

FACULTY SENATE MEETING AGENDA
Wednesday, August 31, 2016, 3 p.m.
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. APPROVAL OF THE [MINUTES](#) OF THE APRIL 27, 2016 FS MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

- A. Review of the Executive Vice President and Provost per NIU Bylaws, [Article 19.3.1.2](#) – President Doug Baker – Page 4

V. ITEMS FOR FACULTY SENATE CONSIDERATION

- A. NIU Risk Assessment Team –
Michael Stang, Assistant Vice President of Student Affairs
Brooke Ruxton, Executive Director, Counseling and Consultation Services
- B. [Parliamentary Procedure: A Primer](#) – Ferald Bryan, Faculty Senate Parliamentarian and Professor, Department of Communication – Pages 5-24

VI. CONSENT AGENDA

- A. Faculty Senate Standing Committees – Per Faculty Senate Bylaws, Article 3, approve the [2016-17 membership rosters](#) – Page 25
- B. University Council Steering Committee – Per NIU Bylaws, Article 2.1.1, approve the [faculty members of the 2016-17 UC-Steering Committee](#) – Page 26
- C. Parliamentarian – Per Faculty Senate Bylaws, Article 2.2, approve Professor Ferald Bryan, Department of Communication, to serve as the Faculty Senate parliamentarian for the 2016-17 academic year.

VII. UNFINISHED BUSINESS

- A. Program Prioritization update

VIII. NEW BUSINESS

IX. REPORTS FROM ADVISORY COMMITTEES

- A. FAC to IBHE – Paul Stoddard – report
- B. University Advisory Committee to the Board of Trustees – no report
Cathy Doederlein, Greg Long, Holly Nicholson,
Rebecca Shortridge, Kendall Thu, Leanne VandeCreek

X. REPORTS FROM STANDING COMMITTEES

- A. Faculty Rights and Responsibilities Committee – Katy Jaekel, Chair – no report
- B. Academic Affairs Committee – John Novak, Chair – no report
- C. Economic Status of the Profession Committee – Paul Stoddard, Chair – no report
- D. Rules, Governance and Elections Committee – Rebecca Hunt, Liaison/Spokesperson
 - 1. Election of University Council alternates – ballots will be distributed at FS meeting
 - 2. Hearing Panel elections – ballots will be distributed at the FS meeting
 - 3. By-lot election of Faculty Grievance Panel members
 - 4. Election of a Faculty Senate Vice President per NIU Bylaws, Article 2.2
 - 5. Selection of one Faculty Senate member to serve on the 2016 BOT Professorship Award Selection Committee. Committee members review approximately 10 applications online and the committee meets 2-3 times (Nov/Dec and Jan/Feb). The person selected to serve on this committee cannot be a candidate for the award, nor have submitted a nomination for the award.
 - 6. Constitution & Bylaws Review and Policy Library update
- E. Resources, Space and Budget Committee – Jimmie Manning, Liaison/Spokesperson – no report

XI. COMMENTS AND QUESTIONS FROM THE FLOOR

XII. INFORMATION ITEMS

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Athletic Board
- C. [Minutes](#), Baccalaureate Council
- D. [Minutes](#), Board of Trustees
- E. [Minutes](#), Campus Security and Environmental Quality Committee
- F. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- G. [Minutes](#), General Education Committee
- H. [Minutes](#), Graduate Council
- I. [Minutes](#), Graduate Council Curriculum Committee
- J. [Minutes](#), Honors Committee
- K. [Minutes](#), Operating Staff Council
- L. [Minutes](#), Supportive Professional Staff Council
- M. [Minutes](#), University Assessment Panel
- N. [Minutes](#), University Benefits Committee
- O. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- P. [Minutes](#), University Committee on Initial Educator Licensure
- Q. [2016-17 Meeting Schedule](#) – Page 27

XIII. ADJOURNMENT

NIU BYLAWS

ARTICLE 19: ADMINISTRATIVE AND FACULTY APPOINTMENTS

19.3.1.2 Review and Reappointment of the Executive Vice President and Provost

Prior to the fall semester of the last year of the executive vice president and provost's term of service the president shall confer with the executive vice president and provost to determine whether an additional term is feasible. If the president and the executive vice president and provost agree upon the feasibility of another term, the president shall consult with the deans and the Faculty Senate separately at the beginning of the fall semester to initiate a comprehensive review of the executive vice president and provost's performance, and, subsequently, to determine whether or not an additional term should be offered to the incumbent. This review and consultation shall be completed and the resultant decision reported no later than six weeks subsequent to the beginning of the fall semester of the last year of the executive vice president and provost's term of service. Should either the deans or the Faculty Senate prefer, the president shall initiate a selection process to secure a new executive vice president and provost. In connection with such a recommendation, the deans shall consult their college faculties or their respective college councils and college senates and inform the president concerning the advice of these bodies.

A Primer on Parliamentary Procedure: *Robert's Rules*

A PRESENTATION FOR:
THE FACULTY SENATE

What are the rules Governing Organizations Like the Faculty Senate?

- The U.S. & State of Illinois Constitutions.
- The NIU Board of Trustees Bylaws and Regulations.
- The NIU Constitution and Bylaws.
- The Faculty Senate Bylaws
- “Standing Rules” already exist: Where & When meet. Etc.
- If you chose—a “Parliamentary Authority” such as *Robert’s Rules*.
[Article 4.1.2 of Faculty Senate Bylaws specify *Robert’s Rules of Order*.]
- An Organization’s Governance Document ALWAYS takes precedence over a parliamentary authority.

What is Parliamentary Procedure?

- A predetermined set of “rules” that will be used to govern the way business is conducted.
- A system of procedures that allows an organization to effectively conduct its official business.
- *Robert’s Rules* is only one of several parliamentary authorities.
- The “Official” parliamentary authority to be used by an organization should be written into the governance document.
- A designated parliamentarian is also very helpful if a dispute arises.

Why Use Parliamentary Procedure?

- Focus on one item at a time—not more than one issue will be discussed.
- Extend courtesy to everyone—all members have an opportunity to participate.
- Observe the rule of the majority—no group decision is granted without majority vote.
- Ensure the rights of the minority—all members have equal access to decision making.

First Things First: Why is an Agenda Important? [Part I]

- An Agenda is a formal listing of the business to be conducted at a meeting.
- The Agenda must be approved by the membership at the start of the meeting in order to follow it—*Robert's* still refers to the “Orders of the Day.”
- Whenever possible, an Agenda should be presented to the membership well in advance of the meeting for review.
- REMEMBER: a well-planned agenda is critical to a well run, organized meeting.

Why is an Agenda Important? [Part II] Sample Agenda

- It is up to each individual organization to adopt an order of business to be used at every meeting—often included in the Bylaws—The Faculty Senate “Order of Business” is listed in Article 4.4.1
- If no official Agenda, *Robert’s* recommends:
 1. Reading and approval of the Minutes of the previous meeting.
 2. Reports of standing committees and officers.
 3. Reports of any special committees.
 4. Special orders—guest speakers, etc.
 5. Unfinished business. [NOT, “Old Business”]
 6. New business.
 7. Adjournment.

What is the Role of Members in an Organization?

- It is the responsibility of the membership to establish and maintain effective meeting structure.
- Every member has the right and responsibility to participate in meetings and the process of parliamentary procedure.
- Members should educate themselves regarding the Constitution and Bylaws of the organization.
- REMEMBER: Strong group discussion and interaction leads to strong decisions made by the group.

How Do You Get Down to Business?

- Parliamentary procedure and the rules that govern the conducting of business is based on **motions**.
- The key to parliamentary procedure is learning and using these motions correctly during meetings.
- Do not be intimidated by the list of motions—a total of 86 in *Robert's*, but only about 20 are most commonly used.
- REMEMBER: Using parliamentary procedure correctly takes practice and effort.

How Are Motions Classified?

- Privileged Motions—do not relate to a pending question, however, they are of such great importance that they take precedence over all other questions (or motions).
- Incidental Motions—arise from another question that **is** pending and must be decided **before** the question from which they arise—that is, they are made as a result of another motion.
- Subsidiary Motions—applied to other motions for the purpose of appropriately disposing of them.

What Are Privileged Motions? [Part I]

1. **Adjourn**—allows the meeting to be officially over.

- *Should gain recognition from the Chair.

- *Second required, not debatable, not amendable, majority vote.

2. **Question of Privilege**—focuses on the rights and privileges of the organization or an individual.

- *No formal recognition needed: “I can’t hear, please speak up...”

- *No second, not debatable or amendable; no vote.

What Are Privileged Motions? [Part II]

3. Fix a Time to Adjourn—allows for a continuance of the current meeting when it is obvious the meeting will not in the allowable time frame.

“M/M President, since we will be unable to finish today’s business in the time available, I move that when we adjourn until 3:00 p.m. tomorrow.”

*Second required; not debatable or amendable; must be voted on immediately.

4. Recess—a short break or intermission in the proceedings which does not close the meeting.

* Second required; not debatable, amendable.

Privileged Motions: [Part III]

5. **Call for “Orders of the Day”**—used when the group deviates from the agenda and you would like to follow the agenda.

*No recognition needed, not debatable or amendable.

“M/M President, I call for the orders of the day.”

President asks the secretary to read the agenda. The president then asks members if there are objections to following the agenda—if there are objections, a vote must be taken and need 2/3 vote to not follow the agenda.

Incidental Motions [Part I]

6. **Point of Order**—made when a member makes a parliamentary error.

*No recognition needed.

“M/M President, I rise to a point of order.”

President asks member to state his/her point.

Member states parliamentary error; chair either agrees or disagrees.

*No second, not debatable or amendable, no vote.

7. **Appeal**—used when member believes that Chair makes a decision not in agreement with the group.

*Requires a second, is debatable but not amendable, majority vote.

Incidental Motions [Part II]

8. **Suspend the Rules**—used to deviate from the agenda or allow for special circumstances.

- *Recognition required.

- *Requires a second, is not debatable or amendable, 2/3 vote required.

9. **Division of the House**—used then a member disagrees with the vote result stated by the chair.

- *No recognition needed.

- *No second required, not debatable, or amendable, no vote.

Incidental Motions [Part III]

10. **Withdraw**—used when a member wishes to withdraw his/her motion.

*No second, not debatable or amendable, no vote.

11. **Division of the Question**—used when a member believes the motion is really two motions in one.

*Recognition required.

* Second required, not debatable, but amendable as to how the questions is divided, majority vote.

Incidental Motions [Part IV]

12. **Objection to Consideration of the Question**—allows group to avoid a motion entirely if they believe it would not be in the best interest of the group to consider it.

- *No recognition, must be made before the President restates the motion.

- *No second required, not debatable or amendable.

- *A 2/3 vote is required to pass this motion and if done so, the motion is dropped.

Subsidiary Motions [Part I]

13. **Lay on the Table**—used to postpone a decision on a motion until a future meeting.

- *Requires recognition.

- *Requires a second, not debatable or amendable, majority vote.

- *If approved, a Motion to Take from the Table is required at the later meeting; requires a second, not debatable or amendable, majority vote.

14. **Postpone Definitely**—used to remove an issue from the floor to be brought up the next stated meeting.

- *Recognition required.

- *Second required, is debatable and amendable as to time, Majority vote.

Subsidiary Motions [Part II]

15. **Previous Question**—used when a member want to end debate to vote immediately.

- *Requires recognition

- *Requires a second, not debatable or amendable, 2/3 vote required

16. **Refer to a Committee**—used to allow a committee to do more research or discuss or deliberate an issue.

- *Recognition required

- *Requires a second, is debatable and amendable, majority vote required

Subsidiary Motions [Part III]

17. **Amendment**—used to change a motion, but never the *intent* of the motion.

* Three ways to amend a motion:

- a. Addition—Adding a word or phrase.
- b. Striking out/"Subtraction"—Removing part of the motion.
- c. Substitution—removing part of the motion and inserting a new word or phrase.

*Motions can be amended only twice; require recognition, a second, are debatable and amendable, majority vote.

Subsidiary Motions [Part IV]

18. **Main Motion**—used to bring items of business to the group; can not be used if any other motion is on the floor.

- *Recognition required.

- * Second required, debatable and amendable, majority vote.

- * The Main Motion is the lowest ranking of all motions.

Faculty Senate Standing Committees – 2016-17

FS-Steering Committee

BUS	Mark Rosenbaum, at-large
EDU	Katy Jaekel, FRR Chair
EDU	Rebecca Hunt, RGE Liaison
EET	Veysel Demir, at-large
HHS	Greg Long, Chair
HHS	Laura Beamer, at-large
LAS	Keith Millis, at-large
LAS	Paul Stoddard, ESOTP Chair
LAS	George Slotsve
LAS	Jimmie Manning, RSB Liaison
LAW	Clanitra Stewart Nejd, at-large
VPA	Richard Siegesmund, at-large
VPA	John Novak, AA Chair
ULIB	Larissa Garcia, at-large

FS-Academic Affairs Committee

BUS	Christine Mooney
EDU	Fall-TBD Spring-Eui-Kyung Shin
EDU	Peter Chomentowski
EET	Veysel Demir
HHS	Hamid Bateni
LAS	Jozef Bujarski
LAS	Ismael Montana
LAS	Joseph Stephen
LAS	Tharaphi Than
LAS	Mike Konen
VPA	John Novak, Chair

FS-Committee on the Economic Status of the Profession

BUS	Meghann Cefaratti
EDU	Greg Conderman
EDU	TBD for Daryl Dugas
EET	Reinaldo Moraga
HHS	Laura Beamer
LAS	Diane Rodgers
LAS	Paul Stoddard, Chair
LAS	Minmei Hou
LAS	Andreas Glatz
LAS	Matt Streb
VPA	Richard Siegesmund

FS/UC-Resources, Space and Budget Committee

UC Faculty	BUS – Mark Riley
UC Faculty	HHS – Tom Pavkov
UC Faculty	LAS – Dhiman Chakraborty
UC Faculty	LAS – Virginia Naples
UC Faculty	LAW – Morse Tan
UC Faculty	ULIB – Sarah McHone-Chase, Chair
FS Faculty	EDU – Rebecca Hunt
FS Faculty	EET – Abul Azad
FS Faculty	LAS – Jimmie Manning, FS Liaison
FS Faculty	LAS – George Slotsve
FS Faculty	LAS – Mitch Irwin
FS Faculty	VPA – Rich Grund
Student	SA will appoint
SPS	Jeff Reynolds
OS	Holly Nicholson
Dean	Deans will appoint
CFO	Al Phillips
Sr Adm-Facilities	John Heckmann
Sr Adm-Finance	Larry Pinkelton

FS-Faculty Rights and Responsibilities Committee

BUS	Sukesh Patro
BUS	Yipeng Liu
EDU	Katy Jaekel, Chair
EET	Ji-Chul Ryu
HHS	Xiaolin Xie
LAS	Gary Baker
LAS	Brian May
LAS	Alicia Schatteman
VPA	Rich Grund

FS/UC-Rules, Governance and Elections Committee

UC Faculty	LAS – Amy Newman
UC Faculty	LAS – Sean Farrell
UC Faculty	LAS – Kendall Thu
UC Faculty	LAW – Therese Arado, Chair
FS Faculty	EET – Abul Azad
FS Faculty	EDU – Rebecca Hunt, FS Liaison
FS Faculty	LAS – Valia Allori
FS Faculty	VPA – Richard Siegesmund
SPS	Jeff Reynolds
OS	Mary Wyzard
Dean	Deans will appoint
Student	SA will appoint

University Council Steering Committee – 2016-17

Ex Secretary	HHS – Greg Long, Chair
Faculty	BUS – Terry Bishop, at-large
Faculty	EDU – Carolyn VanderSchee, at-large
Faculty	EET – Gary Chen, at-large
Faculty	LAS – Linda Saborio, UA Chair
Faculty	LAW – Therese Arado, RGE Chair
Faculty	VPA – Janet Hathaway, at-large
Faculty	ULIB – Sarah McHone-Chase, RSB Chair
Faculty	TBD – AP Chair
Administrator	EDU – Laurie Elish-Piper, Dean
Administrator	LAS – Chris McCord, Dean
SPS	Cathy Doederlein
OSC	Holly Nicholson
Student	SA will appoint
Student	SA will appoint

2016-2017 MEETING SCHEDULE

STEERING COMMITTEE OF THE FACULTY SENATE STEERING COMMITTEE OF THE UNIVERSITY COUNCIL FACULTY SENATE UNIVERSITY COUNCIL

FS-STEERING COMMITTEE 1 – 2:30 p.m.	FACULTY SENATE 3 – 5 p.m.	UNIVERSITY COUNCIL 3 – 5 p.m.
UC-STEERING COMMITTEE 3 – 4:30 p.m.	Clara Sperling Sky Room Holmes Student Center	Clara Sperling Sky Room Holmes Student Center
Altgeld Hall 225		
August 24, 2016	August 31, 2016	September 7, 2016
September 21, 2016	September 28, 2016	October 5, 2016
October 19, 2016	October 26, 2016	November 2, 2016
November 9, 2016	November 16, 2016	November 30, 2016
January 18, 2017	January 25, 2017	February 1, 2017
February 15, 2017	February 22, 2017	March 1, 2017
March 22, 2017	March 29, 2017	April 5, 2017
April 19, 2017	April 26, 2017	May 3, 2017

Spring Break March 12-19, 2017