FACULTY SENATE MINUTES
November 7, 2019

Call to order:

A meeting of the University of North Alabama's Faculty Senate convened in Room 136 of the Mitchell Burford Science and Technology Building at 3:30pm. with President Renfroe presiding.

I. Proxies:

Andrew Potter for Mark Terwilliger (Department of Computer Science and Information Systems), Katherine Crisler for John Hodges (Department of Social Work), Julia Bernier for Ansley Quiros (Department of History), and Albert Fulton for Sunhui Sim (Department of Geography).

Members in attendance:

Lori Alford, Stephanie Barger, Aaron Benson, Lisa Ann Blankenship, Tabitha Blasingame, Cory Cagle, Lisa Clayton, Wes Davenport, Frank Diaz, Diaz, Sarah Franklin, Ravi Gollapalli, Leah Graham, Scott Infanger, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Janna Malone, John McGee, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Cheryl Price, Jason Price, Lee Renfroe, Craig Robertson, Leigh Stanfield, Kevin Stoltz, Jessica Stovall, Jill Stupiansky, Alexander Takeuchi, Jason Watson, Laura Williams, and Pete Williams.

Members not in attendance (without proxy):

Trudy Abel (Department of Elementary Education), Rae Atencio (Department of Military Science), Tim Butler (Department of Management and Marketing), and Terry Richardson (Department of Biology).

II. Approval of agenda:

President Renfroe requested approval to amend the meeting agenda to add a new business item pertaining to the nomination of an ETS faculty member to serve on the Institutional Effectiveness Committee.

Senator Infanger motioned to approve the amended agenda. Senator Takeuchi seconded the motion.

III. Approval of the Minutes

Senator Williams motioned to approve the minutes from the October 3rd, 2019 meeting of the Faculty Senate with a second by Senator Owens-Murphy.

The minutes were approved.

IV. Remarks from President Kitts

President Kitts began his remarks by discussing UNA's fall enrollment figures. As of the October 31st census date, UNA enrolled a new record of 8,046 students. This represents a 4.9% increase over last year's data and presents UNA in a favorable light compared to our peer institutions. The growth is balanced with increases among graduate students, online enrollment, and in freshman. On-campus resident students is also up with approximately 1,700 students staying in the residence halls. UNA will pursue smart and stable growth as work continues for the fall semester of 2020.

President Kitts then provided an update on construction progress across campus. The interior of Harrison Hall is taking shape revealing actual locations of classrooms, office and common spaces. Occupancy of Harrison will be delayed because of weather/rain—factors that have also delayed construction of the storm shelter (between Stevens Hall and the current Math building). The latter must be completed before Harrison Hall can be occupied.

State funding was also discussed with President Kitts mentioning that processes have already begun to define funding for the 2020-2021 fiscal year. The possibility of one-time bond money being available for higher education is important and UNA is working to ensure that our needs will be recognized relative to that allocation. President Kitts also discussed recent conversations in Montgomery focusing on a possible move to performance-based funding (PBF). PBF is a concept that draws popular support but the problem with PBF for UNA is that UNA's historic level of underfunding makes it difficult to compete on equal footing with other Alabama schools on whatever performance metrics may be defined. Ideally, Alabama schools should be on equal footing before PBF goes into effect.

V. Remarks from Faculty Senate President Lee Renfroe

President Renfroe's sole discussion item pertained to use of the voting app first used by Faculty Senate during the May, 2019 election. Senator Richardson brought to her attention that the voting app should be employed now for voting purposes. Senator Watson, who developed the app, expressed that the app needs some additional work but that it should be ready for use for the December, 2019 Faculty Senate meeting.

VI. Committee Reports

A. Faculty Affairs Committee

Senator Klein mentioned that the Faculty Affairs Committee will conclude its work on language related to the proposed resolution addressing Shared Governance Committee Statements (please see Faculty Senate minutes Appendix C from the April 11, 2019 meeting). The Faculty Affairs Committee will bring the resolution back to the Faculty Senate for review at the December, 2019 meeting.

B. Academic Affairs Committee

No report was offered.

C. Faculty Attitude Survey Committee

No report was offered.

D. Faculty Handbook Oversight Committee

No report was offered.

VII. Old Business

There was no old business

VIII. New Business

A. College of Arts and Sciences (COAS) Workload Reassignment Policy

See Appendix A

Senator Franklin was invited to discuss this issue and stressed the following points: compensation practices in the COAS appear at odds with the Faculty Handbook. The lack of uniformity in application of current practices involving overloads, teaching for research money, control of one's own labor, and the effects of this policy confusion on junior faculty are troubling.

COAS staff were asked to attend the 11/7/19 Faculty Senate Meeting but were committed to attend other meetings. It was suggested they attend and speak at the December meeting with another Council of Academic Deans (COAD) member. In this way, the Faculty Senate can learn what the COAS policies are and listen to a Dean/s from other colleges address how workload assignments are managed in the colleges.

Senator Graham supported the idea of sending this issue to the Faculty Affairs Committee for further study specific to how workload reassignments and compensation are being managed across the colleges and how these issues are being addressed at other schools.

Senator Stovall noted that the Mathematics Department is finding this issue to be problematic given the department's new graduate program and called for a more comprehensive study of this issue.

Senator Monteiro mentioned that the credit hours being taught by lecturers is inconsistent across the colleges.

Senator Graham motioned to move this issue to the Faculty Affairs Committee for further study. The motion was seconded by Senator Stovall. Senator Robertson proposed a friendly amendment to the original motion giving the Faculty Affairs Committee specific guidance to examine the following issues: compensation uniformity, release time, number of overloads, graduate course release time, how compensation is determined across different contexts, and whether faculty are actually teaching multiple sections of the same course for free when those sections are being taught traditionally and online.

The friendly amendment was accepted. The motion was put to a vote and passed.

B. OER (Open Educational Resources) Workgroup Proposal

See Appendix B

Senator Robertson made a motion to discuss this proposal.

Senator Watson seconded the motion.

Senator McGee discussed the proposal in general terms and referenced that such resources can be used across schools and with reduced cost to students. A concern regarding copyright issues was voiced.

Senator Infanger motioned to approve support for creation of the OER work group.

Senator Watson seconded the motion.

The motion was approved.

C. Proxies for Shared Governance Committees Proposal

See Appendix C

A motion to postpone discussion on this item was made by Senator Franklin with a second by Senator Loeppkey.

The motion was approved.

D. Nomination of an ETS faculty member to serve on the Institutional Effectiveness Committee.

Dr. Natasha Lindsey was recently selected by her departmental colleagues as the ETS nominee to serve on the Institutional Effectiveness Committee.

Senator Robertson motioned to approve the nomination of Dr. Lindsey.

Senator Owens-Murphy seconded the motion.

The motion was approved.

IX. Information Items

A. Open Forum on Academic Honesty Policy

The Open Forum for presentations and discussion on the proposed Academic Honesty Policy will be held Monday, January 13, 2020 in Room 330 of the Gunn Commons at 3:30pm. A subsequent presentation on the policy will be given at the Faculty Senate's January 16th, 2020 meeting.

B. Shared Governance committees - one year of UNA employment before serving

President Renfroe raised the question whether the Faculty Senate would be interesting in discussing this issue. Shared Governance originally voted to retain the one-year service rule but has since rescinded its vote on that rule.

The subsequent discussion focused on the importance of having faculty on such committees that are familiar with UNA's organizational culture, whether recently hired faculty are actually willing to serve on such committees their first year, and that new faculty need a degree of mentoring before taking on these roles.

Senator Infanger motioned to move this item to the Faculty Affairs Committee (FAC) for additional study and for this committee to have a policy statement that the Faculty Senate can vote on at its April, 2020 meeting.

Senator McMullen seconded the motion.

The motion was approved.

C. Update on ADA - Teresa Dawson and Jeremy Martin

Mr. Jeremy Martin, Director of Disability Support Services and ADA Compliance, began his remarks by presenting statistics describing the prevalence of disabilities among the U.S (25% of students with disabilities), Alabama (33.5% of students with disabilities), Tennessee (30% of students with disabilities) and Mississippi (29% of students with disabilities). He went on to say that his office is well-respected, operating well but looking to improve its services.

Mr. Martin then discussed the captioning features of Kaltura and Studio. There is about an 80% accuracy rate in captioning with these two products. He mentioned that the majority of U.S schools have faculty that are validating captioning capture.

Senator Infanger mentioned that many UNA faculty do not understand what ADA compliance actually means and whether their courses are in compliance. Senator Franklin suggested that Mr. Martin's office develop a quick-view reference sheet for faculty as they develop their courses within Canvas. Senator Owens-Murphy asked if UNA's Office of Disability Support Service tested students for disabilities. Mr. Martin replied that his office refers out Alabama resident students and tries to work with external service providers for non-resident students.

X. Adjournment

Senator Infanger motioned to adjourn the meeting.

Senator Robertson seconded the motion.

The meeting adjourned at 4:31pm.

Appendix A

Department *of* HISTORY
College of Arts and Sciences

MEMORANDUM

To: Dr. Lee Renfroe, President
        Faculty Senate

From: Dr. Sarah Franklin, Faculty Senator
        Department of History

Date: October 21, 2019

Enclosed you will find correspondence related to the College of Arts and Sciences Workload Reassignment Policy. The Faculty of the Department of History has addressed this issue on an individual basis in writing and on a collective basis with Dean Baird in a department meeting on September 11, 2019. As we have been unable to resolve this matter beyond a special exception for one faculty member, and we believe this policy to be at odds with the Faculty Handbook, we request it be placed on the Agenda for the November meeting of the Faculty Senate. Thank you.

Enclosures

COPY

29 August 2019

Sara Lynn Baird, Ph.D.
Interim Dean
College of Arts and Sciences
University of North Alabama

Dear Dean Baird:

I am writing in reference to the College of Arts and Sciences Workload Reassignment Policy.

This semester, Fall 2019, I am teaching three courses. However, the nature of these courses means I am teaching an overload. These courses are as follows: two sections of HI 101 World History I, and HI 605 Historical Methods.

My HI 101 sections are large format—each course has 80 students. Normally, HI 101 courses are capped at 40. I am teaching 160 students in HI 101 this term, and long-standing policy counts two large format courses as three sections in terms of a faculty member's load calculation.

My HI 605 course is a graduate seminar, and as such, the faculty member offering the course is granted a course release or $2,400 in research funding, according to the CoAS Workload Reassignment Policy.

My concerns are multiple, and detailed below:

1. According to the Workload Reassignment Policy, in requesting either a release or research funding, the faculty member is required to "Describe in detail the project, publication, research, activity, public service, or professional development plan. Include: goals for the semester, when project will be completed (estimate), publications to be written, benefits to the University or community, length of the project, and requested released time amount. A report of your activities for the semester(s) of workload reassignment will be due on September 1 of the subsequent academic year."

   This is at odds with the historic justification for course releases for graduate seminars— i.e. that preparing and teaching such a seminar is so time consuming and onerous as to justify a course release. Section 3.2.2 of the UNA Faculty Handbook would seem to support this notion: "Released time beyond the 12-hour teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved

DEPARTMENT of HISTORY
UNA Box 5019, One Harrison Plaza, Florence, AL 35632-0001
P: 256.765.4306 | F: 256.765.4536 | www.una.edu/history

COPY

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College of Arts and Sciences
University of North Alabama

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My concerns are multiple, and detailed below:

1. According to the Workload Reassignment Policy, in requesting either a release or research funding, the faculty member is required to "Describe in detail the project, publication, research, activity, public service, or professional development plan. Include: goals for the semester, when project will be completed (estimate), publications to be written, benefits to the University or community, length of the project, and requested released time amount. A report of your activities for the semester(s) of workload reassignment will be due on September 1 of the subsequent academic year."

   This is at odds with the historic justification for course releases for graduate seminars— i.e. that preparing and teaching such a seminar is so time consuming and onerous as to justify a course release. Section 3.2.2 of the UNA Faculty Handbook would seem to support this notion: "Released time beyond the 12-hour teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved

released time research." Yet, the Workload Reassignment Policy requires that in addition to preparing and teaching a graduate seminar, the faculty member now undertake additional research to justify teaching the course. I find this confounding, at best.

2. The Workload Reassignment Policy allows faculty members teaching a graduate seminar to receive either a course release or research funding, computed on a per-credit hour basis, i.e. $800 per credit hour yielding $2,400 per 3-hour course. It is also my understanding that this amount increased this academic year to reflect the increased compensation for adjuncts.

I am glad to see the University offering opportunities for research funding, and to be sure, many faculty, if given a choice of compensation or research funding would select research funding. The problem is this: the Workload Reassignment Policy does not provide such a choice. I have discussed this issue with Associate Dean Bibbee. I appreciate his efforts to address this matter, but, quite frankly, as I understand the UNA Faculty Handbook, the College's stated policy and practices are at odds with section 3.2.2: "Full-time faculty teaching regular class overloads and adjunct faculty teaching regular classes will be compensated at the rate of $800 per class credit hour or $700 per class contact hour." Additionally, section 4.2.4 underscores this point: "When exigencies require temporary assignment to instruction on campus beyond the established normal load, supplemental payment will be made on the adjunct faculty rate. Overloads are taught by faculty on a voluntary basis and must be approved by the department chair and college dean."

I respectfully request overload pay in the amount of $2,400 in compensation.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Ulrich Groetsch, Ph.D.
Associate Professor
Department of History
University of North Alabama

Enc: Email Correspondence with Associate Dean Bibbee
       Workload Reassignment Policy

cc: Jeffrey Bibbee, Ph.D., Interim Associate Dean, College of Arts and Sciences
       Sarah Franklin, Ph.D., Faculty Senator, Department of History
       Ansley Quiros, Ph.D., Faculty Senator, Department of History
       Matthew Schoenbachler, Ph.D., Chair, Department of History

From:	Groetsch, Ulrich
To:	Bibbee, Jeffrey R; Schoenbachler, Matthew Gerard
Cc:	Baughman, Jeanne Ellison
Subject:	RE: Research Funding
Date:	Tuesday, August 20, 2019 7:28:00 PM

Dear Jeffrey,

Thank you for your message and for your sincere attempt to resolve this matter.

However, as you know, it is inaccurate to designate the compensation as research funding. Ultimately, I am being compensated for teaching a double overload, not to conduct research. As you know for yourself, teaching a graduate seminar is more time consuming and intense than an undergraduate survey course—this is, or should be, in my view, the purpose for the compensation. A course release for research would be if I were teaching only three courses at the undergraduate level.

This is, however, not the case. I want to be compensated for the work I am doing, without any condition as to what I decide to do with my pay. It should be up to me whether I use the money to buy candy, donate it to an animal shelter, or put it towards my son's education. I am hopeful that you will be able to convey this sentiment to the powers that be. Thank you, in advance, for your efforts.

Best wishes,

Ulrich

Ulrich Groetsch, Ph.D.
Associate Professor
Department of History
University of North Alabama
UNA Box 5019
Florence, AL 35632-0001

ugroetsch@una.edu
Tel.: 256.756.4190

From: Bibbee, Jeffrey R <jrbibbee@una.edu>
Sent: Tuesday, August 20, 2019 4:04 PM
To: Groetsch, Ulrich <ugroetsch@una.edu>; Schoenbachler, Matthew Gerard <mschoenbachler@una.edu>
Cc: Baughman, Jeanne Ellison <jbaughman@una.edu>
Subject: Research Funding

Dear Ulrich –

It has come to my attention that there has been an issue with your Workload Reassignment Request for Fall 2019. I believe the best solution to this situation for this term is to submit a request for $2400 in research funding as compensation for the 600 level graduate seminar that you are teaching. Your documentation is exceptional and will be more than appropriate to satisfy this request.

I appreciate your comments during today's meeting and I will continue to work on this matter in the

coming semesters.

Thank you,
Jeffrey

Jeffrey R. Bibbee, Ph.D.
Interim Associate Dean - UNA College of Arts and Sciences
Professor of History
Director – UNA Centre for British Studies
217 Bibb Graves Hall
Florence, AL 35632
jrbibbee@una.edu

From:	Bibbee, Jeffrey R
To:	Groetsch, Ulrich
Cc:	Koopman, Rosemarie Schoo; Baughman, Jeanne Ellison; Schoenbachler, Matthew Gerard
Subject:	Overload Compensation
Date:	Tuesday, September 3, 2019 8:31:12 AM

Dear Ulrich –

I hope this email finds you well and rested from the holiday weekend. Dean Baird has approved your request for overload pay in lieu of research funding for your 600-level seminar in the amount of $2400.

This will need to be submitted by Jeanne as an EPAF and approved by Matt.

Thanks,
Jeffrey

Jeffrey R. Bibbee, Ph.D.
Interim Associate Dean - UNA College of Arts and Sciences
Professor of History
Director – UNA Centre for British Studies
217 Bibb Graves Hall
Florence, AL 35632
jrbibbee@una.edu

University of North Alabama - College of Arts and Sciences
Workload Reassignment Request

Faculty Member: _____   Date: _____

Faculty Rank: _____

If teaching load is less than 12 semester or 16 contact hours, a written statement of the proposed research, publication, additional duties, public service, or professional enrichment activity planned by the faculty member for the semester must be attached. **Please answer all questions below.**

Semester/year course release is being requested.   Fall _____   Spring _____
(You may request a course release for both fall & spring semesters on one form)

Choose one of the following:

___ I am a graduate coordinator.   ___ I am teaching a graduate course.

___ I have additional responsibilities.

___ I am engaging in additional scholarship, research or creative activity.
      (See examples of types of activity on the Workload Reassignment / Overload Policy)

Choose one of the following:

___ I am requesting a course release.   Number of hours of release: _____.

___ I am requesting payment in research funding: $_____.

Required: Attach (on a separate page) the justification for this request. Describe in detail the project, publication, research, activity, public service, or professional development plan. Include: goals for the semester, when project will be completed (estimate), publications to be written, benefits to the University or community, length of the project, and requested released time amount. A report of your activities for the semester(s) of workload reassignment will be due on September 1 of the subsequent academic year.   **(The reduction is normally limited to three credit hours or the equivalent in research funding per semester.)**

Fall requests due to Dean's office by **February 1.** Spring requests due to Dean's office by **September 1.**

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Approval Signatures

</div>

Faculty Member: _____   Date: _____

Department Chair: _____   Date: _____

College Dean: _____   Date: _____

VPAA/Provost: _____   Date: _____

professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

American Association of University Professors, 1966, revised 1987

Modified by the University of North Alabama, 1993

3.2 WORKLOADS

Faculty members who have full-time appointments should understand that they are obligated to full-time service to the University, including classroom teaching, class preparation, grading and evaluation, office hours, student advisement duties, committee or other institutional affairs activities, professional enrichment experiences, research and/or other creative activities, and service.

3.2.1 Assignments

During regular school terms, full-time faculty members are considered to be on duty beginning the first day of registration through the last day of the term as published in the University Calendar. Beginning with the 2018-19 academic year, new faculty employment contracts will begin on August 15. Teaching assignments are determined by the chair of the department, the dean of the college, and the Vice President for Academic Affairs and Provost. The chair of the department is encouraged to consult with the faculty in determining assignments.

3.2.2 Faculty Workloads and Teaching Loads

The full-time teaching assignment will be 12 credit hours per semester. Each hour of scheduled lecture is to be considered an academic credit hour with laboratory, studio, clinic, field, and activity courses being equated on the basis of each contact hour being equal to three-fourths academic credit hour. Thus, the full-time teaching assignment in contact hours is 16 hours. Each student teacher assigned shall be equivalent to three-fourths academic credit hour. Normal class assignments may include evening, weekend, or off-campus classes, and alternate schedules may be made for faculty who have these assignments and/or other university-related responsibilities.

3-3

In the calculation of the faculty teaching load, the following conditions will be observed:

1. The faculty or department chair workload will exclude independent study courses or other special arrangement courses with enrollments of fewer than 10 students. Full-time or adjunct faculty or departments chairs with advanced approval may be compensated for such special courses for credit on an overload basis at the rate of $40 per credit hour generated in such courses.

2. Full-time faculty teaching regular class overloads and adjunct faculty teaching regular classes will be compensated at the rate of $800 per class credit hour or $700 per class contact hour, except for applied music lessons where the rate will be established administratively in accordance with availability of funds, principles of equity with respect to other university wide adjuncts and overloads, and rates of pay for adjunct faculty teaching applied music at other institutions in the region.

3. Full-time faculty are restricted to no more than one class overload in any semester (normally three semester hours or equivalent contact hours). Exceptions must be approved by the college dean.

4. In the calculation of faculty workloads, cross-listed courses will count as one course.

5. When faculty offer courses taught concurrently even though the numbers of the courses are different, they will count on the faculty workload as one course.

6. Team-taught classes will be credited to only one faculty member and will rotate faculty members being given the credit each semester the course is offered.

7. With exceptions for small departments, activity classes, other one-hour credit courses, and special occasions, faculty workloads normally should not exceed three different class preparations.

8. Released time beyond the 12-hour teaching load will not be routinely granted unless it follows conditions involving graduate courses or approved released time research. Faculty that are to teach less than a full load because of other assignments should have such arrangements approved in writing well in advance through the department chair, college dean, and the Vice President for Academic Affairs and Provost.

9. The following teaching loads apply when faculty teach graduate courses.

    a. nine credit hours if only graduate courses are taught;
    b. faculty who teach at both the undergraduate and graduate level may have an appropriate reduction in workload if scholarly activity supports the reduction and,

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upon recommendation of the department chair, approval by the college dean and academic vice president; and

c. summer term teaching loads are six hours whether they be graduate or undergraduate hours.

10. Clerical help will be provided to each faculty member through the departmental administrative assistant. Departmental administrative assistants are assigned according to departmental needs and are subject to university budget limitations. Generally, a full-time administrative assistant is assigned only to departments having six or more faculty members.

3.2.3 Office Hours

Faculty-student interactions outside of the classroom are among the most important on a college campus. To facilitate these interactions, faculty hold regular office hours each week during semesters and terms in which they have teaching assignments. Faculty office hours may be held physically, virtually, or a combination of both as best fits the needs of the course(s) and academic program. Working with the department chair and subject to approval by the dean of the college, the full-time faculty members in each academic department are responsible for determining the office hour policy for the department. Scheduling office hours in excess of seven hours per week or on days that the faculty member does not have scheduled classes is at the discretion of individual faculty members. Faculty members will list their office hours on all syllabi at the beginning of each semester.

3.2.4. Department Chairperson—Appointment, Workload, and Supplement

Department chairpersons are appointed to four-year term appointments that are renewable at the option of the University. Renewals shall be on a four-year term. All department chairpersons hold "at will" appointments which are not replaced by indicating the term of appointment.

While department chairpersons are appointed by the Vice President for Academic Affairs and Provost, they report to the respective college dean who supervises their work. Thus, the college dean has the major responsibilities in the selection and supervision of the department chairperson. This responsibility includes utilization of a standardized plan for selection of department chairpersons, revision of the generic job description for department chairpersons specific to each department, and development of a standardized plan of evaluation that will be used for all department chairpersons during the review of a completed term and before recommendations are made for the renewal of a term. Recommendations for appointment and renewal or non-renewal of a term are made by the college dean to the Vice President for Academic Affairs and Provost.

Department chairpersons have responsibilities according to their job descriptions which may, in turn, vary somewhat according to the size and type of department.

3-5

Appendix B

MEMO

TO: Dr. Ross Alexander, Vice President for Academic Affairs and Provost

FROM: Working Group on Open Educational Resources

             Mr. John McGee, Director of Educational Technologies

             Ms. Jennifer Pate, Scholarly Communications Librarian

             Ms. Darlene Townsend, Cataloging Librarian

RE: Proposal to Establish a Formal Workgroup on Open Educational Resources

After completing our first year of work to support the campus initiative to adopt, implement, and use OER, we propose the establishment of a formal workgroup on OER. The proposal includes expansion of the membership to bring in other campus voices and increase representation of other campus constituencies.

For your review, and hopefully approval, the proposal for the new workgroup is attached. It includes the background/rationale, membership, charge, and timeline/reporting chain. If you find this proposal satisfactory and approve, we also request your guidance regarding Shared Governance. It is our understanding that the proposed workgroup may require approval from the Shared Governance Executive Committee since it may impact other units on campus. Section XI of the *Shared Governance document* states:

> Requests for new committees that do impact other units on campus must be presented to SGEC for approval and should contain the proposed structure, charge, membership, and reporting chain.

Thank you for your support of OER and for your consideration of our proposal. Please let us know if any further information is required.

Proposal to Establish a Formal Workgroup on Open Educational Resources

Background and Rationale

In Spring 2018, Dr. Ross Alexander, Vice President for Academic Affairs and Provost, established an informal, three-person working group, to guide the University's involvement in the state initiative to increase the use of Open Educational Resources (OER) at institutions of higher education. Soon thereafter, the University included OER as an aspiration of the new *Roaring with Excellence* 2019/2024 Strategic Plan. During the 2018/2019 academic year, the committee worked on several initiatives to build knowledge and facilitate adoption of OER on campus. To continue these efforts for the 2019/2020 academic year and to bring in representation from other constituency groups on campus, the current working group recommends establishment of a formal workgroup on OER. Since the current membership includes only non-teaching faculty, the workgroup proposes the following additions. The new members represent the teaching faculty, the staff (particularly someone who works with at-risk students, a group heavily affected by textbook costs), and general student body/SGA.

Membership

Current members:

> John McGee, Director of Educational Technology Services
>
> Jennifer Pate, Scholarly Communications Librarian
>
> Darlene Townsend, Cataloging Librarian (rolling off committee to allow for additional teaching faculty)

Proposed new members:

> Anissa Graham, Instructor, Department of English
>
> Bethany Green, Assistant Director of Student Engagement for Leadership & Volunteerism
>
> Jessica Mitchell, Associate Professor, Secondary Education
>
> Tevin Pauley, undergraduate student and SGA senator

Charge

1. To support the campus initiative to adopt, implement, and use OER.
2. To raise awareness of OER on campus.
3. To advise and educate the campus about OER and related issues, such as copyright, fair use, open access, and open pedagogy.
4. To propose changes in areas related to OER, including policies, procedures, and products used.

Timeline and Reporting Chain

The new group will work to fulfill its charge and achieve the aspiration of the Strategic Plan over the next two academic years (2019/2020 and 2020/2021). During this time, the workgroup will continue to

report regularly to Dr. Alexander, primarily through the Director of Educational Technology Services, who reports directly to the VPAAP, and will submit a report of its activities and accomplishments to the VPAAP at the end of each academic year to be shared with the Strategic Plan Committee.

After two years, the workgroup anticipates there will be a need for the SGEC to consider adding an advisory standing committee to the Shared Governance structure to continue to support the University's OER initiative. The workgroup will submit a proposal for an advisory committee toward the end of its second academic year.

Appendix C

↩ Reply all   ⌄   🗑 Delete   ⊘ Junk   Block   ···

Fw: Proposal for Revisions to SG Document on Committee Representation

Cc: Harris, Felecia Yvonne <fyharris@una.edu>
Subject: FW: Proposal for Revisions to SG Document on Committee Representation

On behalf of SGEC Chair Felecia Harris, I wish to inform you that at its meeting earlier today, the Shared Governance Executive Committee considered the enclosed proposal for revisions to the Shared Governance Document relative to committee representation. The SGEC determined this as an issue to be reviewed by all three Senates. Therefore, please inform Dr. Harris of the outcome of this review with a copy to me. Thank you.

Renee' Vandiver

From: Richardson, Terry D
Sent: Monday, October 28, 2019 10:46 AM
To: Harris, Felecia Yvonne <fyharris@una.edu>
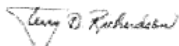**Cc:** Vandiver, Renee P <rpvandiver@una.edu>
Subject: SGEC Proposal

Please find attached a proposed addition to the SG Document. The proposed addition is important and timely as it has recently become common for faculty (and perhaps staff) to be assigned full-time administrative duties (*e.g.*, currently, the Associate Deans of the Colleges of Arts and Sciences and Education both hold faculty positions on SG committees). When this happens, this effectively removes

a faculty or staff representative position from the SG committee occupied by such an individual. Presumably this could also result in the removal of an administrative position should an administrator be assigned full-time faculty or staff positions. The precedent for such an inclusion has already been set in the same paragraph where it is stated that <u>"Proxies must represent the same constituency as the shared governance committee member represents and from which the member was appointed."</u> Shared Governance is structured to be inclusive and to maintain specified representation of the four primary constituency bodies on campus: faculty, staff, students, and administration. Adding the proposed statement, or some form of it, will ensure that appropriate and designed representation is maintained in Shared Governance structure.

Because the attached proposed addition involves faculty and staff, as well as Shared Governance structure in general, and in keeping with SG transparency, I recommend this proposal be sent to the Faculty, Staff and Student senates for consideration. Thank you for your consideration of the attached proposed addition.

Sincerely,

Terry D Richardson

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Box 5048
Department of Biology
Florence, AL 35632-0001

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2. The Academic and Student Affairs Committee reports through the **VPAA** and Provost.

3. The Institutional Effectiveness Committee reports through the **VPAA** and Provost.

4. The Faculty/Staff Welfare Committee reports through the Vice President for Business and Financial Affairs (VPBFA).

5. The Facilities and Infrastructure Committee reports through the Vice President for Business and Financial Affairs (VPBFA).

C. The Task Committees report to the President through the senior administrator as indicated in the reporting structure portion of the charge of the specific committee for each of these task committees and in the Shared Governance Organizational Structure in Appendix B.

III. All committees are advisory to the President. As provided by the Bylaws of the Board of Trustees, the President and the Board of Trustees retain final decision-making authority on all issues presented via the governance structure.

IV. Membership on all committees, other than membership by position and student members, is for staggered, three (3) year terms, with approximately one-third (1/3) of the members having terms expire each year. An individual may serve a maximum of two (2) consecutive three (3) year terms. After two consecutive terms on a committee, an individual must sit out for at least one (I) year before being eligible for re-appointment to that committee. Student members will serve one (I) year terms and may be reappointed. Adjunct faculty are not eligible to serve on shared governance committees. The SGEC will recommend appointments to the President for membership on all committees. Terms expire the day preceding the first day of the fall semester.

New terms begin on the first day of the fall semester. The President shall appoint all committees prior to the first day of each fall semester. Persons appointed to vacated positions will serve until the normal expiration of the term to which they were appointed. Students and non-voting members will not count towards quorums. A quorum at meetings is defined as a majority of the number of appointed members in attendance. If a voting member of a shared governance committee cannot attend a meeting, the member is responsible for selecting a proxy for that meeting. Non-voting and student members may also select proxies as needed. Proxies must represent the same constituency as the shared governance committee member represents and from which the member was appointed. If a committee member is absent and fails to provide a proxy for three consecutive scheduled meetings (within one year beginning the first day of the fall semester), the committee chair can request of the Shared Governance Executive Committee that the position be declared vacant and a replacement be elected to complete the unexpired term. If a shared governance committee member's University position changes prior to completion of her/his appointed shared governance committee term such that the committee member no longer represents his/her constituency (*e.g.*, faculty or staff accepting full-time administrative positions, staff becoming full-time faculty, or administrators becoming full-time faculty or staff, *etc.*, including interim appointments lasting longer than one semester), that committee member shall forfeit their committee appointment. The committee chair shall declare the position vacant to the Shared Governance Executive Committee and request a replacement be elected from the appropriate constituency to complete the unexpired term.

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Shared Governance Document

University
of
North Alabama

August 1, 2019

Revised 8/26/19
Revised 10/21/19

Table of Contents

The University of North Alabama
Shared Governance Document
Revised December 1, 2013

A. Overview[1]

This document is a statement of principles regarding shared governance, jointly developed and subscribed to by faculty, staff, and administration at the University of North Alabama. We are committed to a common vision of the mission of the institution. Further, we recognize that the success of the institution and the morale of the faculty, staff, students, and administration are dependent upon the legitimate involvement of these constituencies in the planning and decision-making processes of the University.

Shared Governance is a means of university management in which each chief group in the university community participates in decision making. This participation must be authentic and based on the principles that each group has the largest influence in matters that concern it most and that decisions made by shared governance constituent groups must have actual influence in university decision making. Shared governance includes mutual participation in the development of policy and decisions in the areas of strategic and budget planning, faculty and staff welfare, selection and retention of academic and administrative officers, campus planning and development, and organizational accountability.

These shared governance guidelines are intended to elaborate details in the way that faculty, staff, students, and administration address certain issues. These guidelines express a mutual desire to work together harmoniously and shall be interpreted to be consistent with all applicable laws, regulations, and the Bylaws of the Board of Trustees. They represent a commitment of the parties, not a legal contract.

B. Constituent Roles

1. The Faculty Role in Shared Governance

The faculty is the intellectual core of the University of North Alabama. It delivers instruction, carries out research, performs service for its professions and the community, and participates in the management of the University through shared governance. In the areas of intellectual development and instruction, the interest of the faculty is primary. The faculty will exercise its role in shared governance through and by service in the Faculty Senate, in the academic colleges and departments, and on university strategic and task committees. The faculty's involvement in shared governance includes, but is not limited to, the areas of curriculum, subject matter and methods of instruction, university budgeting, research, faculty status, faculty employment and welfare, and those aspects of student life which relate to the educational process.

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[1] The conceptual ideas in this overview are based primarily on material from the following resources:
AAUP Statement on Governance: http://1 aaup.org/statements Redbo ol.IG01e m. htm
AGB Statement on Governance: http. ... Lagb.org/ conten t/trusteesh ip , 4n5/PRESIDEN II IM
U. of Arizona "Memorandum of Understanding on Shared Governance": http 13 fp arizona.edu sen ate shared gOie mance html
University System of Maryland Document on "Shared Governance: Definition , Rationale, Principles, and Recommendat ions
http.0 1 inform umd.edu 1 MS Stru IMD Prole t ous f WEB reports to 1 SM shared gove rnance html
Illinois State Univ. Policy on Shared Governance: http. f nol ic ils tu.edu gove m doc/govn statu.

2.   **The Staff Role in Shared Governance**

The purpose and role of the staff are to provide effective support structures for the University of North Alabama, provide educational support services, and complement educational programs. The role of the staff is to represent its areas of responsibility in shared governance. The staff will exercise its role in shared governance through and by service on the Staff Senate and on university strategic and task committees. The staff's involvement in shared governance includes, but is not limited to, the areas of student affairs, financial services, academic support, research, advancement, physical resources, and staff/service employment and welfare.

3.   **The Student Role in Shared Governance**

Students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University seeks to ensure that students have appropriate input into the making of major policy, program, procedure, and budget decisions. The Student Government Association Senate (SGA)[3] serves as the collective voice of the student body. The role and responsibilities of the Senate are described in detail in the SGA Senate Constitution and Code of Laws. The President of the University, the Vice President for Student Affairs, and the Director of Student Engagement maintain a close working relationship with the Student Government officers. Many other Recognized Student Organizations (RSOs) and groups provide valuable advice to the university administration on matters that are of particular interest to their membership or to students in general.

Students participate in the deliberations of official decision-making constituent groups at the University. Most important university committees that make or recommend institutional decisions include student members. However, students are not eligible to serve in vice chair and chair positions. The President of the SGA Senate meets regularly with the Board of Trustees to give student viewpoints on issues before the Board.

The university administration uses both formal and informal means in order to maintain an awareness of the needs and view of the students. The opinions of students are sought, heard, and considered in major decisions affecting virtually every facet of the University.

4.   **The Administration Role in Shared Governance**

The responsibility of administrators in shared governance is to form and articulate a vision for the University, to provide strategic leadership, and to manage its resources, finances, external affairs, and operations.

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[2] Definition of staff as outlined in the University of North Alabama Staff Senate Bylaws includes all regular, full- or part-time, exempt and non-exempt employees of the University other than faculty and with at least six months of service with the University - with the exception of the President, Vice Presidents , and deans.

[3] Note: In Section C below, the SG_-\ Senate is included in the term "Senates" along with the Faculty Senate and the Staff Senate.

Administrators participate in the shared governance process in a manner designed to foster the smooth, efficient, and effective management of the University, while involving faculty, staff, and students in decision making. The authority and duties of the President in this process are outlined in the Bylaws of the Board of Trustees and in the job description of the President. The responsibilities and duties of other administrators are described in their respective job descriptions.

C. University Policy Change

1. **The Role of Shared Governance in University Policy Change**

   Any individual or group of the University (the Originator) may recommend changes to university policy. A written proposal is submitted to the Chair of the Shared Governance Executive Committee (SGEC). The role of Shared Governance is to ensure that UNA jointly involves faculty, staff, students, and administration in the development of university policies. Collaboration with all potential stakeholders is expected at every step in the development of change in university policy. The constituent groups are encouraged to consult one another.

2. **Shared Governance Procedure for Policy Change Recommendations**

   The following procedure ensures that all proposals for policy change at UNA jointly involve the faculty, staff, students, and administration in the development of these policies. Because most faculty members are on nine-month contracts, the procedures and time lines described in this section apply to the nine-month academic calendar. Under normal circumstances, policy issues are not to be considered except during the nine-month academic year. Appendix A contains a flow chart briefly outlining this policy change procedure.

   A. A written proposal is submitted to the SGEC. Upon receipt of a proposal, the SGEC first determines if the issue is editorial in nature and does not affect current policies. If editorial, the issue is addressed by the SGEC and sent directly to the President for approval. If the issue does affect current polices, the SGEC will determine if it affects only faculty or staff or students. If so, (Case I) the SGEC sends the proposal to the respective Senate(s) within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, to consider. If the SGEC determines that input from a Shared Governance committee or committees is warranted, the proposal will follow Case 2 (below) with the provision that it will only be sent to the affected constituency's Senate(s). If the issue affects more than one constituency, (Case 2) the SGEC must determine which Shared Governance committee(s) or Senate(s) the proposal will be sent to and distribute the written proposal to that committee(s) and the appropriate Vice President within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar. If the SGEC does not move on the proposal within the specified time limit, the Originator has the authority to distribute said proposal to the appropriate Shared Governance committee.

   B. **CASE 1:** If the SGEC sends the proposal to the Faculty Senate or the Staff Senate or the Student Government Association Senate, that constituent group in consultation with the

Council of Academic Deans (in academic matters) and appropriate Vice President(s) considers the proposal and sends resulting recommendation(s) to the SGEC Chair for referral to the Executive Council and/or President. Where necessary, a group considering a proposal may provide the SGEC and the President with an update of or seek input on its work in progress. In the event the appropriate constituent group fails to act within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, the SGEC sends the written proposal within 15 calendar days of the expiration of the review period to the President with its recommendation regarding implementation or returns the proposal to the Originator.

C.   **CASE 2:** Upon receipt of a proposal, a given Shared Governance committee must, within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar,

1) accept the proposal as is and send it, with written comments/recommendations, to the SGEC Chair for referral to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate (as directed by the SGEC) for action,

2) accept the proposal with amendments. Both the original proposal and the amended version with written comments/recommendations are sent to the SGEC Chair for referral to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate (as directed by the SGEC) for action, or

3) reject the proposal and return it to the SGEC Chair for referral to the Originator with written comments/recommendations, or

4) notify the SGEC, via the SGEC Chair, that a study requiring additional time is necessary before a recommendation can be made and indicate a timeframe for completion of the study and recommendation.

In the event the appropriate Shared Governance committee fails to do any of the above within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, acquiescence is assumed and the SGEC distributes the written proposal within 15 calendar days of the expiration of the review period, not counting university holidays and breaks as published in the university calendar, to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate.

The Faculty Senate, the Staff Senate, and the Student Government Association Senate must provide written comments/recommendations to the SGEC within 45 calendars days of receipt of said proposal. No response constitutes acquiescence to the proposal by the constituent group not responding. The Faculty Senate, the Staff Senate, or the Student Government Association Senate may ask the SGEC for an extension of up to 30 days if significant issues are addressed in the written proposal and additional time is deemed warranted. After the SGEC receives responses through the above processes and reconciles the differences, if there are any, the SGEC submits a report with recommendations to the President. If the differences are irreconcilable, the SGEC will send the recommendations to the original Shared Governance committee to which it was assigned and/or the Originator.

1)   Once a proposal has been accepted or accepted with modifications by the President, he/she may implement it as policy. The President, or his/her designee on behalf of the President, shall inform the campus community of the new policy/policy change via email.

3.   The Role of the President in University Policy Change

The President of the University may seek an expedited review should he/she deem that essential. Under nonnal circumstances, policy issues are not to be considered except during the nine-month academic year. The President may make exceptions and request an expedited review for those times when the health and wellbeing of the Universi ty, its faculty, staff, or students would be significantly and negatively impacted by lack of action.

D. Shared Governance Structure

I.   The Shared Governance Structure at UN A shall consist of three levels of committees:

     A.   The Shared Governance Executive Committee

     B.   Strategic Committees
         I.   Strategic Planning and Budget Study Committee
         2.   Academic and Student Affairs Committee
         3.   Institutional Effectiveness Committee
         4.   Faculty/Staff Welfare Committee
         5.   Facilities and Infrastructure Committee

     C.   Task Committees
         I.   Animal Care and Use Committee
         2.   Athletic Committee
         3.   Food Services Committee
         4.   Graphics Standards and Web Communications Committee
         5.   Institutional Review Board
         6.   International Programs/Offerings Committee
         7.   Multicultural Advisory Committee
         8.   Parking and Traffic Committee
         9.   Undergraduate Readmissions Committee
         I0.   Research Committee
         11.   Safety and Emergency Preparedness Committee
         12.   Student Financial Services Committee
         13.   Technologies Advisory Committee

II.   Reporting Structure:

     A.   The SGEC reports directly to the President.

     B.   The five Strategic Committees all report to the President through individual Vice Presidents as follows:

         1.   The Strategic Planning and Budget Study Committee reports through the Vice President for Academic Affairs (**VPAA**) and Provost.

2.   The Academic and Student Affairs Committee reports through the **VPAA** and Provost.

3.   The Institutional Effectiveness Committee reports through the **VPAA** and Provost.

4.   The Faculty/Staff Welfare Committee reports through the Vice President for Business and Financial Affairs (VPBFA).

5.   The Facilities and Infrastructure Committee reports through the Vice President for Business and Financial Affairs (VPBFA).

C.   The Task Committees report to the President through the senior administrator as indicated in the reporting structure portion of the charge of the specific committee for each of these task committees and in the Shared Governance Organizational Structure in Appendix B.

III.   All committees are advisory to the President. As provided by the Bylaws of the Board of Trustees, the President and the Board of Trustees retain final decision-making authority on all issues presented via the governance structure.

IV.   Membership on all committees, other than membership by position and student members, is for staggered, three (3) year terms, with approximately one-third (1/3) of the members having terms expire each year. An individual may serve a maximum of two (2) consecutive three (3) year terms. After two consecutive terms on a committee, an individual must sit out for at least one (I) year before being eligible for re-appointment to that committee. Student members will serve one (I) year terms and may be reappointed. Adjunct faculty are not eligible to serve on shared governance committees. The SGEC will recommend appointments to the President for membership on all committees. Terms expire the day preceding the first day of the fall semester.

New terms begin on the first day of the fall semester. The President shall appoint all committees prior to the first day of each fall semester. Persons appointed to vacated positions will serve until the normal expiration of the term to which they were appointed. Students and non-voting members will not count towards quorums. A quorum at meetings is defined as a majority of the number of appointed members in attendance. If a voting member of a shared governance committee cannot attend a meeting, the member is responsible for selecting a proxy for that meeting. Non-voting and student members may also select proxies as needed. Proxies must represent the same constituency as the shared governance committee member represents and from which the member was appointed. If a committee member is absent and fails to provide a proxy for three consecutive scheduled meetings (within one year beginning the first day of the fall semester), the committee chair can request of the Shared Governance Executive Committee that the position be declared vacant and a replacement be elected to complete the unexpired term. If a shared governance committee member's University position changes prior to completion of her/his appointed shared governance committee term such that the committee member no longer represents his/her constituency (e.g., faculty or staff accepting full-time administrative positions, staff becoming full-time faculty, or administrators becoming full-time faculty or staff, etc., including interim appointments lasting longer than one semester), that committee member shall forfeit their committee appointment. The committee chair shall declare the position vacant to the Shared Governance Executive Committee and request a replacement be elected from the appropriate constituency to complete the unexpired term.

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Where this document calls for members recommended to the SGEC by the Faculty Senate, Staff Senate, or Student Government Association Senate, the Faculty Senate and Staff Senate and Student Government Association Senate should solicit interested candidates for committee membership from the entire faculty or entire staff or entire student body, and submit a slate of candidates at least as large as the number of open positions. The SGEC will review the nominations and submit its recommendations for membership appointments to the President. The SGEC will, to the degree possible, honor individual candidate's committee preferences in its recommendations to the President. The constituent slates, however, are for service at large and as needed.

Nominations for membership on the SGEC require special consideration. Faculty nominated to the SGEC must be full-time tenured faculty with shared governance experience. Staff nominated to the SGEC must be full-time pennanent staff with shared governance experience. Students nominated by the SGA Senate should have experience in high school or collegiate student government.

V. Membership on some committees (e.g., Strategic Planning and Budget Study Committee) may require a commitment on the part of the appointee to first attend educational sessions designed to prepare the appointee for service on the committee. For example, appointment to the Strategic Planning and Budget Study Committee may require the appointee to attend educational sessions to provide the appointee with the necessary background on budgeting and budget documents to participate in discussions of this committee. Similarly, service on the Faculty/ Staff Welfare Committee may require background sessions in insurance and compensation issues.

VI. The Shared Governance Structure at the University of North Alabama is envisioned as a separate but complementary structure on the Organizational Chart of the University as represented by the organizational structure model in Appendix B at the end of this document.

VII. At the beginning of each year, the SGEC and all strategic committees will select a chair and a vice-chair from among the eligible voting committee members. Normally, the previous year's vice-chair will assume the chair position upon confirmation by the membership. The individual selected to serve as vice-chair should be willing and eligible to serve as chair during the following year. One of the responsibilities of the by-position members of the committees having administrative oversight of the areas within the committee's charge is to coordinate with the chair of the committee for the smooth operation of the committee and the implementation of approved committee recommendations.

VIII. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Shared Governance Committees in all cases to which they are applicable and in which they are not inconsistent with the regulations of the Shared Governance document and any special rules of order the Shared Governance Executive Committee may adopt as per RONR § 56, pp. 561-562. However, use of e-business on committees is permitted.

IX. The SGEC recognizes that some committees may wish to establish subcommittees from time to time. Proposed subcommittees and the proposed charge and structure of their membership should be submitted to the SGEC as information. Membership of such subcommittees must be limited to members of the originating committee.

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X.   The SGEC recognizes that some committees may wish to establish special work groups from time to time. Proposed work groups and the proposed charge and structure of their membership should be submitted to the SGEC for review and approval prior to their establishment by the committee. Membership of such work groups is not limited to members of the originating committee. The charge to such work groups must include an ending date for the work group's charge.

XI.   Individual units of the University (department level or equivalent) may establish committees intended to work on issues that do not significantly impact other units of the campus directly. The creation of such committees does not require SGEC approval but should be submitted to SGEC as an information item, if the work of the committee has the potential to impact other units on campus. New standing or ad hoc university committees must have prior review and approval by the SGEC. This review should result in a written recommendation to the President regarding the impact of the proposed new committee on the shared governance structure of the University. Requests for new committees that do impact other units of the campus must be presented to SGEC for approval and should contain the proposed structure, charge, membership, and reporting chain. The President retains the authority to establish taskforces, working groups, or committees following consultation with the SGEC.

XII.   All committee chairs, except where otherwise noted, will submit a year-end report to the senior administrator as specified in the committee's reporting structure, and send an electronic copy to the Chair of the SGEC. The year-end report must address the committee's charge and other matters of interest to the shared governance process, as indicated on the Annual Report template provided by the SGEC. This year-end report will ultimately go to the President and be posted to the Shared Governance Webpage.

XIII.   Individuals with administrative responsibility for a given area should not chair a strategic committee, but may chair a task committee. All members of committees who are serving by reference to a specific position are voting members unless otherwise specified.

XIV.   Governance Committee Composition and Charge

Shared Governance Executive Committee

A.   Membership
1.   Four (4) full-time tenured faculty members recommended by the Faculty Senate with the concurrence of the President. The Chair is to be selected by the committee from among this group by mutual agreement of both the Committee and the President. The Chair should be a tenured senior faculty member respected by all campus constituencies.

2.   Two (2) Vice Presidents selected by the President

3.   One (1) College Dean recommended by the Council of Academic Deans with the concurrence of the President

4.   Two (2) staff members, at least one of whom must be below the rank of department chair/division director, recommended by the Staff Senate with the concurrence of the President

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5. One (1) representative of the Student Government Association Senate, recommended by the Student Government Association Senate President with the concurrence of the University President

6. The presidents of the Faculty Senate and the Staff Senate in their particular year(s) of service in these leadership positions

B. Charge

1. To serve as the "Committee on Committees" and annually make recommendations to the President regarding membership on all university committees covered by the governance structure

2. To provide advice and counsel to shared governance committees in order to help these committees perform optimally

3. To conduct ongoing review of the structure and composition of all university committees and to make recommendations to the President regarding changes in structure or committee composition

4. To review all recommendations for the creation of new university committees, both standing and ad hoc, and to make recommendations to the President regarding their role and effect within the shared governance system

5. To conduct ongoing review and evaluation of the effectiveness of the shared governance system and to propose to the President any adjustments or modifications suggested by this review

6. To conduct an ongoing review of the effectiveness of communication of information within the shared governance system at all levels of the University and to make recommendations to the President regarding methods to improve communication where necessary

7. To serve as the advisor to the President (and others) on assignment of issues to appropriate deliberative constituent groups, including assignment of issues to the SGEC itself

8. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community

9. To receive all written proposed recommendations for policy change, distribute the written proposals to the appropriate Senate, Strategic, or Task Committee of Shared Governance within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, and send written notification to the proposal originator of the proposal's status

10. To ensure the complete, accurate, and timely placement of changes in the Shared Governance Document and to reconcile these changes with the Assistant for Administration, President's Office, and the Assistant to the Vice President for

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Academic Affairs and Provost, for the official Shared Government Document archive (Appendix C)

C.   The SGEC reports directly to the President of the University.

XIV.   Strategic Committees: Composition and Charge

1.   **Strategic Planning and Budget Study Committee**

A.   Membership
   1.   Vice Presidents
   2.   One (I) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
   3.   Five (5) faculty members, recommended to the SGEC by the Faculty Senate
   4.   Director of Athletics
   5.   Three (3) staff members at large, recommended to the SGEC by the Staff Senate
   6.   One (I) representative from the Student Government Association Senate appointed by the Student Government Association Senate President

No11=Voting Members
   I.   Vice President for Academic Affairs and Provost or designee
   2.   Director of Institutional Research

B.   Charge
   I.   To participate in all aspects of strategic planning, including:
      •   Reviewing procedures for university strategic planning
      •   Relating the strategic planning process to annual reports
      •   Reviewing progress and recommending updates to the University's Strategic Plan annually
   2.   To conduct systematic reviews of expenditure needs and revenue needs including:
      •   Reviewing and prioritizing recommendations from all areas of the University concerning financial resource needs, based on the University's Strategic Plan
      •   Reviewing links between budget requests and departmental annual reports
      •   Reviewing results reported by the Institutional Effectiveness Committee to support assessment, evaluation, and improvement
      •   Reviewing prioritized recommendations from the Facilities and Infrastructure Committee to monitor conformity with the University's Strategic Plan
      •   Conducting systematic reviews of actual an planned expenditures
   3.   To communicate its deliberations and findings to the President, and after discussion with the President, to the university community

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C.   This committee reports to the President through the Vice President for Academic Affairs and Provost.

2.   **Academic and Student Affairs Committee**

   A.   Membership
      1.   , Six (6) faculty members, one from each college and two at large, recommended to the SGEC by the Faculty Senate
      2.   Four (4) staff members, to include one or more from Student Affairs, recommended to the SGEC by the Staff Senate
      3.   Two (2) student members, recommended to the SGEC by the Student Government Association Senate President
      4.   One member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans

   Non-Voting Members
      1.   VPAA and Provost or designee
      2.   VP for Student Affairs
      3.   Chief Enrollment Officer
      4.   All other Council of Academic Deans members

   B.   Charge
      1.   To originate, review, recommend and report in the following areas:
         a.   Academic and/or Student Affairs policies and issues as received from the SGEC
         b.   Student recruitment, retention, and admissions
      2.   To communicate its deliberations and findings through the VPAA to the President, and after discussion with the President, to the university community
      3.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
      4.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

   C.   This committee reports to the President through the Vice President for Academic Affairs and Provost.

3.   **Institutional Effectiveness Committee**

   A.   Membership
      1.   One (I) member of the Council of Academic Deans or Council of Associate Deans, recommended to the SGEC by the Council of Academic Deans
      2.   Two (2) staff members with institutional effectiveness (IE) reporting requirements, to be recommended to the SGEC by the Staff Senate
      3.   Two (2) faculty members with IE reporting requirements, to be recommended to the SGEC by the Faculty Senate

4. One (I) staff member from the Office of Institutional Research, to be recommended to the SGEC by the Council of Academic Deans
5. One (I) member of the Strategic Planning and Budget Study Committee (SPBSC), to be selected annually by the SPBSC who will serve as liaison between the SPBSC and the IE Committee
6. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) liaison is an ex officio member of this committee

Non-Voting Members
    I. Two (2) Academic Affairs members with IE and Assessment oversight

B. Charge
1. To recommend and develop procedures for planning and evaluating institutional effectiveness based on university goals, priorities, and the Strategic Plan
2. To review and evaluate the use of assessment by institutional units and recommend improvement in the assessment process where necessary
3. To review and evaluate the effectiveness of the institution's responses to assessment and evaluation in the form of budgetary or programmatic modifications
4. To review and evaluate the use of benchmarking by individual units for purposes of continual improvement of programs and/or services
5. To communicate activities to the university community
6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

C. This committee reports to the President through the Vice President for Academic Affairs and Provost.

4. **Faculty/Staff Welfare Committee**

A. Membership
1. Four (4) faculty members, recommended to the SGEC by the Faculty Senate
2. Four (4) staff members, recommended to SGEC by the Staff Senate
3. One (I) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans

Non-Voting Members
1. Assistant Vice President for Human Resources
2. VP for Business and Financial Affairs
3. Campus Safety Officer

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B. Charge
   1. To review and make recommendations on matters relating to faculty and staff welfare, including compensation, benefits, health and safety, and quality and equity of work issues
   2. To communicate its deliberations and findings to the President, and after discussion with the President, to the university community
   3. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
   4. To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC

C. This committee reports to the President through the Vice President for Business and Financial Affairs.

5. **Facilities and Infrastructure Committee**

   A. Membership
      1. Assistant Vice President for Facilities Administration and Planning or designee
      2. One (1) member of the Council of Academic Deans or Council of Associate Deans, recommended to the SGEC by the Council of Academic Deans
      3. Three (3) faculty, recommended to the SGEC by the Faculty Senate
      4. Two (2) staff, recommended to the SGEC by the Staff Senate
      5. One (1) student, recommended to the SGEC by the Student Government Association Senate President
      6. Campus Safety Officer
      7. Executive Director, Information Technology Services

   Non-Voting Members
      1. Director of Disability Support Services
      2. Vice President for Academic Affairs and Provost or designee
      3. Vice President for Student Affairs or designee
      4. Vice President for University Advancement or designee
      5. Vice President for Business and Financial Affairs or designee
      6. Director of Athletics

   B. Charge
      1. To review and recommend updates to the campus master plan on a periodic basis
      2. To make recommendations to the UNA Executive Council regarding campus space allocation to meet changing institutional needs
      3. To evaluate recommendations concerning campus facilities that may need renovation 9r repairs as well as the need for new facilities or modified use of existing facilities
      4. To make recommendations on the prioritization of needs for renovation and repairs to campus facilities and infrastructure, including major technology components

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5.   To review all of these needs in light of the long-range goals of the University
6.   To communicate its deliberations and findings to the President, and after discussion with the President, to the university community
7.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
8.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Business and Financial Affairs with a copy sent to the Chair of the SGEC

    C.   This committee reports to the President through the Vice President for Business and Financial Affairs.

XV.   Task Committees: Composition and Charge

    1.   **Animal Care and Use Committee**

        A.   Membership
            1.   Four (4) faculty, recommended to the SGEC by the Faculty Senate, at least one of whom must be a practicing scientist experienced in research involving animals, and at least one whose primary concerns are in a non-scientific area
            2.   Two (2) staff members recommended to the SGEC by the Staff Senate

        Non-Voting Members
            I.   One local DVM

        B.   Charge
            I.   To review compliance with and administer the *Public Health Service Policy on the Care and Use of Laborat0ly Animals*
            2.   To examine the *Public Health Service Policy on the Care and Use of Laboratory Animals* annually for policy changes
            3.   To propose changes in university practices relating to laboratory animals
            4.   To oversee and enforce the University Animal Welfare Policy
            5.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
            6.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

        C.   This committee reports to the Vice President for Academic Affairs and Provost.

    2.   **Athletic Committee**

        A.   Membership
            I.   Vice President for Business and Financial Affairs
            2.   Vice President for Student Affairs
            3.   Director of Athletics
            4.   Director of Student Financial Aid or designee

5. Registrar
6. Athletics Business Manager/Senior Woman Administrator
7. Six (6) faculty members, including the Faculty Athletics Representative, and five (5) recommended to the SGEC by the Faculty Senate
8. Three (3) student representatives, recommended to the SGEC by the Student Government Association Senate President

B. Charge
1. Ensure the proper role of athletics within the overall mission of the University
2. Ensure the integrity of the athletics program with regard to NCAA, ASUN Conference, Big South Conference, state and federal law compliance, gender equity, and support for the principles presented by the Knight Foundation's Commission on Intercollegiate Athletics
3. Review and monitor (as necessary, assist in developing) all compliance procedures and recommend institutional procedural changes based upon changes in NCAA rules
4. Assign and document responsibilities for compliance tasks
5. Work to maintain the proper perspective of athletic competition within the university life of the student-athlete
6. Monitor the academic performance and progress made by student-athletes
7. Oversee all programs designed to ensure the academic success, personal development and personal welfare of student-athletes
8. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
9. To submit a final written report electronically by the first day of the fall semester to the President with a copy sent to the Chair of the SGEC

C. This committee reports to the President.

3. **Food Services Committee**

A. Membership
1. Three (3) faculty members, recommended to the SGEC by the Faculty Senate
2. Four (4) staff members - 1 from International Affairs, 1 from University Residences, and 2 from the staff at large - recommended to the SGEC by the Staff Senate
3. Three (3) members of the student body recommended to the SGEC by the SGA Senate President
4. Student Government Association Senate President

5. Vice President for Business and Financial Affairs or designee
6. Director of University Center and Event Operations

Non-Voting Members
1. Vice President for Student Affairs or designee
2. District Manager of Food Services
3. Director of Dining of Food Services

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Additional members may be added to this committee with approval of the SGEC.

B.   Charge
1.   To meet monthly each academic year to gain feedback and discuss issues, concerns, and new creative ideas for food services on campus
2.   To make recommendations to the Vice President for Student Affairs and the Vice President for Business and Financial Affairs for the purpose of improving food services
3.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
4.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC

C.   This committee reports to the Vice President for Student Affairs.

4.   **Graphics Standards and Web Communications Committee**

A.   Membership
1.   Director of University Communications and Marketing
2.   Assistant Athletic Director for Sports Communication
3.   One (I) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
4.   One (1) member of the faculty, recommended to the SGEC by the Faculty Senate
5.   One (1) faculty member from each of the Colleges of Arts and Sciences, Business, Education and Human Sciences, Nursing and Health Professions, and Library and Educational Technology Services
6.   Associate Director for Creative Services
7.   Associate Director for Digital Communications
8.   One (1) student representative, recommended to the SGEC by the Student Government Association Senate President
9.   Director of Educational Technology Services
10.   Director of Admissions
11.   Director of Alumni Relations

Non-Voting Member
Vice President for University Advancement

B.   Charge
1.   To serve as an advisory committee on the establishment and implementation of the university's uniform graphics standards policies
2.   To gather and review information on the use of university graphics on and off campus, and assess university graphics standards in light of the information obtained
3.   To review the UNA Web Page regularly and to recommend changes to the page to ensure that it contains accurate, up-to-date information consistent with the graphic standards of the University

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4.   To propose changes for the improvement of university graphic and web materials and their uniform use
5.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
6.   To submit a final written report electronically by the first day of the fall semester to the Vice President for University Advancement with a copy sent to the Chair of the SGEC

C.   This committee reports to the Vice President for University Advancement.

5.   Institutional Review Board (IRB)

A.   Membership

    1.   Twelve (I 2) faculty me mber s- recommended to the SGEC by the Faculty Senate:

        Three (3) from Education and Human Sciences, to include at least one from Kinesiology,

        Two (2) from Nursing and Health Professions,

        One (1) from Business,

        One (I) from Behavioral Sciences,

        One (1) from Social Science,

        Two (2) from Chemistry, Biology, or Physics,

        An individual with primary concerns in non-scientific areas, and

        An individual with primary concerns in scientific areas that traditionally do not use human research participants

    2.   One individual not affiliated with the University

The Vice Chair has the authority to act in the role of Co-Chair when required by federal grant regulations.

B.   Charge

    1.   To review compliance with and administer the University of North Alabama policy on the Use of Human Research Participants
    2.   To examine the University of North Alabama policy on the Use of Human Research Participants annually and assess university practices in light of the information obtained
    3.   To propose changes in university practices relating to the use of human research participants
    4.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
    5.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

C.   This committee reports to the Vice President for Academic Affairs and Provost.

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6. **International Programs/Offerings Committee**

   A. Membership
      1. Six (6) faculty members, with at least one representative from each college, recommended to the SGEC by the Faculty Senate
      2. Senior Vice Provost for International Affairs
      3. One (1) representative from the Enrollment Management area, recommended to the SGEC by the Staff Senate
      4. One **(1)** international student representative, recommended to the SGEC by the Student Government Association Senate President
      5. Vice President for University Advancement
      6. One (I) faculty member who has successfully led a UNA credit-bearing study abroad program within the previous three years
      7. One (I) student member who has successfully completed a **UNA** sanctioned study abroad program within the previous three years

   Non-Voting Members
      I. Coordinator of Education Abroad/International Exchange

   B. Charge
      I. To serve as an advisory committee to international programs/offerings on campus
      2. To assist the Office of International Affairs with information related to international programs/offerings on campus
      3. To provide a mechanism for coordinating all programs/offerings within various colleges as well as other areas on campus
      4. To serve as a mechanism for international offerings/program development
      5. To appraise and approve the education abroad scholarship applications
      6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
      7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

   C. The committee reports to the Vice President for Academic Affairs and Provost.

7. **Multicultural Advisory Committee**

   A. Membership
      I. Eight (8) faculty members, 2 from each of the colleges chosen to reflect the diverse groups and cultures at the University of North Alabama and recommended to the SGEC by the Faculty Senate
      2. Two (2) students, recommended to the SGEC by the Student Government Association Senate President

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      3.   Two (2) members of the staff, recommended to the SGEC by the Staff Senate

      4.   One (1) member of the staff from International Affairs, recommended to the SGEC by the Staff Senate

      5.   One (1) member of the staff from Student Engagement, recommended to the SGEC by the Staff Senate

Non-Voting Member
      Director of the Office of Diversity and Institutional Equity

B.   Charge
      1.   To serve as an advisory committee for the examination of issues of campus diversity and multiculturalism

      2.   To gather and review information on university diversity and multiculturalism and assess university performance in these areas in light of the information obtained

      3.   To propose changes in campus policies, procedures, and programs related to diversity and multiculturalism

      4.   To work closely with the Office of Diversity and Institutional Equity regarding diversity issues

      5.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"

      6.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

C.   This committee reports to the Vice President for Academic Affairs and Provost.

8.   **Parking and Traffic Committee**

A.   Membership
      1.   Four (4) members of the faculty, recommended to the SGEC by the Faculty Senate

      2.   Two (2) staff members, recommended to the SGEC by the Staff Senate

      3.   Three (3) students, recommended to the SGEC by the SGA Senate

      4.   Chief of University Police

B.   Charge
      1.   To serve as an advisory committee in areas including parking planning, allocation, and enforcement

      2.   To provide a system of appeals for those receiving traffic citations

      3.   To serve as a hearing tribunal by hearing appeals and rendering decisions as to the appropriateness of citations

      4.   To hold hearings as regularly as possible to ensure the expeditious processing of appeals

      5.   To review and recommend changes to the parking and traffic policies, reserved parking space policies, and the parking fee and fine structure at the University as appropriate

6.   To forward to the Vice President for Student Affairs for action any decision made by the Parking and Traffic Committee

7.   To gather and review information on university parking planning, allocation, and enforcement and related areas and assess university performance in these areas in light of the information obtained

8.   To propose changes in university parking planning, allocation, and enforcement and related areas

9.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"

10.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC

C.   This committee reports to the Vice President for Student Affairs.

9.   Undergraduate Readmissions Committee

A.   Membership

1.   Two (2) faculty members from the College of Arts and Sciences, recommended to the SGEC by the Faculty Senate

2.   Two (2) faculty members from the College of Business, recommended to the SGEC by the Faculty Senate

3.   Two (2) faculty members from the College of Education and Human Sciences, recommended to the SGEC by the Faculty Senate

4.   One (I) faculty member from the Anderson College of Nursing and Health Professions, recommended to the SGEC by the Faculty Senate

5.   Two (2) students, recommended to the SGEC by the SGA Senate

Non-Voting Members

1.   Chief Enrollment Officer

2.   International Affairs Admissions Coordinator

B.   Charge

1.   To serve as an advisory committee on undergraduate readmissions and allied issues

2.   To serve as a board of appeal on undergraduate readmissions

3.   To gather information on undergraduate readmissions and allied issues and assess university performance in these areas in light of the information obtained

4.   To propose changes in university policy and procedures on undergraduate readmissions and allied issues

5.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"

6.   To submit a final written report electronically by the first day of the fall semester to the Chief Enrollment Officer with a copy sent to the Chair of the SGEC

C.   This committee reports to the Chief Enrollment Officer.

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10.   **Research Committee**

    A.   Membership
        I.   Five (5) faculty members, recommended to the SGEC by the Faculty Senate
        2.   One (I) associate dean or Council of Academic Deans member, recommended by the Council of Academic Deans
        3.   One (1) staff member from the Office of Institutional Research, recommended to the SGEC by the Staff Senate

    B.   Charge
        1.   To serve as an advisory committee on the university's research function and related issues
        2.   To serve as a screening board, recommending action for university released time and non-released time research grants (not including those grants given through individual college research committees)
        3.   To gather information on the University's research efforts and related issues, and assess university perfonnance in these areas in light of the information obtained
        4   To propose changes in university policies, procedures, and practices on research and related issues
        5.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
        6.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

    C.   This committee reports to the Vice President for Academic Affairs and Provost.

11.   **Safety and Emergency Preparedness Committee**

    A.   Membership
        I.   Chief of University Police
        2.   One (I) member of the Council of Academic Deans, recommended to the SGEC by the Council of Academic Deans
        3.   Executive Director, Infonnation Technology Services
        4.   Assistant Vice President for Facilities Administration and Planning
        5.   Associate Vice President for Business and Financial Affairs
        6.   Director of University Health Services
        7.   Director of Housing and Residence Life
        8.   Network Services Manager
        9.   Campus Safety Officer
        10.   Four (4) faculty members, including one from Visual Arts and Design, one from Biology, and one from Chemistry and Industrial Hygiene, recommended to the SGEC by the Faculty Senate

    1.   Vice President for Student Affairs
    2.   A member of the Lauderdale County Emergency Management Agency

B.   Charge

    1.   To serve as an advisory committee on the university's emergency/ disaster preparedness and other safety and health matters
    2.   To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
    3.   To develop and edit the University Safety and Health Manual
    4.   To gather information about the university's emergency/disaster preparedness plans and on other allied safety and health matters, and assess university performance in these areas in light of the information obtained
    5.   To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters
    6.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
    7.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC

C.   This committee reports to the Vice President for Student Affairs.

12.   Student Financial Services Committee

A.   Membership

    1.   Five (5) faculty members, recommended to the SGEC by the Faculty Senate
    2.   One (1) staff member, recommended to the SGEC by the Staff Senate
    3.   Controller
    4.   Director of Athletics
    5.   Vice President for University Advancement

Non-Voting Members

    1.   Chief Enrollment Officer
    2.   Director of Student Financial Aid

B.   Charge

    1.   To serve as an advisory committee in the area of student financial services
    2.   To serve as a board of appeal on financial aid awards
    3.   To gather information on student financial services and allied fields, and assess these services in light of the information obtained
    4.   To propose changes in student financial aid policies and procedures consistent with federal, state, and NCAA regulations and donor agreements

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5.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
6.   To submit a final written report electronically by the first day of the fall semester to the Chief Enrollment Officer with a copy sent to the Chair of the SGEC

C.   This committee reports to the Chief Enrollment Officer.

13. **Technologies Advisory Committee**

A.   Membership
1.   Five (5) faculty members, recommended to the SGEC by the Faculty Senate: two from the College of Arts and Sciences, one each from the College of Business, the College of Education and Human Sciences, and the Anderson College of Nursing and Health Professions
2.   One (I) library faculty member, recommended to the SGEC by the Faculty Senate
3.   One (I) staff member from Enrollment Management, recommended to the SGEC by the Staff Senate
4.   One (I) student, recommended to the SGEC by the SGA Senate
5.   Associate Director for Digital Communications
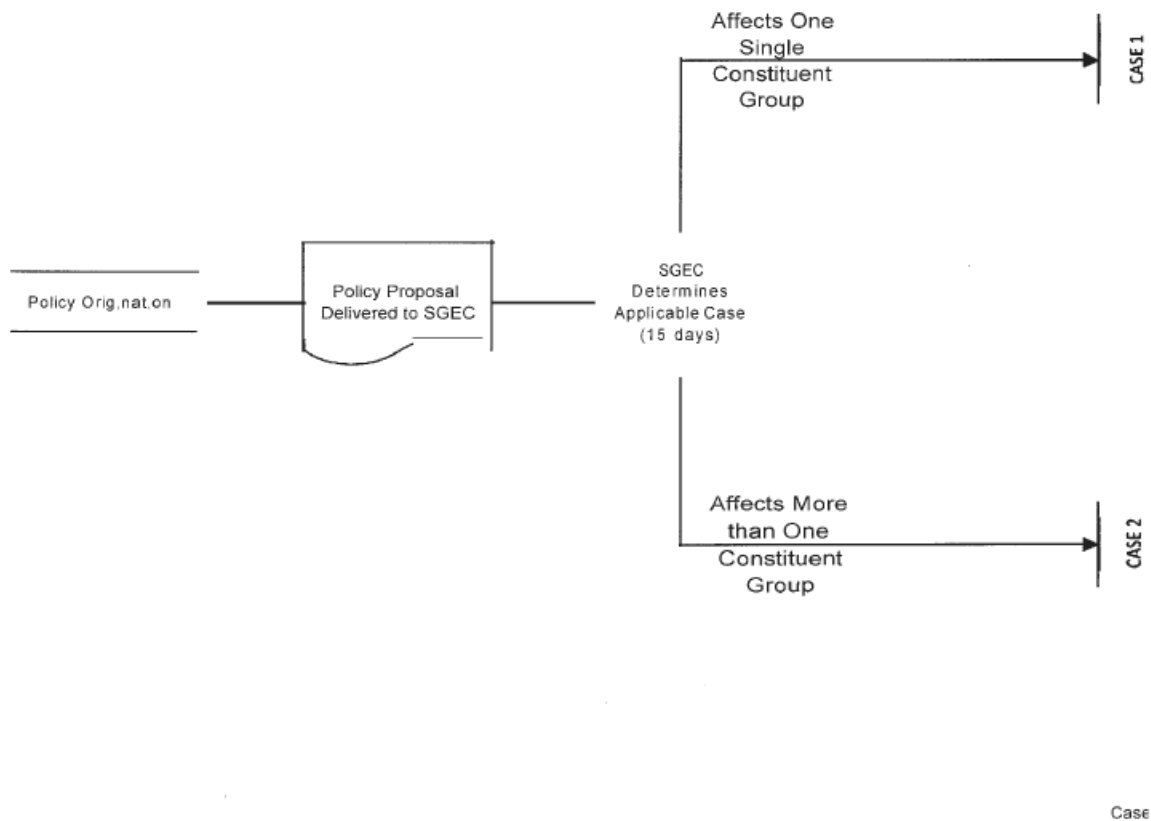6.   Controller

Non-Voting Members
1.   Chief Enrollment Officer or designee
2.   Executive Director, Infonnation Technology Services
3.   A faculty or staff representative from Educational Technologies Services
4.   Chair of the Computer Science and Information Systems Department

B.   Charge
1.   To serve as an advisory committee in the areas related to technology development, acquisition, and management including networks, cable television, telephone system, computer laboratories and systems
2.   To gather infonnation on areas related to technology development, acquisition, and management, and to assess university needs and performance in light of the information obtained
3.   To propose changes in areas related to technology development, acquisition, and management including policies, procedures, and products use
4.   To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
5.   To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

C.   This committee reports to the Vice President for Academic Affairs and Provost.
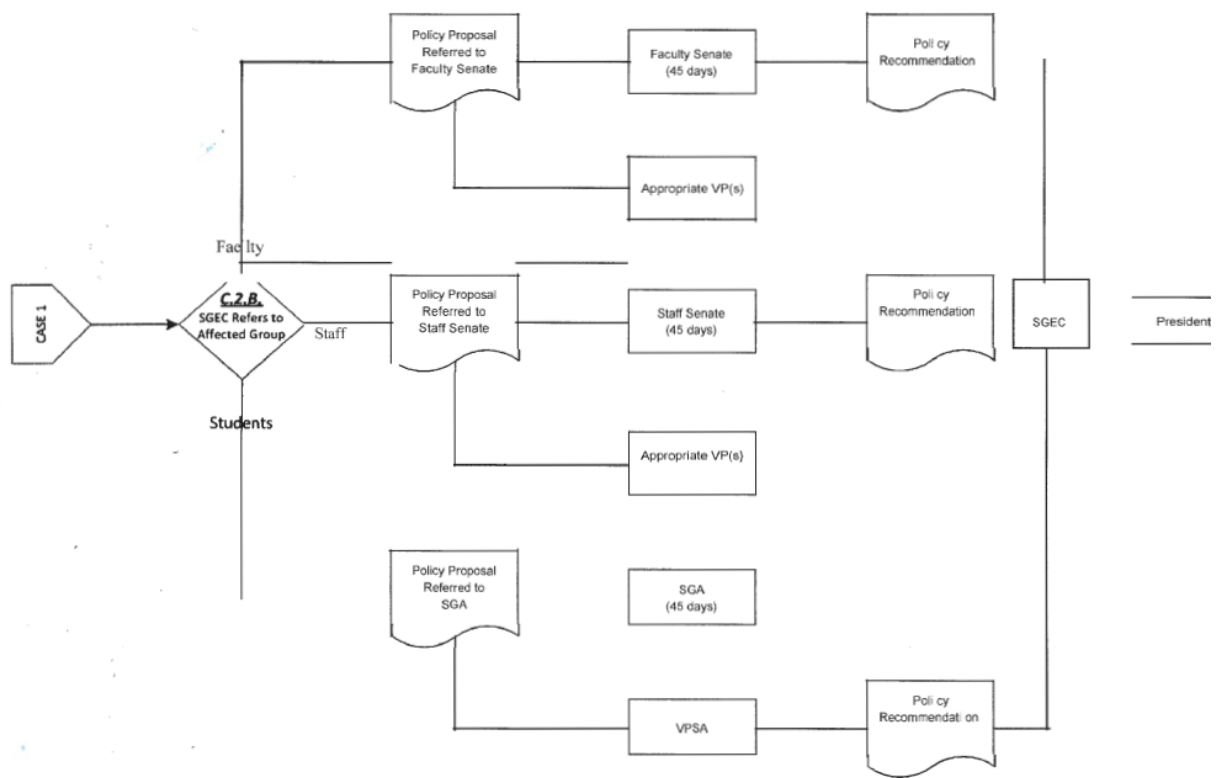
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XVI.   Campus Committees Outside the Shared Governance Structure

   1.   **Teacher Education Council**
        This committee reports to the Dean of the College of Education and Human Sciences.

   2.   **Commencement Committee**
        A.   This committee reports to the Vice President for Academic Affairs and Provost.
        B.   All recommendations which concern substantive changes and procedures will be referred through the Vice President for Academic Affairs and Provost to the appropriate Shared Governance committee.

   3.   **Homecoming Committee**
        A.   This committee reports to the Vice President for University Advancement.
        B.   All recommendations which concern substantive changes and procedures will be referred through the Vice President for University Advancement to the appropriate Shared Governance committee.

   4.   **Undergraduate Curriculum Committee**
        This committee reports to the Vice President for Academic Affairs and Provost.

   5.   **Graduate Council**
        This Council reports to the President through the Vice President for Academic Affairs and Provost.

   6.   **Non-Traditional and Interdisciplinary Curriculum Committee (NTICC)**
        This committee reports to the Vice President for Academic Affairs and Provost.

Appendix A
Shared Governance Procedure for Policy Change Recommendations
Changes proposed by Faculty Senate Ad hoc Committee, 2/15/2011
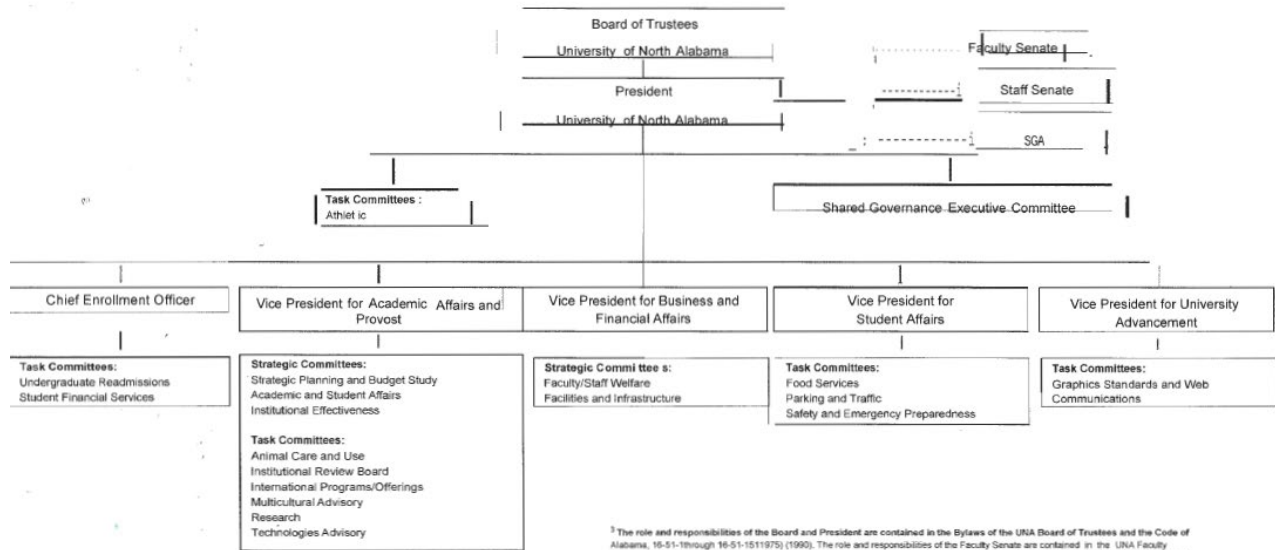
Policy Orig.nat.on

Policy Proposal Delivered to SGEC

SGEC Determines Applicable Case (15 days)

Affects One Single Constituent Group → CASE 1

Affects More than One Constituent Group → CASE 2

Case
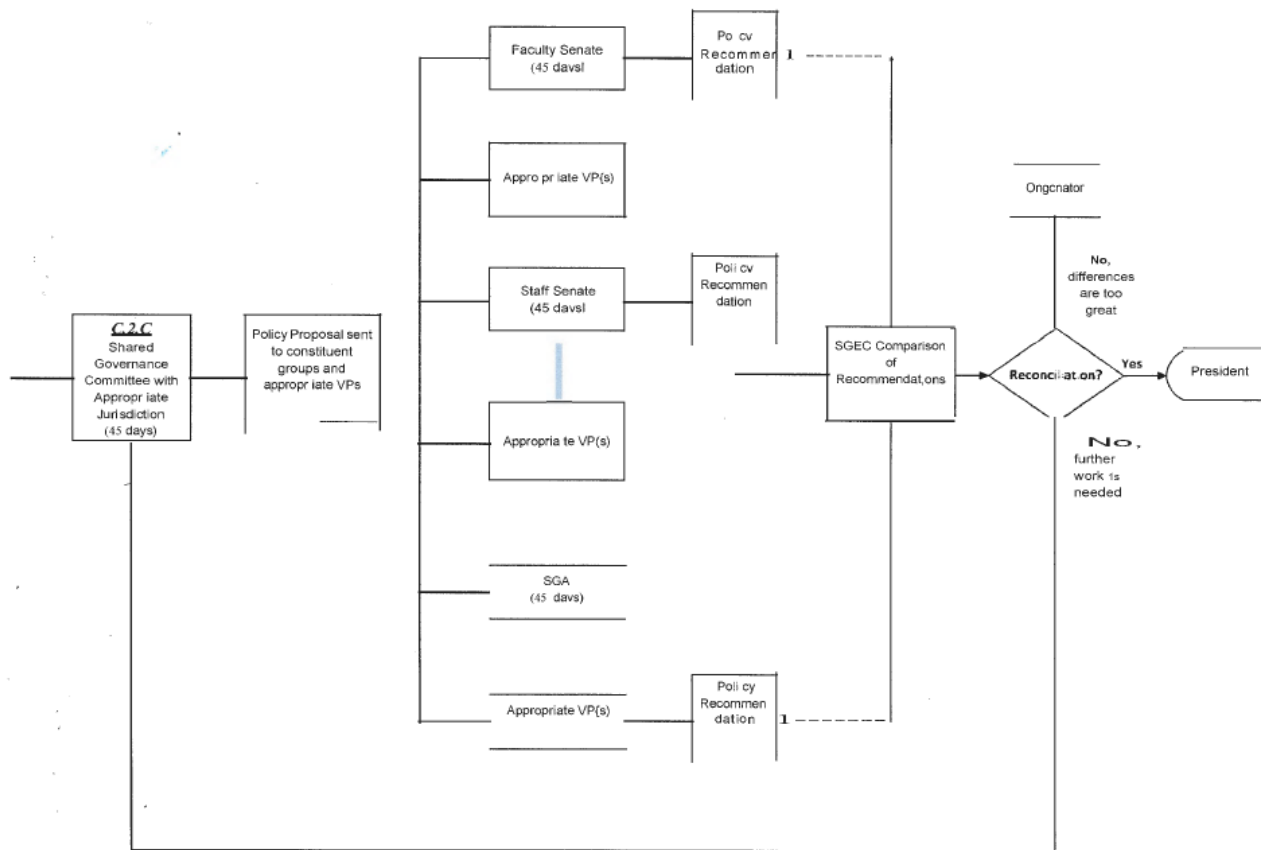
Appendix A, Page 2

Appendix A, page 3

APPENDIX B

University of North Alabama
Shared Governance Organizational Structure[3]

Board of Trustees
University of North Alabama

Faculty Senate

President
University of North Alabama

Staff Senate

SGA

Task Committees:
Athletic

Shared Governance Executive Committee

Chief Enrollment Officer	Vice President for Academic Affairs and Provost	Vice President for Business and Financial Affairs	Vice President for Student Affairs	Vice President for University Advancement
Task Committees: Undergraduate Readmissions Student Financial Services	**Strategic Committees:** Strategic Planning and Budget Study Academic and Student Affairs Institutional Effectiveness **Task Committees:** Animal Care and Use Institutional Review Board International Programs/Offerings Multicultural Advisory Research Technologies Advisory	**Strategic Committees:** Faculty/Staff Welfare Facilities and Infrastructure	**Task Committees:** Food Services Parking and Traffic Safety and Emergency Preparedness	**Task Committees:** Graphics Standards and Web Communications

[3] The role and responsibilities of the Board and President are contained in the Bylaws of the UNA Board of Trustees and the Code of Alabama, 16-51-1through 16-51-1511975) (1990). The role and responsibilities of the Faculty Senate are contained in the UNA Faculty Senate Bylaws. The role and responsibilities of the Staff Senate are contained in the UNA Staff Senate Bylaws. The role and responsibilities of the Student Government Association are contained in the UNA Student Government Association Bylaws.

APPENDIX C

Archives for Official Shared Governance Documents

The Shared Governance Document is a statement of principles regarding shared governance, jointly developed and subscribed to by faculty, staff, and administration at the University of North Alabama. As such, the complete, accurate, and timely placement of changes in the Shared Governance Document is paramount to the cooperative management of the University. Archiving an official copy of the Shared Governance Document is necessary to ensure the accuracy and timeliness of the guidelines to be followed by the constituent groups in the shared governance process of the University.

The Official Shared Governance Document will be kept in the office of the Assistant to the President for Administration, the office of the Executive Assistant to the Provost, and the office of the SGEC. Each office will maintain a hard copy and an electronic copy of the Official Shared Governance Document. At the beginning of his/her tenn, the Chair of the SGEC will obtain both a hard copy and electronic copy of the official document, disseminate this to the members of the SGEC and assure the Shared Governance web site is updated. At the end of his/her term, the Chair of the SGEC will reconcile with the Assistant to the President for Administration and the Executive Assistant to the Provost any changes that have been approved during the course of the year and will then pass along the updated hard copy and electronic copy to the new Chair and to the Assistant to the President for Administration and the Executive Assistant to the Provost. The SGEC office, the Assistant to the President for Administration, and the Executive Assistant to the Provost will also house an official copy of shared governance records including SGEC meeting agenda and minutes.