

GEORGE MASON UNIVERSITY
MINUTES OF THE FACULTY SENATE MEETING
FEBRUARY 7, 2018
Robinson Hall B113, 3:00 – 4:15 p.m.

Senators present: Alan Abramson, Mark Addleson, Alok Berry, Lisa Billingham, Virginia Blair, Melissa Broeckelman-Post, Carol Cleaveland, James Conant, Shannon Davis, Betsy DeMulder, Charlene Douglas, Christy Esposito-Smythers, Michael Gilmore, Michael Greve, Tamara Harvey, Dimitrios Ioannou, Bijan Jabbari, Diana Karczmarczyk, Chris Kennedy, Larry Kerschberg, Timothy Leslie, Bethany Letiecq, Daniel Menascé, Jeremy Rabkin, Karen Reedy, Keith Renshaw, Pierre Rodgers, Esperanza Roman-Mendoza, Catherine Sausville, Joe Scimecca, Suzanne Slayden, June Tangney, Girus Urgessa, Jenice View, Emily Vraga, S. David Wu.

Senators absent: Peggy Agouris, Kevin Avruch, Kenneth Ball, Dominique Banville, Jim Bennett, Henry Butler, Ángel Cabrera, Julie Christensen, Rick Davis, David Gallay, Mark Ginsberg, Aditya Johri, Rebecca Jones, David Kravitz, David Kuebrich, Germaine Louis, Robert Matz, Kumar Mehta, Maury Peiperl, Mark Rozell, Solon Simmons, Susan Trencher, Iosif Vaisman, Shelley Wong, Masoud Yasai, John Zenelis, Stanley Zoltek.

Visitors present: Hadiyyah Abdul-Jalaal, Faculty Senate Liaison-Student Government; LaShonda Anthony, Director, Academic Integrity; Jeannie Brown Leonard, Dean, Student Academic Affairs – Advising, Retention and Transitions; Patricia Coray, HRIS and Benefits Director, Human Resources/Payroll; Pat Donini, Assistant Vice President, Human Resources, Director, Employee Relations; Cheryl Druehl, Associate Professor, ISOM, School of Business; Kim Eby, Associate Provost for Faculty Affairs and Development; Kim Ford, Personnel Project Manager, Provost Office; Linda Harber, Vice President, Human Resources/Payroll and Faculty/Staff Life; Wendy Mann, Director, Digital Scholarship Center, University Libraries/Librarians’ Council; Janette Muir, Associate Provost, Academic Initiatives and Services; Donna Nickel, Staff Writer, *IV Estate*; John Prette, Senior Portfolio and Project Manager, Information Technology Services, Lauren Reese, Manager, Communications and Marketing, Information Technology Services; Marilyn Smith, Vice President and CIO, Information Technology Services; Bethany Usher, Associate Provost for Undergraduate Education; Preston Williams, Presidential Communications Manager, Strategic Communications; Elizabeth Woodley, University Ethics Officer and Policy Manager, Compliance, Diversity and Ethics.

I. Call to Order: Chair Keith Renshaw called the meeting to order at 3:02 pm.

II. Approval of the Minutes of December 6, 2017: The minutes were approved.

III. Announcements

Provost Wu: The Budget Model has been in place a year now; working on Budget Model 2.0. Adding on top of current model, to encourage collaboration across the units, this next version will include measures to address Research Indirects (F and A). The goal is to come up with a system more compatible with our peer institutions. There is a Joint Committee at University Level addressing this with the plan to have it roll out in the next budget cycle.

Some of you may have heard to make sure reappointment/tenure review guidelines at college/school levels are up-to-date. A retreat with the deans was held over the summer and this body is meeting again this term. Most already have these, but deans were asked to look across the board to see if there are inconsistencies and clarify the process for junior faculty. A Senator

thanked Provost Wu for developing this, and suggested multidisciplinary RPT Guidelines may require additional consideration.

Late last week the [Provost website](#) officially launched. Feedback from the campus community is being solicited. The goal is for it to be easier to find information relevant for faculty.

A note about the recent round of Curriculum Impact Grant Seed Money to develop curriculum and programs. Out of 23 proposals submitted, 16 were awarded in the first round. For the next round, a workshop will take place April 20, 2018, with a deadline to submit in June. An [announcement](#) will be distributed; this will be an annual event.

The [Global Education Office](#), formerly known as Study Abroad, encourages faculty to include international components in their courses. The Global Alliance Program will work with faculty to incorporate study abroad into courses. Six proposals were funded in the first round with capacity to fund additional ones; a lot of interesting ideas. The Global Gateway program provides opportunities for the freshmen class to spend the second semester of freshman year abroad; with five locations in five continents, opening up opportunities for students.

Overall the university is doing very well. Research activity is up as is scholarly output with grants.

Additional Faculty Senate Meeting: March 28 3:00 – 4:15: Chair Renshaw thanked Senators for responding to the call. Please hold Wednesday March 28th as a tentative date. There is a decent volume of weighty stuff including: the (ad hoc) Institutional Conflict of Interest Policy Committee is developing policies and proposals; a number of committees with a lot of weighty work (Faculty Matters, Effective Teaching) – this will be a substantive meeting.

The Term Faculty Task Force Announcement just went out. The Task Force is co-chaired by Kim Eby and John Cantiello. They are looking for feedback from all faculty: tenured, tenure –track, and adjunct. He encouraged faculty to look at it to provide good information for moving forward. The survey should take 5-10 minutes.

IV. Committee Reports

A. Senate Standing Committees

Executive Committee – Keith Renshaw, Chair

Proposed Standing Rule – General Faculty elections

(Listed in the Agenda as Attachment A)

As stated in the Faculty Handbook (Section 1.2.5), the “Faculty Senate will assist in conducting elections by the General Faculty.” The most frequent example of this is in the election of faculty representatives to the Board of Visitors. To date, these elections have been conducted by mail, whereby the Faculty Senate distributes a pdf of a ballot by email, and faculty are required to print it, mark their votes, sign and mark the envelope, and deliver in person or by campus mail to the Faculty Senate office. The Senate Clerk then checks each envelope to ensure that the individual is eligible to vote and has not voted already, and then removes the ballot to be counted. After this process, the Clerk hand counts the ballots to tally the results.

The Executive Committee has discussed the possibility of using electronic voting *for these types of elections by the entire General Faculty only* (not for votes of the Faculty Senate). To allow for this, the committee **makes the following motion:**

To add the following new rule (as rule #11, with the current #11 and #12 moving to #12 and #13, respectively) to the Standing Rules of the Faculty Senate:

When conducting elections by the General Faculty, the Faculty Senate may use electronic voting, provided that the method for voting (a) allows votes to be cast anonymously and (b) provides a means for ensuring that only members of the General Faculty are able to vote.

(End of Attachment A)

Discussion/Suggestions included email to be restricted to email messages from gmu domain. Chair Renshaw noted we would do this by Qualtrics, not email. Email does not allow votes to be cast anonymously. In response to a question whether faculty would have the option to vote either by university mail or electronically, Chair Renshaw responded intention was you could have either electronic or university mail voting, but not both. Another Senator noted allowing for both raises the specter for double-voting. If we vote anonymously, does the server keep track of how you voted? In describing the process as it now exists (above), there is no such thing as a true (anonymous) system. Once ballot could be matched to person, trusted not to look at one person's ballot. Email is not anonymous. There is a denominator over 1200 people faculty for general elections. If we don't open it up to electronic voting, faculty in Arlington and Prince William are marginalized, the same people will be the only ones voting. The Faculty Evaluation of Administrators are distributed electronically every year. Electronic voting will encourage more participation.

The motion was approved.

Academic Policies – Suzanne Slayden, Chair

University Course Repeat Policy

(Listed in the Agenda as Attachment B)

The Academic Policies Committee **moves** that academic policy **AP.1.3.4 Repeating a Course** be changed as shown in the revisions on the next page.

University Course Repeat Policy Proposal

Limit to three the number of times a student (degree-seeking or non-degree) may take an undergraduate course that is not repeatable for credit. Attempts beyond three require approval of the student's major academic advisor with oversight from the Student Academic Affairs unit in the respective schools/colleges. Only graded attempts are counted; if students withdraw from a course (W on the transcript), it is not counted as a graded attempt. Students who exhaust unit-level appeal processes may appeal to the Associate Provost for Undergraduate Education.

- The limit of $N=3$ attempts would be the university-wide maximum. Units that currently have or wish to have a lower N may do so ($N=2$, for example).
- Units are free to determine the criteria for allowing students to exceed the attempt limit.
- This policy would have no effect on units' Termination from the Major policy.

Justification

The purpose for changing the course repeat policy is to provide a systematic way for academic advisors to intervene and counsel students who have not successfully completed a course after three graded attempts. The academic advisors from the student's major and the program offering the course should work together to develop guidelines for the student before granting permission to override the limit. This university-wide policy is not intended to lead to termination from the major.

Statistics for Fall 2010-Spring 2016, including summers (this data is very rough and includes both graded attempts and W's and so the actual numbers of courses and student attempts are probably smaller):

There were 568 courses where at least one student attempted the course (graded or W) at least 3 times. In 341 of those courses, there were no attempts by any student beyond 3. So students were presumably satisfied with their 3rd attempt or decided not to attempt a 4th time (either by choice or because of program restrictions). $341/568 = 60\%$

Of the remaining 227 courses, students stopped after a 4th attempt in 116 courses. $116/227 = 51\%$

86% of repeated courses ($N \geq 3$) come from 17 departments/academic units.

Proposed Revisions

The 2017-18 University Catalog **AP.1.3.4 Repeating a Course** was revised by the Faculty Senate on Oct. 4, 2017. That is the text on which the currently proposed revisions on the next page are based. The first page shows the proposed revisions; the second page shows the proposed final policy.

AP.1.3.4 Repeating a Course

[The 1st paragraph regarding Federal Regulations was moved to the end of the section.]

Some courses are annotated in the catalog as "repeatable for credit." These are courses which students may repeat and receive additional credit for each time the course is taken. The maximum number of credits is specified in each course's description. Special topics and independent study courses are examples. ~~As long as students do not exceed the maximum allowable credits for repeatable courses, all takings of the course count for credit and in calculation of the student's GPA. All grades and credits earned are included in the calculation of the student's GPA up to the maximum allowable credits.~~ In cases where the student has exceeded allowable credits in a repeatable class, ~~the transcript will exclude~~ the grade and credits of the earliest ~~taking registration~~ of the class ~~for which credit was earned will not be included in the calculation of the GPA.~~

[The paragraph regarding the policy for Graduate students, originally here, was moved to near the end of the section.]

~~For undergraduate classes not repeatable for credit, undergraduate degree students may repeat courses for which they seek a higher grade.~~ Undergraduate students (degree-seeking or non-degree) may repeat undergraduate courses that are not repeatable for credit. There is a limit of three graded attempts for all courses. Academic programs may have more restrictive limits. A W ~~does not count as a graded attempt.~~ This policy applies only to repeating the same course, or courses that are designated in the catalog as equivalent. Academic programs may ~~disallow students from repeating certain high demand courses simply for the purpose of improving a satisfactory grade. Academic programs may restrict repeats of certain courses by all students. However, a student who is not a major in the program may be given permission to repeat a course after consultation between the academic program and the student's major program.~~ ~~restrict all students from repeating certain courses or restrict students from repeating high-demand courses for the purpose of improving a satisfactory grade.~~ Academic programs may restrict repeats of certain courses by students in their major. Excessive repeats may result in termination from the major. (See AP 5.2.4 Termination from the Major.) [Appeals to this policy begin with the student's academic advisor.](#)

~~The grade received in a repeated course will replace the earlier grade in the calculation of the cumulative GPA, even if the more recent grade is lower. No adjustment to the cumulative GPA will be made when the grade in the repeated course is W. A grade in a Mason course will not be excluded from the cumulative GPA based on a subsequent taking of an equivalent course via study elsewhere.~~ Duplicate credit is not earned. All ~~instances of courses taken~~ and their grades remain part of the student's transcript. The exclusion of earlier grades ~~and credits of repeated courses from the calculation of the GPA~~ will not change the academic standing or dean's list notations for the earlier semester. [A grade in a Mason course will not be excluded from the GPA based on taking an equivalent course at another university.](#)

[The paragraph regarding the policy for Graduate students, below, was moved from near the beginning of the section.]

Graduate students who have earned a satisfactory grade in a course that is not repeatable for credit are not permitted to repeat the course for replacement credit. Grades of B- ~~and higher~~ are considered satisfactory unless the academic program specifies a higher minimum satisfactory grade. Students must obtain permission from their academic program to repeat a course in which they have earned an unsatisfactory grade. Each unit establishes procedures for granting such permission. Duplicate credit is not earned. When a course is repeated, all credits attempted are used to determine warning, termination, or dismissal; the transcript shows grades for all courses attempted; and only one grade per course may be presented on the degree application.

[Note: The paragraph regarding Federal Regulations, below, was moved here from the beginning of the section.]

~~E~~ffective July 1, 2011 Federal Regulations no longer allow federal student aid funds to apply to courses that a student has already taken twice with a passing grade. This limitation does not include courses that are "repeatable for credit" as described ~~below~~^{above}. Students should contact the Office of Student Financial Aid to determine how repeated course work would affect their financial aid eligibility.

AP.1.3.4 Repeating a Course

Some courses are annotated in the catalog as "repeatable for credit." These are courses which students may repeat and receive additional credit for each time the course is taken. The maximum number of credits is specified in each course's description. Special topics and independent study courses are examples. All grades and credits earned are included in the calculation of the student's GPA up to the maximum allowable credits. In cases where the student has exceeded allowable credits in a repeatable class, the grade and credits of the earliest registration of the class for which credit was earned will not be included in the calculation of the GPA.

Undergraduate students (degree-seeking or non-degree) may repeat undergraduate courses that are not repeatable for credit. There is a limit of three graded attempts for all courses. Academic programs may have more restrictive limits. A W does not count as a graded attempt. This policy applies only to repeating the same course, or courses that are designated in the catalog as equivalent. Academic programs may restrict all students from repeating certain courses or restrict students from repeating high-demand courses for the purpose of improving a satisfactory grade. Academic programs may restrict repeats of certain courses by students in their major. Excessive repeats may result in termination from the major. (See AP 5.2.4 Termination from the Major.) Appeals to this policy begin with the student's academic advisor.

The grade received in a repeated course will replace the earlier grade in the calculation of the GPA, even if the more recent grade is lower. Duplicate credit is not earned. All courses taken and their grades remain part of the student's transcript. The exclusion of earlier grades and credits from the calculation of the GPA will not change the academic standing or dean's list notations for the earlier semester. A grade in a Mason course will not be excluded from the GPA based on taking an equivalent course at another university.

Graduate students who have earned a satisfactory grade in a course that is not repeatable for credit are not permitted to repeat the course for replacement credit. Grades of B- and higher are considered satisfactory unless the academic program specifies a higher minimum satisfactory grade. Students must obtain permission from their academic program to repeat a course in which they have earned an unsatisfactory grade. Each unit establishes procedures for granting such permission. Duplicate credit is not earned. When a course is repeated, all credits attempted are used to determine warning, termination, or dismissal; the transcript shows grades for all courses attempted; and only one grade per course may be presented on the degree application.

Effective July 1, 2011 Federal Regulations no longer allow federal student aid funds to apply to courses that a student has already taken twice with a passing grade. This limitation does not include courses that are "repeatable for credit" as described above. Students should contact the Office of Student Financial Aid to determine how repeated course work would affect their financial aid eligibility.

(Attachment B ends)

Discussion: Slayden noted the intention is not to impinge on any units with repeat limits already in place. There are only about ten departments affected the most – bringing 4th attempts to a manageable level. It is well worth it to see how this works out. She also thanked the Volgenau School of Engineering for pointing out the first paragraph should be the last paragraph.

A Senator asked whether the registration system will enforce this. The course attempts will be vetted. It is a bit of work for the registrar's office to put this in; they are willing to put it in.

The motion was approved.

Question from a Senator: Who notifies current students this is happening?

Dean Brown Leonard: A campus-wide message will go out and will be in the catalog Fall 2018 and students will be grandfathered in during Spring 2018. The timing of the vote means the policy can make the catalog (deadline).

Budget and Resources – Tim Leslie, Chair

The committee's report includes the annual salary report and is posted on the [Faculty Senate website](#).

Faculty Matters - Alan Abramson, Chair

The committee continues to work on the Faculty Evaluation of Administrators. Senate had a discussion a few months ago on how to revise the survey instrument and whether to move from Spring to Fall. They met with Provost Wu and President Cabrera to get their input. Faculty concerns important and their input is also being gathered. The committee is on the agenda for the deans meeting March 22, 2018. Faculty are encouraged to send the committee thoughts on improving the process.

As a note, faculty should be aware of harassment of faculty is happening on some other campuses. Examples include barrage of emails, FOIA requests, and other approaches linked to objections to the kind of research faculty are doing (e.g., racial equity, Palestinian matters, environmental issues). Questions were asked about what was being done or could be done to protect Mason faculty. The committee is working with relevant administrative offices to monitor how other institutions address this so Mason can be proactive rather than reactive.

Nominations – Mark Addleson, Chair

Thomas Wood, Associate Professor, School of Integrative Studies, is nominated to fill a vacancy on the Effective Teaching Committee. His statement of interest follows:

Thomas Wood,

Associate Professor Conservation Studies
George Mason University, School of Integrative Studies
Co-Director, SENCER Chesapeake Center for Innovation

I would like to put my name forward for the open position on the Committee for Effective Teaching. I am a tenured Associate Professor in the School of Integrative Studies (formerly New Century College) where I am a Conservation Biologist (Physiology). I completed my PhD in Environmental Science and Policy at Mason and started as a faculty member with New Century College in 1996. I initiated the development of the Smithsonian Mason Semester working with Peter Stearns, was the lead faculty for the interdisciplinary resident semester program and in 2007 was the founding Director of the Mason Center for Conservation Studies (Now the Smithsonian-Mason School of Conservation). I have developed or co-developed many learning community courses integrating science, mathematics, public policy and most recently, art. I am a recipient of the Mason Teaching Excellence Award.

My interest and expertise in effective teaching emerged through my association with the National Science Foundation funded project SENCER (Science Education for New Civic Engagements and Responsibility) that started in 2000. Over the past 17 years this initiative has grown to be one of the largest national dissemination organizations for undergraduate science teaching in the nation with over 450 institutions and 5000 faculty involved. As a leader in this organization, I have become increasingly interested in how people learn, how we measure learning in students, and how we can help faculty develop as teachers. As the Director of the SENCER Chesapeake Regional Center for Innovation, I have much experience consulting with faculty from our region and throughout the country to help them understand how to create effective learning environments. I have provided that role here at Mason for many years in New Century College (now the School of Integrative Studies) and have been involved in teaching development in the College of Science and the Honors College.

I am passionate about teaching and enjoy working with faculty to help develop effective learning environments. I am fascinated with how we learn, and the progress we have made in the past 20 years understanding brain physiology and effective learning. From this perspective, I am always seeking credible ways to measure teaching effectiveness, and use proven techniques to measure student learning in my own work. I have much experience with the NSF developed instrument SALG (Student Assessment of Learning Gains), and am abreast of the national movement to assess learning beyond standard university course evaluations. Mason is a progressive university, we have many creative faculty, and I would be excited to join our Committee for Effective Learning to help with exciting innovation. Thank you for your consideration.

No further nominations were made from the floor. **The nominee was approved.**

Christopher DiTeresi (CHSS) Philosophy was nominated to fill a vacancy on the Mason Core Committee. No further nominations were made from the floor and the **nominee was approved.** .

There is a vacancy on the Organizations and Operations Committee. Chair Renshaw appealed to Faculty Senators to volunteer to fill it. This committee deals with the business of the Senate and tells others what to do. Ponder on it please and let us know if you are interested.

Organization and Operations – Lisa Billingham, Chair

Motion to Amend the Bylaws of the Faculty Senate – 2nd view and vote
(Presented below and included in the Agenda as Attachment C)

Universal changes include “Sergeant-at-Arms” to “Sergeant(s)-at-Arms”, replacing “September” with “first meeting of the academic year”. Other highlights include:

Article II –Officers: Section 1(b) redefines beginning of new term of Faculty Senate chair from the last meeting of the academic year to the day following spring Commencement. It also specifies procedure for election of a new chair should the chair not be able to serve the remainder of his/her term.

Article IV – Meetings of the Senate – Section d to have a way for Faculty Senators to participate in Faculty Senate meetings electronically; also for Faculty Senate and University Standing Committees to do so within themselves.

Question: Will the appropriate people be notified? The minutes are announced as posted, as are the meeting agenda.

The changes to the Bylaws were approved.

BYLAWS OF THE FACULTY SENATE

(as revised ~~on~~ October 6, 2010)

Article I Membership

Section 1.

The membership of the George Mason Faculty Senate shall be as prescribed by the Charter ~~adopted April 3, 1974 by the General Faculty of George Mason University, clarified by the General Faculty May 21, 1975 and amended March 22, 1976, December 15, 1987, April 12, 1989, and March 30,~~

1994. Eligibility to vote on matters before the Faculty Senate shall be limited to duly elected faculty members of the Faculty Senate.

Section 2.

- a. The manner by which academic units entitled to representation in the Faculty Senate elect their senators shall be determined by the faculty of those units.
- b. The presiding officer of each collegiate unit shall certify ~~by May 15~~ to the Chair of the Faculty Senate names of the Senators chosen. Terms of Senators shall begin at the opening of the first Senate meeting of the academic year.
- c. Current records of the membership of the Senate shall be maintained by the Secretary for use by the Chair of the Senate and the Parliamentarian.

ARTICLE II Officers

Section 1.

- a. The Chair of the Faculty Senate shall be elected from among the elected membership of the Senate at the May final regularly scheduled meeting of the academic year. Nominations shall be made from the floor. Except when a motion to cast a unanimous ballot is passed, voting for the Chair shall be by secret ballot. In the event that no candidate for this office receives a majority of the votes cast, a run-off vote will be held between the two candidates who received the most votes.
- b. The term of the chair shall commence ~~at after the conclusion of the meeting at which he or she is elected~~ the day after Spring Commencement. In the event the Chair cannot serve for the remainder of his or her term, an election of a new Chair will be held at the next regularly scheduled meeting, following the procedures in Article II Sec. 1a. The term of office commences upon election and ends the day after Spring Commencement.
- c. The Senate shall elect from its own ~~number~~ members a Secretary at the first meeting of the academic year in September. Nominations for this position shall be presented by the Committee on Nominations; however, additional nominations may be made from the floor. Except when a motion to cast a unanimous ballot is passed, voting for this office shall be by secret ballot. In the event that no candidate for this office receives a majority of the votes cast, a run-off vote will be held between the two candidates who received the most votes.
- d. The Chair shall appoint a member of the Senate to serve when needed as Chair pro tem and other members to be Parliamentarian and Sergeant(s)-at-Arms, to serve for terms of one year commencing with the first meeting ~~after their appointment~~ of the academic year.
- e. No elected officer shall serve in the same office for more than three consecutive terms.

Section 2.

- a. The Chair of the Senate shall be the presiding officer. The Chair pro tempore shall be the presiding officer in the absence of the Chair.

- b. The Secretary of the Senate shall maintain the records of the Senate, and shall give appropriate notification to officers of the University, Committee Chairs, and other individuals concerning Senate actions. In consultation with the Chair of the Senate, the Secretary shall prepare at least annually an appendix to the bylaws, which shall include lists of officers and standing committees of the Faculty Senate and of University Faculty Standing Committees, which report to the Senate, a summary of actions of the Faculty Senate pertaining to the organization and operation of the Faculty Senate, and summaries of the role of standing committees of the Senate. The appendix may include other information of continuing importance in the discretion of the Secretary and the Chair of the Senate.
- c. The Sergeant(s)-at-Arms shall supervise balloting and assist the Chair in expediting the meetings of the Senate.
- d. The Parliamentarian shall assist the Chair in the interpretation of the rules of order.

ARTICLE III Responsibilities of the Senate

The responsibilities of the George Mason Faculty Senate shall be as prescribed by the Charter adopted by the General Faculty.

ARTICLE IV Meetings of the Senate

Section 1.

- a. Meetings of the Senate shall be conducted according to the current edition of “Robert’s Rules of Order, Newly (Revised)” except as the rules and procedures prescribed therein have been or shall be modified by adoption of these or of future bylaws or standing rules.
- b. ~~The presiding officer of all meetings of the Senate shall be the Chair of the Senate or the Chair pro tem.~~
- c. The quorum for Senate meetings shall consist of a majority of the elected membership. ~~However, the quorum for authorizing conferral of degrees and for considering other matters related thereto shall be a minimum 20 percent of the whole Senate membership.~~
- d. Members of the Faculty Senate may participate in Faculty Senate meetings electronically, provided the technology used allows all members to hear each other simultaneously. Members of Faculty Senate Committees and University Committees may likewise participate electronically in meetings of the committees. Each entity may develop its own rules for how members meeting electronically may seek recognition, vote, and exercise other rights.

Section 2.

- a. Meetings shall be open to all members of the University community.
- b. All persons in attendance in a non-voting capacity shall be seated in a clearly delineated area so that they may not inadvertently influence a voice vote.

Section 3.

Any person recognized by the Chair may participate in the discussion of any item of business brought forth upon the floor, but only members of the Senate may make and second motions, and vote.

Section 4. To the extent permitted by law, the Senate may go into closed session by majority vote of those present and eligible to vote. Only members of the Senate may be present during a closed session.

Section 5.

a. The Chair and the Secretary of the Senate shall jointly prepare the agenda for each meeting and distribute it seven days before the meeting to all members of the Senate.

b. Any member of the General Faculty may submit items of business for inclusion on the agenda. All items submitted which are consistent with the responsibilities of the Senate as defined in Article III are to be placed on the agenda. Members of the General Faculty who are not Senators may submit items for discussion only, but motions on those subjects may be made by Senators.

c. Explanatory or background information on all agenda items shall be prepared by the sponsor of the item and shall be attached to the agenda.

Section 6.

Meetings of the Senate shall be convened on at least four Wednesday afternoons during each semester of the academic year, ~~beginning in September.~~

Section 7.

a. On his or her own initiative the Chair may call a special meeting of the Senate. In response to any petition signed by 20 percent of the elected members of the Senate, the Chair must call a special meeting to be convened within six instructional days.

b. The written call to the special meeting shall include a statement of the purpose of the meeting and shall be distributed at least four instructional days before the meeting to all members of the Senate.

c. Only that business stipulated in the call to the special meeting may be transacted.

Section 8.

a. Voting shall be by voice vote upon a call by the presiding officer for the "ayes" and "nays," or by division of the house upon a call from the floor, except that any member may request that a secret ballot be taken. When such a ballot is requested, the Secretary of the Senate shall be responsible for preparing, distributing, and counting the ballots with the assistance of the Sergeant(s)-at-Arms.

b. Absentee and proxy ballots shall not be allowed.

c. All motions to recommend alterations to existing University-wide graduation requirements shall be read and debated at two successive regular meetings of the Senate held in the same academic year. A meeting of the Senate called solely to complete the agenda of a previous meeting shall not count as a "successive" meeting within the meaning of this bylaw.

Section 9.

Items of new business not appearing on the agenda may be introduced from the floor by any member of the Senate after consideration of all agenda items has been completed, but disposition of any item introduced without prior notice and information may be carried over to the next regular meeting of the Senate if five members support a motion to carry it over. A motion carried over under this provision shall appear on the agenda of the next regular meeting as an item of old business and shall be supported by background information as provided in Section 5 of this Article.

Section 10.

a. The Secretary of the Senate shall prepare the minutes of all meetings of the Senate. The minutes shall be made publicly available via the Faculty Senate website ~~distributed to the members of the Senate, appropriate officers of the University, the general faculty of the University, one copy to the Board of Visitors of the University, and one copy to the Student Government.~~

b. ~~One~~A copy of the agenda and ~~one copy of~~ the minutes of every meeting shall be preserved as part of archived in the permanent University archives of the University. These documents shall also be archived on the Faculty Senate website shall be kept in custody of the University Library and shall be available for ~~inspection~~ viewing by any member of the University community.

ARTICLE V Committees of The Senate

Section 1.

a. "Standing Committees" shall be those permanent committees whose respective charges shall be established by the Senate and whose members, except for designated ex-officio members, are elected by the Senate.

b. Except as may be otherwise specified, the usual term of election to any standing committee shall be for two years.

c. "Ad Hoc Committees" shall be those established by the Senate for consideration of special or transient issues. If no time limit is specified, the committee is deemed to serve until it issues a final report or until the Senate acts to dissolve it.

d. Unless otherwise authorized by a majority vote of the Senate, standing or ad hoc committees shall issue formal reports only to the Senate.

e. It shall be a duty of the Secretary of the Senate to prepare and maintain an accurate list of all committees of the Senate together with their charges and composition, which shall be open for inspection to all members of the University community. Annual reports will be filed with the Secretary of the Senate during the month prior to the end of the academic year.

Section 2.

a. Nominations for elected Senate positions to all standing committees except to the Committee on Nominations shall be prepared by the Committee on Nominations. The Committee on Nominations shall nominate one person for each available position. It shall take into account factors such as willingness to

serve, previous Senate and committee experience, and the need to develop future Senate leadership. ~~Its nominations shall be circulated by~~ The Committee on Nominations shall circulate its nominations to the Senate in written form with the agenda for the first meeting of the academic year in September. Members of the Senate with the permission of prospective nominees may make further nominations from the floor at the ~~scheduled September meeting at which time~~ when the elections ~~will be~~ are held.

b. Committee vacancies with unexpired terms shall be filled for the remainder of the term by special elections at the first scheduled meeting of the Senate after such vacancies occur. The Committee on Nominations shall make one nomination for each available position except for vacancies in its own membership, but in all instances nominations may be made from the floor.

c. All elections shall be by a majority of those Senators present and voting. In the event ~~of a tie vote that~~ no candidate for an office or for the last positions on an elected committee receives a majority of the votes, a run-off vote will be held ~~among those~~ between the two candidates who receive the ~~tie~~ most votes.

Section 3.

a. Whenever the Senate shall determine by its vote that the creation of an ad hoc committee or of a new standing committee is a matter of urgent necessity, nominations shall be made from the floor following that determination. Election procedures shall be as in Section 2c of this Article.

b. In the absence of an urgent necessity determined under Paragraph (a) of this section, the Committee on Nominations shall prepare a slate for distribution with the agenda of the next meeting of the Senate. At that meeting nominations may be made from the floor and the election shall be held according to the procedures prescribed in Section 2c of this Article.

Section 4.

Except as otherwise specifically provided, each Senate Committee shall elect its Chair according to the committee charge from among its own membership. Each committee shall have a majority ~~plurality~~ of members present for a quorum. Each committee shall maintain written records of its activities. At the conclusion of each academic year these records shall become part of the permanent archives of the University and the Faculty Senate website as stipulated in Article IV, Section 10, paragraph b.

Section 5.

Any Senate committee may be required by majority vote of the Senate to report to it at a specified later meeting any matter referred by action of the Senate to the charge of that committee. Upon receipt of its report, the committee may be discharged of further responsibility for the matter by majority vote of the Senate.

ARTICLE VI Effective Date and Amendment

Section 1.

All motions to amend these bylaws shall be read and debated at two successive regular meetings of the George Mason Faculty Senate held in the same academic year. Following the second debate, a vote on the motion to amend shall be taken. A two thirds majority of the voting members of the Senate present and voting shall be required for passage of such an amendment. A meeting of the Senate called solely to

complete the agenda of a previous meeting shall not count as "successive" meeting within the meaning of this bylaw.

Section 2.

Amendments to these bylaws shall take effect on the date contained therein, if such a date is provided; Otherwise they shall take effect immediately upon their passage.

Revised 10/6/10, Revised 2/7/18

(end of Attachment C)

V. Other Committees/Faculty Representatives

Mason Core Committee – Melissa Broeckelman-Post, co-chair
Preview of Proposed Changes to IT/Ethics

The committee has been wrestling with ethics issues for a while. Outcomes which never have to be met by anyone and are often confusion – anywhere from 3-7 credit range to what are the ways we are teaching “ethics across the curriculum”? In sending out a survey, co-chair Cheryl Druehl noted responses indicated almost everyone is. It is also an accreditation requirement. We propose to go back to the original intent as an Information Technology category and to update outcomes (proposal below):

Proposed IT Outcomes

Approved by Mason Core Committee on 1/29/2018

(Included in Agenda as Attachment D)

Information technology and computing can significantly augment humans' ability to produce, consume, process, and communicate information. Thus, students need to understand ways to use such technology to enhance their lives, careers, and society, while being mindful of challenges such as security, source reliability, automation, and ethical implications. These factors have made it essential for students to understand how to effectively navigate the evolving technological landscape. IT courses offered in the majors may focus on disciplinary applications and concerns of information technology.

IT courses meet the following learning outcomes:

- Students will understand the principles of information storage, exchange, security, and privacy and be aware of related ethical issues.
- Students will become critical consumers of digital information; they will be capable of selecting and evaluating appropriate, relevant, and trustworthy sources of information.
- Students can use appropriate information technologies to organize and analyze information and use it to guide decision-making.
- Students will be able to choose and apply appropriate algorithmic methods to solve a problem.

For reference: Current IT/Ethics Outcomes, which will be deleted

Learning Outcomes:

Almost no area of academic, professional, or personal life is untouched by the information technology revolution. Success in college and beyond requires computer and information literacies that are flexible enough to change with a changing IT environment and adaptable to new problems and tasks.

The purpose of the information technology requirement is to ensure that students achieve an essential understanding of information technology infrastructure encompassing systems and devices; learn to make the most of the Web and other network resources; protect their digital data and devices; take advantage of latest technologies; and become more sophisticated technology users and consumers.

Courses meeting the “IT only” requirement must address learning outcomes 1 and 2, and one additional outcome. Courses meeting “IT with Ethics component” must address outcomes 1, 2, 3, and 5. Courses meeting the only IT Ethics component must address outcomes 3 and 5.

1. Students will be able to use technology to locate, access, evaluate, and use information, and appropriately cite resources from digital/electronic media.
2. Students will understand the core IT concepts in a range of current and emerging technologies and learn to apply appropriate technologies to a range of tasks.
3. Students will understand many of the key ethical, legal and social issues related to information technology and how to interpret and comply with ethical principles, laws, regulations, and institutional policies.
4. Students will demonstrate the ability to communicate, create, and collaborate effectively using state-of-the-art information technologies in multiple modalities.
5. Students will understand the essential issues related to information security, how to take precautions and use techniques and tools to defend against computer crimes.

Required: One approved 3-credit course that meets all IT requirements, or completion of an appropriate combination of courses.

(End of Attachment D)

Discussion: Senator objected to labeling as “IT” category, suggested including “Computing” in the title. Another Senator objected to this suggestion, the title being too long. Senator Broeckelman Post noted that when the category was created, it was just IT and was later split to IT/IT-Core Ethics, so this goes back to the original nomenclature. There will not be a separate, only ethics category as ethics are already part of communication outcomes and there has been work to embed ethics in several places in the Core.

A question was asked whether ny department could propose a course to meet this requirement. Any department can propose a course to meet requirement and would go into review, with demonstrated outcomes required. Like other Mason Core courses, there is not just one core course that everyone takes.

Question from a Senator: Would all current IT courses have to resubmit learning outcomes? The committee is going through courses to be affected, asking faculty to get outcomes, syllabi, but have to show outcomes as a process to go through moving forward.

Chair Renshaw encouraged Senators to go back to their departments and sent comments to Melissa Broeckelman-Post (mbroecke@gmu.edu) .

(Slides from presentation are inserted below)

MASON CORE IT/Ethics Questions?

Start here. For more information,
visit your advisor or <http://masoncore.gmu.edu/>

**Is your catalog
year before
2018-2019?**

NO

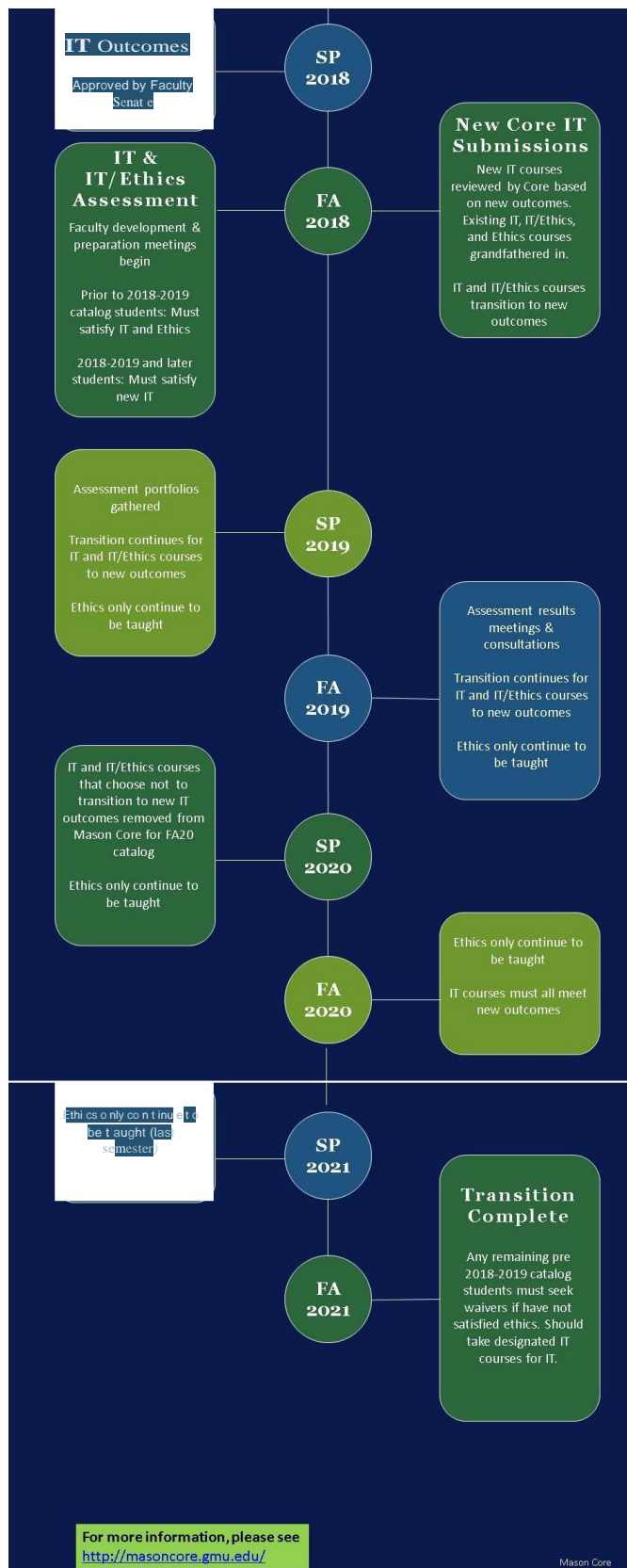
**You must take one of
the Mason Core
classes designated
as IT for 3 or more
credits. See
[https://catalog.gmu.
edu/mason-core/](https://catalog.gmu.edu/mason-core/)**

YES

**You must take a
class that satisfies IT
and Ethics or two
classes, one IT only
and one Ethics only
See
[http://masoncore.g
mu.edu/](http://masoncore.gmu.edu/) for the list of
possible courses**

Mason Core IT and Ethics Transition Timeline

Purpose: To update the IT category learning outcomes while also acknowledging that ethics outcomes are already included in several Mason Core categories and are being taught within the major in almost every program on campus.



Timeline for Transitioning to New IT Outcomes							
	SP 18	FA 18	SP19	FA19	SP20	FA20	SP21
Approve new IT outcomes							
Mason Core Committee approves course submissions with new IT outcomes							
Courses that meet new IT outcomes added to catalog							
Assess IT courses (old IT/Ethics, IT only, and new IT courses)		Faculty development & preparation meetings	Assessment portfolios gathered	Assessment results meetings & consultations	IT and IT/Ethics courses that choose not to transition to new IT outcomes removed from Mason Core for FA20 catalog		
Ethics-only courses taught for students in older catalog years (may be phased out per department decision)							

Minority and Diversity Issues – Ginny Blair, Chair

Mason is planning a summit on diversity, inclusion and well-being on April 13, 2018 from 9:00 am – 5:00 pm in Dewberry Hall, Johnson Center. They are looking for Faculty Senators to attend. A message will be distributed shortly – please email Blair (vblair3@gmu.edu) if you are interested in attending.

VI. New Business: none.

VII. Remarks for the Good of the General Faculty

Bethany Letiecq, President of the Mason Chapter of AAUP, and Betsy DeMulder, Vice President, announced the Chapter needs a secretary/treasurer. Please contact Letiecq (bletiecq@gmu.edu) if interested in serving.

Marilyn Smith (VP and CIO, Information Technology Services) announced we are moving into the next phase of protecting personal Mason information using Two Factor Authentication (2FA). In the next phase everybody on campus must use 2FA. About 50% of permanent faculty and staff have signed up; download to your phone, (log-in_ requires password and phone code. Everyone is using DUO SECURITY as the easiest thing to use. As of April 5th you will need to have 2FA to get into Banner and Patriot Web. Please contact her with any questions (mtsmith@gmu.edu). Additional information is available at <https://itsecurity.gmu.edu/2fa/> . Comments and questions included: Why can't we stay in Banner for longer sessions? Some faculty do not have smart phones. Can they also use a cell phone? There are problems with VPN Software on Mac Computers.

Chair Renshaw: Quick notes in closing: there are a lot of interesting events this month regarding diversity. Keep an eye out for them for your colleagues and students.

Senator: Shelley Wong has published a book about teaching Dreamers, written by many people in the university.

VII. Adjournment: The meeting adjourned at 4:17 pm.

Respectfully submitted,
Shannon N. Davis
Secretary