UNK Faculty Senate Oversight Committee Meeting: May 5, 2003

Present: Mary Ann Barton, Daryl Kelley, Leslie Korb, Martha Kruse, Marta Moorman, Bill Wozniak, Bob Young
Absent: Nathan Buckner

A. Faculty Senate Constitution and By-Laws

1. New Amendments to the FS Constitution and By-Laws (February 26, 2003): The committee discussed action taken at the April 25, 2003 FS Meeting regarding changes to these documents. The changes involve the FS Secretary’s method of distributing information to Senators and provisions related to administrative positions that have been eliminated, i.e., the Vice Chancellor of Student Affairs and the Dean of Continuing Education. In addition, the committee discussed and proposes an amendment that will require faculty members be elected to chair FS Standing Committees. See Attachment A for the committee’s proposed amendments.

2. Previously Approved Amendments (February 6, 2003 FS Meeting): Final Version of Revised Sections. See Attachment B.

B. Faculty Senate Roster 2003-2004

The committee discussed recent changes in FS Standing and Ad Hoc Committee memberships. It was agreed that the roster would not be distributed until after the September – October FS elections of Standing Committee members and the election of committee chairs.

C. FS Standing Committee Elections

Chair Young reminded the college representatives to the committee that elections begin soon after Fall Semester 2003 begins. He distributed information about election procedures and sample ballots. A meeting will be held during the first week of the semester to finalize the timelines and process to follow for these elections.

Respectfully submitted,

Bob Young, Chair
SECRETARY – Records, prepares, and distributes the Faculty Senate Meeting Agenda and Minutes to faculty, deans, vice chancellors, the chancellor, and appropriate university system officials. Provides the UNK Library with copies of approved Faculty Senate Meeting Minutes. **Prior to scheduled Faculty Senate meetings, prepares and distributes to Faculty Senators packets containing** an agenda, the minutes of the previous Faculty Senate meeting, and the minutes of appropriate Faculty Senate committee meetings. Prior to a scheduled Faculty Senate meeting, distributes the agenda to other faculty and appropriate campus administrators.

REVISION
**Prior to a scheduled Faculty Senate meeting, prepares and distributes to Faculty Senators**

**Article V.D. Committee Minutes**
On a timely basis, the Chair of a Faculty Senate Committee shall provide all faculty and appropriate campus administrators with committee-approved meeting minutes, with items noted that require Faculty Senate action. In addition, at least one week before a regular Faculty Senate Meeting, the Chair shall provide the Faculty Senate Secretary with **a specified number of print copies of these minutes for inclusion in packets to be distributed** to Faculty Senators prior to the meeting.

REVISION
**with these minutes for distribution** to Faculty Senators …

**Article VI.D. First Committee Meeting of the Academic Year**
The President of the Faculty Senate shall designate a member of the Executive Committee to call the first meeting of the Standing committee during October and to notify all members of the time and place at least three days in advance of the meeting. The purpose of that meeting shall be to elect a **Chair and to discuss the Committee’s charge, prior to conducting regular committee business.**

REVISION
**to elect a faculty member as Chair …**

Continued on page 3
Article VII.G. Continuing Education Advisory Committee
Reviews and makes recommendations to **the Division of Continuing Education** on policies, programs, and practices to ensure that they are consistent with the educational mission of the ***Division of Continuing Education,*** the University of Nebraska at Kearney and the client groups it serves.
*COMPOSITION:* One faculty representative from and elected by each undergraduate college, one graduate faculty representative chosen by the Graduate Council, and one representative from each of the following: the Faculty Senate, Calvin T. Ryan Library, the Rural Health Education Distance Learning Research Center, and the ***Student Affairs Division. The Dean of Continuing Education**** is an ex officio, non-voting member. Total: 10 members.

*REVISIONS*

…** the office in charge of Continuing Education**...

...*** delete reference to the Division of Continuing Education***...

...and one representative from each of the following: …**** Dean of Students Office. A representative from the office in charge of Continuing Education

...****

Article VII.M. Student Affairs Committee
Acts with respect to matters of general concern relating to student affairs, especially with regard to areas of joint student/faculty concern.
*COMPOSITION:* **Vice-Chancellor for Student Affairs**, one dean selected by the Dean’s Council, one faculty member from each undergraduate college and the Library, and five students with majors in different fields selected by the Student Senate. Total: 12 members.

*REVISION*

COMPOSITION: **Chief Student Affairs Officer,** ...

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**Line 718**

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**REVISIONS**

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...and one representative from each of the following: …**** Dean of Students Office. A representative from the office in charge of Continuing Education

...****

**Line 790**

**Article VII.M. Student Affairs Committee**
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**COMPOSITION:** **Vice-Chancellor for Student Affairs**, one dean selected by the Dean’s Council, one faculty member from each undergraduate college and the Library, and five students with majors in different fields selected by the Student Senate. Total: 12 members.

**REVISION**

COMPOSITION: **Chief Student Affairs Officer,** ...
ATTACHMENT B

PREVIOUSLY APPROVED AMENDMENTS - Feb. 6, 2003 FS Meeting:
Final Version of Revised Sections to FS Constitution and By-Laws

Note: Once other amendments-in-progress (see Attachment A) have been approved
by FS vote, a revised version of the FS Constitution and By-Laws will be distributed.

Line 187
III.A.3. Executive Committee: The Faculty Senate President, President Elect,
immediate Past President, Secretary, the Parliamentarian, and one Senate
representative shall constitute the Executive Committee of the Faculty Senate. The
Faculty Senate President shall be the Chair of the Executive Committee.
Total: 6 members.

Line 198
III.B.1. Parliamentarian: A Parliamentarian shall be elected from the
membership of the Senate. He/she shall serve a three-year term, unless his/her
Senate term expires during that period in which case a new election will be held.
He/she shall be elected by the Senate at the last regular Faculty Senate meeting of
the Spring Semester to serve as arbiter and consultant on all questions of procedure,
to serve as the Chair of the Faculty Senate Oversight Committee, to serve as
interpreter of the Faculty Senate Constitution and By-Laws in consultation with the
Faculty Senate Oversight Committee, and to serve on the Faculty Senate Executive
Committee.

Line 323
Article II.C. Open/Closed Meetings
All Senate sessions shall be open to the public; provided, however, the Senate may
by no less than a majority vote of those present hold a closed session. Any person
attending an open Senate session may address the Senate after securing recognition
of the President.

Line 344
Article II.F. Agenda
An issue or recommendation shall be placed on the agenda when proposed by the
Faculty Senate President or the Chancellor, or by Senate Executive Committee
action, a Faculty Senate Committee, one-third of the Senators present and voting at
a meeting, or a petition signed by no fewer than ten faculty members.

Line 404
The Faculty Senate officers are the President, the President-Elect, the immediate
Past President, and the Secretary. These officers, the Parliamentarian, and an
elected representative from the Senate shall comprise the Executive Committee.
The President-Elect, the Secretary, and the Faculty Senate representative to the
Executive Committee shall be elected annually for a one year term by the Faculty
Senate at the last regular meeting of the Spring Semester in accordance with the election process conducted by the Oversight Committee.

**Article VII.A. Executive Committee**

Enacts and monitors the status of Senate recommendations and serves as a liaison with the University of Nebraska at Kearney administration. Meets regularly with the Administration. Acts as a committee on behalf of the Senate when immediate action is required. Reviews Senate Committee minutes for items requiring Faculty Senate action. Prepares responses to Senate directions. Prepares and distributes the agenda for Senate meetings. Presents to the Senate an annual report of the Chancellor’s Strategic Planning Committee activities for comment by the Senate. During October, the Executive Committee shall meet with the Chairs of the Standing Committees to discuss the role of their respective committees in implementing the Annual Plan of Action presented by the Faculty Senate President at the Fall Convocation.

**COMPOSITION:** The President, President-Elect, and Secretary of the Senate, the immediate Past President, the Parliamentarian and one member elected annually by the Senate from its membership. The President of the Senate shall be Chair of the Executive Committee. If the immediate Past President is unable to serve on the Executive Committee, the Executive Committee may appoint, with the approval of the Senate, a member of the previous Executive Committee to serve as a replacement. Total: 6 members.