of an ad hoc committee to study the internship program. The committee is charged with reviewing our current practices and returning recommendations on the ways by which the University can increase the number of students participating while maintaining our current academic standards. The membership of the committee shall be Richard Anderson-Connolly, David Droge, Alyce DeMarais, Jack Roundy, Alana Jardis, Lori Blake, a faculty member of the Curriculum Committee (if a volunteer can be found), and a student representative appointed by ASUPS.

Brief Background:

By its nature the administration of the internship program necessarily involves many organizational departments and divisions. The membership of the committee was chosen to include those who can offer insight into both the current functioning of internships as well as the ways to modify the structure so as to meet the objective of increased participation. Beyond these "in-house" perspectives the committee will meet with representatives throughout the university who are in some way connected to the program and whose support will be important as we seek to expand it in the future. The committee begins with a desire to gather information and has no particular "solution" already. The common value shared by the members of the committee is the assumption that greater participation in internships would benefit our students and the university.