2014-2015
Committee on Committees
Agenda

Meeting #5

11:30 a.m.
Wednesday, February 25, 2015
Brink Hall Faculty-Staff Lounge

Order of Business

Call to Order.

Minutes.

• Approval of the minutes of meeting #4 of 2014-2015, February 18, 2015

Business.

• Facilities Scheduling Policy Committee/Classroom Strategic Planning Workgroup
• Judicial Committees - Dismissal Hearings, Faculty Appeals
• UCGE – Function change and creation of General Education Assessment Committee
• Continue with Committee Appointment Process - Top 11
  • University Curriculum Committee

Unfinished Business.

Adjournment.

Professor Randy Teal, Chair 2014-2015

Attachments:
Minutes of 2014-15 ConC Meeting #4
FSH 1640.36; 43 (Judicial Committees) – to be sent later
UCGE documents - to be sent later
Appointed forms
Present: Kenton Bird, Don Crowley (w/o vote), Chuck Morrison, Sarah Nelson, Bahman Shafii, Nancy Sprague, Jeanne Stevenson, Randy Teal (chair), Ann Thompson (w/o vote) Absent: Indrajit Charit, Nate Fisher, Guests: 2

Chair Teal convened the meeting at 11:35 a.m. a quorum present. It was moved and seconded (Shafii, Sprague) to approve the minutes from the February 11, 2015 meeting of the 2014-15 Committee on Committee (ConC) as distributed. Motion carried unanimously.

University Security and Compliance Committee: Chair Teal briefed the committee on events that took place at the Faculty Senate meeting the previous day. Senate wished to reduce the size of the committee, but also add a few members. The addition was for one more undergraduate and one non-Moscow member (faculty/staff) which were approved by Senate as amendments to the structure. The removal of the other members to reduce the committee per Senate’s request, were left up to Matt Dorschel who has better knowledge of best practice and need for this committee. It was agreed that the amended version by Matt Dorschel would be circulated by email to ConC for vote and resubmission to Senate, if approved.

The committee then began the process of filling vacancies to committees beginning with the top 11.

Academic Hearing Board
   Faculty – Kelly Quinnett, Theatre (2018)

Academic Petitions Committee
   Faculty (Counseling & Testing Ctr.) (2018) – Member Chuck Morrison will ask Steve Saladin, if he declines, others in the center will be asked.

Borah Foundation Committee
   Faculty – Jacob Magolan, Chemistry, (2017)
   Faculty – Anthony Davis, CNR (2017)
   Faculty – Louise-Marie Dandurand, PSES (2017)

Committee on Committees
   Faculty – Bahman Shafii (2018)
   Faculty – Sarah Nelson (2018)

Faculty Affairs Committee – Faculty Secretary Don Crowley noted that several years ago he had proposed that the structure of this committee be edited to ensure that the outgoing Faculty Senate chair become a member of Faculty Affairs. The reasoning was to ensure continuity given their knowledge of university and Senate issues. The ConC agreed this was important but they did not want to force this upon the outgoing chair. They determined that in making appointments that the ConC would give the Senate chair first priority, should he/she wish to serve on Faculty Affairs.

   Faculty – Marty Ytreberg, Physics (2018)
   Faculty – Sally Machlis, Art, (2018)
   Faculty – S.J. Jung, Civil Engr., (2018)
Faculty Appeals Hearing Board
Faculty – Francesca Sammarruca, (2018)
Faculty (Alt.) – Sean Quinlan (2018)
Faculty (Alt.)(off campus) – Ismaeil Fallahi, PSES Parma (2018)

Honors Program Committee

Sabbatical Leave Evaluation Committee
Faculty (humanities) – Erin James, English (2018)

University Budget & Finance Committee
Faculty – Darryl Wooley, Accounting (2018)
Faculty (past senator) – SeAnne Safaii, Fam.Con.Sci., (2016) and Faculty Senate will need to elect a senator entering their 2nd year on senate to serve on the UBFC.

University Committee for General Education
Faculty (Science) – moved Tom Bitterwolf, Chem., from the “Faculty” (unrestricted) slot to the “Faculty/Science” vacancy, keeping the 2017 term for Bitterwolf.
Faculty (unrestricted) - Brennan Smith, Food Sciences, (2018)
Faculty (CLASS) – Kodjotse Afatchao, Martin Institute (2018)
Faculty (CLASS) – Sean Quinlan (2018)

ConC will continue populating committees at the February 25 meeting, beginning with the University Curriculum Committee.

Adjournment: A motion to adjourn (Bird, Shafii) was unanimously approved at 12:33 p.m. Motion carried.

Respectfully submitted,
Don Crowley, Faculty Secretary
A. FUNCTION.

A-1. General Education Assessment Committee (GEAC) serves as the **curriculum** body for oversight of general education assessment. The Director of General Education and the Assistant Director of Institutional Research and Assessment, or designee, will provide coordination and leadership. Recommendations for general education curriculum change will be forwarded to UCGE, UCC, Faculty Senate, and the university faculty.

A-32. The GEAC membership meets on an **ad hoc basis** once or twice a semester, to norm and score assessment artifacts, and to review assessment findings and propose curricular recommendations.

A-33. The GEAC will **periodically** (at least once a year) meet with the UCGE, a minimum of once a year, to report on the status of general education assessment, and to propose and provide curricular changes as needed. Changes will follow the normal **curricula process recommendations**.

[Information on general education assessment can be accessed at the general education website: http://www.uidaho.edu/class/general-education]

B. STRUCTURE AND MEMBERSHIP. The committee is composed of nine members as follows: Director of General Education as **Chair**, Assistant Director of Institutional Research and Assessment, or designee, a minimum of one UCGE member, a minimum of 15 other faculty and staff members representative of two undergraduate students, and four members (faculty/staff) to include one with interdisciplinary experience and the remaining three selected to ensure a broad representation across the eight colleges that offer baccalaureate programs, and at least two undergraduate students. All members, except students, serve on three-year staggered terms. The Director of General Education and Assistant Director of Institutional Research and Assessment, or designee, are responsible for the selection of committee members.
A. FUNCTION.

A-1. University Committee for General Education serves as the curriculum body for general education by soliciting and approving proposals and courses to be included in the University's general education and general education courses eligible for transfer to other state institutions (SBOE general education matriculation "GEM" courses). The committee is responsible for sponsoring a sub-committee, the General Education Assessment Committee, which annually reports assessment findings to UCGE. The UCGE committee also engages in program review and makes recommendations for the continuous refinement of general education in conjunction with the Director of General Education and the Assistant Director of Institutional Research and Assessment (see A-2 below). Recommendations for change will be forwarded to UCC, Faculty Senate, and the university faculty. [rev. 4-11, rev. 11-12, rev. 12-14].

A-2. The Director of General Education is responsible for appointing members to the General Education Assessment Committee (FSH 1640.90), which will annually report to UCGE on its assessment findings.

A-3. The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education. [ed. 7-06, 7-09, ren. 4-11, ren. & rev. 11-12].

A-43. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08, ren. 4-11, 11-12]

[Information on University General Education can be accessed at the general education website: http://www.uidaho.edu/class/general-education] [ed. 11-11, 11-12]

B. STRUCTURE AND MEMBERSHIP. Director of General Education (w/o vote), College of Letters, Arts and Social Sciences Dean, or designee (w/o vote), College of Science Dean, or designee (w/o vote), Registrar, or designee (w/o vote), Assistant Director of Institutional Research and Assessment, or designee (w/o vote), Director of Academic Advising, or designee (w/o vote), and 11 faculty members selected by the Committee on Committees, one of whom serves as chair, and two undergraduate students, appointed by ASUI. The faculty members shall include one member from the Colleges of Agricultural and Life Sciences, Art and Architecture, Business and Economics, Education, Engineering, and Natural Resources and from the Library, and two members from the Colleges of Letters, Arts, and Social Sciences and Science. The student members shall also be chosen to represent two different colleges. [rev. 7-06, 7-08, 7-10, 11-12, 10-14, ed. 8-12]
Judicial Committees: Dismissal & Faculty Appeals: FSH 1640.36 & 43

- review function/structure/process e.g. no alternates, have all as large panel to draw upon
- ensure/add neutral party to provide guidance to chair as ex officio non-voting member who serves the purpose of providing advice to the chair(s) on process of hearings i.e. Ombuds
- ensure chair understands he/she schedules and runs the meetings
- training at Senate Retreat/Chair Workshop -- include Ombuds with General Counsel
- Faculty Secretary will also meet at beginning of year to ensure chair understands their role
- Faculty Secretary will also meet with any chair who seems to be struggling understanding their role
- Don will meet with Ellen to discuss these suggestions for Ombuds involvement

1640.36
DISMISSAL HEARINGS COMMITTEES

[This section was removed from FSH 3910 D-3.b. and placed here in July 2008]

A. FUNCTION. This committee will conduct a hearing at the request of a faculty member who has been terminated to determine whether their termination was properly based on the grounds stated (see FSH 3910 D-3 and 3920 D.)

B. STRUCTURE AND MEMBERSHIP: The DHC is composed of four faculty members and one administrator at the departmental level or above, six faculty members and three administrators as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. Due to the possibility a case may be appealed to the Faculty Appeals Hearing Board care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years. [rev. 1-09, 4-11]

C. SELECTION: The faculty member requesting a hearing has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Dismissal Hearings Committee and to elect its own panel chair. [rev. 1-09]

C-1. Panel Chair’s Role: Once a panel chair has been selected, they will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The Faculty Secretary and Ombuds offices will be available at any time for advice throughout the hearing. The panel chair may also request assistance from General Counsel’s office.

C-2. Observers: Both parties may have an advisor, or neutral party, present at the hearing.

1640.43
FACULTY APPEALS HEARING BOARD

[This section was removed from FSH 3840 C & D and placed here in July 2008]

A. FUNCTION. This board will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision under FSH 3840 A. In each case referred to it, the board has the following responsibilities: [ed. 4-12]

A-1. To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board.

A-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant’s academic rights and privileges.

A-3. To make recommendations to the president.
B. STRUCTURE AND MEMBERSHIP: Five faculty members, one of whom is a departmental administrator, are principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. Since a case for dismissal is appealable to the Faculty Appeals Hearing Board, care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years, with initial terms staggered to form a rotation pattern. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. [rev. 7-99, 1-09, 4-11]

B-1. Panel Chair’s Role: Once a panel chair has been selected, they will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The Faculty Secretary and Ombuds offices will be available at any time for advice throughout the hearing. The panel chair may also request assistance from General Counsel’s office.

B-2. Observers: Both parties may have an advisor, or neutral party, present at the hearing.

C. SPECIAL CONSIDERATION: Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service:

1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester,
2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing,
3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board, and
### Appointed by Committees

#### Academic Hearing Board
- **Quinnett, Kelly**
  - Theatre/3074
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- **Aydogan, Fatih**
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#### Borah Foundation Committee
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  - jtleangelis

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## CoC Appointed by Faculty

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