

GEORGE MASON UNIVERSITY
AGENDA FOR THE FACULTY SENATE MEETING
APRIL 6, 2016
Robinson Hall B113, 3:00-4:15 p.m.

I. Call to Order

II. Approval of the Minutes of March 2, 2016

III. Announcements

- Rector Davis
- Provost Wu

IV. New Business – Committee Reports

A. Senate Standing Committees

Executive Committee

Academic Policies

Budget and Resources

Faculty Matters

Nominations

University Distinguished Professor Peter Boettke (CHSS) is nominated to serve as Faculty Senate Representative to the GMU Foundation.

Professor Charlene Douglas (CHHS) is nominated to serve as Faculty Senate Representative to the FERPA Committee.

Professor Steven Bamford (CHSS) is nominated to serve as Faculty Senate Representative to the Police Chief Search Committee.

Organization and Operations

B. Other Committees/Faculty Representatives

Annual Faculty Senate Evaluation of the President and Provost by Faculty Senate and University Standing Committees [Attachment A](#)

University Curriculum Committee – Tim Leslie [Attachment D](#)

V. Other New Business

Misconduct in Research and Scholarship Policy Draft [Attachment B](#)

Aurali Dade, Assistant Vice President, Research Compliance

Guidelines for Reporting Sexual Misconduct [Attachment C](#)

Angie Hattery, Professor & Director, Women and Gender Studies

VI. Remarks for the Good of the General Faculty

VII. Adjournment

ATTACHMENT A

Evaluation of the President and Provost by Faculty Senate Standing Committees, University Standing Committees, and Ad Hoc Committees AY 2015-16

Note that some committees did not provide responses to each question.

1. During the past calendar year has the President or Provost announced initiatives or goals or acted upon issues that fall under the charge of your Committee? If so, was your Committee consulted by the President or Provost in a timely manner before the announcement or action? If not, do you believe your Committee should have been consulted? Would it have been helpful to have had the input of your Committee from the outset?

Responses from Faculty Senate Standing Committees:

Academic Policies: The Registrar's office (under the Provost's administration) made decisions regarding Drop Deadline changes due to unprecedented class cancellations because of weather in Spring, 2016. As it is the prerogative of the Faculty Senate to establish the University academic deadlines, initiated by the Academic Policies Committee, ideally the Registrar would have consulted the committee. The circumstances, however, were extraordinary, and it may not have occurred to the administration to seek faculty input.

Faculty Matters: Yes: (1) changes to the study leave procedures (Provost's office), (2) possible switch to online-only teaching evaluations (Provost's office), and (3) snow day make-ups (registrar – not sure if that falls under Provost?)

No, our committee was not consulted prior to announcements for #1 or #3. Our committee was not consulted prior to movement on #2, but to our knowledge, no final announcements or actions have been taken yet. Of note, after feedback from the faculty senate, the Registrar did consult our committee in reference to #3, and this led to a seemingly successful resolution for all.

Yes, we believe it would have been helpful for our committee to have been consulted at the outset.

Nominations: The Faculty Senate Nominations Committee has had no direct contact with either President Cabrera or Provost Wu during the academic year. The Provost has promptly filled all "Provost Representative" vacancies which facilitates the staffing of various committees. One major concern, however, is that members of the Central Administration all too often select a member of the Faculty to serve as "Faculty Representative" on some initiative without consulting

the Nominations Committee or having the Faculty Member elected by the Senate. ALL “Faculty Representatives” must be approved by the Senate. Simply selecting a member of the instructional Faculty does not automatically make that individual a “Faculty Representative.

Responses from University Standing Committees:

Academic Initiatives: The Academic Initiatives committee has had regular contact with the President’s office, largely through VP Simmons. Solon has been responsive, and has engaged others in the administration as necessary. We have also had contact with Director Nodine with regards to Distance Education.

Admissions: This past calendar year, the issue of English language proficiency of admitted students and availability of academic resources for struggling ELL students are continuing admissions concerns. We understand that an MOU between INTO Mason and Mason to provide additional services is under construction. Neither the President nor the Provost has consulted committee members, who represent Mason faculty as a whole and have direct knowledge of these concerns. We believe that consultation with the Admissions Committee would be helpful.

Athletic Council: No, no initiatives or specific goals for the Athletic Council were initiated by the President or the Provost. We did not have any issues under my charge with either the President or the Provost.

Effective Teaching: Not that we are aware of.

External Academic Relations: The External Relations Committee has had no interaction with either the President or the Provost.

Faculty Handbook: No initiatives or goals fell under the charge of the committee.

Mason Core: N/A.

Minority and Diversity Issues: The Minority and Diversity Issues Committee does not have a direct line of communication with the Office of the President or Provost. However, in my capacity as the Presidential Fellow, I have actively participated in meetings and provided advice and recommendations about matters pertaining to diversity and inclusion within the University. I have shared the information with the Committee about the issues and initiatives which have been used to provide direction for the Committee work.

Salary Equity Study Committee: The Salary Equity committee did not seek information from the President’s or Provost’s office in this academic year. We plan to do so next year. During the past year, the Provost and President have both acknowledged that Faculty Salary and salary compression is an issue for Mason Faculty in various speeches and discussions, which is a positive advance for faculty and which relates to issues of interest to the Salary Equity Study Committee.

Technology Policy: Marilyn Smith has met with the committee regularly during the academic year and has brought her senior staff who responded to all of our questions.

University Promotion, Tenure, and Renewal Appeal Committee: No.

2. Did your Committee seek information or input from the President or Provost or members of their staffs? If so, did they respond adequately and in a timely manner?

Responses from Faculty Senate Standing Committees:

Academic Policies: The committee chair asked the Registrar and Provost why the final Drop Deadline was not moved back although other deadlines were. The Registrar's answers were relayed verbally by the Provost to the committee chair in the Executive Committee meeting. The Academic Policies Committee looks forward to receiving the reasons in writing.

Faculty Matters: No, we did not seek information or input in the past year.

Responses from University Standing Committees:

Admissions: This past calendar year, the Undergraduate and Graduate Admissions Office and the INTO Mason admissions office responded adequately and in a timely manner to the Admissions Committee's requests for admissions information. All gave presentations to the Committee and relayed helpful information about admissions policies, procedures, and statistics. All echoed the Committee's concerns about the need for additional academic resources/services for academically-struggling regular admit and transfer students, particularly for students who are struggling to develop English language skills (both oral and written), and about the urgency of completing the MOU between INTO and Mason to provide some of these resources/services.

Athletic Council: No, the committee did not seek specific information from the President or Provost. I meet with the President annually to provide information on the external oversight of the Intercollegiate Athletic Programs, submit a report on my work as the Faculty Athletic Representative, and discuss any issues or goals for the coming year. I meet regularly with the Chief of Staff who is charged by the President to oversee athletics.

Effective Teaching: We sought information and collaboration from the Provost and received it. He suggested we work closely with the CTFE and IRR. CTFE worked with us, but IRR was slow and vague in its responses to our inquiries through Fall 2015. In March 2016, we met with the new IRR Director who provided us with helpful information and who has agreed to work with our committee on revising the course evaluation form.

Faculty Handbook: The committee has asked the Vice Provost for Academic Affairs to meet with it later this semester regarding background information on procedures for Promotion and Tenure.

Mason Core: We sought information from the Vice President for Global Strategies regarding the global understanding requirement. Specific discussion focused on how this requirement may

intersect with the strategic plan's focus on every student having opportunities for a global experience and the increased number of students doing study abroad.

Minority and Diversity Issues: The Minority and Diversity Issues Committee met with Julian Williams of the Office of Compliance, Diversity and Ethics to discuss the issues, concerns and goals of the Office, and how the committee might be of assistance or call on him for assistance.

The Committee also reached out to the Office of Administration and Finance, Human Resources and several University departments to determine what information was available to the public regarding diversity and inclusion. Response was slow and information was not readily available.

University Promotion, Tenure, and Renewal Appeal Committee: No.

3. Please suggest how you believe the President, Provost and/or their staffs might more effectively interact with your Committee in the future, if necessary.

Responses from Faculty Senate Standing Committees:

Academic Policies: More effective interaction might result if the administration seeks at least some minimal faculty input, even though events move rapidly and decisions must be made quickly.

Faculty Matters: I think it would be helpful to try to initiate a 'culture shift,' such that it becomes an ingrained step to consult faculty input prior to making significant decisions or movements. Even in time-pressured situations, reaching out for input – and noting that quick response is needed – at least allows for the possibility of faculty engagement. If faculty fail to respond in a timely fashion, that is on the faculty – but trying to shift toward always considering faculty input would be useful. Also, reaching out to specific committees, rather than just the Chair of Faculty Senate or some other single representative, would also be useful. A simple step could be having the Faculty Senate provide an email/phone listing of faculty on each committee, with a very brief description of the purview of each committee, to the President's and Provost's offices. This list could be made available to all staff members, so that reaching out for faculty input would be relatively easy and streamlined.

If faculty fail to respond or respond to say that they do not believe their input is needed in a specific case, this can be noted, in case of future questions.

Responses from University Standing Committees:

Admissions: The Committee would like to have more direct interaction with those working on improving conditions that fall within the mission of the Admissions Committee. For example, it would be beneficial to have an Admissions Committee member serve on the Multicultural Task Force.

Athletic Council: Senior administrators who report to the President, and senior administrators who report to the Provost serve as members of the Athletic Council. They attend meetings regularly and serve on the council's sub-committees. The President and Chief of Staff also attend full council meetings at least once a year.

Effective Teaching: Our past experience with IRR showed that office to be primarily unresponsive, but we are now encouraged by the openness of the new IRR Director. IRR needs to continue to improve in responsiveness and openness to this committee's requests for information and collaboration, given the nature of our charge.

Faculty Handbook: Not applicable.

Mason Core: Provide direction for guidelines on Mason Core course approvals in light of new budget models.

Minority and Diversity Issues: Maintaining open lines of communication is the best way to interact with the committee.

4. Please relate any additional information you may have regarding interactions between your Committee and the President or Provost or their staff.

Responses from Faculty Senate Standing Committees:

Academic Policies: No additional information.

Responses from University Standing Committees:

Admissions: N/A.

Athletic Council: The President and the Provost receive information about intercollegiate athletics through their representatives on the Athletic Council. The Associate Provost for Undergraduate education and the Academic Integrity sub-committee of the council often assist with student-athlete academic issues or concerns.

Faculty Handbook: There is no additional information

Mason Core: The Provost Office staff is always helpful and supportive with any Mason Core needs.

Minority and Diversity Issues: The only interaction was through communication with the current Presidential Fellow.

ATTACHMENT B

Misconduct in Research and Scholarship Policy Update Draft Aurali Dade, Assistant Vice President, Research Compliance

The [update to Policy 4007](#) (referenced in section 2.9.3 *Termination of Appointment of Tenured, Tenure-Track, and Term Faculty Members for Cause* of the Faculty Handbook) reflects the work of the Faculty Advisory Board for Policy Development (<http://oria.gmu.edu/faculty-advisory-board-policy-development/>). The update is intended to clarify the policy, add information that federal agencies recommend be part of the institutional policy, and incorporate the previous “procedures” which were actually policy. Additions are noted with highlights and removals/replacements are noted with footnotes. SOPs have been developed based upon model SOPs provided by the federal Office of Research Integrity. These are attached for your information since the policy references them.

[Misconduct in Research and Scholarship DRAFT Update with highlights](#)

[1.1 Triage and Precedence of Procedures](#)

[1.2 Exigent Circumstances](#)

[1.3 Retaliation](#)

[1.4 Good and Bad Faith](#)

[1.5. Sequestration](#)

[1.6 Corrections and Retractions](#)

[1.7 Monitoring Administrative Actions](#)

ATTACHMENT C

Guidelines for Reporting Sexual Misconduct

Mason is committed to a campus that is free of sexual misconduct and incidents of interpersonal violence in order to promote community well-being and student success. As faculty members, we are required to report incidents of sexual misconduct to the University Title IX Coordinator (703-993-8730 and/or <http://integrity.gmu.edu/compliance/titleIX.cfm>).

ATTACHMENT D

[Proposed Bylaws of the George Mason University Undergraduate Council](#) (pp. 8-9)

[Undergraduate Council: Frequently Asked Questions](#) (pp. 10-11)

Proposed Bylaws of the George Mason University Undergraduate Council

ARTICLE I: Name

The name of this organization shall be the George Mason University Undergraduate Council (UC).

ARTICLE II: Purpose

The principal function of the UC is to review and make recommendations to the Provost on behalf of the University regarding the undergraduate curriculum. This specifically includes:

- a. Reviewing/approving the creation, modification, or discontinuation of all undergraduate academic degree programs, certificate programs, new bachelor's/accelerated master's programs, minors, and courses;
- b. Monitoring undergraduate program assessment;
- c. Serving in an advisory capacity to the Senate regarding academic policies for undergraduates.

ARTICLE III: Members

Section A: UC Chairperson

1. Appointment:

The Committee Chair shall be a tenured faculty member and shall be appointed by the Provost. The Chair cannot also serve as a faculty representative on the UC. The Chair is/is not a voting member of the UC.

2. Responsibilities and Duties:

- a. The Chair is responsible for ensuring that UC decisions are coordinated with George Mason University policies, the George Mason University Faculty Senate, and procedures as set forth by the George Mason University Board of Visitors.
- b. The Chair's duties shall include:
 - i. distribution of both the agenda and relevant information to the members of the Committee at least one week in advance of meetings;
 - ii. collection and dissemination of the reports of UC committees in advance of UC meetings;
 - iii. referral of agenda items to sub-committees of the UC when necessary;
 - iv. managing charges and follow-up procedures with sub-committees that have been established by the UC;
 - v. presiding at UC meetings;
 - vi. overseeing the conduct of all votes among the UC.

Section B: Representatives

1. Representation:

- a. The membership of the UC shall include the Chair and two faculty representatives from each College/School/Academic Institute.
 - The first faculty representative shall be appointed by the Dean, while the second shall be a full-time instructional faculty member selected by the academic unit in accordance with its bylaws.
 - b. One member shall be elected by and from the Faculty Senate.
 - a. c. Non-voting members shall be invited to participate. They may be included from areas such as the following:
 - Academic Advising, Retention and Transitions (or representative from MAAN)
 - Undergraduate Student Government
 - Registrar's Office
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- Distance Education

d. The term of membership is two years. In the case of a faculty vacancy, the Dean or Director shall appoint a replacement to complete the term unless the academic unit has provided otherwise for continued representation.

2. UC Sub-Committees

- a. Ad hoc or other sub-committees may be established by the UC as deemed necessary to discharge its functions and responsibilities.
- b. Membership: The Chair and at least one other member of a committee must be members of the UC. Other members of the committee may be appointed by the UC Chair upon approval of the UC.
- c. The charge to a sub-committee shall include the composition, purpose, and completion date.
- d. An ad hoc committee will make a final report to the UC, at which time it will be discharged.

Section C: Meetings

1. Regular Meetings: UC meetings shall be held monthly during the academic year.
2. Special Meetings: Additional meetings may be called by the Chair, with at least one week's notice, as necessary.
3. Quorum: A quorum consists of two-thirds of the voting members. If a member cannot attend, he or she may appoint a substitute. This substitute may discuss and vote on matters before the Council at that meeting.
4. Super-majority votes: Most decision-making is based on a simple majority vote; however for program related issues and by-law changes, a two-thirds majority vote of approval is required.

ARTICLE IV: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the UC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

An amendment to the bylaws shall take effect after the approval of the Faculty Senate, the Provost, and the President.

Bylaws as approved _____.

Undergraduate Council – FAQs

- 1) Is a simple majority sufficient for rejecting / approving a proposed course? Is there an appeals process? Are there situations that should require a super-majority?

Most decision-making is based on a simple majority vote; however for program related issues and by-law changes, a two-thirds majority vote of approval is required.

- 2) If a new course is proposed by Department A, but appears to cover material or topics more appropriately housed in Department B, will deference be given to the presence of a signature from Department B on the course approval form?

As we currently do with minors, as long as Dept B agrees to the Dept A proposal and signs off, then the proposal can move forward.

- 3) What is the UC's role in mediating disputes from college-level curriculum committees?

The UGC will not mediate disputes at the level of college or departmental curriculum committees.

- 4) Will the UC conduct retroactive review of already approved curriculum?

The UC will likely give deference to the preservation of existing programs, minors, or courses.

- 5) What does it mean by "Monitor Undergraduate Program Assessment"?

The Office of Institutional Assessment will provide a yearly synopsis of APR reports conducted and the general highlights for each department, along with recommendations for the future.

- 6) What is the difference between a change in curriculum handled by the UC, and a change in policy handled by the faculty senate?

Policy changes for a single program would go to the UGC, primarily for notification. Policy changes that impact all undergraduate students, regardless of college, would be handled by the Faculty Senate Academic Policies committee.

- 7) What is course leaf, how will it be used?

Courseleaf is a curriculum management tool that has been adopted by the Registrar's Office. As it develops, it will impact curriculum, catalog and scheduling. It will provide an automated system to manage the curriculum process from the point of departmental entry to the final catalog.

8) How will the council assure that all academic programs affected by a proposal are sufficiently informed?

There will be representatives from each college on the committee. Additionally, these programs will be posted on the UG Council site and regularly updated.

9) How will the council address the lack of standardization in the curriculum approval process across academic programs? Many college have a requirement, but it is not always adhered to.

Currently the Cross College Curriculum Committee has engaged in discussion about these sorts of issues, but has no jurisdiction to officially weigh in with specific concerns. The UGC will formalize this process and curriculum approvals will become more transparent. More transparency will help to move toward more standardization.

10) What new policies and procedures for undergraduate curriculum development will be required of all academic programs?

Nothing is currently planned. However, as new budget models unfold, increased attention is placed on interdisciplinary programs and the BOV considers curriculum reform, there could be new policies and procedures. However, these changes could happen with or without the UGC. Additionally, with the development of the Courseleaf workflow management process, issues could potentially arise that might require new procedures in some areas.