The Governance Council of the Faculty Senate has three committees that report to it; namely, the Committee on Senate Documents, the Committee on Committees, and the College and Departmental Document Review (CDDR) Committee. The Committee of Governance Documents considered several document changes for the Faculty Handbook and other items for the Council’s business throughout the year. The Committee on Governance Documents was chaired by Skip Walters. The Committee on Committees’ responsibility was the appointment suggestions to fill the Senate’s committees and liaison positions, and also made arrangements for the spring conference. This committee was chaired by Mike Owen. The Governance Council also had the responsibility of conducting the Senate’s elections for filling completed or open terms, and other items of governance for the Senate.

The major topics of action for the Governance Council for the 2008-9 academic year were the following – note that these are only topical items (see the Council Minutes on the Faculty Senate website for more details and the attached reports of the committees):

- A significant item for the year was to deal with changes in the Faculty Handbook surrounding Section 3.4 and related sections in order to address procedures for potentially laying off faculty for departments that may be closed. This activity and its subcommittee (under the direction of Steve Porter) consumed a large amount of time and many extra meetings. The Council should be commended for the extra hard work in dealing with these issues. The Council also review all the amendments and addressed several issues related to this topic.
- The activities of the CDDR Committee in review the governance documents has made good progress in only its second year of operation. A revised checklist was promulgated by the committee, reviewed by the Governance Council and approved by the Senate. The Committee also made changes in the “Best Practices” topics to the Checklist.
- A previous request had been made to PLAC to have links that are contained in the Faculty Handbook periodically reviewed. Jeff Sorenson returned an estimate of approximately $900-$1200 in costs, but no word has been received as to who will cover that cost, so it remains a requested item.
- A renewal of discussions took place on proposed changes to the Open Meetings Policy in the Faculty Handbook. Coordination of this discussion took place with Paul Tanaka’s office and other faculty the year before. The Governance Council voted to return a revised version to the Senate of the proposed change. The Senate approved the change.
- Minor changes were made to the “Election letter” that is typically sent from the Senate office to the newly elected senators.
- An ad hoc committee was appointed to investigate language for the Faculty Handbook to deal with “Academic Freedom” as it related to the Employment
Verification Policy that had been passed by the Senate. Names were suggested for this ad hoc committee. Actions by this ad hoc group will need to continue, since there was not time to do this item this year.

- Work needs to continue for revisions to the Policies and Procedures Manual to provide updates and to include the new edit policy and the style sheet for the Faculty Handbook.

Overall, the Governance Council had a very busy and productive year, as can be seen by the list of accomplishments and activities listed above. More details on the items listed above can be seen in the Council’s minutes which are posted on the Senate Website.

The report is respectfully submitted by:
Max Porter, Chair of Governance Council.
Members of the Council are:
Arnold Van Der Valk,
Andrew Hillier
Joe Haynes,
Dan Loy,
Stephen Porter,
Michael Martin,
John Mayfield,
Tom Loynachan,
Skip Walter,
Pol Herrmann,
Mike Owen,
Ken Stalder,
Susan Carlson, Ex-Officio
ATTACHMENT:

College and Departmental Document Review (CDDR) Committee
2008/09 Annual Report

1. Committee was appointed in the summer of 2008.
2. Established CDDR Homepage on Faculty Senate site
   (http://www.facsen.iastate.edu/GovernanceCouncil/CDDocumentReviewCommittee.htm).
3. Worked on a resolution that college and departmental governance documents
   should be publically available through a link to the document web site
   provide to the Office of the Provost and the Faculty Senate. Approved by
   Faculty Senate 1/20/09.
4. Development a Checklist for governance document review that was approved
   by Faculty Senate 2/10/09.
5. Development a 4-yr timeline
   (http://www.agron.iastate.edu/~loynachan/gov/Schedule.htm) for document review and
   have requested document URLs from colleges to begin the process.
6. Developed a review summary for use by CDDR committee members during
7. Developed a master log for recording progress of the review process

Submitted 4/14/09
Tom Loynachan, chair
ATTACHMENT:

Senate Documents Committee
(formerly the Governance and Documents Committee)
Report: 2008-09 academic year

Members

Sedahlia Crase, Susan Carlson, John Mayfield, Jim McKeen, Gregory Palermo, Max Porter, Stephen Porter, Lita Rule, Skip Walter (chair), Kimberly Zarecor (substituting for Palermo)

Meetings held

October 16, November 3, November 17, December 1, March 2, also via e-mail.

Actions taken

1. Reviewed Charge to the Committee (found in FS Bylaws, page 14 of March 9, 2004 revision included with Agenda; now replaced by page 15, April 15, 2008 revision).

   Proposed (not yet acted upon): a. Remove sentence reading, “Periodically reviews college governance documents to advise the college faculty on currency and completeness.”

   b. April 15, 2008 version says, in error: “Edits for style all resolutions and motions passed by the senate who are to be included in the Faculty Handbook.” The March 9, 2004 version is the correct statement, . . . “passed by the senate that are to be included . . .”

   c. Where it appears, “non-substantive” should include the hyphen.

2. Links in FH.

   a. Committee proposed a disclaimer statement about responsibility for Faculty Handbook references to linked material. This was approved by FS and will be included in next FH.

   b. The Policy Library Advisory Committee (PLAC) was been asked to monitor all changes in linked ISU policy statements. A cost estimate was obtained and this topic now rests with the PLAC.

3. Updates to FH.

   Page 1, refers to a “Faculty Handbook Committee” (twice). That has been replaced by the “Senate Documents Committee.”

4. Smoke-Free Campus Policy statement in FH was updated using the link to refer to state law.

5. Bylaws changes:

   a. to show committee name change of the Committee on Faculty Welfare and Benefits to the Committee of Faculty Compensation;

   b. corrected wording in job-description of President-Elect.
6. **Chapter 7 review**: OK except for a hanging comma at the end of 7.225.12 (placed on the change list for a future FH).

7. **S07-12--Chapter 3.3.3 NTE Policy on Hiring and Reappointment** (under review).

8. **S07-29—Chapter 8.3.1 Sponsored Funding of Projects**: process completed, policy statement has been sent to Provost to be added to FH.

9. **S08-2--Hiring Authority**: under review.

10. **S08-4--Employment Verification and Background Checks**: GC has directed SDC to place in FH.

11. **Export Policy**: passed by FS, final review by SDC will occur pending acceptance by Provost and President.

12. **Layout of 7.2.5.3.3**: Format problems have been identified. A non-substantive change is to be recommended.

Report respectfully submitted:

C. K. Walter
4-22-2009