



Faculty Senate 2024–2025

MINUTES: February 19, 2025

Location: Zoom

Time: 6:00-8:00 pm

A. Bosman, Chair; J. Lim, Executive
Secretary

Attendance (19): S. Badenas, A. Bosman, J. Cadet, K. Cave, G. Chi, B. Davis, S. Elkins-Bates, E. Gallos, R. Gatón, B. Gibson, K. Gibbs-Prouty, S. Hatfield, N. Isaac-Dennis, K. Koudele, J. Lim, B. Maguad, Z. Plantak, B. Sanou, K. Thompson

Regrets (10): M. Bacchiocchi, B. Sheppard, R. Choi, P. Gregor, D. Gonzalez-Socoloske, L. Hamilton, J. Johnson, J. Kidder, M. Moreno, K. Reiner, L. Sabas

Guests (13): K. Bailey, R. Bates, A. Coria-Navia, K. Fraser, D. Smothers-Morant, B. Henry-Saturné, D. Myers, T. O'Reggio, D. Ortiz, W. Peprah, T. Smith, T. Trecartin, K. Witzel

Votes and Actions taken (numbers [n] represent items on original agenda)
[2] Minutes of Prior Faculty Senate Meeting (J. Lim)

MOTION: VOTE passed [unanimous]. To approve the minutes as presented.

[4] Council Reports (B. Gibson)

Council Reports were received as follows.

- Academic Operations and Policy Council. (September 30, 2024): Academic prioritization and KPIs - departments should know targets ahead of time. Bookstore.
- Undergraduate Council.
 - (October 7, 2024): Reviewed Terms of Reference. PDRC minutes & admissions committee minutes reviewed.
 - (November 4, 2024): PDRC program changes and deactivations. Admissions subcommittee. Academic standing policy revision: new 'academic warning' step before probation. The updated policy clarifies criteria for academic warning, probation, and dismissal, and outlines the appeal and reinstatement processes.

Motion: VOTE passed [12 yes]. To receive the minutes as presented.

[7] Student Accommodations, Accessibility, and Mental Health. (S. Elkins-Bates, Kristine Walker-Fraser, and Twyla Smith). Overview of Student Success activities and the greatest needs on campus. Issues finding accessible textbooks for students, more issues this semester. Increase in students who are neurodiverse or who are on the spectrum. Some have registered with the Student Success office and many have not. Please share with Kristine if you notice students who need extra support. Some students do not have documentation on their needs or aren't tested. Discussion of being ADA compliant in the classroom. Some professors do not support or comply with the accommodations letter. If we don't accommodate, a student can take us to the Office of Civil Rights. We could be sued for not providing accommodations. The letter is a legal binding contract. Discussion of specific situations with students. If as faculty you have challenges with the request for accommodations, please talk to Kristine.

Faculty need more training on how to teach students who are on the spectrum. Suggestion for a Faculty Institute session. Universal design for learning is a framework to assist in course design. Faculty need to be informed on words like neurodiversity. Faculty need guidance on what to do if a student crisis develops in class.

Questions about the proprietary research of faculty notes and slides. Even if you post on LearningHub, they are for students to use for class purposes, not to distribute, adapt, or publish without your permission. See working policy 2:383:2. If concerned about this issue, please refer this concern to Kristine. Students could be reminded about faculty copyrights just as with the recording policy.

Please adopt all formats of your required books (including digital) so that they are available for students. In particular, audio versions of books are necessary. One challenge is when faculty write their own books, but there isn't an audio version available. One idea was could we ask the bookstore to automatically add an audio and digital/kindle book to the bookstore list when available? The bookstore says they need a letter from the CAO to make changes to how they operate.

Motion: VOTE passed (13 yes). To recommend to the Chief Academic Officer to have a default in the bookstore to allow for all formats of books. Audio versions need to be available for students who have documented accommodations and for other students who also need this format.

Resources shared: [Faculty Institute recorded session](#). [Notre Dame Inclusive Teaching Academy](#). [Universal Design for Learning Webinar Series](#).

Senate Discussion & Announcements

[1] Founded in Faith. (A. Bosman). True education has to do with the whole being, and with the whole period of existence possible to man. -*Education* p. 13. Love, the basis of creation and redemption is the basis of true education p. 16. Christ came to the world with the accumulated love of eternity, p. 76. Reference to book *You Are What You Love* by James K. A. Smith. Whole person development. Love outcomes vs. learning outcomes.

[4] ETLAC/CTL Updates. (A. Coria-Navia). Projects underway include a framework for professional learning, a learning spaces inventory, and curriculum mapping. Proposals due for upcoming events: Faculty and Staff Institute, Higher Education Adventist Society, Bioethics Conference. Qualitative Research Writing Group meets this Friday, February 21, 2025. Please ahead for the Research Writing Retreat. Proposals for the Teaching & Learning Innovation Grant are due March 15, 2015.

[5] Forward in Mission: Enrollment. (B. Henry-Saturné). The big picture is that enrollment has increased 4% (headcount) for spring 2024 to spring 2025. 321 new students enrolled. The harvest is ready. It is time for action. Suggestions for action: phone calls, email from the program director, chair & dean, zoom meetings, phonathon, snail mail, conversations with current students and alumni, campus visits. Close conversations with prayer. Goal to have students register by April 1 for fall semester. Faculty can send an email to the enrollment office to get the list of students or to get the Recruit dashboard set up or how to see inquiries and admits.

[6] University Committee Structure. (A. Regoso, Special Assistant to the President for Operations). Changes are being made to the university committee structure. See appendix A for the slides. The goal is for committees to fit into one of three categories: administrative, sector/division, or college. Policies will typically be routed through University Strategy and Policy Council. Definitions have been created of the different types of committees, councils, etc. The proposed changes include two items significant to Faculty Senate: (1) moving the Academic Operations and Policy Council to report to Institutional Operations Council instead of Faculty Senate, (2) moving Academic Integrity Council to report to Faculty Senate instead of to Academic Operations and Policy Council.

Discussion. How will the Center for Faith Engagement function? When something is moved under administrative, what does that mean? The chaplain reports to the president & VP for student life. The faith pillar aligns with an administrative unit or is overseen by a VP. College committees are under review as well. Deans are providing lists of committees.

Discussion of Faculty Senate implications. The Constitution would need to be amended regarding the AOPC change. How does a “bill become a law”? Does policy move from FPDC to Faculty Senate to USPC? Questions about the rationale for the AOPC change. There is a risk of AOC and Undergrad Council and Grad Council making conflicting decisions. This happened in the past and Faculty Senate assisted in mediation. Many things on AOPC are compliance based. Those would go through IOC to USPC. But faculty related items would need to be routed to Faculty Senate and could also overlap with UGC/GC. These concerns can be addressed in the terms of reference part of the implementation of these changes. Has this move been firmly decided or would the Senate's voice make a difference? The chairs of UGC and GC should be given guidance about interfacing with AOC during the revision of their terms of reference. It would also be good if AOC or IOC had a mechanism for regularly reporting issues under consideration to the Senate.

Appendix A: Slides Overview of Changes to University Committee Structure.

Note: Items in red have adjustments occurring.

Committee Structure

- Administrative committees are institutional committees with campus-wide scope that are cross-functional.
- The committee structure follows the institutional structure/hierarchy with one primary committee having oversight within each sector/division and college.



Committees Responsibilities & Power

- Power to act related to operational decisions based on approved policy and strategic plan implementation.
- Power to recommend is primarily reserved for the drafting of policy recommendations and strategic initiatives with final approval through University Strategy and Policy Committee (USPC).

The reporting lines for policy matters for a given committee will be noted in the terms of reference and eventually route through (USPC).

Guiding Principles

- Streamline and consolidate functions of existing committees
- Note the following types of committees in the terms of reference of the “parent” committee and remove committee from standing committee list
 - Meet only once/twice per year
 - Tasked with planning an event

Types & Definitions of Committees

Type	Definition
Board	Governance body versus administrative or operational; involve external members to the institution; involves primarily governance.
Council	Standing body with an institutional focus requiring broad representation and impact; specific terms of reference with a defined scope of operations which include power to recommend and power to act.
Committee	Standing body with specific terms of reference with a defined scope of operations which include power to recommend and power to act.
Subcommittee	Only include subcommittees that are standing committees that meet at least on a monthly recurring basis. Regular on university campuses.
Senate	Shared governance body
Advisory	No power to act, only power to recommend
Taskforce/Ad-hoc/ Working group	Provisional committee that focuses on a specific task; temporary setup for a particular function for a limited period <i>Will not be included in the committee structure; include in Terms of Reference</i>

Administrative Committees

1. Executive Council
2. University Strategy and Policy Committee
3. Cabinet
4. Diversity Council
5. Institutional Operations Council
6. Faith Engagement Council
7. Council on University Honors and Awards
8. Andrews University Press Board
9. Graduation Coordinating Committee
10. Creation Care Council



Administrative Committees

- A.1. Executive Council
 - A.1.1. Crisis Management Team
- A.2. University Strategy and Policy Committee
- A.3. Cabinet
- A.4. Diversity Council
 - A.4.1. Martin Luther King Celebration Steering Committee (*Event planning: should be noted in the terms of reference*)
 - A.4.2. Ethnic Heritage Committee (*Student Life?*)
- A.5. Institutional Operations Council
 - A.5.1. Compliance Committee
 - A.5.2. Data Governance Committee
 - A.5.3. Student Transitions Committee
 - A.5.4. Administrative Computing Committee
 - A.5.5. Academic Operations & Policy Council
 - A.5.5.1. Digital Learning Council
 - A.5.6. Campus Safety and Risk Management Committee
 - A.5.6.1. Citation Appeals Committee
- A.6. Faith Engagement Council
 - A.6.1. Faith Development Committee
- A.7. Council on University Honors and Awards
 - A.7.1. Facility Naming Committee
- A.8. Andrews University Press Board
- A.9. Graduation Coordinating Committee
- A.10. Creation Care Council

Sector/Division Committees

- Academic: Executive Deans Council
- **Advancement: TBD**
- Campus & Student Life: Student Life Council
- Faith Engagement Council (*moved to administrative*)
- Finance & Auxiliary: Financial Management Committee
- Human Resources: Compensation Committee
- Strategic Enrollment, Marketing & Communication: Strategic Enrollment Council



Academic Committees

B.1.1. Executive Deans Council

- B.1.1.1. Andrews University Library Council
- B.1.1.2. Global Campus and Partnership Committee

B.1.2. General Faculty/Faculty Senate

- B.1.2.1. Graduate Council
 - B.1.2.1.1. Academic Policies Committee (*shared UG/GC*)
 - B.1.2.1.2. Program Development and Review Committee (*shared UG/GC*)
- B.1.2.2. Undergraduate Council
 - B.1.2.2.1. Academic Policies Committee (*shared UG/GC*)
 - B.1.2.2.2. Program Development and Review Committee (*shared UG/GC*)
 - B.1.2.2.3. Honors Council
 - B.1.2.2.4. Admissions Sub-Committee (*If reporting to UGC, focus on policy not making admission decisions. Admission decisions are made by the operational unit*)
 - B.1.2.2.5. Andrews Core Experience Committee
- B.1.2.3. Academic Integrity Council (*report to faculty senate*)
- B.1.2.4. Faculty Policy & Development Council
 - B.1.2.4.1. Scholarly Research Council
 - B.1.2.4.2. Effective Teaching Council (*includes Assessment*)
 - B.1.2.4.3. Promotion & Tenure Criteria Committee

Advancement Councils/Committees

TBD

- Trust Services Committee
 - Investment Committee for Trust Services



Campus & Student Life Committees

B.3. Campus & Student Life Councils/Committees

B.3.1. Student Life Council

- B.3.1.1. Student Life Lead Team
- B.3.1.2. Student Communications Board
- B.3.1.3. Student Life Conduct Council
 - B.3.1.3.1. Student Conduct Appeals Panel**
- B.3.1.4. Title IX Steering Team
 - B.3.1.4.1. Title IX Decision Maker Panel Pool and Student Conduct Appeals**
- B.3.1.5. University Student Intervention Team
 - B.3.1.5.1. Case Management (USIT)**
- B.3.1.6. Co-Curricular Education Council
- B.3.1.7. Campus Activities Calendar Planning Committee
- B.3.1.8. Residence Life Deans Council
- B.3.1.9. Prevention & Addictions Advisory Sub-committee
- B.3.1.10. Faith Development Committee
 - B.3.1.10.1. CFE Executive Committee
 - B.3.1.10.2. Student Missions Advisory Council



Finance Committees

B.4. Finance Councils/Committees

B.4.1. Financial Management Committee

- B.4.1.1. Financial Policies Development**
- B.4.1.2. Financial Aid Policies Committee**
- B.4.1.3. Capital Expenditures Committee (IOC?)**
- B.4.1.4. Computer Purchasing Committee (IOC?)**
- B.4.1.5. Cell Phone Committee (Compensation?)**

B.4.2. Enterprise Risk Management

- B.4.3. Facilities Master-Planning (*USPC? Where are operational decisions made? Cycles for facility updates outdoor/indoor*)

- B.4.3.1. Arboretum Advisory Council**



Human
Resources
Committees

B.5. Human Resources Councils/Committees

B.5.1. Compensation Committee

B.5.2. Staff Senate

B.5.2.1. Professional Development Committee

B.5.2.2. Staff Institute Committee



SEMC
Committees

B.6. Strategic Enrollment Marketing & Communication Councils/Committees

B.6.1. Strategic Enrollment Council

B.6.1.1. University Communications and Strategic Marketing

B.6.1.1.1. Web Steering Committee

**B.6.1.1.2. Promotions, Advertising and Marketing
Committee**

For Review: *To be moved to administrative/division committees*

- International Religious Liberty Institute Board
- Center for Adventist Research Advisory Committee
- Health and Wellness Council
- Archives Committee

Timeline

- December:
 - Collect updated list of committees within each sector/division and college
- January/February
 - Review committee framework and structure
 - Executive Council
 - Cabinet
 - Deans Council
 - Faculty Senate
 - Final approval of committee framework and structure
 - University Strategy & Policy Council

Timeline

- February to April
 - Update committee terms of reference
 - Review policy library structure and align with committee structure
 - Draft policy framework/template
 - Identify policies requiring board approval (Adventist identity, mission, finance, personnel)
- May
 - University Strategy & Policy Council finalizes policy framework and structure
- June
 - Andrews University Board reviews policy requiring board approval