

**FACULTY SENATE MEETING AGENDA**  
**Wednesday, January 27, 2016, 3 p.m.**  
**Holmes Student Center Sky Room**

**I. CALL TO ORDER**

**II. ADOPTION OF AGENDA**

**III. APPROVAL OF THE [MINUTES](#) OF THE NOVEMBER 18, 2015 FS MEETING**

**IV. PRESIDENT'S ANNOUNCEMENTS**

**V. ITEMS FOR FACULTY SENATE CONSIDERATION**

- A. [Laboratory Safety Committee](#) to supersede Chemical Safety Committee – Pages 3-7
- B. The Bob Lane Faculty Advocacy Award – [call for nominations](#) – Page 8  
Written letters of nomination should be submitted to Faculty Senate President  
Greg Long no later than noon Wednesday, February 10, 2016.
- C. Faculty Security Issues – Tom Phillips, NIU Chief of Police

**VI. CONSENT AGENDA**

**VII. UNFINISHED BUSINESS**

- A. Proposed revisions to Faculty Senate Bylaws [Article 2](#),  
Officers of the Faculty Senate – Pages 9-10  
**SECOND READING – ACTION ITEM**

**VIII. NEW BUSINESS**

**IX. REPORTS FROM ADVISORY COMMITTEES**

- A. FAC to IBHE – Sonya Armstrong – report  
[November 20, 2015](#) – Page 11  
[December 11, 2015](#) – Pages 12-14  
January 15, 2016 – report
- B. University Advisory Committee to the Board of Trustees – no report  
Greg Long, Dan Gebo, Rebecca Shortridge, Leanne VandeCreek,  
Steve Builtta, Holly Nicholson

**X. REPORTS FROM STANDING COMMITTEES**

- A. Faculty Rights and Responsibilities Committee – Paul Stoddard, Chair – no report

- B. Academic Affairs Committee – Jimmie Manning, Chair – no report
- C. Economic Status of the Profession Committee – no report
- D. Rules, Governance and Elections Committee – Therese Arado, Chair – report
  - 1. Selection of a committee for the evaluation of the President of Faculty Senate and Executive Secretary of University Council – See Faculty Senate Bylaws, [Article 7](#) and NIU Bylaws, [Article 14.6.3.10](#) – Pages 15-16
  - 2. Selection of a committee for the evaluation of the Faculty and SPS Personnel Advisor – see Faculty Senate Bylaws, [Article 7](#) and NIU Bylaws, [Article 14.6.3.10](#) – Pages 17-18
- E. Resources, Space and Budget Committee – Laura Beamer, Liaison/Spokesperson – no report

## **XI. COMMENTS AND QUESTIONS FROM THE FLOOR**

## **XII. INFORMATION ITEMS**

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Admissions Policies and Academic Standards Committee
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Board of Trustees
- E. [Minutes](#), Campus Security and Environmental Quality Committee
- F. [Minutes](#), Committee on the Improvement of Undergraduate Education
- G. [Minutes](#), Committee on the Undergraduate Academic Experience
- H. [Minutes](#), Committee on the Undergraduate Curriculum
- I. [Minutes](#), General Education Committee
- J. [Minutes](#), Graduate Council
- K. [Minutes](#), Graduate Council Curriculum Committee
- L. [Minutes](#), Honors Committee
- M. [Minutes](#), Operating Staff Council
- N. [Minutes](#), Supportive Professional Staff Council
- O. [Minutes](#), Undergraduate Coordinating Council
- P. [Minutes](#), University Assessment Panel
- Q. [Minutes](#), University Benefits Committee
- R. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- S. [Minutes](#), University Committee on Initial Educator Licensure
- T. [Annual Report](#), University Benefits Committee
- U. [Advocacy and Lobbying Guidelines](#) – Pages 19-20

## **XIII. ADJOURNMENT**

FS-STEERING: 01-20-16 UC-STEERING: FACULTY SENATE: 01-27-16 UNIVERSITY COUNCIL:
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## **Laboratory Safety Committee**

### **Laboratory Safety Committee Charter**

#### **Charge**

The Laboratory Safety Committee (LSC) is charged with fostering and ensuring a culture of laboratory safety on campus. The LSC will focus on general laboratory safety including but not limited to hazardous materials and physical hazards. Other university committees currently cover biological (Institutional Biosafety Committee) and radiological (Radiation Safety and Laser Safety Committee) hazards.

#### **Duties and Responsibilities**

1. Develop and promulgate policies and procedures regarding laboratory safety and laboratory safety training within the university.
2. Define, outline, and keep current the duties of the Laboratory Safety Liaisons (LSL) within each of the academic units that store or utilize hazardous materials and/or are subject to physical hazards in the laboratory.
3. Work to ensure that state and federal requirements and standards are met regarding personal safety, hazardous material usage and storage, and physical hazards in the laboratory.
4. Review reports from the Laboratory Safety Officers or other individuals with responsibilities for the health and safety practices of the university involving laboratory or other academic activities. These reports will include, but are not limited to, standard operating procedures, appropriate use of personal protection equipment, laboratory safety plans, and personnel safety training logs.
5. Investigate accidents and reported infractions of general laboratory safety rules including improper use of hazardous materials brought to its attention. The Office of Research Compliance, Integrity and Safety (ORCIS) has the authority to stop any laboratory activity which it deems an imminent hazard. Furthermore, a laboratory may be closed due to unsafe conditions by majority vote of the LSC. The LSC will then vote on whether to recommend opening the laboratory after remedial action has been completed.

## **Operation and Composition**

The LSC will meet three times per semester. Additional meetings will be scheduled as necessary. A quorum shall be two thirds of the full committee roster. All votes will be a simple majority of members present and all members may vote.

The LSC shall consist of 13 members:

1. Eight representing departments or academic units possessing facilities that store or utilize hazardous chemicals and/or materials to the extent that a laboratory safety plan is required.
2. One representing the Laboratory Safety Liaisons (LSL).
3. Laboratory Safety Manager, ORCIS (ex officio).
4. Director of Environmental Health and Safety (ex officio).
5. Associate Dean of Research (or equivalent) from one of the colleges with a LSL.
6. Vice President for Research and Innovation Partnerships (VPRIPS), or designee (ex officio).

Departmental and LSL representatives are recommended by the relevant department or unit, with approval from the college or appropriate administrative office, to the VPRIPS, who is responsible for committee membership.

The committee reports directly to the VPRIPS who also acts as Chair.

The term length for committee members is three years (renewable) for all members who are not ex officio.

After three successive absences from the regularly scheduled meetings of the LSC, an appointed member of the LSC shall be subject to removal by a two-thirds vote of the remaining LSC members. At the time of removal of a member, the represented institutional home of that member shall be notified and a new member will be appointed from the represented area to fulfill the remainder of that term.

## Roll

<b>MEMBERSHIP</b>	2013-2014	2014-2015	2015-2016
Geography	David Goldblum	David Goldblum	
Biological Sciences	Sherine Elsawa	Sherine Elsawa	Sherine Elsawa
Chemistry and Biochemistry	Jim Horn	Jim Horn	Jim Horn
Physics	Omar Chmaissem	Omar Chmaissem	Omar Chmaissem
College of Visual and Performing Arts	Lee Sido	Lee Sido	Lee Sido
Medical Laboratory Sciences	Ellen Olsen	Ellen Olsen	Ellen Olsen
College of Engineering & Engineering Technology	Gregg Westberg	Gregg Westberg	Gregg Westberg
Geology & Environmental Geosciences	NA	Josh Schwartz	Josh Schwartz
Laboratory Safety Manager, ORCIS (ex officio)	Michele Crase	Michele Crase	Michele Crase
LSL Representative (CLAS)	Andy Small	Andy Small	Andy Small
Director of Environmental Health & Safety (ex officio)	Scott Mooberry	Scott Mooberry	Scott Mooberry
Associate Dean of Research Representative	Lesley Rigg	Lesley Matuszewich	Zhili Xiao
Vice President for Research and Innovation Partnerships (ex officio, chair)	David Stone	Gerald Blazey	Gerald Blazey

## **Chemical Safety Committee**

### **Charge**

The Chemical Safety Committee is charged with fostering a culture of chemical safety on campus and striving to meet state and federal standards regarding the use, storage, and disposal of chemicals in academic settings for academic purposes.

### **Duties and responsibilities of the committee**

1. Develop and promulgate policies and procedures regarding chemical safety and chemical safety training within the university;
2. Outline and keep current the duties of the chemical hygiene officers within each of the academic units that store or utilize hazardous chemicals to the extent that a chemical hygiene plan is required;
3. Work to ensure that state and federal requirements and standards are met regarding chemical usage and storage, as appropriate, using OSHA standards as a guideline.
4. Review annual reports from the chemical hygiene officers or other individuals with delegated responsibilities for health and safety practices of the university involving chemicals. These reports will include, but are not limited to, standard operating procedures, appropriate use of personal protection equipment, chemical hygiene plans, and personnel safety training logs.
5. Investigate accidents and alleged infractions of safety rules or improper use of chemicals brought to its attention and recommend remedial action to the vice president for research and innovation partnerships.

### **Composition**

The Chemical Safety Committee shall consist of 13 members:

Eight representing departments or academic units possessing facilities that store or utilize hazardous chemicals to the extent that a chemical hygiene plan is required,

One representing the chemical hygiene officers (CHO),

The laboratory safety manager, ORCI (ex officio),

The director of Environmental Health and Safety (ex officio),

The associate dean of research (or equivalent) from one of the colleges with a CHO,

The associate vice president for research and innovation partnerships (ex officio).

Departmental and CHO representatives are recommended by the relevant department/unit, with approval from the college or appropriate administrative office, to the vice president for research and innovation partnerships, who is responsible for appointing or removing the committee members.

The chair is the associate vice president for research and innovation partnerships. The committee is directly responsible to the vice president for research and innovation partnerships.

The term length for committee members who are not ex officio is three years (renewable).

### **Chemical Safety Committee**

The CSC meets three times per semester; additional meetings are scheduled as necessary.

<b>MEMBERSHIP</b>	2014-2015	<b>2015-2016</b>	2016-2017	2017-2018
Geography	David Goldblum			
Biological Sciences	Sherine Elsawa	<b>Sherine Elsawa</b>		
Chemistry and Biochemistry	Jim Horn	<b>Jim Horn</b>		
Physics	Omar Chmaissem	<b>Omar Chmaissem</b>		
Art	Lee Sido	<b>Lee Sido</b>		
Medical Laboratory Sciences	Ellen Olsen	<b>Ellen Olsen</b>		
College of Engineering & Engineering Technology	Gregg Westberg	<b>Gregg Westberg</b>		
Geology & Environmental Geosciences		<b>Joshua Schwartz</b>		
CHO representative (CLAS)	Andy Small	<b>Andy Small</b>		
Laboratory Safety Manager, ORCI (ex officio)	Michele Crase	<b>Michele Crase</b>		
Director of Environmental Health & Safety (ex officio)	Scott Mooberry	<b>Scott Mooberry</b>		
Associate Dean of Research representative	Leslie Matuszewich	<b>Zhili Xiao</b>		
Associate Vice President for Research & Innovation Partnerships (ex officio, chair)	Gerald Blazey	<b>*Gerald Blazey</b>		

\* Chair

FS-STEERING: 01/20/16 UC-STEERING: FACULTY SENATE: 01/27/16 UNIVERSITY COUNCIL: REFER TO:
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## **Bob Lane Faculty Advocacy Award**

The Bob Lane Faculty Advocacy Award recognizes an NIU faculty member for special service to the faculty.

Written letters of nomination, identifying the reasons why the nominee should receive the award, are to be submitted to Faculty Senate President Greg Long no later than noon Wednesday, February 10, 2016. Those letters will be included in the February 24, 2016 meeting agenda packet, and the Faculty Senate will vote on the recipient at that meeting. The recipient will be honored at the March 30, 2016 meeting.

Award recipients are commemorated on a permanent plaque displayed in the Holmes Student Center which includes the names of all recipients.

### **Bob Lane Award Recipients**

Dave Ripley – 1995-1996  
Ken Bowden – 1996-1997  
Lorys Oddi – 1997-1998  
Sherman Stanage – 1998-1999  
Herbert Rubin – 1999-2000  
Robert Suchner – 2000-2001  
James King – 2001-2002  
David Wagner – 2002-2003  
Elizabeth Miller – 2003-2004  
Joseph “Buck” Stephen – 2004-2005  
Rosemary Feurer – 2009-2010  
Charles Cappell – 2011-2012  
George Slotsve – 2015-2016



1. Article 2.1 – The current language is inaccurate. In accordance with NIU Constitution Article 3.2, and consistent with Faculty Senate Bylaws Article 2.1.1, the executive secretary of University Council (who also serves as the president of Faculty Senate) is selected from among the elected faculty members of the University Council.

2. Article 2.1.1 and 2.1.2 – In the distant past (spring 1998 and prior) the process used by the Faculty Senate to select its final nominee for the office of President of Faculty Senate/Executive Secretary of University Council has involved a variety of formats including a one-, two-, or three-meeting procedure. In the more recent past (spring 1999 to present), the process used by Faculty Senate has consistently followed a three-meeting procedure:

Meeting 1	Call for nominations from the floor;
Meeting 2	Letter of acceptance from each nominee included in FS agenda packets;
Meeting 3	Vote to select final nominee to be put forward to University Council for final approval.

The current bylaw language does not reflect this current three-meeting procedure. In addition, the current language refers to “...the March meeting...” which can be confusing during years when two Faculty Senate meetings might be held during the month of March. The revised language is proposed in order to accurately reflect the currently accepted procedure used by Faculty Senate to select its final nominee and to eliminate the confusing reference to the month of March.

3. Article 2.1.4 – Research of meeting minutes dating back to 1995 fails to provide any evidence that the procedure described in Article 2.1.4 has been implemented in this election process. Indeed, the current language is in conflict with NIU Constitution Article 3.2 which states, “The executive secretary of University Council [who also serves as the president of Faculty Senate] shall be elected by the voting members of the University Council from the elected faculty members of the University Council...” In current practice, and in accordance with NIU Constitution Article 3.2, all voting members of University Council vote to accept or reject the Faculty Senate’s final nominee.

4. Article 2.2 – We have no awareness of a job description or duties for the Faculty Senate Secretary. In order to make the most efficient use of our human resources, it is proposed that this position be eliminated.

5. Article 2.3 – Current practice is for the election of other Faculty Senate officers (such as vice president) to take place at the first Faculty Senate meeting of the fall semester. The current language does not reflect current practice. Also, the current language is confusing as to whether the incumbent president is to call a meeting of the newly-elected Faculty Senate or the incumbent Faculty Senate body. And, finally, the time line imposed in this article can be unmanageable since the incoming Faculty Senate president would not be officially elected until the last University Council meeting of the year, often held less than two weeks prior to the May 15 faculty contract date. The revised language is proposed in order to accurately reflect the more manageable procedure currently used by Faculty Senate to elect its other officers.

## FACULTY SENATE BYLAWS

### ARTICLE 2: OFFICERS OF THE FACULTY SENATE

**2.1** The Executive Secretary of the University Council shall also serve as President of the Faculty Senate. The Executive Secretary is nominated by the Faculty Senate from the elected **faculty** members of the University Council and is elected by the University Council.

**2.1.1** The initial selection of candidates for the office of Executive Secretary of the University Council shall take place at the ~~March~~ **second spring semester** meeting of the Faculty Senate. Any faculty senator may suggest or second the suggestion of a candidate. To be qualified to serve, the candidate must be an elected faculty member of the University Council for the current year and for the ensuing year.

**2.1.2** Suggested candidates for the office of Executive Secretary shall submit a letter of intent to be included with the agenda for the ~~last~~ **third and fourth (last) spring semester** regularly scheduled meetings of the ~~normal academic year of the~~ Faculty Senate.

**2.1.3** An election of the final candidate for nomination shall be conducted by secret ballot at the last regularly scheduled meeting of the normal academic year of the Faculty Senate. All faculty senators present may cast a ballot for the candidate. If there are more than two suggested candidates, the final nominee must receive a majority of the votes cast. If no candidate receives a majority, subsequent ballots will be taken removing the candidate receiving the fewest votes until a candidate is selected.

**2.1.4** ~~Faculty Senators who are elected~~ **The voting** members of the University Council will vote by secret ballot to accept or reject the nominee **at the last University Council meeting of the spring semester.**

**2.2** The Faculty Senate shall elect from its voting members a vice president ~~and secretary~~. The President of the Faculty Senate shall appoint a parliamentarian with the advice and consent of the Senate. The parliamentarian shall be a member of the faculty but need not be a voting member of the Faculty Senate.

**2.3** The election of officers **a vice president** shall take place at ~~a meeting called by the incumbent president as soon as possible after the composition of the Senate for the ensuing year has been determined and no later than the last Senate meeting of the academic year~~ **the first Faculty Senate meeting of the academic year.**

**2.4** The term of office for all officers shall begin August 16 and shall be for one year. An officer may serve successive terms.

## **Report on the IBHE-FAC Meeting, November 20, 2015**

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on November 20, 2015, at Triton College.

### **IBHE Updates**

Gretchen Lohman, the IBHE Assistant Director of Academic Affairs, Gretchen directed attention to the “What’s New” section of the IBHE web site. She also noted that Candace Mueller and Amanda Winters attended a CAEL (military prior learning assessment) meeting along with Marie Donovan (FAC Chair). She also indicated that IBHE is working on implementation of legislation approved last spring including the Commission on the Future of the Workforce (all three sectors of higher education will be represented on this). Also, she reported that FAC recommendations for replacement of Allan Karnes on the Board have been sent to the Governor’s office.

Next, Candace Mueller, Interim Deputy Director of Advancement, External, and Government Relations, provided a legislative update. She noted that the House is scheduled to meet on December 2; the Senate is not meeting until January. The legislative calendar for the spring session is out. The expectation is that a budget agreement won’t happen until then.

### **Guest Discussions**

The group was joined by State Representative Kathleen Willis from the 77<sup>th</sup> District, who is in the middle of her second term. Previously, she worked at Elmhurst College and was a member of her local school board. She is on five committees including higher education and school policy/curriculum and also serves on several task forces. She outlined the current budget situation and the desire to get MAP funds released. She noted that, this fall, 71 votes are needed to pass any legislation in the House; this drops to 60 votes in January (still 71 to override vetoes). By January, legislators will know if they will be in contested elections. Perhaps an 18-month budget will be considered.

Triton Dean Kevin Li gave a presentation on the non-cognitive aspects of student success, especially the correlation between various factors and GPA and retention.

Sonya L. Armstrong

Associate Professor in the Department of Literacy and Elementary Education  
NIU Representative to the IBHE Faculty Advisory Council

*NOTE: This report is based on the minutes taken at the meeting by IBHE FAC Secretary, Steven Rock (WIU).*

## Report on the IBHE-FAC Meeting, December 11, 2015

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on December 11, 2015, at the Illinois Association of School Boards office in Springfield.

### IBHE Updates

Deputy Director of Academic Affairs Dan Cullen provided a brief update. First, he reminded the FAC that the IBHE took responsibility for the Private Business and Vocational Schools segment back in 2012, and that the IBHE is reviewing the operating rules for these institutions currently. Second, he commented on the status of the Associate of Science (AS) degree; the idea is to remove General Education requirements from the AS degree, with the understanding that those requirements will still be required for the Bachelor's degree for those students who move on to four-year institutions. Third, Cullen mentioned the PARCC and noted the current challenge of determining how institutions of higher learning will receive the students' test scores. Finally, he reported that Illinois is switching from universal ACT to universal SAT, based on a contract bidding over the summer that has now been completed. This will have numerous implications.

Next, Assistant Director of Academic Affairs Amanda Winters discussed the high school-to-college transition; she noted that the Private Business and Vocational Schools (PBVS) group within the IBHE staff is now studying which credentials really matter. A "Credential Transparency Initiative" is being set up with the hope of creating a useful clearinghouse for these PBVS credentials. Lumina is funding an investigation into who the third-party reviewers are for these credentials, and Illinois is serving as a pilot state for these efforts. She also discussed dual-credit activities: the rules assembled early this year have been adopted, but we still don't have a full picture of how these will work statewide. She noted that about five out-of-state institutions of higher learning are developing dual-credit programs with Illinois high schools. IBHE hopes to get more high school teachers certified as dual credit instructors. The rules suggest that these teachers will need a Master's Degree and 18 credit hours in the discipline. IBHE is suggesting the development of something similar to the Illinois Articulation Initiative (IAI) to examine curricula for the dual credit classes. Next, she noted that a website, [ilhstocollege.org](http://ilhstocollege.org), has been established to provide help with high school to college transitions in Illinois.

Assistant Director of Academic Affairs Malinda Aiello noted that the fall IAI panel meetings are over. Malinda noted a connection between the work of the IAI committees and the recently passed Advanced Placement statute, which requires public four-year and community colleges to grant academic credit for AP scores of 3 and above. Originally the AP-credit bill had IAI specifically called out as participating in this requirement, but that language was removed in the final version. Instead, the IAI has promised to have each IAI panel look at the relationship between the content of the AP exam and the content of the IAI requirement in a discipline.

Assistant Director of Academic Affairs Nkechi Onwuameze described "SARA" (State Authorization Reciprocity Agreements) (website at [nc-sara.org](http://nc-sara.org)). This effort is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside.

Associate Director of External Relations Candace Mueller affirmed the ISBE decision of replacing the ACT with the SAT, and said Senate Bill 1455 enables that. She noted that the Senate authorized an expenditure of an additional \$2 billion for lottery winners, but didn't authorize education expenditures. She briefly discussed the status of MAP funding for the public four-year, private, and community colleges. Candace noted that SB 2196 states that undocumented students should be eligible for financial aid at the four-year public universities; the bill would exclude MAP from its provisions.

### **Guest Discussions**

Marie Donovan introduced Jim Applegate, Executive Director of IBHE. He began by discussing the budget. He said that IBHE is doing everything it can to make clear what kinds of deficiencies have emerged from trying to operate without a state budget. Applegate and his staff have met with other stakeholders, including ICCB and ISAC, to develop a proposed 2017 budget based on a "foundation-level of funding." They propose an "Illinois Education Compact," containing at least a three-year plan, starting at pre-reduction 2015 funding for the public four-year universities. Meanwhile IBHE would be making some commitments on its side regarding academic outcomes. Applegate emphasized the distinction between efficiency and effectiveness, and he pledged to never sacrifice effectiveness for efficiency.

Applegate moved on to talk about non-budgetary subjects. When he first took the Executive Director position, he planned to look for funding from private foundations. Lumina has provided some help already, e.g. in its funding for the Commission on the Future of the Workforce. That group is looking into ways to change curricular materials to respond to the needs of employers.

Next Applegate noted that Illinois is one of about eight states participating heavily in the Guided Pathways to Success (GPS) program set up by Complete College America (CCA). One of the foci of GPS is co-requisite remediation. SIUC, City Colleges of Chicago, and the University of Chicago have started this; he is inviting other universities and community colleges to join. CCA argues for focusing on a small number of approaches and promoting them, rather than attempting to implement a huge number of approaches. The advisory group for the "Finish Up Illinois" initiative is proposing that four-year and community colleges expand the use of reverse transfer as one of the tools to use in targeting adults who are close to a degree but haven't completed it. Applegate emphasized that we have to do better with adult learners. He commented that 22% of Illinois adults have some college experience but no degree. We need to find ways to help them to complete their degrees, and identify what we need to offer them to make that possible. IBHE and the Council for Adult and Experiential Learning (CAEL) are looking for answers to these problems.

Applegate reported that the IBHE staff has completed the Academic Review program. It has proven useful in that the IBHE can now provide answers to legislators who might say that "program X only produces 0.8 graduates/year" without a context. The IBHE will demonstrate that a program might be efficient on the basis of return on investment.

In closing, Applegate reported that enrollment at the four-year public universities is nearly steady, and that community colleges have had a roughly 5% drop in enrollment.

## **FAC Business**

Devi Potluri (Chicago State University) reported that the FAC's new website is nearly ready to launch.

FAC Chair Marie Donovan (DePaul University) suggested that the three FAC caucuses consider several specific issues, namely a Faculty Advocacy Day, the dual-credit situation, and the Association of American Publishers' upcoming visit. At least two questions about dual credit arise, namely:

- (1) Who is on this oversight committee created by HR 477?
- (2) Who are the stakeholders? (One might expect that the oversight committee would be made up of district superintendents and university faculty, but it would be useful to know)

Finally, the minutes from the November meeting were considered; Abbas Aminmansour (UIUC) moved for approval and Shawn Schumacher (DeVry) seconded; the motion was approved unanimously.

Respectfully submitted,

Sonya L. Armstrong

Associate Professor in the Department of Literacy and Elementary Education  
NIU Representative to the IBHE Faculty Advisory Council

*NOTE: This report is based on the minutes taken at the meeting by Acting IBHE FAC Secretary's for the December meeting, Andrew Howard (Illinois Tech).*

EXECUTIVE: 01-20-16
STEERING:
FACULTY SENATE: 01-27-16
UNIVERSITY COUNCIL:

## **ARTICLE 7: PERSONNEL REVIEW RESPONSIBILITIES**

The Faculty Senate under the provisions of University Bylaws 14.6.3.10 has the responsibility for annual reviews of the Executive Secretary of the University Council and the Faculty Personnel Advisor. In the case of the Executive Secretary the Senate evaluation shall constitute the total personnel rating for that portion of the year the position is held. In the case of the Faculty Personnel Advisor the Senate evaluation shall constitute one-half of the personnel rating for that portion of the year the position is held. These evaluations shall be forwarded to the executive vice president and provost who shall determine the annual salary increment for the Executive Secretary and who shall determine the salary increment for the Faculty Personnel Advisor after receiving the evaluation given for other professional activities by the Faculty Personnel Advisor's academic department.

**7.1** The annual evaluation of the services of the Faculty and SPS Personnel Advisor shall be conducted by a committee composed of three members of the Faculty Senate chosen by lot and one member of the SPS Council. The annual evaluation of the services of the President of the Faculty Senate and Executive Secretary of the University Council in performance of that role shall be conducted by a joint committee composed of seven (7) members of the Faculty Senate and University Council chosen by lot; two (2) will be faculty members from the Faculty Senate who are not members of the University Council, two (2) faculty members from the University Council, one (1) SPS member, one (1) operating staff member and one (1) student member from the University Council. The committee is empowered to seek and receive individual recommendations from the members of the Senate and University Council, and to seek such other information as it may find necessary in order to complete its task. The completed evaluation shall be presented to the Faculty Senate for its endorsement, and then it shall be forwarded to the executive vice president and provost of the university for appropriate action as provided in the University Bylaws Section 14.6.3.10.

## NIU BYLAWS

### ARTICLE 14: UNIVERSITY FACULTY SENATE

#### 14.6 Duties and Responsibilities

**14.6.3** To achieve the purposes stated in Sections 14.1 and 14.6.2, the specific functions of the Faculty Senate shall include, but are not limited to, the following:

**14.6.3.10** To evaluate annually the services of the faculty and SPS personnel advisor and the president of the Faculty Senate/executive secretary of the University Council. Three faculty members from the Faculty Senate and one (1) member of the SPS Council shall constitute the evaluation committee for the faculty and SPS personnel advisor. Two faculty members of the Faculty Senate who are not elected faculty members of the University Council, two faculty members from the University Council, one (1) SPS member, one (1) operating staff member, and one student member from the University Council shall constitute the evaluation committee for the president of the Faculty Senate/executive secretary of the University Council. All members shall be voting members of either the University Council or the Faculty Senate. The members shall be selected by lot at the September or January meetings of the Faculty Senate and University Council depending on the evaluation period. If any member so selected cannot serve, another member who meets the same criterion shall be selected by lot. These evaluations shall constitute one-half of the personnel rating of the faculty personnel advisor and the total personnel rating of the president of the Faculty Senate/executive secretary of the University Council for those portions of each year during which they held those offices. These evaluations shall be forwarded to the executive vice president and provost who shall determine the annual salary increment for each individual. In so doing, the executive vice president and provost shall consult with each affected faculty member's department regarding the evaluation to be given to that faculty member's other professional activity;



## **ARTICLE 7: PERSONNEL REVIEW RESPONSIBILITIES**

The Faculty Senate under the provisions of University Bylaws 14.6.3.10 has the responsibility for annual reviews of the Executive Secretary of the University Council and the Faculty Personnel Advisor. In the case of the Executive Secretary the Senate evaluation shall constitute the total personnel rating for that portion of the year the position is held. In the case of the Faculty Personnel Advisor the Senate evaluation shall constitute one-half of the personnel rating for that portion of the year the position is held. These evaluations shall be forwarded to the executive vice president and provost who shall determine the annual salary increment for the Executive Secretary and who shall determine the salary increment for the Faculty Personnel Advisor after receiving the evaluation given for other professional activities by the Faculty Personnel Advisor's academic department.

**7.1** The annual evaluation of the services of the Faculty and SPS Personnel Advisor shall be conducted by a committee composed of three members of the Faculty Senate chosen by lot and one member of the SPS Council. The annual evaluation of the services of the President of the Faculty Senate and Executive Secretary of the University Council in performance of that role shall be conducted by a joint committee composed of seven (7) members of the Faculty Senate and University Council chosen by lot; two (2) will be faculty members from the Faculty Senate who are not members of the University Council, two (2) faculty members from the University Council, one (1) SPS member, one (1) operating staff member and one (1) student member from the University Council. The committee is empowered to seek and receive individual recommendations from the members of the Senate and University Council, and to seek such other information as it may find necessary in order to complete its task. The completed evaluation shall be presented to the Faculty Senate for its endorsement, and then it shall be forwarded to the executive vice president and provost of the university for appropriate action as provided in the University Bylaws Section 14.6.3.10.

## NIU BYLAWS

### ARTICLE 14: UNIVERSITY FACULTY SENATE

#### 14.6 Duties and Responsibilities

**14.6.3** To achieve the purposes stated in Sections 14.1 and 14.6.2, the specific functions of the Faculty Senate shall include, but are not limited to, the following:

**14.6.3.10** To evaluate annually the services of the faculty and SPS personnel advisor and the president of the Faculty Senate/executive secretary of the University Council. Three faculty members from the Faculty Senate and one (1) member of the SPS Council shall constitute the evaluation committee for the faculty and SPS personnel advisor. Two faculty members of the Faculty Senate who are not elected faculty members of the University Council, two faculty members from the University Council, one (1) SPS member, one (1) operating staff member, and one student member from the University Council shall constitute the evaluation committee for the president of the Faculty Senate/executive secretary of the University Council. All members shall be voting members of either the University Council or the Faculty Senate. The members shall be selected by lot at the September or January meetings of the Faculty Senate and University Council depending on the evaluation period. If any member so selected cannot serve, another member who meets the same criterion shall be selected by lot. These evaluations shall constitute one-half of the personnel rating of the faculty personnel advisor and the total personnel rating of the president of the Faculty Senate/executive secretary of the University Council for those portions of each year during which they held those offices. These evaluations shall be forwarded to the executive vice president and provost who shall determine the annual salary increment for each individual. In so doing, the executive vice president and provost shall consult with each affected faculty member's department regarding the evaluation to be given to that faculty member's other professional activity;

September 30, 2015

EXECUTIVE: STEERING: FACULTY SENATE: 01-27-16 UNIVERSITY COUNCIL:
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To: NIU Faculty Senate  
From: Greg Long, Faculty Senate President

**RE:** Advocacy and lobbying

During the September 2, 2015 Faculty Senate meeting, questions arose regarding lobbying restrictions and faculty members' First Amendment Rights to free speech. In response, I asked Jim Guagliardo, NIU Ethics Officer/Special Counsel, and Mike Mann, Associate Vice President, State Government Relations and Board Liaison, for further clarification. A summary of their feedback follows.

**Background:** Article VIII of the Illinois Constitution Section 1(a) states: "Public funds, property or credit shall be used only for public purposes." In Illinois, this provision is generally cited as the one that prohibits public employees from using university resources and time for personal lobbying. In addition, the Board of Trustees Regulations, Section VII, Subsection A.1.b. states that, "No person shall take any position on behalf of the Board of Trustees in any legislation proposed or pending in the General Assembly without prior authorization of the Board of Trustees or the president."

**Individual rights:** Individual faculty members may write, phone, or visit legislative offices or government agencies and give their personal opinion on proposed legislation, proposed regulations, pending legislation, pending regulations, or other governmental action. These faculty members may include their job titles at N.I.U. and their expertise in their given area in favoring or opposing proposed legislation or action. Individuals are encouraged or free to contact state officials regarding the University's need for a state budget and higher education funding.

**Limits:** Individual faculty members *should not*

- state nor leave the impression that they are speaking on behalf of the University
- use University resources (e.g., email, letterhead, paper, copying)
- use University time (e.g. official office hours, classroom time)

**Exceptions:** Faculty members who want to speak on behalf of the University must determine whether or not the University has a position on an issue. To determine the most effective means of communicating this information and potentially speak for the University, a faculty member should contact Mike Mann from the President's Office if the issue involves State of Illinois legislation or government action. A Faculty member should contact Anna Quider if the issue involves federal legislation or federal government action.

**Resources:**

Illinois Government— [www.il.gov](http://www.il.gov)

Contact information— [IL legislators and representatives](#)

**Recommendations:** Consider emphasizing...

- current and long-term impact on students
- universities as major economic drivers at the local, statewide, and international level
- issues, not individuals
- civil and scholarly discourse