FDRC Meeting

October 25, 2017

12:00-1:00pm

333 Willard

AGENDA

1. Shared Governance  Report by Sue and Tim
2. Diversity Committee Discussion
The Diversity Initiatives Committee (aka Diversity Committee) is a group of faculty and staff across EHA who volunteer to serve. The Committee’s purpose is to gather information about the needs of students, staff, and faculty for professional knowledge, competence, and skill development in areas of diversity and equity, and then develop College programming and support systems to meet these needs. Considering our College’s commitment to continually improving our inclusion of and work with diverse populations, it is important to have a standing committee that continually attends to these issues and takes action for positive growth.

The Diversity Initiatives Committee is to be chaired by the Associate Dean for Academic Affairs. Currently, we have 14 staff and faculty who have volunteered to serve on this committee for the 17-18 academic year: Lu Bailey, Mallory Casebolt, Erin Dyke, Leslie Evans, Hugh Crethar, Robin Fuxa, Sarah Gordon, Tonya Hammer, Claudia Otto, Suzii Parsons, Tim Passmore, Rachel Potts, Mike Yough, and Guoping Zhao. We plan to add at least one undergraduate and one graduate student to the committee and will discuss this further at our November meeting.

We propose the following to FDRC for consideration regarding our faculty governance restructuring:

Make the Diversity Committee the fourth standing committee on Leadership Team. The Diversity Committee has broad relevance to the College, faculty, staff, and students. It would make our College’s commitment to diversity and equity work prominent and visible in our regular activities to have a representative from this committee attending leadership team meetings. LT representation would help promote ongoing efforts by our faculty toward growth in areas of diversity and equity.
This is just the part about Faculty / Shared Governance
Suggested Edits Jacobs & Passmore

F-1 Purpose

The shared governance structure has been designed to enable faculty to have a major influence on the policy and direction of the College of Education. The committees are comprised of faculty elected by their colleagues to collaboratively conduct the business of the College of Education. The committees hold responsibility for providing the faculty voice in decisions that impact faculty development, personnel policy, curricula development and implementation, long- and short-term planning and development, and resource allocation.

F-2 Guiding Principles of Shared Governance

- We believe that the work of the COE is important work and has a tremendous impact on the success of the College and its members.
- We strive for a culture, atmosphere, and structure that infuses and perpetuates an atmosphere of openness, trust, and collegiality.
- We believe in a responsible representative structure whereby the viewpoints of all members are presented fairly, openly, and respectfully during the course of business.
- We believe that it will be vital to our success that duly elected/selected representative members of the COE commit to continuously gather and disseminate information among all members of the College of in a timely fashion.
- We believe that all faculty should be involved in the work of policy development related to College affairs.
- We believe in a culture where faculty and staff work in conjunction with administrators to develop policies; administrators then work to carry out those policies.
- We believe in an administrative team that is responsive to its faculty and staff and that operates in a service capacity to members of the COE.
- We strive for continuous open and honest communication among all members of the COE. A manifestation of this commitment is the open publication (via website or electronic distribution) of all agendas and minutes of any and all public meetings of the College.
• We believe in continued growth and development and are open to the evolution of these guiding principles and any structure that may be an outgrowth of these principles.

**F-3 Leadership Team Configuration**
The faculty governance configuration is presented in **figure A**. The figure reflects the standing committees in the COE: Faculty Development and Research, Student Affairs, and Programs and Planning. When appropriate, these committees may form requisite task forces and/or ad hoc committees with additional faculty, staff, student, or other representation. Leadership Team also includes:

• Dean
• Associate Deans
• School Heads
• School Representatives
• Tulsa Representative
F-4 Standing Committee Configuration

Responsibilities of the **Faculty Development and Research Committee** include, but are not limited to, matters of: (1) faculty development; (2) funded and unfunded research; (3) personnel appraisal and development, appointment,
reappointment, tenure and promotion; (4) grants, contracts, and extensions; diversity; and (6) grievance and appeals.

Responsibilities of the **Student Affairs Committee** include, but are not limited to, matters of: (1) recruitment and retention of students; (2) scholarships and awards; (3) advisement and counseling; (4) convocation and commencement; (5) diversity; and (6) grievance and appeals.

Responsibilities of the **Programs and Planning Committee** include, but are not limited to, matters of: (1) graduate programs; (2) undergraduate programs; (3) academic standards and curriculum; (4) planning and resource allocation; and (5) diversity.

**F-5 Standing Committee Representation**
Faculty governance representation on standing committees is shown in figure A-1. It is extremely important that representatives on committees understand their responsibility for being present and fully participating in committee work. To that end, if an elected representative is unable to attend a meeting, an alternate representative should attend.

The **Faculty Development and Research Committee** includes:

- two (2) tenured or tenure-line faculty members from each department/school and one (1) alternate representative (to attend if one of the two representatives cannot attend)
- one (1) staff representative (ex officio)
- Associate Dean for Graduate Studies, Research, and Outreach (ex officio)

The **Student Affairs Committee** includes:

- two (1) tenured or tenure-line faculty members from each academic department/school and one (1) alternate representative (to attend if representative cannot attend)
- one (1) staff representative (ex officio)
- Associate Dean for Undergraduate Studies (ex officio)

The **Programs and Planning Committee** includes:

- two (2) tenured or tenure-line faculty members from each school and one (1) alternate representative (to attend if one of the two representatives cannot attend)
- one (1) staff representative (ex officio)
- Graduate Associate Dean for Studies, Research, and Outreach (ex officio)

**Figure A-1**
Oklahoma State University
CEHA
Shared Government Structure
Committee Membership

**Student Affairs:**
- 1 tenured or tenure-track faculty members from each school
- 1 alternate from each school to attend if member will be absent
- 1 staff representative
- Associate Dean of Academic Affairs (ex officio)

**Faculty Development and Research:**
- 2 tenured or tenure-track faculty members from each school
- 1 alternate from each school to attend if member will be absent
- 1 staff representative
- Associate Dean of Research, Engagement, and Administration (ex officio)

**Shared Leadership Team**
Dean
Associate Dean(s)
Assistant Dean(s)
School Heads (4)
CEHA FDRC Chair
CEHA SA Chair
CEHA P&P Chair
CEHA IA Chair
Elected School Rep (4)
Elected Rep from OSU – Tulsa (rotates yearly among schools)

**Program and Planning:**
- 2 tenured or tenure-track faculty members from each school
- 1 alternate from each school to attend if member will be absent
- 1 staff representative
- Associate Dean of Academic Affairs (ex officio)
F-6 Election of Representatives and Implementation Timelines

The format for the election of committee representatives and at-large representatives is shown in Figure B. The two committee representatives from each department/school will be elected for each of the four standing committees as follows:

- one committee representative, one-year term
- one committee representative, two-year term, elected during even-numbered years

F-7 Shared Leadership Communication

The Shared Leadership Team is an integral part of the communication process. Meetings of the standing committees and the Shared Leadership Team are open meetings with the exception of deliberations about sensitive personnel matters.

**Minutes.** Minutes of any ad hoc committees or task forces created by one of the four committees will be submitted to the particular committee. Minutes of each of the four committee meetings will be posted electronically. Minutes of Shared Leadership Team meetings will be sent electronically to all faculty members, chair of the Staff Action Team, and chair of the COE Student Council.

**Meetings.** Meetings of the three committees will be held no less than once a month during the academic year, and the agenda will be posted one week in advance by e-mail and other means of notification. Meetings of the Shared Leadership Team will also be held no less than once a month during the academic year and the agenda posted one week in advance.

Equal representation – some statement to the effect of:

Full and open meetings of the entire COE faculty and/or in electronic communications to all faculty are generally where voting on policies and issues takes place. The Shared Leadership Team is comprised of representatives of the entire faculty. Equal representation of all parts of the COE is important for fostering an environment of all voices being represented and heard with no one group having more representation than others.