

University Shared Governance Committee March 2023 Meeting (3/9/2023)

1. Membership considerations
 - a. Co-chairs: Denise Ellis (staff) – thank you, Denise! – and Peggy Hart (faculty)
 - b. 2-Year Terms: Are they September - September (2 years hence), or January - January (2 years hence)? Something else?
 - The Steering Committee worked from October 2021 - November 2022 (I think), so their 2-year terms would be over next September 2023, maybe?
 - New folks just started their terms in January. Their 2-year terms are over January 2025.
 - c. Selecting new members?
 - How committee selections are done elsewhere
 - Many faculty standing committee memberships are selected via volunteers with coordination by division chairs.
 - Faculty Council is selected by vote of the faculty
 - Some university-wide committees (ad hoc committees or search committees, e.g.) are appointed by the Leadership Team perhaps with the recommendation of the Faculty or Staff Council leaders.
 - Outgoing committee members could make recommendations for their replacement from their constituency, then the USGC could vote/invite that person to join the committee.
 - d. Where does the policy on committee membership belong in the Shared Governance Policy document? P.7, “Update Process”??
2. We need to announce the committee membership to the entire University community, distribute the SG Policy document and invite feedback. (Via email? Meetings?)
3. (From Kris Williams, Director of Institutional Effectiveness, via emails 2/28 and 3/5) The Higher Learning Commission (HLC) will be sending two peer reviewers to Doane
Meeting Monday, April 3rd, 10:45 - 11:45 AM Central time, Perry Campus Boardroom with Zoom link.
During this meeting, they will ask you questions about how the updated policies and procedures came to be as well as how the process is progressing. They will not quiz you on the documents. Rather, your goal is to ensure you are familiar with what has occurred. The overall goal is to show continual improvement from where we were in November of 2021.
 - Who can attend this meeting?
 - Description of the accreditation goals that will be reviewed:

Governance 2: That the shared governance structure is well defined and adhered to and that all constituent groups are involved in governance as appropriate to their roles within the institution.

Selected updates/Examples (suggested by Kris):

- The Shared Governance Steering Committee **revised and expanded all policies related to shared governance**. This includes forming a standing shared governance committee with staff, faculty, trustees, and Leadership Team members. The new committee is charged with updating the policies and addressing violations of the policy.
- Some examples of following of adhering to the principles include
 - b. *Principle 4: Approving the institutional budget is the responsibility of the Board of Trustees, with the President, Leadership Team, and other stakeholders having recommending and consulting roles.*
 - A new zero-based budget process has given greater **control to stakeholders to develop and review their budget**. A new tool, Prophix,

is being used to ensure budget managers have access to necessary information.

- c. *Principle 5: Curriculum and academic decisions are primarily the purview of the faculty, with other stakeholders having recommending and consulting roles.*
 - The **new major in Policy and Values** as well as **two new certificates (Agribusiness and Software Development)** were led by the faculty with staff and Leadership Team members having consulting roles.
- d. *Principle 7: University operations decisions are primarily the responsibility of the President and the relevant administrative office but often have wide impact. Therefore, decisions with implications for other stakeholders should incorporate the consultations and recommendations of those affected.*
 - The creation of the **Strategic Plan for 2023-2026** has involved over **30 faculty and staff members** serving on Action Teams as well as mechanisms such as **Strategic Planning Day** where over one hundred Doane employees have given feedback that has been incorporated into the plan.

- 4. [Minor changes](#) suggested to the ARC matrix that were not implemented
- 5. Review of Shared Governance Policy [document](#) ; questions for Steering Committee members
 - a. How often should the Shared Governance Principles and ARC Matrix be reviewed? (See “Update Process”, p.7)
 - b. P. 7, “Update Process”, bullet 2; “Submission form will need to be created” – Steering Committee please advise. (Is this for any update suggestions, or for updates and violations? Or, ?)
- 6. Decisions regarding of [Draft Violations Process SGC](#)
- 7. Should we start a Shared Google Drive for this committee? Or can we use the Shared Governance folder previously used during the ARC creation to keep for historical purposes (Amanda)?

NOTES from meeting

#1B: 2 year term:

- 12 month position that meets quarterly
- Follow academic year. New member effective first day of September 1
- August 31, 2024 Lorie, Denise, Amanda, and Toni will transition off, and new members start
- August 31, 2025 Peg, John, Quinn, and Betsy transition off, and new members start

#1C: Selection of new members:

- Nominated by affinity group (Faculty Council, Staff Council, BOT Chair) and submitted to Leadership Team for 'consulting'; and approved by affinity group

#1D: Where does the policy belong?

- Page 5

#2 Need to announce ourselves - start process before April 3

- Start with an email
- Invite ourselves to talk to Faculty Assembly and Staff Assembly
- Do we need to share the final BOT approved copy, or wait until we take into consideration minor considerations
- BOT approved principles; ARC matrix is 'operational' and not approved by BOT.
- We need to create the process now for violations; process not BOT approved - operational
- Need to review dates for violations
- Can share now with everyone page 1-5 plus the two bullets on top of page 6
- Rename it to Dispute Process vs. Violation Process
- Lorie, Peg, and Denise will meet to review Dispute/Violation wording, ARC comments, and decisions in [] that need to be discussed
- Need what was in pink prior to document all changed to black as other areas up for discussion.

#3 HLC Info

- Peg and Amanda need to miss parts
- Lorie, Denise there whole time; Tony in person (yeah)

#4 Minor suggestions

- Address all issues and respond back to individual who commented; even if ARC isn't updated or changed as it's not a Shared Governance issue
- Public list for transparency - website listing issues, how we addressed them and why. Documentation for HLC

#7 Record keeping - Google folder

- Yes use older folder; create a 2023 folder
- Have Jenei be the owner to add and remove individual

Subcommittee Notes below. There are also notes in the actual draft documents.

Shared Governance Subcommittee: Lorie Cook Benjamin, Denise Ellis, Peggy Hart

The following document lists questions and comments the Shared Governance Steering Committee gathered from the Doane University community in the Fall 2022, and gives some details on how the subcommittee addressed those questions or comments within the Shared Governance document or ARC matrix. These changes are still not complete and many will be re-addressed in Fall 2023 with some other substantive questions.

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Met three times: 3/30/23, 4/13/23, 4/24/23, 4/27/23

- 1) Discuss “feedback from faculty, staff and deans” on ARC and make changes as appropriate (**Bold items are suggested changes**)
  - a) Office space for staff-p.5
    - i) **New line “Staff Offices”: Leadership Team A, Relevant Supervisors R, Staff C**
    - ii) **Change “Faculty Offices”: Just Staff C (remove all other language)**
  - b) Technology category does not address administrative tech (Profix, Colleague, etc.) p.5
    - i) **New line “Adoption of Administrative Technology”: Leadership Team A, Relevant Supervisors R, Faculty Council C, Staff Council C, Staff C**
  - ~~e) We have “Adoption of Tech.” but not “implementation/training?” of new technology?~~
    - i) Does not apply since this is operational, not a decision
  - d) “Academic Center” p. 3
    - i) **Remove IHPH in Notes**
    - ii) **Edit the Notes to say: ‘Examples of “Academic Centers” are the Academic Success Center and the Institute for Computing’**
    - iii) establishment/disestablishment – why is disestablishment noted here but not for other groups?
      - (1) **Remove “disestablishment “**
    - iv) Academic Advising - Director of Advising has R status under “Supervisor/Dean” position – but re: establishment/disestablishment, Executive Director of ASC does not have this priority.
      - (1) **Remove (Undergraduate Non-Res.) from Advising section // change to just “Undergraduate”**
      - (2) **Remove “Director of Academic Advising” in parentheses from Advising/ Undergraduate Res./Undergraduate Non-Res.**
      - (3) **Under “Academic Center Establishment” change Relevant Sueprvisor to R.**
  - ~~v) Why is IHPH grouped here? (what about other institutes – Peggy?)~~
  - vi) If the ASC/WC are 80% grant funded, should Leadership Team have “A” over all of it?

- (1) **Actually, they should have A – ultimately it's the LT member's responsibility for these centers.**
- e) **ESE (Enrollment and Student Experience) - should be edited to be VP of Student Affairs (VPSA)?** P.5 in table
- f) ~~Course sequencing: what does this mean? (order of courses in a program?) Faculty A vs. R p.3~~
- g) Times faculty teach: Faculty R vs. C. (why C?) p.3
  - i) **Under "Course Scheduling..." change Faculty to R**
- h) "Hiring full-time faculty, filling approved..." Deans should be R, not C...p.1
  - i) **Change Deans to R**
- i) From Lorie:
  - i) Add "policy creation" in ARC
    - (1) **Add "Creating New University Policies and Committees" Board of Trustees, President A, Leadership Team R, Relevant Dean C, Relevant Supervisor C, Faculty Council C, Faculty C, Staff Council C, Staff C, Student C, Alumni**
    - (2) **Where does this go?** Top of page 4 near "Non-Academic Program..."
- j) How will staff know concerns shared with Staff Council were heard?  
**Staff Council has been notified about this question.**
- k) Should there be a student on the USGC? Non-voting?
- l) Clarity on how ARC decisions were made/assigned– where? P.5 under Staff/Admin table?
- m) Do we need to further define "consult"? Who gets consulted – all of a group - some?
- n) Program Closure -(Diff. Acad. Dir.)
  - i) **Board and President - A**
  - ii) **Faculty Council, Faculty, Leadership Team, Dean, Supervisor- R**
  - iii) **Faculty, Staff Council, Staff, Student - C**
- o) Program Closure -(Fin.)
  - i) **Board and President - A**
  - ii) **Leadership Team, Dean, - R**
  - iii) **Faculty Council, Faculty, Faculty, Staff Council, Staff, Student, Supervisor - C**
- p) Graduation requirements ( **see ARC suggested changes doc for these changes**)
- q) Final approval of promotion and tenure: **(see ARC suggested changes doc p.2)**
  - i) **From Peggy: I agree with what's there (4/23/23)**
- r) Compensation increases and faculty lines: **(see ARC suggested changes doc)**
- s) Termination or Sanction for Cause **(p.1 ARC)**
  - i) **Faculty Sanction for Cause - line 17**
    - (1) **This was done with reference to Sanctions Appeal policy and consultation with Brian Pauwels who wrote it.**
  - ii) **Line 18: new Staff Termination**
  - iii) **Broke this into two lines for faculty and staff for clarification of the differences**
- t) Non-renewal and Termination (Full-time) - row 19

**Remove “Termination” since these are only non-renewals of contracts.**

**Note: Refers to non-tenured or non-tenure-track faculty and staff**

u) Lines 8-9: Hiring Adjunct Faculty (**Lorie told us what happens in practice**)

i) Question: “contingent faculty” vs. “adjunct faculty”?

(1) Contingent are dependent on a situation where there is need/emergency hire

(2) Adjunct are year to year, part-time

ii) Removed “Contingent faculty / renewing contract” – if this person is kept they would become another kind of faculty (visiting, practice or tenure)

2) Add policy about committee membership in policy doc on p. 5

Notes from last meeting:

#1B: 2 year term:

- 12 month position that meets quarterly
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Possible wording:

- Strike “chosen by” in the list of members... and add

Members are nominated by their affinity group (Faculty Council, Staff Council, or Board of Trustees Chair) and serve two-year renewable terms starting on September 1. “Members of the USGC...”

3) Peggy’s questions about the Violations/Dispute language.

| <b>Where</b>                                     | <b>Current language</b>           | <b>Proposed language</b>                                                                                                              |
|--------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| throughout                                       | Organizing body                   | <b>Affinity group??</b>                                                                                                               |
| Process for resolving disputes, 1, first bullet  | (including, at each stage, dates) | <del>at each stage</del>                                                                                                              |
| Process for resolving disputes, 1, second bullet | Whole bullet                      | <b>As soon as a dispute is recognized, it should be fully described in writing and reported to the constituency’s affinity group.</b> |

|                                                          |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Process for resolving violations, 1, third bullet</p> | <p>The organized body should send to the University Shared Governance Committee each dispute and how they addressed it within 5 business days of resolving it.</p> | <p><b>The affinity group is given five business days from the date of the dispute's reporting to communicate to the University Shared Governance Committee the following:</b></p> <ul style="list-style-type: none"> <li><b>1) details of the dispute, and</b></li> <li><b>2) any actions they have taken in resolving the dispute or details on why they were not able to do so.</b></li> </ul> |
| <p>Process for resolving violations, 2 intro</p>         | <p>If the organized body cannot...will be reported to the University Shared...</p>                                                                                 | <p><b>If the organized body cannot...will be addressed by the University Shared...</b></p>                                                                                                                                                                                                                                                                                                       |
| <p>Process for resolving violations, 2 first bullet</p>  | <p>If the dispute is reported to...</p>                                                                                                                            | <p><b>If the dispute is addressed by...</b></p>                                                                                                                                                                                                                                                                                                                                                  |

## University Shared Governance Committee May 2023 Meeting (5/2/2023)

1. Updates from USGC Subcommittee (Lorie Cook Benjamin, Denise Ellis, Peggy Hart)
    - a. Email was sent announcing the committee membership to the entire University community on March 23, 2023.
    - b. Updated [SG Dispute Process](#) (see p. 5)
      - Violation → dispute
      - Added “University” to “Doane’s Shared Governance Committee”
      - Several other edits for clarity
    - c. November feedback resulted in many changes to the SG Policy [ARC matrix](#)
    - d. Added committee membership procedures to the SG Policy document [on page 4](#)
  2. Update on April 3rd HLC Focus Visit?
  3. Update on Shared Google Drive (for the committee - will be managed by chair)
  4. Update on Shared Governance [Website](#) (for the larger community)
  5. Time to distribute the completed SG Policy document and remind everyone of the ways in which this document will be updated and reviewed each year (Principle 11).
    - a. Perhaps we announce this in meetings of constituencies AND via email?
    - b. Also, Committee members should bring awareness of the SG Dispute Process to the attention of their groups (Staff Council, Faculty Council, Board of Trustees, Administrative Team). Mainly, remind them that they may be the first groups to “hear” SG disputes, and remind them of the process and where to find it.
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### Notes 5/2

Change Affinity Group to Constituency when referring to Faculty and Staff

Send email to all employees stating we’re still working on resolving issues. Share notes of current resolutions.