

PUBLIC NOTICE AND AGENDA

**Faculty Senate Steering Committee
Wednesday, April 20, 2022, 3 p.m.
Altgeld Hall 225
Northern Illinois University
DeKalb, Illinois**

- I. CALL TO ORDER**
- II. VERIFICATION OF QUORUM**
- III. ADOPTION OF THE AGENDA**
- IV. APPROVAL OF THE MARCH 23, 2022, MINUTES – Pages 2-4**
- V. PUBLIC COMMENT**
- VI. DISCUSSION AND APPROVAL OF FACULTY SENATE DRAFT AGENDA –
attached packet**
- VII. ITEMS FOR FS STEERING COMMITTEE CONSIDERATION**
- VIII. ADJOURNMENT**

MINUTES

Faculty Senate Steering Committee
Wednesday, March 23, 2022, 3 p.m.
Altgeld Hall 225
Northern Illinois University
DeKalb, Illinois

VOTING MEMBERS PRESENT: Birch, Chomentowski, Demir, Grund, Hunter, Marsh, McConkie, McGowan, Montana, Slotsve

VOTING MEMBERS ABSENT: Bohanon, Creed, Collins

OTHERS PRESENT: E. Fredericks

I. CALL TO ORDER

Faculty Senate (FS) President **P. Chomentowski** called the meeting to order at 3 p.m.

II. VERIFICATION OF QUORUM

A quorum was verified.

III. ADOPTION OF THE AGENDA

Z. Birch moved to adopt the agenda, seconded by **D. McConkie**. Motion passed.

IV. APPROVAL OF THE FEBRUARY 16, 2022, MINUTES – Pages 2-3

It was moved and seconded to approve the minutes. Motion passed.

V. PUBLIC COMMENT

VI. DISCUSSION AND APPROVAL OF FACULTY SENATE DRAFT AGENDA – attached packet

A review of the draft agenda included the following points:

- Provost's Announcements – Provost Ingram has offered to bring regular updates to, and take questions from, the Faculty Senate. There was consensus that this could be a useful standing item on the FS agenda.
- The draft Anti-Racism Statement will be presented, and feedback will be invited.

- Strategic Enrollment Management 2.0 will be presented by Provost Ingram.
- Nominations for 2022-23 Faculty Senate president will be taken from the floor.
- A proposed amendment to FS Bylaws, Article 2, requiring that candidates for Faculty Senate president be tenured, will be presented for a first reading.
- Reports are anticipated from Faculty Advisory Council to the IBHE, University Advisory Committee to the Board of Trustees, Social Justice Committee, FS/UC Rules, Governance and Elections Committee, Student Government Association.

Z. Birch moved to approve the draft agenda per above discussion, seconded by **B. McGowan**. Motion passed.

VII. ITEMS FOR FS STEERING COMMITTEE CONSIDERATION

A. Review of Student Evaluation of Instruction

The FS Steering Committee (FSSC) members reviewed reports related to the five-year review of the Student Evaluation of Instruction (SEI) Policy, as well as a draft proposal for revisions to the existing policy. Discussion included the following points:

- Addressing bias with student evaluations – The FSSC agreed with the Faculty Senate Personnel Committee’s (FSPC) recommendation that more research on the effects of including, and best practices in crafting, an anti-bias statement, is needed before including such a statement in the SEI Policy. The FSSC members agreed with the FSPC’s recommendation that department and school personnel committees and college councils be urged to discuss and adopt policies to address student evaluation bias, including limiting, but not eliminating, the weight given to SEI in personnel processes.
- Standardized set of evaluation questions – The FSSC agreed with the FSPC’s recommendation that each college create one standard set of questions for use across the college but allow departments or individual faculty to add their own small number of custom questions to that standard college set. The College of Liberal Arts and Sciences will be permitted to create three sets of standardized questions, one for each division: humanities, social sciences, natural sciences.
- Online vs. paper – The FSSC agreed with the FSPC’s recommendation to change the word, “permitted,” to “recommended” when referring to the use of online SEI.

- Response rate – The FSSC agreed with the FSPC’s recommendation that students no longer be allowed to improve their grades by responding to SEI. In addition, the hope was expressed that a simple SEI app be developed so that students can easily use their phones to complete their SEI during class time if the faculty member chooses to use in-class time for this purpose. The current Blackboard-based SEI format is not user friendly when accessed by a mobile phone.
- The draft proposal for revisions to the existing SEI policy will be updated per the above discussion. **P. Chomentowski** will review the updated proposal with Provost Ingram on March 25 and will update members at the next FSSC meeting.

VIII. ADJOURNMENT

S. Marsh moved to adjourn, seconded by **D. McConkie**. Motion passed.

Meeting adjourned at 4:14 p.m.

PUBLIC NOTICE AND AGENDA - DRAFT

**FACULTY SENATE
Wednesday, April 27, 2022, 3 p.m.
Barsema Alumni and Visitors Center
231 N. Annie Glidden Road
Northern Illinois University
DeKalb, Illinois**

- I. CALL TO ORDER**
- II. VERIFICATION OF QUORUM**
- III. ADOPTION OF THE AGENDA**
- IV. APPROVAL OF THE MARCH 30, 2022, MINUTES** – Pages 4-7
- V. PUBLIC COMMENT**
- VI. FACULTY SENATE PRESIDENT’S ANNOUNCEMENTS**
- VII. PROVOST’S ANNOUNCEMENTS**
- VIII. ITEMS FOR FACULTY SENATE CONSIDERATION**
 - A. Developing a Community of Practice for Equity and Community Partnerships
Vernese Edghill-Walden, Chief Diversity Officer
 - B. Recognition of Faculty Senate members who have completed their service
- IX. FS-UC RULES, GOVERNANCE AND ELECTIONS COMMITTEE** – report
Ben Creek, FS Liaison/Spokesperson
 - A. Election of 2022-23 FS president/UC chair per FS Bylaws, Article 2 – Page 8
 - 1. Ismael Montana – Page 9
 - B. Committees of the University 2022-23 – Election of faculty candidates running opposed. Following the meeting, a Qualtrics ballot will be distributed to the tenured/tenure track faculty, clinical faculty and instructor members of Faculty Senate.

- C. Election of Faculty Senate Personnel Committee representatives for terms to begin in fall 2022. Those elected to serve on the FSPC must be tenured faculty members of Faculty Senate. Following the meeting, a Qualtrics ballot will be distributed to the tenured/tenure-track faculty members of Faculty Senate.
- D. By-lot drawing of three tenured faculty members to serve on the 2022-23 grievance panel for student grievances. Members serving on the panel could be called upon to review a student grievance should one be filed during the 2022-23 academic year.
- E. By-lot drawing of three instructors to serve on the 2022-23 grievance panel for student grievances. Members serving on the panel could be called upon to review a student grievance should one be filed during the 2022-23 academic year.

X. CONSENT AGENDA

- A. Committees of the University 2022-23 – Approve faculty candidates running unopposed to serve on committees of the university – walk-in
- B. Approve Department of Management Professor and Honors Committee member, Barton Sharp, to serve on the Chief Financial Officer Search Committee

XI. UNFINISHED BUSINESS

- A. Proposed amendment to FS Bylaws, Article 2, Officers of the Faculty Senate
Page 10
SECOND READING/VOTE
Peter Chomentowski, Faculty Senate President

XII. NEW BUSINESS

- A. Proposed amendment to Student Evaluation of Instruction – Pages 11-14
FIRST READING
Rich Grund, Faculty Senate Personnel Committee
Peter Chomentowski, Faculty Senate President

XIII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

- A. Faculty Advisory Council to the IBHE – report
Linda Saborío, NIU representative to FAC-IBHE
- B. University Advisory Committee to the Board of Trustees – report
Felicia Bohanon, Holly Nicholson, Peter Chomentowski
Katy Jaekel, Karen Whedbee, Greg Beyer
- C. Faculty Rights and Responsibilities Committee – no report

- D. Social Justice Committee –
Ismael Montana, Chair
- E. Student Government Association –
Devlin Collins, President
Dallas Douglass, Speaker of the Senate
- F. Operating Staff Council –
Natasha Johnson, Representative
Zac Birch, Representative
- G. Supportive Professional Staff Council –
Felicia Bohanon, President
Stephanie Richter, Representative

XIV. INFORMATION ITEMS

- A. [Policy Library](#) – Comment on Proposed Policies (right-hand column on web page)
- B. [Minutes](#), Academic Planning Council
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Baccalaureate Council
- E. [Minutes](#), Board of Trustees
- F. [Minutes](#), Campus Security and Environmental Quality Committee
- G. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- H. [Minutes](#), General Education Committee
- I. [Minutes](#), Graduate Council
- 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. Summary of Service/Annual Report – Faculty Senate President – Pages 15-17
- R. Summary of Service/Annual Report – Faculty Personnel Advisor – Page 18
- S. FS 2022-23 dates: Aug 31, Sep 28, Oct 26, Nov 16, Jan 25, Feb 22, Mar 29, Apr 26

XV. ADJOURNMENT

MINUTES

FACULTY SENATE
Wednesday, March 30, 2022, 3 p.m.
Barsema Alumni and Visitors Center
231 N. Annie Glidden Road
Northern Illinois University
DeKalb, Illinois

[Full transcript](#)

VOTING MEMBERS PRESENT: Akst, Billingsly (for Cheyney), Bohanon, Books, Chomentowski, D. Collins, V. Collins, Creed, Duffin, Fredericks, Gorman, Grund, Hua, Isawi (for Hu), Ito, Johnson, Jong, Keddie, Lampi, Liberty, Lulinski, Maki, Marsh, McConkie, McGowan, McKee, Mellon, Montana, Montgomery, Moraga (for Chen), Nesterov, Nicholson (for Birch), Palese, Penkrot, Qin, Richter, Rossetti, Serowka, Sharp, Slotsve, Smith, Staikidis, Stange (for Hunter), Sullivan, Vahabzadeh, Valentiner, Whedbee

VOTING MEMBERS ABSENT: Birch, Bradley, Bujarski, Carpenter, Chen, Cheyney, Chung, Clark, Demir, Duffrin, Engel, Haidar, Hu, Hunter, Knoll, Miguel, Qamar, Sirotkin, Vaezi

OTHERS PRESENT: Boston, Bryan, Flynn, Griffin, Groza, Howell, Ingram, McEvoy, Saborío

OTHERS ABSENT: Beyer, Falkoff, Ferguson, Jaekel

I. CALL TO ORDER

Faculty Senate President **P. Chomentowski** called the meeting to order at 3 p.m.

II. VERIFICATION OF QUORUM

A quorum was verified.

III. ADOPTION OF THE AGENDA

B. McGowan moved to adopt the agenda, seconded by **M. Stange**. Motion passed.

IV. APPROVAL OF THE FEBRUARY 23, 2022, MINUTES

F. Bohanon moved to approve the minutes, seconded by **V. Collins**. Motion passed.

V. PUBLIC COMMENT

VI. FACULTY SENATE PRESIDENT’S ANNOUNCEMENTS

VII. PROVOST’S ANNOUNCEMENTS

VIII. ITEMS FOR FACULTY SENATE CONSIDERATION

- A. Anti-Racism Statement – Presentation and Feedback
Tamara Boston, Project Coordinator
Division of Academic Diversity, Equity and Inclusion
- Joseph Flynn
Associate Director of Academic Affairs, Center for Black Studies
Associate Professor, Department of Curriculum and Instruction
- B. Strategic Enrollment Management 2.0
Beth Ingram, Executive Vice President and Provost

IX. CONSENT AGENDA

X. UNFINISHED BUSINESS

- A. Nominations for 2022-23 Faculty Senate president
Ben Creed, RGE/FS Liaison/Spokesperson
- Nominations for the office of Faculty Senate president will be taken from the Faculty Senate floor during the March 30 Faculty Senate meeting.
 - Letters of acceptance of nomination are due by Friday, April 15, and can be emailed to Pat Erickson at pje@niu.edu.
 - Letters of acceptance of nomination will be provided to Faculty Senate members via email by Wednesday, April 20, and also will be included in the April 27 Faculty Senate agenda packets.
 - Election of the 2022-23 Faculty Senate president will be held during the April 27 Faculty Senate meeting.
- G. Slotsve** nominated **I. Montana**, seconded by **D. Collins**. Hearing no other nominations, the nominations were closed.

XI. NEW BUSINESS

- A. Proposed amendment to FS Bylaws, Article 2, Officers of the Faculty Senate
FIRST READING
Peter Chomentowski, Faculty Senate president

XII. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

- A. Faculty Advisory Council to the IBHE – report
Linda Saborío, NIU representative to FAC-IBHE
- B. University Advisory Committee to the Board of Trustees - report
Felicia Bohanon, Holly Nicholson, Peter Chomentowski
Katy Jaekel, Karen Whedbee, Greg Beyer
- C. Faculty Rights and Responsibilities Committee – no report
- D. FS/UC Rules, Governance and Elections Committee – report
Ben Creed, RGE/FS Liaison/Spokesperson
 - 1. Cyberbullying Resources Project Update
- E. Social Justice Committee – report
Ismael Montana, Chair
- F. Student Government Association – report
Devlin Collins, President
Dallas Douglass, Speaker of the Senate
- G. Operating Staff Council – report
Natasha Johnson, Representative
Zac Birch, Representative
- H. Supportive Professional Staff Council – report
Felicia Bohanon, President
Stephanie Richter, Representative

XIII. INFORMATION ITEMS

- A. [Policy Library](#) – Comment on Proposed Policies (right-hand column on web page)
- B. [Minutes](#), Academic Planning Council
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Baccalaureate Council
- E. [Minutes](#), Board of Trustees
- F. [Minutes](#), Campus Security and Environmental Quality Committee
- G. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience

- H. [Minutes](#), General Education Committee
- I. [Minutes](#), Graduate Council
- J. [Minutes](#), Honors Committee
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- 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. FS meets monthly on Wednesdays, 3 p.m.
Spring 2022 meeting dates: Jan 26, Feb 23, Mar 30, Apr 27.

XIV. ADJOURNMENT

M. Stange moved to adjourn, seconded by **D. Collins**. Motion passed.

Meeting adjourned at 4:05 p.m.

ARTICLE 2: OFFICERS OF THE FACULTY SENATE

2.1 The president of the Faculty Senate shall be elected as follows:

2.1.1 The initial selection of candidates for the office of president of the Faculty Senate shall take place at the third spring semester meeting of the Faculty Senate. Any Faculty Senate voting member may nominate or second the nomination of a candidate. To be qualified to serve, the candidate must be an elected tenure-track faculty member of the Faculty Senate for the current year and for the ensuing year.

2.1.2 Candidates for the office of Faculty Senate president shall submit a letter of acceptance of nomination to be included with the agenda for the fourth (last) spring semester regularly scheduled meeting of the Faculty Senate.

2.1.3 An election of the Faculty Senate president shall be conducted by ballot at the last regularly scheduled Faculty Senate meeting of the normal academic year. All Faculty Senate voting members present may cast a ballot for the candidate. If there are more than two candidates, one must receive a majority of the votes cast in order to be elected. If no candidate receives a majority, subsequent ballots will be taken, removing the candidate receiving the fewest votes until one is selected.



**Northern Illinois
University**

Northern Illinois University
Department of History
DEKALB, ILLINOIS, 60115, USA
United States of America
Telephone: (815) 753-8420
E-mail: montana@niu.edu
April 14th, 2022.

TO: Faculty Senate
FROM: Ismael Montana
RE: Nomination for Faculty Senate and University Council Chair

Dear Colleagues,

I am humbled and honored to accept the nomination for Faculty Senate President and University Council Chair. Your nomination has filled me with a great sense of pride, and I would like to thank you for considering me for this role.

A history faculty from the College of Liberal Arts and Sciences, I joined NIU in August 2007, and since then I have served in a variety of departmental, college, and university-level committees, including Faculty Senate. During 2020-21 AY, I chaired the Ad hoc Social Justice Committee (FS-SJC) that was established with a charge to review NIU's policies, procedures, and practices contributing to institutional racism at NIU and take actions to correct them. As a chair of the Ad hoc FS-SJC, I worked closely with then Faculty Senate President and with three subcommittees of the FS-SJC to produce the Draft Report, including 8 key recommendations, that was presented to the Faculty Senate on March 26, 2021.

Besides my role in the Ad hoc FS-SJC, I am currently chairing the now standing FS-Social Justice Committee and have been thrilled to work alongside remarkable NIU faculty colleagues, staff, students and to liaise with the administration to improve equity access and outcomes for faculty and individuals of all backgrounds in this institution.

Serving in the Senate in this capacity and through the years has heightened my conviction that shared governance is essential to the core values of NIU. If elected as your next Faculty Senate President and University Council Chair, I will work to uphold the principles of these values, strengthen the Senate's active role in the decision-making process, and promote faculty involvement and engagement in the university management. Guided by trust, respect, open communication, and spirit of collaboration, as your next Faculty Senate President, I will solicit your opinions transparently on matters directly affecting academic freedom and shared governance to ensure that faculty voices are heard.

Sincerely,

Ismael M. Montana, Ph. D
Associate Professor
Department of History
Northern Illinois University
DeKalb, IL 60115

Proposed amendment to Faculty Senate Bylaws, Article 2.1.1

This proposal is intended to require that candidates for Faculty Senate president be tenured.

Prior to Reimagining Shared Governance (passed in spring 2020), the Faculty Senate president was elected from among the University Council faculty members, all of whom were tenured.

Approval of this proposed amendment will restore the requirement that the Faculty Senate president be tenured.

ARTICLE 2: OFFICERS OF THE FACULTY SENATE

2.1 The president of the Faculty Senate shall be elected as follows:

2.1.1 The initial selection of candidates for the office of president of the Faculty Senate shall take place at the third spring semester meeting of the Faculty Senate. Any Faculty Senate voting member may nominate or second the nomination of a candidate. To be qualified to serve, the candidate must be ~~an elected tenure-track~~ a tenured faculty voting member of elected to the Faculty Senate for the current year and for the ensuing year.

Proposed Amendments to Student Evaluation of Instruction Policy

Background

An ad hoc committee to the Faculty Senate Personnel Committee (FSPC) was formed to perform the required five-year review of the Student Evaluation of Instruction (SEI) Policy, which is housed in the NIU Policy Library. The ad hoc committee included three members of the FSPC, as well as faculty, administrators and a student member.

The ad hoc committee conducted its review throughout the spring 2021 semester and presented its preliminary review report to Faculty Senate on April 21, 2021, focusing on four areas of recommended revisions to the policy:

- Evaluation instrument format – online vs. paper
- Response rate concerns
- Standardized set of evaluation questions
- Addressing bias with student evaluations

During the fall 2022 semester, the full FSPC membership reviewed the ad hoc committee's report, deliberated upon its findings and recommendations, and prepared its response report.

Subsequently, the Faculty Senate Steering Committee (FSSC) developed a draft proposal to revise the current SEI Policy, based on its review and consideration of both reports noted above.

Summary of proposed revisions

Evaluation instrument format – online vs. paper: Under “Administering Procedures,” it is proposed that online student evaluation of courses be “recommended,” as opposed to the currently existing, “permitted.” This change updates the policy to reflect current practice at NIU but also provides flexibility to departments or programs.

Response rate concerns – It is proposed that students no longer be allowed to improve their grades by responding to SEI. This change recognizes that response rates can be a concern and empowers departments and programs to develop practices to improve response rates through means that do not include extra credit. Extra credit is considered problematic and inconsistent with a general goal of fairness and consistent administration.

Standardized set of evaluation questions – It is proposed that each college create one standard set of questions for use across the college, but allow departments or individual faculty to add their own small number of custom questions to that standard college set. The College of Liberal Arts and Sciences will be permitted to create three sets of standardized questions, one set for each division: humanities, social sciences, natural sciences. This change reflects the faculty survey results, which showed support for standardized questions at the college level, but also allows for flexibility in the university's largest college.

Addressing bias with student evaluations – It is recommended that more research on the effects of including, and best practices in crafting, an anti-bias statement is needed before proposing that such a statement be included in the SEI Policy. However, it is proposed that department and school personnel committees and college councils be urged to discuss and adopt policies to address student evaluation bias, including limiting, but not eliminating, the weight given to SEI in personnel processes. This change encourages college councils and departmental personnel committees to adopt policies to address potential gender and/or racial/ethnic bias, but not eliminate the role of student evaluations in personnel procedures.

STUDENT EVALUATION OF INSTRUCTION

Goals

The policies described here are intended to provide an opportunity for student participation in the course evaluation process. This participation will assist the university in accomplishing two goals:

- Faculty development of courses and instructional skills;
- Inclusion of data from the evaluation of instruction in the faculty personnel process.

The policies are based on the belief that individual academic departments are best suited to devise, administer, and interpret a system of course evaluations. Alignment of evaluations with the university's student learning outcomes is encouraged. Cooperation across departments or colleges is also encouraged where appropriate.

The success of the policies set forth here depends on the care with which they are implemented by students, faculty, and personnel committees. Students are asked to take a conscientious approach to their evaluating task, and to avoid confusing leniency or entertainment with sound instruction. Faculty members are obligated to consider the information gained from the course evaluations in a constructive manner, supportive of appropriate academic requirements and values. Personnel committees are charged with the responsibility of using the results of these evaluations ethically and consistently, considering other appropriate indicators of teaching effectiveness in addition to the student evaluations. Failure on the part of an instructor to administer course evaluations or the use of improper protocol in their administration shall be considered during department and college personnel processes.

Courses to be Evaluated

All sections of courses offered for NIU credit, in which there is an enrollment of at least 5 students as of the end of the add/drop period, are to be evaluated. The inclusion of workshops, or non-credit courses is optional. Departments or instructors may also elect to evaluate some or all of those courses with lower enrollment than those listed above.

Evaluation Form

~~Each department/program, with approval by faculty vote and appropriate student input, shall adopt a series of questions for the student evaluation of instruction which shall be filed with the college council. The decision to use online or paper evaluation forms will be determined by faculty vote at the department/program level. The college council, with the participation of the college student advisory committee, may establish a standard evaluation form (standard in both content and format) for the entire college. Different forms may be established for graduate and undergraduate courses.~~

Each college council, with the participation of the college student advisory committee, shall create a standard set of questions for use across the college; the College of Liberal Arts and Sciences college council shall be permitted to create three standard sets of questions, due to the college's size and complexity, to allow for differences across broad disciplinary areas. Each department/program, with approval by faculty vote and appropriate student input, shall be

permitted to add their own small number of custom questions to that standard college set, which shall be filed with the college council. Different forms may be established for graduate and undergraduate courses. Online student evaluation of courses is recommended, but not mandatory; The decision to use online or paper evaluation forms shall be determined by faculty vote at the department/program level.

All evaluations, written and electronic, must include the following question, normally at the end of the evaluation: My overall rating of the instructor's effectiveness in meeting the course's stated goals and objectives is:

Outstanding = 5

Very Good = 4

Average = 3

Below Average = 2

Inadequate = 1

Additional questions directed toward that same determination can, and should, be included. In constructing this series of questions, departments and colleges are referred to ~~Bylaw 5.2.1.6 of the NIU Constitution~~ Faculty Senate Bylaws, Article 9.2.1.6, which lists several aspects of effective teaching as defined for the personnel process. In addition, paper and electronic forms shall provide an opportunity for students to offer qualitative feedback on the instructor's effectiveness.

Instructors shall be provided the opportunity to ask questions for that instructor's own use, and may use any evaluation technique considered appropriate, such as adding multiple choice questions or requesting that additional comments be written on the back of the answer sheet or in space provided in electronic evaluations. Student responses to questions (quantitative or qualitative) added by the instructor will be provided only to the instructor and will not be used by the department or college in any way except with the written permission of the instructor.

Administering Procedures

Evaluations shall take place during the last quarter of the semester but not during the final exam period. Each department, with the participation of its student advisory committee, shall establish procedures for distributing, completing, and collecting the paper or electronic questionnaires and then processing and evaluating them. These procedures should be designed to provide for the differing circumstances of day, evening, and extension courses. Instructors shall not be present while the evaluation procedures are taking place but may designate an observer. Online student evaluation of courses is permitted recommended but not mandatory. Departments or programs may choose to establish policy or consistent practices to enhance response rates, but may not allow students to improve their grades by responding (e.g., extra credit for submitting an evaluation).

Addressing Bias

College councils and department personnel committees are urged to discuss and adopt policies to address student evaluation bias in their respective bylaws and personnel policies. This may include limiting, but not eliminating, the weight given to student evaluation of instruction results in tenure, promotion, and annual evaluation processes.

Distribution of Results

No data or other material from the evaluation shall be distributed until the final exam period is over and grades have been submitted. The student responses to both the department evaluation and the instructor's additional questions shall be sent to the instructor involved not later than five weeks after the beginning of the subsequent academic term. Student responses, both quantitative and qualitative, to the department evaluation shall be sent through the department chairperson to the personnel committee of the department to be used as an integral but not exclusive component of the personnel process. The explicit written permission of the instructor shall be required for any further distribution of the raw quantitative and qualitative data beyond the department. Requests from departments for data for legitimate research/analysis purposes will be honored by Testing Services upon approval by the Provost or their designee.

Use of Evaluation Data

It is recognized that determining teacher effectiveness is a difficult task. It is the responsibility of those engaged in personnel decisions to recognize the values and the limitations of student evaluations and to utilize them only in conjunction with all other available indicators. Continual efforts shall be made to enhance the validity and reliability of the evaluation instrument through periodic review.

Implementation of Procedures

It shall be the responsibility of each college council to see that these procedures are being satisfactorily instituted within the college to prevent abuse and to advise departments accordingly.

Review

The ~~University Council~~ Faculty Senate shall provide for a review of the above procedures at five-year intervals.

Approved by the University Council, January 31, 1979

Revised by the University Council, April 28, 1982; April 9, 1986

Reviewed by Ad Hoc Committee of the University Council, 1993-1994 [No changes]

Amended (but not reviewed) by the University Council, May 3, 1995

Revised by the University Council, May 4, 2005; March 30, 2010; April 6, 2011; Dec. 5, 2012

University Council approved revisions on April 6, 2016

To: Faculty Senate

From: Peter J. Chomentowski III, Faculty Senate President/University Council Chair

RE: July 1st, 2021 – present Summary of Service

Date: April 6, 2022

Position Overview:

As Faculty Senate President/University Council Chair, I would regularly coordinate and set the monthly meeting agendas for the Faculty Senate and University Council meetings. I chaired the Faculty Senate Steering Committee which previews and sets the meeting agenda to be supplied to the FS members five days in advance for their review for the next meeting. University Council is a shared convened meeting with the NIU President, and the UC Chair would adjudicate the second portion of the meeting which consisted of business for the UC to consider and reports from standing committees to the UC. And I worked to maintain the integrity of the FS and UC during the Pandemic which consisted of holding in-person meetings to comply with the Illinois Attorney General's office and the Open Meetings Act (5 ILCS 120).

Projects and Business of the Faculty Senate and University Council:

Faculty Senate Proposed Amendments:

- Proposed amendment to FS Bylaws, Article 2, Officers of the Faculty Senate. FIRST READING, Peter Chomentowski, Faculty Senate president. March 30, 2022.
- Proposed amendment to FS Bylaws, Article 1, Membership of the Faculty Senate. Jeffry Royce, Operating Staff Representative – Passed September 1, 2021.
- Proposed amendment to FS Bylaws, Article 2.1.3, Officers of the Faculty Senate. Peter Chomentowski, Faculty Senate president – Passed September 29, 2021.
- Proposed amendment to FS Bylaws, Article 4.3, Academic Planning Council. Beth Ingram, Provost Omar Ghayeb, Senior Vice Provost – Passed September 29, 2021.
- Proposed amendment to FS Bylaws: Article 2, Officers of the Faculty Senate; Article 8, Personnel Review Responsibilities; Article 14, Faculty and SPS Personnel Advisor. Peter Chomentowski, Faculty Senate President – Passed February 23, 2022.

University Council Proposed Amendments:

- Proposed amendment to NIU Bylaws, Article 6, Grievance Procedures for Students. FIRST READING, Peter Chomentowski, University Council Chair
Beth Ingram, Executive Vice President and Provost
Gregory Brady, Deputy General Counsel
Lindsay Hatzis, Director of Investigations, Office of Ethics and Compliance – Passed April 6, 2022
- Proposed amendment to NIU Bylaws
Creation of new Article 12, Supportive Professional Staff Personnel Advisor and Operating Staff Personnel Advisor.
Holly Nicholson, Operating Staff Council President – Passed October 6, 2021. Proposed amendment to NIU Bylaws, Article 1.2, Terms of Office. Holly Nicholson, Operating Staff Council President - Passed September 8, 2021.

Projects:*RGE committee:*

- Cyber bullying NIU resources web page proposal as tasked by the President of NIU. This consisted of worked with committee chair Holly Nicholson and committee members on a new cyber bullying website to provide information and resources for faculty, staff, and students. We also assessed NIU policies addressing cyber bullying for potential future changes to existing policies. Website proposal for summer 2022.

Social Justice committee non-voting member:

- Worked with the Provost office on allocating summer funding for four Faculty Fellows (4 x \$6,000) and four graduate students (4 x \$3,000) to continue work on the Social Justice committee prioritized recommendations and with the three working groups: Academic Affairs, Institutional Racism, and Diversity, Equity and Inclusion.
- Funding was supported through the NIU Provost office for summer to continue working on the prioritized recommendations of the social justice committee – April 1, 2022.

Committees:

- *Candidate search for the Dean of the Graduate School:* Participated in the Shared Governance and Presidential Commission Chairs forums for the new candidates in the fall 2021.
- *Candidate search for the Director of Human Resources:* Participated in the Shared Governance and Presidential Commission Chairs forums for the new candidates in the summer 2021.
- *Candidate search for the Vice President of Student Affairs:* Participated in the Shared Governance and Presidential Commission Chairs forums for the new candidates in the spring 2022.
- *University Advisory Committee to the Board of Trustees:* Committee is tasked with meeting with the University President monthly to discuss topics relating to information regarding matters that come before the Board of Trustees. Committee members attend the BOT meetings.
- *SURSMAC:* NIU's academic faculty representative to the State Universities Retirement System Members Advisory Committee – 2021-2022 academic year and attended meetings as required.
- *Campus Prevention Violence committee:* Active voting member for this committee for the spring 2022 semester, this committee is concerned with matters revolving around personal and property security on NIU campus. This committee is charged with implementing the Campus Violence Prevention Plan (CVPP) and provide support, assistance, research, and policy review.
- *Campus Security and Environmental Quality committee:* Active voting member for this committee for the spring 2022 semester, this committee is concerned with matters revolving around personal and property security on NIU campus.

Other:*Monthly and bimonthly individual meetings:*

- This included NIU President Lisa Freeman, Provost Beth Ingram, Vice President and Chief Financial officer Sarah Chinniah, Vice President for Diversity, Equity, and Inclusion Vernese Edghill-Walden, Vice Provost for Faculty Affairs Chad McEvoy, Operating Staff Council President Holly Nicholson, Supportive Professional Staff President Felica Bohanon, Ombudsperson Merlynette Griffin, and Student Government Association Devlin Collins and Dallas Douglass.

Illinois Board of Senators:

- Participated in three meetings during the academic year with Faculty Senate presidents from institutions in Illinois: October 2021, February 2022, and April 2022.
- Discussion Topics:
 - Shared governance structure and membership composition of the institutions in attendance.
 - Open meetings act (OMA) requirements and how to maintain meeting structures with complying with state legislative mandates from the Illinois Attorney general.
 - Working with faculty and staff to maintain the safety of our institutions during the covid pandemic.

Student Conduct – Division of Student Affairs

- Served as the hearing officer for student code of conduct hearings (Six cases in 2021-2022).

Code of Conduct Advisory committee member

- Attended monthly meetings and worked with Charlie Fey (Interim Vice President for Student Affairs) on revisions to the student code of conduct handbook for 2022.



NORTHERN ILLINOIS UNIVERSITY

Department of Kinesiology and Physical Education

College of Education

April 13, 2022

Office of Faculty Senate
Northern Illinois University
DeKalb, IL 60115

Re: AY21-22 Summary of Service - Steve Howell

Dear Dr. Chomentowski and NIU Faculty Senate:

I have had the great pleasure of serving as NIU's Faculty Personnel Advisor since June 2020. During this time, I have interacted with a number of faculty and administrators from the various colleges and units at the university. This experience has been challenging, but quite rewarding. I have continued to gain a better understanding of how the university's shared governance policies work and succeed, as well as how to optimize conflict resolution efforts. Please allow me to share my summary of service to the Faculty Senate through various quantifiable metrics, as well as to offer some suggestions for the future of this role.

Since my last correspondence in April 2021, I have served an additional 27 individual clients, which resulted in 72 meetings and 113 email correspondences. These interactions were generally resolved during these meetings; or the parties involved were pointed to the appropriate individual / unit for additional counsel. Additionally, I met frequently with Interim University Ombudsperson, Merlynette Griffin, General Counsel, Bryan Perry, and personnel advisors in other areas to discuss issues pertaining to the role and how they can support the position's mission and purpose. Moreover, I appreciate the faculty senate successfully discussing approving the bylaws and responsibilities associated with the position. I believe this will provide more clarity and a better understanding of the role itself.

Different from previous individuals in this role was the presence of the United Faculty Alliance (UFA). The UFA was a great asset to this role and assisted significantly to its success and support with many clients. In the future, it is my hope that this role continues to work closely with the UFA in order to optimize the success of our faculty. Additionally, it may be advantageous for this role to work closer to the Faculty Senate, UFA, and other personnel advisors to create more of an awareness to others of the services provided.

Overall, I believe this role continued to successfully address its goals and mission over the past academic year, but improvements can always be considered. I appreciate the support provided by NIU's Office of the Ombudsperson, General Counsel, and the Faculty Senate. Please feel free to reach out should you have any other questions or desire additional materials. All the best for a successful rest of the spring semester and to moving forward productively and positively.

Together Forward,

Steven M. Howell, Ph.D.
Associate Professor | Faculty Personnel Advisor
Northern Illinois University
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Your Future. Our Focus.