Spring 2-21-1979

Senate Meeting February 21, 1979

Academic Senate
Illinois State University

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ACADEMIC SENATE MINUTES
(Not approved by the Academic Senate)

February 21, 1979

Call to Order

Roll Call

Approval of Minutes of January 31, 1979

Chairperson's Remarks

Vice-Chairperson's Remarks

Administrators' Remarks

Student Body President's Remarks

Committee Appointments

*Screening Process for External Committees 11.14.78.1
Center for Agricultural Accident Prevention 11.30.78.1

*Revised Procedure for Selection of College Dean 9.14.78.1

*Salary Proposals from Cohen Committee 2.12.79.1

*Blue Book Revisions for Internal Committees 2.9.79.1
Deletion of Obsolete Procedures for Selection of Dean of Adm. Services 2.9.79.2

Committee Reports

Communications

Adjournment

*appendices

Meetings of the Academic Senate are open to members of the University Community. Persons attending the meetings may participate in discussion with the consent of the Senate.

Persons desiring to bring items to the attention of the Senate may do so by contacting any member of the Senate.
ACADEMIC SENATE MINUTES
(Not approved by the Academic Senate)

February 21, 1979

Call to Order

The meeting of the Academic Senate was called to order by Chairperson Cook at 7:30 p.m.

Roll Call

Secretary Hicklin called the roll and declared a quorum to be present.

Approval of Minutes

President Watkins suggested a correction to the Minutes of January 31, 1979: Page 2, under Administrators' Remarks, line 1: change the words "working with" to "apprised of the work of". Also, same paragraph, 4th line: change the word "Jeanie" to "Janie". In addition, page 3, 1st paragraph, 4th line: change the word "increasing" to "decreasing".

Correction on page 6, under Center for Agricultural Accident Prevention, last sentence in 2nd paragraph: change "Mr. Hermansen commented on the need for the Senate" to "The Chairperson commented that Mr. Hermansen's remarks bordered on debate."

Correction on page 4, last paragraph, 5th line: change the words "Mr. March" to "Mr. Morrison".

On page 4, 6th paragraph, 7th line: Mr. Kohn remarked that the word "proving" should be corrected to read "improving".

A motion (Watkins/Kuhn) to approve the minutes of January 31, 1979 as corrected was made and approved.

Chairperson's Remarks

Chairperson Cook announced an Executive Session for this evening immediately following the Academic Senate meeting. It will concern an ethics and grievance matter. The executive session of the faculty caucus will be convened in 136 B in Stevenson Hall for discussion of the ethics and grievance matter as required by procedures.

Mr. Smith commented on a correction to be made in the report of the Faculty Affairs Committee on page 8 of the minutes of January 31, 1979. A motion (Smith/McCarthy) to amend the minutes to change the word "recommended" in the 2nd and 3rd line of that paragraph to the words "been discussing" was made and approved.

Chairperson's Remarks (continued)

Ms. Cook announced that the proposed Academic Calendar for 1980-81 had been distributed to all faculty, deans and department chairpersons. It had been requested that any input be sent to the Administrative Affairs Committee and/or the office of the Academic Senate. Ms. Cook also announced that the Ad Hoc Committee on Parking report was available. The Chairperson stated that input is also sought on proposals for changing of salary distribution to departments. This proposal is also going to all faculty members.
Ms. Cook made an announcement that on February 14, 1979, Senator Ed Fizer was presented with the Martin Luther King Memorial Service Award for Campus Involvement and Community Service. Senator Fizer was congratulated by his fellow senators.

Vice-Chairperson's Remarks

Mr. Erickson announced that there will be an information session this Sunday, 7:00 p.m., Prairie Room E in the Union for student senators. He urged all the student members to attend this meeting.

President Watkins requested an Executive Session at 8:42 p.m.

The Academic Senate meeting reconvened at 8:48 p.m.

Administrators' Remarks

None given.

Student Body President's Remarks

Mr. Donahue said he had two announcements to make. One, to encourage all the senators to be aware of the up-coming elections a week from today. He also cordially invited everyone to the State of the Student Association Address, tomorrow evening, 7:00 p.m., Circus Room of the Union Auditorium.

ACTION ITEMS:

Committee Appointments

Committee appointments were postponed.

Screening Process for External Committees 11.14.78.1 (see appendix)

Mr. Bown went over the changes that had been made between the initial and the revised copy presented this evening. (The revised copy appears in the appendix.) A motion (Bown/Sims) to approve the Screening Process for External Committees as it appears in this appendix was made.

Mr. Kohn requested that it be made clear in the appropriate places that this applied to student members of the committee. Ms. Butz suggested that in V, b, last sentence, the word "should" be replaced with the word "shall".

Mr. March raised a question in regards to III, c. Mr. March asked whether or not they shouldn't screen for a single candidate, not just for two. He also raised questions about the relevancy of hours, majors and minors as referred to in IV, b. Total objectivity is impossible according to Mr. March, referring to V, e. He commented that it was a human judgement, not objectivity.

Mr. Friedhoff raised a question as to whether or not persons not in good academic standing or otherwise not in good standing at the university could definitely apply for committee assignments. Mr. Friedhoff stated he would like a friendly amendment added that the person be in good academic standing to serve on the committees. Chairperson Cook asked for this comment to be put into proper form.
A motion (Friedhoff/Fizer): "In order to serve on any of the committees involved, that student must demonstrate that he or she is in good academic standing in the university. Additionally, the applicant must be a full-time student in the university and when appointed, is currently free of disciplinary probation" was made.

Mr. Donahue stated that in the attempts in the past, that even in the student elections, there were legal implications asking the students grade point average, even on the petitions for student election candidates, they do not enforce that.

Ms. Greathouse testified that recently she was able to, and also in the past, find out whether or not students were on probation or not. Provost Horner stated that he would check on this.

Ms. Butz raised some questions about the requirement that assembly members and student members elected in the past be used for screening rather than newly-elected senators.

Mr. Donahue made a suggestion about some wording that might clarify this item. He suggested that if and when a student files a request for a committee, that they waive their right to privacy on their grade point average.

Mr. Kohn inquired as to what happened to a memo that he sent to the Executive Committee concerning the matter of grade point average for student senators.

Mr. March raised a point of order. Ms. Cook ruled that a point of order raised by Mr. March applied only to students on the senate.

A friendly amendment (Fizer/Sims) to change the word "must" to "should" was made to the Friedhoff amendment.

The amendment failed.

A friendly amendment (Elliott/Greathouse): "In order to serve on any of the committees involved, that student must demonstrate that they are in good academic standing in the university. Additionally, the applicant must be a full-time student in the university" was made. Ms. Elliott preferred to delete the disciplinary probation section of the Friedhoff amendment on the grounds that disciplinary probation was to make students learn.

The amendment failed.

Mr. Smith made a plea for allowing people on disciplinary probation to serve on these committees. Mr. Donahue remarked that he supported the Student Affairs Committee and hoped that we could refer this whole matter to the Rules Committee and possibly enforce academic standards for all committees.

Mr. Bown said that if people were not paying their bills, that they, too, would not be able to serve on these committees. He attempted to clear up the confusion about disciplinary probation.

Mr. Hicklin stated that surely we could find enough people that were not on disciplinary probation to serve on these committees since these committees got in enough trouble in the past.
Mr. Gamsky listed the various kinds of probations, saying that disciplinary probation was not used very often. It is considered a rather severe penalty at the university. Prior offenses are usually taken into account, and it is not applied lightly by SCERA. The more recent cases involved theft and forgery.

Mr. Donahue moved to the previous question, seconded by Mr. Shulman. Debate was closed.

Mr. Bown asked for a roll call vote.

The motion passed on a roll call vote of 32 yes and 12 no.

Mr. Donahue moved to the previous question, seconded by Mr. Cook. Debate was closed on a voice vote.

The Chair ruled that we could not apply these procedures just past to the applications that already have been received. A motion (Hicklin/Kohn) to appeal the ruling of the Chair was made.

Mr. Watkins asked when the Chair thought this would go into effect. President Watkins reminded the Chair that he would have to approve it before it officially goes into effect.

Mr. Donahue said that his interpretation was, while blank application forms were out, that no application had been accepted. Mr. Grever raised the point about whether or not the ruling of the Chair was in violation of the procedure that we just passed. The procedures stated that all previous procedures were suspended. Mr. Bown indicated that he had accepted applications for some committees which Mr. Donahue had stated that had not been accepted. Mr. Kohn remarked that the ruling from the Chair is not debatable. Mr. Kohn said that he is requesting an immediate vote.

Ms. Cook said that she is calling the question. Ms. Cook commented that the ruling of the Chair will become effective as soon as it is finally approved. A yes vote would concur with that ruling, a no vote would deny that ruling and imply that this policy would be effective for the existing applications no matter when the policy was approved.

Mr. Hicklin called for a point of order.

Ms. Cook remarked that the question is on the floor and asked if a roll call was requested on this.

Mr. Hicklin said he would like to point a personal privilege on the interpretation: Ms. Cook had revised the statement of the challenged ruling. Mr. Hicklin stated that the challenge consists of the ruling that if applications were already turned in that this policy would not apply to it. That is the part Mr. Hicklin challenged. He stated that he was not challenging the promulgation or the procedure for promulgation. He stated it would be silly to challenge such a procedural rule. The challenge is to the substantive rule that retroactively this did not apply and the ruling would be that applications accepted between now and in some future date within the next two or three days could get around these procedures without them applying. This ruling distorts the intent of the Senate action.
Ms. Cook announced that a roll call vote has been asked for. Ms. Cook stated that a yes vote is for the ruling of the Chair, a no vote supports the statement of Mr. Hicklin. "We need two-thirds no's to overrule the chair."

The ruling of the Chair was upheld by 21 no and 15 yes. (23 negative votes needed)

Mr. Bown asked the Chair for another ruling on the Screening Process. He asked if the applications that go out as of this date have to have IV, e spelled out, he stated that he had two applications. Mr. Cook answered that the applicants need to be informed of IV, e, but the applications themselves don't have to be changed.

Center for Agricultural Accident Prevention 11.30.78.1

Mr. Barton introduced this proposal from the Academic Affairs Committee. Mr. Turner, Chairperson of the Budget Committee reported that there were no budgetary problems with the proposal as presented. A motion (Barton/Henry) to accept this proposal as presented was made and approved.

Revised Procedure for Selection of College Dean 9.14.78.1 (see appendix)

Mr. Schwalm introduced the proposal from the Administrative Affairs Committee. Major changes from the original proposal were the addition of a new paragraph designated at IV, b. It replaced IV, d of basic procedures of December 6 and January 18, 1979. Mr. Schwalm stated that it is the intent of the new paragraph is to turn the election procedures for committee members for College Dean Selection over to the respective college councils. A motion (Schwalm/Bown) to replace paragraph 3 Electing Faculty Members was made. A friendly amendment was made by Mr. McCarthy to regular appointment, tenure or probationary tenure. This amendment was accepted by the maker and the second.

Mr. Horner pointed out that this did not really meet all the objections raised by Mr. Kohn but merely changed the personnel who would decide on the matter.

The motion passed on a voice vote.

INFORMATION ITEMS:

Salary Proposals from Cohen Committee 2.12.79.1 (see appendix)

Mr. Smith, Chairperson of the Faculty Affairs Committee, presented the salary proposal from the Cohen committee. Mr. Smith explained that the proposal from the committee recommendation is to distribute money based on the average salary for each department by rank. The present procedure is to take a university average by rank. Mr. Friedhoff asked Mr. Smith if he had any data about what the effect would be on this change in the specific departments. Mr. Smith said he had only tried out the change on his own department.

Provost Horner mentioned that it would range last year, from 6 to 9 percent difference. From 6 to 9.6 differences of percentages received by various departments using the present form the average was 7½ for the total university.

Mr. Erickson asked what do they do at other universities? Provost Horner answered that he didn't know of any other university that administered salary distribution in the manner that I.S.U. does. Provost Horner said the distribution of salary raises as percentage of total departmental base is fairly common at other universities.

Mr. Schmaltz pointed out that the present system tends to level. Mr. Schmaltz
pointed out that a change proposal would tend not to freeze the present inequities. That's where part B of the proposal comes in for equity review.

Provost Horner pleaded that if we do put a cost of living statement in that we state whose measure of the cost of living be used. There are also several of these measures of the cost of living.

Mr. Grever asked if this was doing away with individual equity adjustments in this procedure. Mr. Smith said that essentially we would be.

Mr. Shulman asked if there ever had been any consideration in letting the administration decide these matters and earn their money. Mr. Smith said his committee had not considered that alternative.

Mr. Sanders reported a negative reaction to A, stating that one department Chairperson said it would be disastrous.

In answer to a question from Mr. Hicklin, as to whether or not this proposal was not designed to be disastrous for some departments, Mr. Smith explained that this was correct.

Ms. Amster asked why the rationale for changing "How did the whole thing get started?" Mr. Smith explained some of the background for this. The request that we change the formula for distribution of monies to departments had come from several departments and the Cohen committee. Mr. Smith, in answering a question from Mr. Miller about the timeline for closure for this proposal, he stated that as he had previously stated, he had wanted to send out this proposal to all departments and get the input possible through departmental meetings. Mr. Horner asked if that was not a factor, that some departments encourage early promotion in departments, was this not a factor in reconsidering the present formula?

Mr. Koehler asked whether or not this would be applicable for the coming salary year. Mr. Smith stated that 1981 is when it will go into effect. Mr. Koehler asked which system would be the fairest for all of the faculty. Mr. Smith stated that he was unable to say at this time.

Ms. Amster requested not to push this through too fast. Ms. Cook remarked that we certainly did not intend to act on this until the copies of this proposal were made available to all faculty. Provost Horner said the fall of 1980 would be the earliest in which point A could be implemented in actual salaries.

In answer to a question by Mr. Friedhoff, Mr. Smith stated that URC would be the one that would have to come up with a policy which would correct inequities that might arise from differences between departments that will arise in point A.

Blue Book Revisions for Internal Committees 2.9.79.1 (see appendix)

Mr. Jesse, Chairperson of the Rules Committee, introduced the revisions for Internal Committees. Mr. Gamsky raised questions regarding the introduction section of the proposal. Mr. Gamsky stated that no. 6 on page 1 "determination of policy regarding student services and activities" that the words "services and activities" has been ordinarily been determined as "student life and conduct". Mr. Gamsky pointed out that the term 'student services and activities' broadens the perview beyond what the present interpretation. Mr. Jesse stated that there was no change intended on the part of the Rules Committee.
Ms. Ginnis explained her reaction to Mr. Gamsky's remarks that student life and conduct was considered to be much too broad. President Watkins raised the question about possible conflict between page 1 and parts of the Constitution. President Watkins said he would be glad to get with any committee and go over this to point out the possible inconsistencies. Mr. Chambers also reiterated the reluctance of the committee to put 'student life and conduct' under the jurisdiction of the Academic Senate.

Mr. Erickson suggested that on page 4, 6, d that there be more of an explanation of Academic Senators not being eligible to serve on external committees. Mr. Erickson also suggested the wording ought to be included about the new Personnel Selection Code for the committees that we just passed tonight.

Mr. Hirt raised a question about the rationale for the committees distribution. Mr. Kohn explained the rationale for the committee structure in terms of student and faculty ratio. Mr. Kohn explained to the President that they tried to modernize some of the language and Mr. Watkins said that he thought that the statements on page 1 were in direct conflict with Board of Regents policy and the Constitution.

It was pointed out by Mr. Bown that the Student Affairs Committee had as members the Vice President for Student Affairs as an ex-officio member.

Deletion of Obsolete Procedures for Selection of Dean of Administrative Services 2.9.79.2

Mr. Schwalm explained this office does not exist anymore and we do not need these procedures. A motion (Hicklin/March) to move this item to the Action stage was made and approved unanimously. A motion (Schwalm/Cook,James) to delete these obsolete procedures for Selection of Dean of Administrative Services was made and approved. (This currently appears in the Handbook on University procedures p75-76)

Committee Reports:

Academic Affairs Committee

Mr. Miller, Chairperson of this committee, reported that they have received a report on Basic Skills and will be forming their position on this item. They are also working on BFA in Theatre which will be presented as an Information item at the next Senate meeting if it is passed by the Curriculum Committee. The next meeting of this committee will be March 6, 1979, Hovey 418 at 10:00 a.m.

Administrative Affairs Committee

Mr. Schwalm said the next meeting of this committee will be February 22, 1979, 2:00 p.m. in Stevenson 401. The committee is also receiving suggestions and comments for the Academic Calendar of 1980-81.

Faculty Affairs Committee

The next meeting will be February 28, 1979, 4:00 p.m., in Stevenson 223 and the committee will be discussing: A & S request to computerize personnel information; revision of E & G document and will continue discussing ways and models for making readjustments in staff in case of decline enrollment in a program.
Budget Committee

It was reported that they are looking into the funding of the Placement Office and will be making a report soon.

Rules Committee

Mr. Jesse, Chairperson, reported that they are considering changes in the Blue Book. The next meeting will be 2:00 p.m., Moulton 311C next Wednesday. Mr. Jesse also reported that his committee was asked by the Executive Committee of the Academic Senate to look into the question of whether or not the University Union/Auditorium Board, the Forum Committee and the Entertainment Committee ought to be removed from the jurisdiction of the Academic Senate. Mr. Jesse reported that on February 14, 1979, the Rules Committee held a hearing on this item and the chairpersons of the three committees were invited to attend, along with the Student Affairs Committee, Mr. Gamsky and the Student Organization and Activities Program office. These people presented various views on the subject.

On February 16, 1979, the Rules Committee met again and come up with a recommendation based on that prior hearing. The recommendation is:

1) The University Union Board, the Forum Committee and the Entertainment Committee remain under the jurisdiction of the Academic Senate, and;

2) The Academic Senate should charge each of these committees with the duty to review their respective By laws in order to assure more responsible performance of their functions.

The rationale for these motions were:

1) At the hearing no overwhelming reasons were presented to change the present structure.

2) Lines of responsibility should be clearly drawn for the operation of these committees, and;

3) The present structure permits clear lines of responsibility from these committees through the Academic Senate and ultimately to the students and the academic community which may not be possible with other jurisdictions.

Student Affairs Committee

The next meeting of this committee will be February 28, 1979 at 5:00 p.m. in the Student Association office and they will be discussing the Blue Book description of the Student Affairs Committee, and also the relationship of the Student Affairs Committee to its external committees.

Communications

Ms. Cook announced that the Executive Committee meeting of March 14, 1979 has been rescheduled for March 9, 1979 at 1:00 p.m., same location.

Adjournment

A motion (Schmaltz/March) to adjourn was made and approved at 10:15 p.m.

For the Academic Senate,

Charles Hicklin, Secretary
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Motion # 89: y, n, abstain
Motion # 88: y, n, abstain
Motion # 87: y, n, abstain
Motion # 86: y, n, abstain
Motion # 85: y, n, abstain
Motion # 84: y, n, abstain
Motion # 83: y, n, abstain
Motion # 82: y, n, abstain
Motion # 81: y, n, abstain
Motion # 80: y, n, abstain

VOTE VOICE: Y N 11 #
No. 11

Date: 2-21-79  Volume No: X

P=Present

P=Present

21 no 12 no
15 yes 32 yes
STUDENT PERSONNEL SELECTION CODE FOR:

Entertainment Board
University Union/Auditorium Board
Forum Committee

I. TITLE
II. RELEVANCE OF PRIOR STATUTES
III. DEFINITIONS
IV. METHODS AND TIMING REQUIREMENTS OF SCREENINGS
V. SCREENING COMMITTEE MAKE-UP

TITLE

I. This Code shall be known and may be cited as the Student Personnel Selection Code of the Entertainment Committee, the University Union/Auditorium Board and the Forum Committee.

RELEVANCE OF PRIOR STATUTES

II. Upon its approval by the Academic Senate this Code shall supercede all previous rules and regulations concerning the subject matter contained herein, however nothing within this Code shall be interpreted as being in violation of the University Constitution.

DEFINITIONS

III. As used in this Code, unless specifically altered:

a. "Personnel" shall mean any individual screened and approved under the auspices of this Code.

b. "Screening Committee" shall mean any committee established by the Student Organizations, Activities & Programs Office and/or by the Academic Senate with the power to solicit, interview and select applicants for positions on the Entertainment Committee, the University Union/Auditorium Board and the Forum Committee.

c. "Screening" shall mean the process of soliciting, interviewing and selecting from two or more applicants for any given position on Entertainment Committee, University Union/Auditorium Board and Forum Committee.

METHODS AND TIMING REQUIREMENTS FOR ALL SCREENINGS

IV. a. All vacant personnel positions must be announced in the VIDETTE, at no later than nine working days prior to the time when applications will no longer be accepted.

Notification of committee applications shall also be made to the University College Councils, the Student Association, the Association of Residence Halls, Black Student Union and Greek Council.

b. A standardized form requesting name, ISU identification number, address, phone, age, accumulated hours, major, minor, past and current activities at ISU, past and current work experiences, courses related to position and any other relevant questions must be used for all candidates for any one position.

c. The Rules Committee of the Academic Senate shall be responsible for insuring that all sections of this Code are appropriately followed before recommendations are made to the Senate.
IV. d. Recommendations for appointment are due in the Senate office no later than March 31 of the spring semester.

e. In order to serve on any of the committees involved, that student must demonstrate that he or she is in good academic standing in the University. Additionally, the applicant must be a full time student in the University and when appointed, currently free of disciplinary probation.

SCREENING COMMITTEE

V. Screening Committee and duties shall conform to the following:

a. Individuals placed on screening committee shall be required to attend a meeting called by the Student Organizations, Activities and Programs' Office prior to the actual screenings, to discuss the desirability of interracial committee composition and community service. There will be a minimum of two (2) meetings and screeners must attend one (1) of those two meetings. Failure to do so will result in the removal from the screening committee. Such removal option shall be up to the Student Organizations, Activities and Programs' Office.

b. Any vacancy occurring on the screening committee shall be filled in the same manner used to select the original members of the committee. If one member of the screening committee is absent, attempts will be made to contact the individual who is to screen. If that person cannot be contacted a replacement should be appointed by either the Vice-Chair of the Senate or the Student Affairs Committee Chairperson, Chair of the Assembly or appropriate programming body (in accordance with this process). If this cannot be accomplished the committee may consist of two persons and their scores should be averaged in some fashion and replace the third screener. Less than two screeners is not acceptable and the session should be rescheduled.

c. Prior to the first interview a series of questions shall be determined, to be uniformly asked, of all persons interviewed. It is preferred that screeners stay for an entire even session. New screeners coming in late or replacing screeners must review the series of questions before screenings continue.

d. All individuals screening shall objectively rate the personnel interviewed and submit those recommendations in writing to the Student Organizations, Activities and Programs' Office.

e. All Entertainment Committee, University Union/Auditorium Board and Forum Committee positions will be filled following appropriate approval by the Academic Senate.

SCREENING COMMITTEE MAKE-UP

VI. a. Entertainment Committee, University Union/Auditorium Board and Forum Committee positions are to be screened by a three-person committee, consisting of one student from the Student Association Assembly, one student (who shall be a senator) appointed by the Vice-Chairperson (if a student) of the Academic Senate in conjunction with the Student Affairs Committee and one student who shall be a non-returning member of the Committee in which he/she shall screen for.

b. A member of the screening committee (Assembly member, Senator) must have been elected or appointed in the term prior to the screenings.
1. A new college dean shall be selected when the President officially announces to the Academic Senate that:
   a. There is a vacancy or will be a vacancy at a specified date in the future.
   b. A new college has been or will be created.
   c. An existing college has been or will be divided into two or more new colleges, in which case the dean of the old college does not automatically become dean of one of the new colleges unless one of them retains the name and a principal portion of the functions of the already existing college.
   d. Two or more existing colleges have been or will be combined into one college, in which case none of the deans of the old colleges automatically becomes dean of the new college.
   e. A unit within a college has been or will be made into a college, in which case the head of that unit does not automatically become dean of the new college.

2. Selection of an Acting Dean

When necessary, the President shall name an acting dean of a college. Before naming an acting Dean, the President shall receive recommendation(s) from the Provost, after the Provost has consulted with the members of the appropriate College Council. If necessary, an acting dean may be named from among faculty who hold rank in another college.

3. A Committee on Selection shall consist basically of five persons holding rank on the faculty of the University and two students.

   a. Committee Chairperson. The Provost shall select the chairperson for the committee from the Administrative Selection Committee's Chairperson's Panel.
   b. Committee Secretary. After the Chairperson has been appointed, the Provost shall appoint from among the faculty holding an administrative appointment and academic rank one person to serve on the committee. This person shall serve as Secretary to the Committee.
   c. Elected Faculty members. After the chairperson and the secretary of the committee have been appointed, the College Council shall be responsible for conducting an election among the members of the college for purposes of selecting three members of the committee. To be eligible to vote in this election, a faculty member must hold a regular appointment at the University for the full regular semester (excluding all summer sessions) immediately preceding the semester or summer session in which the election occurs. To be eligible to be elected to the committee, a person must be eligible to vote and hold no administrative appointment. Before the election, the Provost shall provide the College Council with a list of the names of those within the college who are eligible to vote. From those eligible to be elected, the college will elect three faculty members according to procedures specified in the College By-Laws.
   d. Elected Student members. Two students will be elected by the Academic Senate from four nominated by the Student Association. These students should be selected from academic majors within the College for which the Dean is being sought.
f. **Appointed Faculty Members.** The Provost may add up to two members to the Committee on Selection in order to achieve better representation of the disciplines in the college or to meet affirmative action objectives. These members shall be faculty who do not hold administrative appointment, and the majority of the faculty on the committee shall be within the college for which a dean is being chosen.

g. If meetings of the faculty of the college are necessary for purposes relating to the selection of a dean, the Chairperson of the Committee on Selection shall call and preside over all such meetings. The Provost shall be informed in advance of and may attend, but not vote at, all meetings of the Committee on Selection.

h. If a member of the Committee on Selection becomes a candidate for dean, that member of the Committee shall resign and the person who received the next highest number of votes in the final election shall be named to the committee.

4. **Responsibilities of the Committee on Selection**

a. It is the responsibility of the Committee on Selection to work closely with and to advise the Provost as to whom he/she should recommend as dean of the college. To this end, the committee shall actively seek qualified candidates for the deanship both from among the faculty and from those not presently serving on the University faculty in a manner designed to insure candidates of the highest quality. The committee shall ordinarily recommend to the Provost at least three candidates for the deanship, including at least one who does not presently serve on the University faculty. The committee members shall rank these candidates in order of preference.

b. The Selection Committee shall make itself aware of and follow university and Board of Regents policy regarding affirmative action.

c. Prior to making its recommendations to the Provost, the Committee shall arrange for each individual candidate to be interviewed by the following: the College Council, the chairpersons of the departments in the college, the DFSC of the department in which the candidate would, if appointed, hold rank, personnel from the Affirmative Action Office, the members of the Committee on Selection, the Provost, the President, and anyone else whom the Provost specifies. The Committee on Selection shall arrange an interview for any candidate designated by the Provost.

d. Prior to scheduling any interviews, the committee shall inform each of the persons or groups listed in "c" above, in writing, of the names of all persons whom the committee is actively considering for the deanship. The correspondence with the credentials of such candidates shall be open to inspection by any of these persons other than those who are active candidates.

e. When the Provost and the Committee on Selection have agreed that there are no additional candidates whom they desire to interview, the committee shall begin the process of selecting the candidates which it will recommend to the Provost. Prior to making its recommendation, the committee shall solicit the views of the chairpersons of the departments in the college and of the College Council. The committee shall provide these persons with a form prepared by the committee for evaluating each of the candidates who was interviewed. The committee shall set a reasonable deadline when the forms and
comments must be received prior to the time the committee meets for purposes of ranking the candidates. In making its recommendations to the Provost, the committee shall communicate fully to him/her the reactions of those persons to each of the candidates which it recommends.

5. The Final Appointment
The Provost may reject all candidates recommended to him/her by the Committee on Selection, in which case the Provost shall either instruct the committee to resume its search for satisfactory candidates or may dissolve the committee and provide for the creation of a new committee in accordance with these procedures. After receiving a satisfactory report from the committee, the Provost shall indicate to the President his/her preference for dean. The President shall make the final selection. Before presenting the name of the person selected to the Board of Regents for approval, the President shall inform the Academic Senate and the Selection Committee and shall solicit written reactions from individual Senate members. Only after the Board has approved the appointment shall it be publicly announced.

6. Modifications or interpretations of these procedures must be approved by the Academic Senate upon recommendation of the President or the Provost. Once the procedures have been initiated in an instance, they should not be modified.
TO: Members of the Academic Senate

FROM: Faculty Affairs Committee

RE: Salary Distribution for ASPT System

DATE: February 16, 1979

The Committee on Faculty Evaluation and Appeals Process makes the following suggestions to the Faculty Affairs Committee:

1. Tentative agreements on salary distribution for ASPT system:

   a. The distribution of salary increase funds available for each year would be as a percentage of the total departmental salary base for faculty in the ASPT system, with the same percentage applied to each department.

   b. The URC shall conduct periodic University-wide equity reviews, with "periodic" defined as not less than three (3) nor more than each five (5) years. The first of these reviews shall occur not earlier than 1981. The equity reviews shall concern equity between and among departments and colleges and classes of faculty. The URC should not make recommendations on individual salaries in this equity review process.

   c. In years when the total faculty salary increment is equal to or greater than the increase in the cost of living of the previous year, the Provost may withhold ½ of one percent of the total salary increase funds for individual faculty who have made enduring professional contributions which have brought national recognition to the University. Recipients of these increments will be determined by the President and Provost of the University. If the funds are not distributed, they will be returned to the University base.
Introduction: Shared University Governance

Illinois State University, founded in 1857 as the first state-supported university in Illinois, has had a long history of worthy traditions and accomplishments. Most of the practices connected with the administration and policy-forming activities of the University have grown up gradually as needs developed. This is true with respect to the system for faculty and student participation in university governance, including the system of faculty-student committees. The general catalogs of the University reveal a steady growth in the scope and amount of faculty and student participation in the administrative and policy-forming activities of the University.

In the early years of the University this participation took the form of personal conferences. With the growth of the institution, a committee system was adopted as a more effective channel whereby faculty members could share in university policy-making, and whereby the administrative staff could have a systematic method of obtaining the ideas and advice of the faculty. Although faculty committees were listed in the University catalog for the first time in 1911, it is known that some existed before.

By vote of the faculty, the University Council was created and its bylaws were adopted in 1951. From that time until 1970, the Council was the central representative agency for faculty participation in University governance. In 1970, the present Constitution of the University was adopted by the faculty and students with approval of the administration and the Board of Regents. This created the Academic Senate as the primary governing body of the University. The Academic Senate is a deliberative body which deals with a wide scope of issues including:

1. determination of policy for the admission of students to the University.
2. determination of degree requirements, and the procedures for inaugurating, changing, or terminating degree programs.
3. determination of the annual academic calendar of the University.
4. determination of the adoption and enforcement of academic standards and conduct common to all elements of the University community.
5. determination of policy for intercollegiate programs and activities.
6. determination of policy regarding student services and activities.
7. determination of policy for the evaluation of faculty members including academic administrators and their appointment, promotion, remuneration and retention.
8. determination of policy for the protection of the rights and privileges of the academic community, and establishment of procedures for review of grievances.
9. determination of policy and action on reports of standing and ad hoc committees of the Academic Senate.
10. participation in the formulation of capital and operating budgets and requests for submission to the Board of Regents.
11. participation in the formulation of long range academic plans including those for submission to the Board of Regents.
12. participation in the formulation of long range plans for campus buildings and physical facilities.
13. participation in the formulation of the academic and administrative structure of the University.
14. participation in the selection of the President of the University, the principal officers of the administration, and members of appropriate committees.
15. advisement of the President on any matter, either at his request or at the initiative of the Senate.
16. participation in the formulation of policies regarding use of University facilities.

The Senate provides for the involvement of the members of the academic community in its activities through a committee structure. Four types of committees exist: standing internal committees, standing external committees, standing mixed committees and ad hoc committees. Committees created by the Senate report to the Senate usually through one of the standing internal committees. Any member of the academic community may bring issues of concern to the Senate through an appropriate Senate committee or an individual senator.
A. Academic Senate

The Academic Senate is the primary governing body at Illinois State University and provides for faculty and student participation in academic governance.

It is composed of twenty-seven elected faculty members, eighteen elected student members, the President of the University, the President of the Student association, the Provost, the Vice President of Business of Finance, and the Vice President of Student Affairs. Faculty members serve staggered three-year terms; student members serve one-year terms.

The officers of the Academic Senate are the chairperson, vice chairperson, and secretary. The chairperson and secretary must be faculty members; the vice chairperson is traditionally a student.

Within the limits established by Illinois legislative statute, the Board of Higher Education, and the Board of Regents, the Academic Senate is the primary body to determine educational policy of the University and to advise the President on its implementation.

More detailed information on the structure and functions of the Academic Senate can be obtained from the Bylaws of the Academic Senate and from the Illinois State University Constitution, Article V, Section 1 (E).

B. Executive Committee of the Academic Senate

The membership of the Executive Committee consists of the president of the university, six faculty members, and four students. The chairperson, vice chairperson, and secretary of the Academic Senate, and the president of the Student Association are automatically members of the Executive Committee. The remaining six members are elected annually by and from the membership of the Academic Senate.

The Executive Committee expedites the business of university governance by:

1. establishing the place, time and agenda for all meetings of the Academic Senate.
2. recommending faculty, student and administrative members of all university committees which are subject to review and confirmation by the Academic Senate,
3. recommending items for consideration to appropriate university committees, and
4. performing any other duties assigned to it by the Academic Senate.
C. Standing Internal Senate Committees

Standing internal Senate Committees are composed of Academic Senators. Each of these committees is delegated responsibility for a general policy area and may originate reports and recommendations. Other proposals for consideration by the Academic Senate are assigned to and reviewed by appropriate committees prior to action by the Academic Senate unless deemed of immediate importance. In reporting to the Senate, standing internal committees may make a recommendation for or against passage of the proposal or may make no recommendation.

The standing internal Senate committees are:

Academic Affairs Committee
  Membership: 8; 5 faculty, 3 students
  Jurisdiction: academic programs and policies

Administrative Affairs Committee
  Membership: 8; 5 faculty, 3 students
  Jurisdiction: administrative policy and procedures

Budget Committee
  Membership: 8; 4 faculty, 3 students, Provost ex officio
  Jurisdiction: budgetary concerns

Faculty Affairs Committee
  Membership: 7; 5 faculty, 2 students
  Jurisdiction: faculty problems and concerns

Rules Committee
  Membership: 8; 5 faculty 3 students
  Jurisdiction: student problems and concerns

Student Affairs Committee
  Membership: 7; 2 faculty, 5 students
  Jurisdiction: student problems and concerns

The Executive Committee of the Academic Senate makes assignments of Senators to the standing internal Senate committees.

D. Standing External Senate Committees

Standing external Senate committees are composed solely of non-Senators. These committees are usually delegated responsibility for a narrow policy area. They are responsible to the Academic Senate through the appropriate internal committees.

The external committees investigate the deliberate for the purpose of making reports and recommendations. They may break up into sub-committees, conduct hearings on matters under consideration, utilize expert, nonvoting consultants, and engage in other activities consistent with the Constitution or Bylaws of the Academic Senate.
Committee members are appointed or elected by the Academic Senate upon recommendation of the Executive Committee. Faculty nominees are screened by the Rules Committee and Student nominees by the Student Association. Committee appointments are normally made in the spring and become effective on May 1.

In the following committee codifications or descriptions, details are given on the structure and functions of each standing external Senate committee. If no source for the information is noted, the committee is codified in the Bylaws of the Academic Senate. When necessary, titles have been revised to reflect current usage.
Advisory Committee to
Board of Regents
3 Faculty 1 Student
1 Civil Service

ACADEMIC SENATE
27 Elected Faculty (Elected from 5 Colleges)
18 Elected Students (Proportional, undergraduate and graduate)
5 Ex Officio - President of the University
President of the Student Association
Vice Presidents of Academic, Student and Administrative Affairs
50 Total

Executive Committee
President
4 Students
6 Faculty

Internal Committees
Student Affairs
2 Fac. 5 Stu.
Faculty Affairs
5 Fac. 2 Stu.
Academic Affairs
5 Fac. 3 Stu.
Administrative Affairs
5 Fac. 3 Stu.
Rules
5 Fac. 3 Stu.
Budget
4 Fac. 3 Stu.

*External Committees
Reinstatement Comm.
SCERB
Entertainment
Union Board
Bicycle
Forum
Athletic Council

Committee Structure of the Academic Senate