

MINUTES

Date: July 7th, 2020

Time: 2:30 p.m.

Location: [Zoom Meeting](#)

Box: [Digital Meeting Materials](#)

1. **APPROVAL OF MINUTES:**

- a. Faculty Senate Meeting Tuesday, June 9th, 2020 **Approved**

2. **SPECIAL ORDERS**

3. **REPORT**

- a. Robert H. Jones, Executive Vice President for Academic Affairs & Provost
The Provost gave a report and fielded questions.

b. Standing Committees

- a. Finance and Infrastructure Committee; Chair Andrew Pyle

No Report

- b. Policy Committee; Chair Kristine Vernon

PCR 202001 Senator Oldham: Moved to accept, majority in favor; approved.

FSR 202003 Amend Faculty Manual to replace Calhoun Honors College with CU Honors college to be considered as item of new business. Passed with 2/3 majority.

- c. Research and Scholarship Committee; Chair Patrick Warren

Meeting next week with Dean Cox about electronic resources pertaining to Covid-19.

- d. Scholastic Policies Committee; Chair Betty Baldwin

Committee has been meeting weekly ideas related to opening. Sharing with Pandemic Response team Working on report on intellectual property that faculty creates. Analyze data pertaining to experimental forest data. Working on a report funneling through Tim Brown and Welfare

- e. Welfare Committee; Chair Tim Brown

Watching and waiting for information coming out next week on how we are looking at fall. Welfare committee concerned about anecdotes hearing about requests for accommodations. Had a report from Jan Holmelvik about University Club at last meeting. Major initiative this year 201912 impact of sexual violence on campus. First title IX meeting this week to jump on this issue.

c. University Committees/Commissions

- a. Committee on Committees; Chair Mary Beth Kurz

Received several reports from CU Honors college and general ed committee. Motion that report is accepted. Majority in favor. Report attached.

d. President's Report

Attached.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

Adoption of FSR 202003 no debate; majority in favor, approved by Faculty Senate. Executive Vice President for Academic Affairs and Provost approved the change to be included in the August publication of the Faculty Manual.

ADJOURN

KRISTA OLDHAM CLEMSON UNIVERSITY
University Archivist
Special Collections and Archives
Clemson University Libraries

ATTENDANCE

David Coombs (Guest,
Free speech)

John Whitcomb

Aga Skrodzka

Ale Kennedy

Amy Lawton-Rauh

Amy Pope

Andrew Brown

Andrew Pyle

Angeline Scheinbaum

Antonis

Bill Marcotte

Brian Powell

Bridget Trogden

Cameron Bushnell

Chris Norfolk

Clarissa Mendez

Dan Warner (Emeritus
College)

Daniel Whitehead

Dave Fleming

David Blakesley

Delancy B

Betty Baldwin

Eric Lapin

Feng Luo

Laurie Haughey (Guest)

Hugo Sanabria

Janice Withycombe

Jennifer Holland

Jiro Nagatomi

John Griffin

Juan Carlos Melgar

Kim Pickett

Krista Oldham

Lauren Duffy

Luca Barattoni

Liam O'Hara

Lindsay Shuller-Nickles

Linda Li-Bleuel

Louise Franke

Mary Beth Kurz

Megan Palmer

Mike Godfrey

Meihua Qian

Neil Calkin

Nigel Kaye

Patrick Warren

Priscilla Harrison

R. Karthi Karthikeyan

Ravi Ravichandran

Robert Halfacre

Robert Jones

Shirley Timmons

Sue Whorton

Svetlana Poznanovik

Tania Houjeiry

Thompson Mefford

Tim Brown

Yongqiang Wang

Committee on Committees Report to the Faculty Senate
July 2020

The Committee on Committees, a joint committee of the Faculty Senate, Staff Senate and administration, functions as a facilitating body for the documentation of University bodies not documented in the Faculty Manual. The Committee on Committees is intended to support increased transparency in shared governance through effective documentation of charges and representation; assurance of effective representation for various constituencies in University bodies; avoiding vacancies and redundancies, in various bodies used to implement shared governance at the University level; increasing efficiency in shared governance.¹

The committee meets periodically to review requests for creation, removal, and modification of university committees and submits this report and recommendations concerning its activities since it last reported.

- The committee received a report (appended) from William Lasser on behalf of the Calhoun Honors College Committee.
- The committee received a report (appended) from Bridget Trogden, General Education Committee. The General Education Committee will submit revision documents in fall 2020 to allow for the election of members from the ranks of Principle Lecturer and Clinical Faculty as appropriate. The committee will review the options of having faculty of any rank as one of the two voting members from each College; the other voting member will be regular faculty. The committee accepted the report without objection.
- The committee received a report (appended) from WG Ferrell, Jr., Graduate Academic Integrity Committee. The committee reviewed a recommendation to increase the size of the faculty representation on the committee and the short-term solution to pre-book hearings at the beginning of the semester. The committee will evaluate the success of the short-term mitigation and re-visit the recommendation with Dean of Graduate School at the end of next academic year. The committee accepted the report without objection.
- The committee received a report (appended) from David Fleming, Graduate Curriculum Committee. The committee accepted the report without objection.
- The committee received a report (appended) from David Fleming, Graduate

¹ Clemson University *Faculty Manual*; Chapter IX§B

Admissions and Continuing Enrollment Appeals Committee. The committee accepted the report without objection.

- The committee received a report (appended) from David Fleming, Graduate Fellowships and Awards Committee. The committee accepted the report without objection.
- The committee received a report (appended) from David Fleming, Graduate Advisory and Graduate Council. The committee accepted the report without objection.
- The committee received a report (appended) from David Fleming, Graduate Academic Grievance. The committee accepted the report without objection.
- The committee reviewed a proposed change to membership size of the Academic Eligibility Committee from Jeff Appling (appended). The recommendation for 2 regular faculty members or lecturer rank special faculty and to consider adding academic advisors was accepted unanimously without objection.
 - The Committee on Committees recommends that this proposed change be forwarded to the Policy Committee for consideration upon acceptance of this report.
- The committee reviewed the validation request of an Interdisciplinary Curriculum Committee to be included on the Shared Governance Website: The Thomas F. Chapman Leadership Certificate (appended). The committee recommended to remove term lengths for ex-officio positions and propose that the Chair, Department of Aerospace Studies cannot be a voting member, “only regular faculty members may be voting members of such curriculum committees”; make ex officio administrative position a nonvoting member of the committee; and the Director, Thomas F. Chapman Leadership Scholars Program, “or regular faculty designee” to accommodate cases where the Director is also an administrative faculty member. The validation request was accepted by the committee pending acceptance of recommended revisions. Motion passed unanimously, without objection.

Membership:

Mary Beth Kurz, Chair;

Amy Lawton-Rauh, Associate Provost for Faculty Affairs, Provost’s Designee;

John Whitcomb, Faculty Senate President;

Susan Whorton, Staff Senate President;

Kristine Vernon, Faculty Senate Policy Committee Chair;

C.J Smith, Staff Senate Vice-President;

Thompson Mefford, Faculty Senate Vice-President;

Janeen Putman, Staff Senate Appointee.

Calhoun Honors College

Report to the Clemson University Committee on Committees

William Lasser <lasser@clemson.edu>

Tuesday, May 5, 2020 4:33 PM

The Calhoun Honors College Committee charge, as set forth in the Clemson University Faculty Manual (ch.9 F:2) is as follows:

(1) The Calhoun Honors College Committee formulates and recommends policies and procedures for Calhoun Honors College to the Council on Undergraduate Studies. (2) The faculty members on the committee serve as the curriculum committee for the Honors College and are thereby authorized to initiate interdisciplinary honors courses.

The committee meets on the third Friday of every month from August to April. Meetings are occasionally cancelled when there are no actionable items, or rescheduled due to university holidays or other conflicts. Additional meetings may be scheduled at the discretion of the chair or of the committee.

The Executive Director of the Honors College provides occasional reports to the Academic Council. The Senior Associate Director provides occasional reports to the Council on Undergraduate Studies. These reports can be found in the minutes the Academic Council and the Council on Undergraduate Studies.

The minutes of the Calhoun Honors College Committee are maintained on the Honors College's secure drive.

The current membership roster is attached to this email. Attendees are noted in the meeting minutes. The committee is not requesting any change in membership, representation, or seat filling mechanism at this time.

General Education Committee

Report for the Faculty Senate

5/06/20

Submitted on behalf of the Committee by Bridget G. Trogden, Chair

Responses to the requested information for review are as follows.

Item 1. Report.

The following points represent 3 major functions and activities for the Committee this year. Our (now) annual General Education Program Retreat for 2020 will be held on August 13, which will be an opportunity for University-wide report-out and strategizing.

- *General Education Retreat – August 2019 was the first annual General Education Program Retreat. More than 150 Clemson faculty, staff, and students from across the university met and discussed improvements to the General Education Curriculum. (Link: <https://blogs.clemson.edu/undergraduate-studies/2019/07/19/2019retreat/>)*
- *Existing Curriculum – The committee began a process of regular review of existing courses in the General Education curriculum this year. Communication courses were the first to be reviewed. Using the "Gen Ed Review" form in Curriculog, faculty could submit their courses for review and – as necessary – the General Education Committee then put catalog changes forward to UCC. For instance, several degree programs were using distributed oral communication courses to fulfill this requirement, but that information was not in the catalog. We now have a plan to fix this issue so that our curricular expectations and DegreeWorks coding are transparent. The purpose of the review is to ensure that our curriculum "delivers high value, challenges students intellectually, and fully prepares them to engage and succeed in upper-level course work and careers after graduation" (ClemsonForward, 2016). All courses in the General Education curriculum should have explicit connections to a student learning outcome. In the process of conducting review, the Committee created guiding documents to help our colleagues with current and future transparency in course development. The review process will continue in the coming semesters. (Link: <https://www.clemson.edu/undergraduate-studies/gen-ed.html>)*
- *Proposing New Courses for the General Education Curriculum - A General Education curriculum should be more than a list of courses. The General Education committee has been working this year to develop [Global Challenges](#), an interdisciplinary component of Clemson's General Education curriculum to infuse relevancy into our courses. (This idea is the result of 2 years and the input of 400+ faculty members.). The proposed curriculum will incorporate courses that address Ways of Knowing (i.e. – traditional disciplines of arts and humanities, social sciences, natural sciences, and mathematics), Communication (i.e. - composing, editing, oral/written/digital presentation), and Global Challenges. A "listening tour" has been taking place where the committee has been sharing the*

idea of Global Challenges with stakeholders across the university. Over 200 faculty, staff, and students have participated in these conversations and given input to assist in shaping this new curricular change. The proposed start of Global Challenges is 2022. (Link: <https://blogs.clemson.edu/undergraduate-studies/2020/02/14/globalchallenges/>)

Item 2. Information for Committee on Committees Review

Responses are in italics.

This year, the committee is reviewing:

1.) committee charge and if it is current and appropriate or if the reporting committee seeks a change in the charge;

The Committee reviewed this on May 6, 2020 and had no changes to recommend. We think the charge is appropriate.

2.) the committee's meeting schedule, if it meets as required or if a change to the schedule or frequency needs to be recommended by the reporting committee;

We meet every 2 weeks throughout fall and spring semesters. Meetings are scheduled on a semester-by-semester basis to accommodate for members' teaching schedules and other regular commitments. If we do not have important business to discuss, we cancel a meeting to respect the time commitments of the members. Occasionally, a meeting is moved to asynchronous to allow members time to review documents and submit feedback. The current schedule is effective for the committee.

3.) committee reports and does this committee submit periodic reports to either a parent shared governance committee, the Faculty Senate, or the Committee on Committees; and

4.) meeting minutes and if minutes from the last year are being submitted for archiving, or to some other committee for record;

General Education Committee is under "Council on Undergraduate Studies" in the Faculty Manual. Our Committee activities are standing items on the agendas for CUGS, UCC, and the Advising Committee. We give a report (oral or written) at every meeting of these groups.

As needed, we also provide reports and updates to the Organization of Department Chairs and University Assessment Committee (approximately once per semester).

When written reports are provided, updates go in one of two areas:

- Blog (blogs.clemson.edu/undergraduate-studies/) for items related to re-envisioning that are not complete. These are typically items that the Committee is deliberating on and for which we want continued input from faculty, academic staff, students, and other stakeholders.*
- Undergraduate Studies website (<https://www.clemson.edu/undergraduate-studies/gen-ed.html>) for communicating items that are approved, official,*

and give guidance related to General Education curricular or assessment matters.

Items for faculty professional development are shared via the Teaching Listserv maintained by OTEI, which has approximately 2100 recipients.

5.) committee membership roster and is it is current, if not who is attending and is a membership, representation type or seat filling mechanism change recommended by the reporting committee.

The Faculty Senate Policies Committee approved the committee creation and membership plan on February 13, 2018. This allowed us to create a General Education Committee, which launched in August 2018.

There is one statement on membership that was approved, but that is missing from the Committee on Committees website:

Non-voting members can be recommended by the Committee and/or the Dean of Undergraduate Studies for one-year terms to serve as resource persons. These terms may be consecutive.

The Committee discussed the issue of membership on May 6, 2020 and holds the belief that the voting membership guidelines are correct. Students from every College are "consumers" of general education courses, and having members from all Colleges and Libraries is important. The Committee Chair sends membership updates to Faculty Senate as the membership changes.

The General Education Committee will submit revision documents in fall 2020 to allow for the election of members from the ranks of Principle Lecturer and Clinical Faculty as appropriate. We will also discuss the options of having faculty of any rank as one of the two voting members from each College; the other voting member will be regular faculty.

General Education Committee					
Name	Email	Seat Type	Department and College	Date of Term Initiation	Term Expires
Preston Byrd	apbyrd@clemsun.edu	Voting	Agricultural Sciences; CAFLS	05/2018	05/2021
Glenn Birrenkott	gbrnkt@clemsun.edu	Voting	Animal Veterinary Science; CAFLS	05/2018	05/2020
Andrea Feeser	afeeser@clemsun.edu	Voting	Art; AAH	05/2018	05/2021
Angela Naimou	anaimou@clemsun.edu	Voting	English; AAH	01/2020	05/2022
Darren Linvill	darrenl@clemsun.edu	Voting	Communications; BSHS	05/2018	05/2021

Mike Coggeshall	raucus@clemson.edu	Voting	Sociology/Anthropology/Criminal Justice; BSHS	05/2018	05/2021
Jack Wolf	jackw@clems on.edu	Voting	Finance; Business	05/2018	05/2021
Michal Jerzmanowski	mjerzma@cle mson.edu	Voting	Economics; Business	05/2018	05/2021
Jackie Malloy	malloy2@cle mson.edu	Voting	Teaching and Learning; Education	05/2018	05/2021
Mikel Cole	mikelc@clem son.edu	Voting	Education and Human Development; Education	08/2019	05/2020
Jessica Kohout-Tailor	jkohout@cle mson.edu	Voting	University Libraries	05/2019	05/2021
Matthew Macauley	macaule@clemson.edu	Voting	Mathematical Sciences; Science	05/2018	05/2021
Christine Minor	mminor@clemson.edu	Voting	Biological Sciences; Science	05/2018	05/2021
Scott Brame	brames@clemson.edu	Voting	Environmental Engineering & Earth Science; CECAS	05/2018	05/2021
Karen High	khhigh@clems on.edu	Voting	Engineering & Science Education; CECAS	08/2019	05/2022
Bridget Trogden	trogden@clemson.edu	Non-voting Chair	Division of Undergraduate Studies		
Rene' Schmauder	aschmau@clemson.edu	Non-voting	Division of Undergraduate Studies (Assessment)		
Abby Boyd	Eboyd2@clemson.edu	Non-voting	Graduate Research Assistant		
Pam Mack	pammack@clemson.edu	Non-voting	STS Coordinator, resource person		
Sarah Winslow	SWINSLO@clemson.edu	Non-voting	Associate Director, Calhoun Honors College, resource person		
Kyle Anderson	kdander@clemson.edu	Non-voting	Senior Director for Global Engagement, resource person		

Graduate Academic Integrity Committee

Submitted by:

WG Ferrell, Jr., Associate Dean

1. Committee charge and if it is current and appropriate or if the reporting committee seeks a change in the charge

From the *Faculty Manual*, the responsibility of the Graduate Academic Integrity Committee is to

“Hear allegations of violations of academic integrity on the part of graduate students.” This is current and appropriate. No change is requested.

2. The committee’s meeting schedule, if it meets as required or if a change to the schedule or frequency needs to be recommended by the reporting committee

This committee does not meet on a schedule. Rather, a subset of the committee meets every time a violation of academic integrity is alleged that requires a hearing. Graduate School Policy specifies that a hearing is required for all allegations at Levels 3 and 4. Students can request a hearing for a Level 2 violation.

For context, the following table shows the total number of cases filed and hearing held over the past few semesters. In the spring and fall 2019, a single incident involved a number of students in each of the semesters.

Semester	Number of cases	Number of hearings
Spring 2018	2	2
Fall 2018	3	2
Spring 2019	21	1
Fall 2019	15	1
Spring 2020	5	4

No change is requested.

3. Committee reports and does this committee submit periodic reports to either a parent shared governance committee, the Faculty Senate, or the Committee on Committees; These hearing are confidential according to Graduate School Policy: “All academic integrity hearings are closed and cases are considered confidential. The Graduate School and members of the Graduate Academic Integrity Committee and hearing panels will keep all materials and discussions of the cases confidential to the extent permitted by law.”

Graduate School Policy further stipulates that the results of the hearings are reported to all parties on form GS-ai-C. The results are not shared with anyone else nor are they submitted to any internal committee. No other reports are filed.

4. Meeting minutes and if minutes from the last year are being submitted for archiving, or to some other committee for record;

There are no meeting minutes and the process for reporting the decisions of the hearing is outlined in #3. The Graduate School retains records of the hearing.

5. Committee membership roster and is it is current, if not who is attending and is a membership, representation type or seat filling mechanism change recommended by the reporting committee;

When a charge is alleged against a student that requires a hearing, a subcommittee is formed. It consists of five individuals – two graduate students and three faculty members. The graduate students are from different colleges and the faculty are from different colleges. None of the members are from the same college as the faculty member making the allegation.

Member are listed in the table below. Faculty members serve a three-year term and their last year is noted. Student members serve for one year.

Agriculture, Forestry and Life Sciences 2019-2020		
2021 Michael Caterino Plant & Env Sciences	2021 Alexis Stamatikos Food, Nutrition, & Pkg Sci	2021 Michael Vassalos Agricultural Sciences
Architecture, Arts and Humanities		
2020 Paul Anderson History	2020 Peter Laurence Architecture	2020 Dominic Mastroianni English
Business		
2021 Mike Makowsky Economics	2021 Robin Radtke Accounting	2019 Lydia Schleifer Accounting
Engineering, Computing and Applied Sciences		
2021 Nadarajah Ravichandran Civil Engineering	2020 Rod Harrell Elec & Computer Eng	2021 Terry Walker Env Eng & Earth Sci

Behavioral, Social and Health Sciences		
2021 Stephanie Davis Nursing	2021 Bill Haller Sociology & Anthropology	2021 Betty Baldwin PRTM
Education		
2022 Tony Cawthon Education & Human Dev	2022 Phil Wilder Ed & Org Leadership	2020 Vacant Education & Human Dev
Science		
2020 Feng Ding Physics & Astronomy	2021 Sumanta Tewari Physics & Astronomy	2020 Bill Baldwin BioSciences
Library		
2020 Camille Cooper Library	2020 Kathy Edwards Library	2020 Bobby Hollandsworth Library
GSG		
Emily Knight Genetics	Laura Huff Agricultural Edu	Cody Hunter RCID
Pranith Abbaraju Management	Bailey Troutman Communications	Elizabeth Flanagan Biosystems Engineering
Maggie Potter Student Affairs		

No change is requested.

Graduate Committee Reports

2019-2020

Submitted by David Fleming

1. **Graduate Curriculum Committee Annual Review (monthly meetings)**
 - a. See attachment
2. **Graduate Admissions and Continuing Enrollment Appeals Committee Annual Review (meetings as called)**
 - a. Admissions Appeals (N=0)
 - b. Dismissal Appeals (N=0)
3. **Graduate Fellowships and Awards Committee Annual Review (monthly meetings in spring)**
 - a. Recruitment Fellowships
 - i. 28 new fellowships allocated
 - ii. 20 fellowships continuing (from previous years)
 - b. Diversity Fellowships
 - i. 5 new fellowships offered
 - ii. 2 new fellowships accepted
 - c. Student awards recognized
 - i. Two Graduate Researcher Awards
 - ii. Two Graduate Teaching Assistant Awards
 - iii. One Felder Graduate Student Award of Excellence
 - d. Distinguished Dissertation Awards (2)
 - i. Pending
4. **Graduate Advisory and Graduate Council Annual Review (monthly meetings)**
 - a. See attachment
 - b. Minutes archived
5. **Graduate Academic Grievance Annual Review (meetings as called)**
 - a. One case progressed to hearing.
 - i. Student requested to start a new advisory committee.
 1. Result: Student allowed to constitute new advisory committee.
6. **Graduate Academic Integrity Annual Review (meetings as called)**
 - a. Seventeen Level 1 or Level 2 cases handled within the program/department.
 - b. Two Level 3 cases progressed to hearing

- i. Case #1 – Plagiarism
 - 1. Result: Student Received Grade of F on Assignment
- ii. Case #2 – Plagiarism
 - 1. Result: Student Received Grade of F on Assignment
- c. One Level 4 case progressed to hearing
 - i. Case #1 – Plagiarism (2nd Offense)
 - 1. Result: Student Found Not Guilty

Proposed change to expand the size of the Academic Eligibility Committee

Submitted by Jeff Appling

Chapter IX F.2 of the Faculty Manual

Rationale:

The primary responsibility of members of the Academic Eligibility Committee is to review written student applications (with supporting materials including letters of support, transcripts, etc.) for academic eligibility appeals three times per year (May, August, and December). Numbers of applications range between 25 and 75 per deadline. Each evaluation has a short turnaround in order to inform students if they are eligible to enroll in the subsequent semester. Thus the workload for the committee can be heavy over a short time period.

It is proposed that the size of the committee be increased so that evaluations can proceed using subcommittees to split the workload, resulting in less work for each member. This expansion can be accomplished by allotting two (or three) committee members from each college and adding representation from the Library. Student representation is doubled to parallel changes to faculty representation.

g. Academic Eligibility Committee

i. Responsibilities

(1) The Academic Eligibility Committee formulates and recommends undergraduate academic

eligibility and appeals policies to the Council on Undergraduate Studies.

(2) It is responsible for recommending policies relating to advising and retention and serves as the appeals committee for undergraduate suspensions and dismissals.

ii. Membership

(1) **Two** regular faculty members, senior lecturers or principal lecturers elected from each college and the Library by the faculty accorded voting rights in each college and the Library to serve a three-year term;

(2) One undergraduate student nominated by the Undergraduate Student Senate President and appointed by the Dean of Undergraduate Studies for a one-year term.

NOTE: Only faculty members may serve on the review committee that considers undergraduate academic eligibility appeals.

iii. The Director of Undergraduate Academic Services serves as the non-voting chair.

iv. The Academic Eligibility Committee shall meet at least once per academic year in a non-appeal capacity, and as needed to hear appeals.

Validation of an Interdisciplinary Curriculum Committee to be included on the Shared Governance Website

Thomas F. Chapman Leadership Certificate

Contact Name: Mary Anne Raymond

Job Title: Director, Thomas F. Chapman Leadership Scholars Program

Contact Email: mar@clemson.edu

Brief Description: The Thomas F. Chapman Leadership Certificate epitomizes student engagement on campus through service learning and community outreach. The foundation and core concepts critical for effective leadership include intellect, courage, and heart. Basic course requirements are offered as Creative Inquiry classes encouraging students to focus on real problems and issues through high impact academic engagement and service learning that strengthens students' leadership skills and professional development.

Desired Text: The interdisciplinary committee represents faculty teaching leadership classes in different areas (e.g. women's leadership), faculty knowledgeable about curriculum as well as leadership development, and experience working with interdisciplinary programs. Committee members have discussed information about the Thomas F. Chapman Leadership Scholars Program, reviewed, evaluated, and approved the certificate proposal, and have agreed to have an ongoing role throughout the implementation of the certificate. The committee has been active in recommending courses across disciplines for the three-hour elective requirement and examining course content for certificate.

<https://clemson.edu/business/chapman/index.html>

Faculty Senate President's Report July 2020

This summer has been different from previous summer in more ways than I can count. We all need to remain engaged with university governance. Situations can change daily, and decisions about many issues must be made quickly. When we're called on to provide faculty input, and we have, we need respond not only quickly but also thoughtfully. As Danny Weather stated in his final address to the Senate "After a hurricane, rumors are rampant. COVID has led to the same. Communication between faculty and administration, while always important, is now critical." This is now more than ever an important thing to remember and execute with crystal clarity! I ask that you to engage with your department chairs, deans, and university administrators so that we can continue make informed decisions about important issues and have a clear understanding of the ask. If this communication breaks down and it has in some cases, e.g. accommodation request and the processing of these request, this needs to be brought to the attention of the appropriate individuals so that it can be addressed and corrected. Again, clear communication is key! Other concerns I have heard are regarding, testing and tracing, reporting of COVID-19 cases on campus, the need for a dashboard of the university status related to COVID. I have moved those requests to Sara Custer in the EOC so they can be assigned to the appropriate group.

Shared governance requires transparency, communication and accountability at all levels of decision-making within the University. The form of expressing shared governance will vary from situation to situation, as the circumstances of each situation vary, but the concept of shared governance should be applied consistently. Similarly, the level or degree of participation in a particular decision by the Board, the administration and the faculty will depend upon the facts of that situation, the rights and interests involved, and the particular expertise required.

The Faculty Senate is the representative assembly of the faculty. It represents the faculty of Clemson University in its relationship with the university administration; recommends new policies or changes in existing policies to the Executive Vice President for Academic Affairs and Provost; and promotes the welfare of the faculty and of its individual members. Specifically, the Faculty Senate acts:

1. to review and recommend academic policies, procedures, and practices at the university level;
2. to preserve collective and individual faculty prerogatives as they are set forth in established university policies and procedures;
3. to make recommendations on matters affecting faculty welfare;
4. to provide good offices for the redress of faculty grievances; to articulate and promulgate faculty positions on issues of general concern within the university;
5. to maintain liaison with the faculties of other colleges and universities on matters of common concern

There have been multiple parallel conversations regarding the return to campus for Fall since my last report June 9th all pertaining to the above mentioned. We are entering yet another chapter. The Faculty Senate continues to advocate and speak for faculty in these planning meetings that are held several times a week. The health and safety of faculty, staff, and students have been at the forefront and remain at the forefront. We have been meeting with Associate Deans, OADC and other groups to gather as much information as possible and be the voice for faculty at these meetings. The Lead Senators as well as faculty continue to bring questions and concerns forward so that we can answer and provide direction as best possible. If these cannot be answered by an email response then I request a zoom meeting so I can have a conversation with the individual/s so I ensure I understand the concern. I strongly encourage all of you to attend the townhall Friday July 17th 1100-1230 that will be hosted by the Provost and the VP for Finance Tony Wagner. It is going to be an important and candid conversation related to Fall 2020.

In closing I would like to extend my gratitude to each of you for your on-going support, advise, encouragement and council to the many issue that develop each day. This work is not easy and your hard work is not going unnoticed but being applauded. Keep up the engagement as it is needed each and every day.

Faculty Senate Resolution 202003

Topic: Faculty Manual changes supporting the renaming of Calhoun Honors College to Clemson University Honors College

Whereas, Clemson University makes provision for faculty participation in planning, policymaking, and decision-making with regard to academic matters; and

Whereas, the University also provides for such participation in matters of faculty welfare and general university concern; and

Whereas, on June 12th, 2020 during a special meeting, the Clemson University Board of Trustees approved the immediate renaming of the Calhoun Honors College to "Clemson University Honors College"; and

Whereas, the Clemson University *Faculty Manual* contains references to the "Calhoun Honors College"; and

Whereas, it is paramount that the university's governing and policy documents accurately reflect the appropriate name of colleges and programs; it is therefore

Resolved, that the Clemson University Faculty Manual be amended to strike the 10 instances of the words "Calhoun Honors College" and insert the words "Clemson University Honors College".

This resolution will become effective upon approval by the Faculty Senate. If approved, the Faculty Manual will be amended in accordance with the provisions of this resolution and the changes will be effective with the publication of the 2020-2021 edition of the Faculty Manual.

POLICY COMMITTEE REPORT

Standing Agenda Item 202001: Constitutional Allocation of Faculty Senators

The Policy Committee has considered this matter under the charge of general university policy review and faculty participation in university governance and submits this report for consideration by the Faculty Senate.

Background

The Policy Committee received a committed agenda item by the Faculty Senate Executive Committee to review the policy listed in the *Constitution of the Faculty of Clemson University* concerning increasing the allocation of apportioned senate seats in the Faculty Senate. The *Constitution* states “*Senate seats shall be allocated according to the ratio of the number of members of the Faculty in a college to the total number of members of the Faculty in the university. Each college shall have as many seats as are in the nearest whole number when its ratio is multiplied by thirty-five, provided each college has at least one representative.*”¹ This item was added to the 2019-2020 session and was carried forward into the 2020-2021 session. The request was to consider an increase to the minimum number of faculty senate seats apportioned to each college within the 35 allocated senators. The 2019-2020 Policy Committee members debated this request and felt it was reasonable to expect two per college, but questioned if 35 total members was adequate. They requested additional research on best practice with peer institutions. The committee reviewed the background report (appended to this report) and found that Clemson University was on the lower end of senate:faculty ratio, but was not the lowest (Oklahoma State University). Since the original inclusion of this agenda item on the standing agenda, the faculty apportionment was calculated and all colleges received at least two senate seats, but remains with one senator from the Library. There was debate to increasing the minimum representation as well as the faculty senate membership total; these peer data and committee discussion are included below and in an appendix to this report.

Discussion and Findings

The Policy Committee debated the topic of increasing the minimum number of senators from each college. The committee agreed that an increase in senators per college would alleviate the risk of a first year senator automatically having to be lead senator if they are their college’s only representative. However, concerns were raised about redistributing a senate seat from another, larger college. Additionally, it was discussed that each college is also allotted a minimum of two alternates, who can participate on Faculty Senate committees and prepare themselves to assume a

¹ The Constitution of the Faculty of Clemson University: Article II§2.

senate seat in the future. However, the Library is only allocated one senator and one alternate seat.

The Policy Committee found that:

All colleges are currently at the requested two faculty minimum (except library faculty) at the current time. In the time from first introduction to final report on this item, the allocation of faculty senators was re-apportioned. Currently, all colleges have a minimum of two senators, except the library. Faculty were not in favor of increasing a minimum by taking away seats from other colleges. Thus, at this time the original need seems to have subsided.

Alternate senators provide training to be future lead senators and are members of Faculty Senate committees. Significant discussion arose about current infrastructure that alleviates much of the original concerns. Alternates: provide representation on additional committees; learn the mechanics of Faculty Senate to prepare for regular senate participation; and offer additional service opportunities for those interested.

In some colleges/departments, recruitment for service roles is difficult. It is currently difficult to recruit full representation of faculty senators in all colleges. Increasing the size of senate membership above 35 presents risk of unfilled seats. Clemson has a strong history of shared governance, and diminishing this culture would be a risk.

On May 19, 2020, the Policy Committee reached a consensus that no action is needed on this item at the current time. The background information and rationale will be held in archive, should the representation of colleges become minimized in the future.

Conclusion and Recommendations

The Policy Committee has closed discussion in this matter pending new information.

Background Report for the Faculty Senate Policy Committee

Agenda Item 202001: Resolution to Amend the Constitutional Allocation of Faculty Senators
Coppola, Marcus and William Everroad

Summary

Faculty governance assembly size varies among the seven (7) institution sampled from 35 (Clemson University) to 103 (Kansas State University). The average size is 65 voting senators. The senator to faculty ratio varies from 2.21% (Oklahoma State University) to 8.14% (Kansas State University) with an average of 4.88%. Clemson University's senator to faculty ratio is 2.5% (3% adjusted for T/TT faculty).

The number of committees in the faculty governance assembly is largely dependent on the role of the assembly in shared governance in the institution. Several institutions delegate university governance activities to the faculty governance assembly, including for example Curriculum Committees. The number of committees in the faculty governance assemblies ranges from five (5) (Arkansas State University) to 21 (Auburn University) with an average of 12. Clemson University's Faculty Senate has seven (7) committees, including its Executive and Advisory Committees. Committees size, being largely dependent on assembly size, varies from seven (7) (Oklahoma State University) to 16 (Kansas State University) with an average of 12 committee members. Clemson University's Faculty Senate committee size averages 10 voting members.

The majority of membership terms in faculty governance assemblies start from June to September, with only two institutions having start dates in the spring (Clemson University and Kansas State University). Term lengths are 2-3 years with three institutions having membership term lengths of 2 years (University of Delaware, Clemson University, and Arkansas State University).

Apportionment of seat allocations is largely based on a proportional representation model. Four institutions utilize some variation of the college faculty ratios, while two institutions utilize departmental level faculty ratios. Three (3) institutions use set appropriation of seats for either department or college units or for set brackets of faculty counts within each departmental unit. The university of Nebraska's appropriation formula is an example of this appropriation mechanism: each department with over 50 faculty are appropriated three (3) seats, over 25 are given two (2) seats and over five (5) are given one (1) seat. Departments with less than five (5) faculty are included in at-large allocations.

Membership eligibility varies in the types of faculty eligible to serve in the faculty governance assembly. Three institutions include administrators as ex-officio members of the assemblies, most likely due to the inclusion of university level committee responsibility in such assemblies.

Method

A sample group of seven institutions was established to conduct a comparative analysis of faculty governance assemblies in relation to Clemson University. The criteria for addition to the sample was that institutions were designated a land grant institution in accordance with the definitions of the Morrill Acts of 1862 and 1890 and with the Carnegie Classification™ R1 designation of “Doctoral Universities – Highest Research Activity”. This sample is referred to as the LGR1 group. An additional criterion was added to limit institutions to those with enrollment within 10% of Clemson University’s total student enrollment (25,822). The size restriction was selected to establish a financial capacity of similarly sized institutions in order to consider only internal factors that may affect the size of faculty. A 2% size threshold was considered in light of the rate of growth of enrollment last year at Clemson University, however it limited the sample group to three institutions. If the size restriction were removed, it would have introduced higher degrees of variation of faculty size because funding models and the size of academic units may be an indirect contributor to faculty participation in governance and size of the representative assembly. No additional parameters for discipline of study or college density were used to narrow the selection group, but additional analysis of the college size in relation to representation will yield more focused conclusions about representation ratios among colleges within the sample group. These criteria established seven institutions in the sample: University of Delaware, Auburn University, Kansas State University, University of Nebraska-Lincoln, Clemson University, University of Arkansas, and Oklahoma State University-Main Campus. The initial LGR1 sample size was 41. 34 institutions were excluded from the sample for exceeding the enrollment parameter.

The principal data source for comparison of faculty size is the U.S. Department of Education’s Integrated Postsecondary Data System (IPEDS). The data in the database is collected from every institution that participates in the federal student financial aid programs. The database was queried for the total student enrollment and total faculty from the year 2018 and included full time 12-month appointed faculty with the ranks of Assistant Professor, Associate Professor, and Professor and total student enrollment (undergraduate and graduate classifications). Faculty governance assembly information was obtained from each institution’s governance documents including governance assembly bylaws and institutional constitutions.

Table 1 illustrates the data gathered in relation to the committee’s investigation into comparable institutional faculty governance assemblies.

	No. of Senators	Faculty	Ratio (S:F)	Committees	AVG Committee Size	Term Start	Term Length	Apportionment Ratio
<i>University of Delaware</i>	50	1,215	4.12%	19	11	September 1	2	0.5*(CFR)
<i>Auburn University</i>	86	1,330	6.47%	21	13	August	3	1*(DU)
<i>Oklahoma State University</i>	30	1,355	2.21%	11	7	June 1	3	.21*(CFR)
<i>University of Nebraska</i>	99	1,419	6.98%	16	12	August	3	3*(DF > 50) + 2*(DF > 25) + 1*(DF > 5)

<i>Kansas State</i>	103	1,266	8.14%	6	16	May	3	4*(CU) + 1*(CU > 75/25) + (unclass *.15) + 3 SS
<i>Arkansas</i>	52	1,393	3.73%	5		August	2	
<i>Clemson</i>	35	1,400	2.50%	7	10	April	2	.35(CFR)
<i>average</i>			4.88%	12	12			

University of Delaware

“The Senate shall consist of the President of the University; the Provost; the Vice President for Research, Scholarship, and Innovation; the Vice President for Student Life; the Deans of the Colleges; the elected Senate officers; the elected faculty senators of the Units; the elected President of the University of Delaware Chapter of the American Association of University Professors; (Rev May 2019) two elected professional librarians; and four elected student senators (two graduate students and two undergraduate students) of the University. Each member of the Senate (hereinafter called a senator) shall have the right to vote. In no case shall the number of non-elected senators exceed twelve. For each upcoming academic year, the Senate office must be notified by August 15 as to the names/positions of those chosen by the President and/or the Provost for that academic year.”²

Auburn University

Auburn University’s faculty governance assembly is comprised of tenure-track and non-tenure track faculty, administrators, and students. Judging by the types of committees and their size, the faculty governance assembly is charged with the bulk of university level committees and commissions.

“The voting members of the Senate shall consist of one elected senator from each formal academic department having at least four full-time faculty equivalents; one elected senator from each school lacking formal departments; one elected senator from the Libraries; one elected senator from the nontenure-track faculty members of the Cooperative Extension System who are not included in academic departments; one elected senator from the nontenure-track faculty in University Outreach who are not included in academic departments; one elected senator from the nontenure-track faculty of the Alabama Agricultural Experiment Station who are not included in academic departments; and the following ex officio members: the provost, the dean of Libraries, the Student Government Association president, the Graduate Student Organization president, the chair of the Administrative and Professional Assembly, the chair of the Staff Council, the officers of the Senate, and the appointed members of the Senate Steering Committee. There shall also be nine members appointed by the president of the University from among the University vice presidents and deans of colleges

² Constitution of the Faculty of the University of Delaware (<https://facultyhandbook.udel.edu/handbook/11-constitution-faculty-university-delaware>).

and schools, excluding the provost. The presidential appointees shall serve for one year; their appointments shall be reported to the secretary between April 15 and May 15 and shall be effective as of the first Senate meeting of the fall term. The presidential appointments shall be rotated so that each vice president and each college or school dean shall be designated to serve as a member of the Senate at least once every three years.”³

Oklahoma State University (Main Campus)

Oklahoma State University’s Faculty Council is unique in that 4 seats are reserved for elected officer of the General Faculty assembly and 4 more seats are reserved for branch campuses.

“The Faculty Council shall consist of elected members of the General Faculty, the Chair of the General Faculty; the Vice-Chair of the General Faculty; the Past-Chair of the General Faculty and the Secretary of the General Faculty. Eligibility for election to the Faculty Council requires academic rank of instructor or above, or the equivalent, and three or more years of faculty service. Faculty members holding administrative positions of dean or above are not eligible for election to the Faculty Council. The elected members of the Faculty Council shall be chosen as follows: one each from the Technical Branches at Oklahoma City and Okmulgee, one from the Library, one from the College of Osteopathic Medicine, one from OSU/Tulsa and one Multicultural representative. The remaining 21 positions shall be allocated to the undergraduate colleges or divisions in a representative manner based on the number of faculty with a minimum of one seat per college. Anyone, otherwise qualified, may run as a representative for any constituency in which they are qualified to vote. However, no one may run for two representatives’ positions in the same election or hold more than one representative’s position at any time. Councilors shall be elected for three years and shall not be eligible for immediate re-election, except that a Councilor appointed or elected to fill a vacancy may be subsequently elected for a regular three-year term. No faculty member may run in two elections at the same time. This includes officer positions of the Faculty Council or any other elected position on the Faculty Council.”⁴

University of Nebraska (Lincoln)

“The UNL Faculty Senate shall comprise: Members of the Assembly elected for staggered terms of three years by constituencies described in 3.1.4.5. A candidate for election to the Faculty Senate must be a member of the constituency he/she seeks to represent, a member of the UNL Assembly and have at least three years of service at UNL.”⁵

“The UNL Assembly shall comprise: (1) Tenure and tenure-track faculty members with an FTE of 0.5 or greater; and (2) Non-tenured track faculty members including Lecturers, Senior Lecturers,

³ Auburn University Faculty Handbook, Chapter 2§2.1.2: University Senate Constitution (<http://www.auburn.edu/academic/provost/facultyHandbook/chapter%20-participation.php#senateconstitution>).

⁴ Charter & Bylaws of The General Faculty of Oklahoma State University, Article II§1 (<https://academicaffairs.okstate.edu/sites/default/files/Charter%20and%20Bylaws%20of%20the%20General%20Faculty-May%20draft-final%20appd%20by%20Bd%20Jun%2018.pdf>).

⁵ Bylaws of The University of Nebraska-Lincoln, Chapter 3§1.4 (<https://www.unl.edu/chancellor/bylaws/03>).

Professors of Practice, Research Professors, and Extension Educators holding an FTE or 0.5 or greater and having three successive academic years of paid faculty service.”⁶

Kansas State University

“There shall be four senators elected from each of the following representative units: (1) cooperative extension, (2) the library, and (3) each of the colleges. In addition to the four senators from each of the units described above, an additional senator shall be elected from each unit for each twenty-five full-time equivalent (FTE) unclassified members above seventy-five FTE or fraction thereof. Determination of the FTE for each unit is based on the total FTE of all unclassified personnel not on term appointments who are funded through the budget of the unit, excluding Extension Agents and Farm Management Economists. In addition, there shall be a General University unit representing all other unclassified personnel not on term appointments with the number of senators elected from that unit determined at a rate of 15% (rounded up to the nearest whole number) of the total number of senators in all other units (excluding the General University unit).

The student senate president, vice president, and one other student from the student senate are to be members of the faculty senate with voting powers. To qualify for these positions, the students must have a minimum of 45 semester hours in residence and be currently enrolled for 12 or more semester hours.

Representation in the Faculty Senate.

All unclassified personnel at Kansas State University who do not have a term appointment, except Extension Agents and Farm Management Economists, are represented in the Faculty Senate based on the location of their appointment in the University. When appointment tenths of time are distributed unequally among two or more units, the person is represented in the unit providing the greatest tenths of time. When appointment tenths of time are distributed equally among different units, the person is free to choose any one of those units for membership. Regardless of the tenths of time allocated towards administrative functions, deans, associate deans, and assistant deans are members of the general university unit (although they are counted in the determination of the number of senators in their home unit).

Eligibility for voting in Faculty Senate elections.

Those unclassified personnel identified in Section A.2 are eligible to vote in faculty senate elections in the unit in which they are represented.

Eligibility for membership in the Faculty Senate.

Those unclassified personnel identified in Section A.2 with a total university appointment of five-tenths or more are eligible to be elected to the Faculty Senate with the following exception: No person who is working toward a degree from Kansas State University is eligible for election as a senator unless that person is working for a degree outside his/her own

⁶ Ibid. Chapter 3§1.3.

department, provided that degree is not a requirement for promotion or tenure in his/her own department. (Such persons are counted in the determination of FTE for unit representation and are eligible to vote in the appropriate election of senators.) A person who does not wish to be included on their unit's ballot that year must so notify the caucus chair in advance.”⁷

Arkansas State University

The Arkansas State University does not appear to have a set limit on the total number of senators and apportionment appears to be based on the number of faculty in each college. An interesting financial aspect of the Faculty Association is that “financing for the activities of the Faculty Association shall be provided by dues assessed annually to the members of the Faculty Association. The amount of annual dues shall be determined by the membership of the association.”⁸ Additionally, elected officers of the Faculty Association are members of the Faculty Senate.

“Eligibility for service in the Senate will be restricted to faculty members holding academic rank (and professional librarians) who have a minimum of three years of service at Arkansas State University.”⁹

“Apportionment of the faculty senators is based upon the total number of full-time faculty plus the number of temporary faculty who receive a contract, as listed by the official fall roster of the Executive Vice Chancellor and Provost. Excluded from this tally are: full-time faculty on leave who have been replaced by faculty receiving a temporary contract, part-time faculty, and temporary faculty receiving letters of appointment.”¹⁰

“The Faculty Association of the university includes all persons holding the rank of instructor or above and all professional librarians. Under the Constitution of the Faculty Association (see Appendix A of this Handbook), a Faculty Senate is elected, with the membership apportioned among the colleges on the basis of the number of faculty members within those units, to carry out the functions and responsibilities assigned to it by the Faculty Association.”¹¹

⁷ University Handbook, Appendix E Article II§A: Constitution of the Faculty Association of Arkansas State University (<http://www.astate.edu/a/academic-affairs-and-research/files/official/Faculty-Handbook.pdf>).

⁸ ASU Faculty Handbook of Policies and Procedures, Appendix A Article IV§2: Constitution of The Faculty Association of Arkansas State University (<https://www.astate.edu/dotAsset/5f68a55f-e991-4dee-af2f-a0173df56fca.pdf>).

⁹ ASU Faculty Handbook of Policies and Procedures, Appendix A Article II§2: Constitution of The Faculty Association of Arkansas State University (<https://www.astate.edu/dotAsset/5f68a55f-e991-4dee-af2f-a0173df56fca.pdf>).

¹⁰ ASU Faculty Handbook of Policies and Procedures, Appendix A Article II§1: Constitution of The Faculty Association of Arkansas State University (<https://www.astate.edu/dotAsset/5f68a55f-e991-4dee-af2f-a0173df56fca.pdf>).

¹¹ Ibid. §3.