

ARTICLE XIII: Committees

Section 1: The standing committees of the FA shall include those specified herein and any additional committees established by the Faculty Senate.

Subsection 1: Quorum. A quorum for any committee of the Faculty Association shall be one-half (1/2) of the committee membership with any fractional part dropped (e.g. 7/2 = 3.5 or 3).

Subsection 2: Policy on Meetings of Faculty Association Committees with Members of the Administration. Faculty members and faculty committees can meet informally with the Administration as needed without Faculty Association approval. However, no decisions agreed to by any faculty member or faculty committee may be implemented without approval of the Faculty Senate. Committees designated by the Association to work with the Administration on specific tasks (such as the First Year Experience Committee) may meet with the administration as often as needed without notifying the Faculty Association. Committees not created for the purpose of working with the Administration must notify the Faculty Association President in writing of the time, topic and or agenda of the meeting not less than three days before the meeting. All committees must send reports or minutes of their meetings to the Faculty Association as soon as possible after the meeting.

Section 2: Election of Committee Members

Subsection 1: Announcement. At the beginning of Spring Term, the FA President shall (1) announce the vacancies existing in the FA committees and (2) set a deadline for the completion of the elections process to fill those vacancies.

Subsection 2: Vacancies. Vacancies created through the resignation of a member after completion of the election process, or inability of the Elections Committee to fill these positions, shall be filled by appointment by the FA President subject to confirmation by the Faculty Senate, unless the President or the Faculty Senate deems it necessary to hold a special election in accordance with Article XIII, Subsection 16-B-4.

Section 3: Membership. FA membership is required for committee membership and for participation in all elections.

Section 4: Committee Chair duties. In addition to the usual duties of a chairperson, the chairperson of each standing committee shall be responsible to (1) submit timely reports during the academic year, (2) represent SCSU or appoint a designee when there is an IFO counterpart to the committee, (3) make committee recommendations directly to the Faculty Senate in accordance with the committee's standing charges, and (4) submit an annual report of the committee's activities and recommendations to the FA President by the last week of Spring Term.

Section 5: Conveners. After each Spring Term Election, the President shall appoint a convener from among the membership of each committee. The convener shall be responsible to contact all members of the committee and convene a first committee meeting within the first four weeks of the succeeding Fall Term. Each Committee shall elect a chair at its first meeting of the year. The convener's duties end as soon as the chair is elected.

Section 6: Terms and Temporary Replacements. All elected committee members shall serve staggered three year terms that commence at the beginning of the fall semester after the spring election. Temporary committee replacements of not less than one (1) semester nor more than two (2) semesters may be made from the affected unit through nomination by the FA President and approval by the Faculty Senate. Appointed members shall be nominated by the FA President and are subject to confirmation by the Faculty Senate for terms set by that body. The FA President may replace appointed members by the same process.

Section 7: All committee members elected from Major Units shall be voted on only by members of that Major Unit in all elections conducted by the Elections Committee.

Section 8: The terms "Major Unit" and "Major Unit Representation Slot" are defined in Article XVI.

Subsection 1: The Elections Committee should develop a means of encouraging representation of protected class faculty on committees.

Subsection 2: The campus representative on the statewide IFO committee shall serve on the local counterpart committee.

Section 9: Standing Committees

Subsection 1: Academic Affairs Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: Review all college and university policies related to:
 - 1. Definitions of scholarship/research in order to preserve a broad definition that is consistent with the Master Agreement.
 - 2. SCSU faculty engaging in scholarly activity/research.
 - 3. The use of college/university space and equipment for conducting or teaching scholarly activities/research.
 - 4. Any Academic Affairs related matters not covered by other FA committees.

Subsection 2: Admission and Retention Committee

- A. Membership: Two members elected from each Major Unit Representation Slot.
- B. Duties: The committee shall develop admission and retention policies, devise appeal procedures, and make recommendations on admission and retention of individual students on appeal.

Subsection 3: Budget Review Committee

- A. Membership: One member elected from each Major Unit Representation Slot, the Treasurer of the Association, the President of the Association, the Vice President of the Association. One representative from each Major Unit chosen from the senate by the members of the senate from the corresponding Major Unit.
- B. Duties:
 - 1. Annually review all levels of the university's budgets and expenditures to:
 - a) Identify any shifts in resource allocation not in accordance with the university's mission, strategic planning, policies, or a specific decision that has gone through the Meet and Confer process;
 - b) Identify any other possible irregularities with respect to the university's budgets and expenditures.
 - 2. Review campus budgets and funding methods.
 - 3. Study the allocation of positions and resources within the university.

Subsection 4: College, School, and Special Services Curriculum Committees

- A. Membership: One member elected by each department or curriculum-generating unit within the college, autonomous school, or Special Services, serving for a one-year term at beginning of Fall Semester. Departments and other curriculum-generating units must promptly report all changes in their representative to the committee chairperson. A curriculum-generating unit is defined as any unit that creates courses that carry their own rubric.
- B. Duties:

1. Review and act upon curriculum proposals submitted to the committee by departments and transmit the proposals to the college dean who will send them to the office of Academic Affairs for publication.
2. Advise and work with originators and departments in preparation and transmission of proposals, including appropriate signatures.
3. Examine the curriculum continuously and make recommendations to departments for improvement.
4. Study and evaluate instructional problems and make recommendations to departments accordingly.

Subsection 5: Committee on the Institution

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties:
 1. Develop and recommend calendars for each academic year.
 2. Review and recommend plans for the modification, utilization and construction of Campus facilities.
 3. Recommend regulations for parking and traffic control.
 4. Make recommendations for the aesthetic improvement of the campus.
5. Make recommendations for the naming of campus facilities.

Subsection 6: Constitutional Review Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The committee shall have the following responsibilities:
 1. Mission: To investigate, analyze, and recommend amendments to the FA Constitution that improve the performance, functioning, and operation of the FA at SCSU.
 2. Update and maintain the FA's Constitution.
 3. Review the necessity, purpose and duties of all FA standing committees every third year beginning in 1978-1979, report the findings of its reviews to the FA and make recommendations to the Faculty Senate.
 4. The Chair will be responsible for seeing that the master copy of the Constitution in the FA office is current and correct.

Subsection 7: Delegate Assembly Resolutions Committee

- A. Membership: One member elected from each Major Unit Representation Slot. Members shall be elected in the spring of odd-numbered years and shall serve two-year terms, beginning in the fall of odd numbered years.
- B. Duty: Coordinate and assemble resolutions for the IFO Delegate Assembly.

Subsection 8: Elections Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The committee shall conduct elections for all Faculty Association offices and all committees or other elected positions. The committee shall commence its election duties in accordance with Article IV, Section 1; Article IV, Section 1.2; Article IV, Section 4; Article V, Section 2; and, Article V, Section 6. The committee shall use the following election process:
 1. Nominate at least two candidates for each position to be filled.
 2. After informing the membership of the committee's nominations, afford the membership the opportunity to add other nominees by petition supported by at least 35 Faculty Association members.

3. Schedule the spring election process to start early enough that the membership participate within a reasonable time frame and yet complete the entire process no later than the last week of Spring Term.
4. Conduct special elections at the request of the Faculty Senate.
5. Develop methods to encourage representation of protected class people to be presented for consideration by Faculty Senate.
6. Notify in writing each of the winners of the election, specifying their terms in office.

Subsection 9: Faculty Research Grants Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The committee shall devise guidelines for and make recommendations concerning the allocation of university research funds that have been set aside for faculty research grants, long-term, improvement grants, and summer special projects.

Subsection 10: Feminist Issues Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: To increase sensitivity to and begin to address the concerns of the faculty women, the Committee will emphasize:
 1. Increasing the participation of women in decision making;
 2. Insuring that the concerns of women faculty are reflected in all decisions; and
 3. Fostering leadership abilities and potentials for women.

Subsection 11: GLBTA Issues Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: work toward building and sustaining campus environments where GLBT faculty thrive by
 1. Providing GLBTA representation in formation of policies, procedures, and programs designed to support all faculty;
 2. Advocate for GLBT faculty in matters of recruitment, retention, professional development, and mentorship;
 3. Encourage the creation and promotion of scholarship, research, publication, and curricular development by GLBT faculty, and/or about GLBT subjects;
 4. Facilitate the creation of safe spaces on campus for GLBT faculty and other GLBT employees;
 5. Foster alliances with other GLBTA entities on campus, as well as in the outside community.

Subsection 12: Government Relations Committee

- A. Membership: One member elected from each Major Unit Representation Slot. A balance of political philosophies shall be maintained by this committee.
- B. Co-chairs: Elected by the Committee representing each major political party in the state. They will represent SCSU FA on the IFO Government Relations Committee.
- C. Duties:
 1. Develop and maintain, individually and collectively, on-going contact with all area legislators and with the legislative and administrative leadership in the state.
 2. Study, notify and advise the faculty of legislation and other governmental actions which will affect faculty employment and the welfare of the university.
 3. Recommend to the Faculty Senate on political measures for discussion and action by the FA.

4. Prepare in concert with other Faculty Committees action and activities in support of the passage of legislation related to FA goals and objectives.
5. Participate with other bargaining units and the student representatives in joint campus efforts related to legislation and governmental actions affecting SCSU; consult and cooperate with IFO, SCSU, MSUSA, etc., lobbyists on issues of common concern.

Subsection 13: Graduate Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The Graduate Committee shall have the responsibility and right to make recommendations through the University Curriculum Committee to the Faculty Senate as a result of the Graduate Committee's performance of the following duties:
 1. Establish graduate policies, procedures and regulations in relationship to the general purposes and goals of the Graduate Faculty and the University.
 2. Advise the School of Graduate and Continuing Studies on graduate curriculum and related matters.
 3. Evaluate administrative proposals that have graduate curriculum implications (including the initiation, expansion, discontinuation, or reduction programs or academic units) and make recommendations accordingly.
 4. Review the graduate academic and curricular programs, policies, and practices for improvements and change, and make recommendations accordingly.
 5. Develop criteria and policy for membership and act on recommended appointments to the graduate faculty.

Subsection 14: Grievance Committee

- A. Membership: A minimum of one member from each Major Unit appointed by the FA President with the approval of the Faculty Senate. Two year terms with half being appointed each year. Members may be reappointed to continuing terms.
- B. Duties:
 1. Elect the chair of the committee each year.
 2. Help grievance officers and chairperson of the committee to pursue and process grievance cases in accordance with Article XIV.
 3. Review policy and procedures periodically, recommending changes if necessary.
 4. Establish and maintain a regular reporting relationship with Faculty Senate.
 5. Establish and maintain information on grievances which maintains the confidentiality of the grievant (unless the grievant grants a release of confidentiality) through the entire process of settlement.
 6. Provide for grievance officer training.
 7. Chair schedules regular grievance committee meetings, coordinates committee activities, serves as a contact person for the IFO, assigns grievances to committee members on an equitable basis, assists new grievance officers with their grievances and provides regular communications to the Faculty Senate.

Subsection 15: International Studies Committee

- A. Membership: One member elected from each Major Unit Representation Slot. If not included among those elected, up to three additional members appointed by the FA President selected from among former directors of overseas centers, one of whom is a former director of a foreign language and culture center.
- B. Duties: The committee shall study policies and programs developed for the university's international study opportunities for both students and faculty, and make

recommendations through the Faculty Senate to the University President regarding their development and implementation.

Subsection 16: Liberal Education Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties:
 - 1. Make recommendations to the University Curriculum Committee concerning liberal education policies.
 - 2. Examine the liberal education program continually for improvement and make recommendations to the University Curriculum Committee for action.
 - 3. Study, help develop, and make recommendations concerning effective teaching practices, and desirable objectives and educational consequences in the liberal education program.
 - 4. Help in the planning and development of inter-departmental liberal education courses and assessment.

Subsection 17: Membership Committee

- A. Membership: Members shall be appointed by the FA president with the approval of the Faculty Senate.
- B. Duties:
 - 1. Plan activities and materials for new faculty.
 - 2. Develop and implement membership campaigns.

Subsection 18: Multicultural Issues Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: To address matters of concern to and the equitable treatment of faculty of color at SCSU.

Subsection 19: Professional Development Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: Review and make recommendations on faculty applications for sabbatical leaves, Faculty Improvement Grants, Professional Improvement Grants, and Bush Grants.

Subsection 20: Salary Equity Committee

- A. Membership: One member elected from each Major Unit Representation Slot.
- B. Duties: The SEC shall address matters relating to salary equity and shall be responsible for overseeing the annual review process and salary studies to be conducted every five years. The SEC shall ensure that it provides sufficient continuity in its leadership.

Subsection 21: Technology and Pedagogical Resources Committee

- A. Membership: One member elected from each Major Unit Representation Slot
- B. Duties:
 - 1. Promote the development and use of technology and pedagogical resources on campus, e.g., including but not limited to computers, library books, classroom supplies, for academic programs.
 - 2. Review the formulation of the budgetary and general policies for technology and pedagogical resources on campus and make recommendations to the Faculty Senate.
 - 3. Solicit information from faculty regarding campus needs and issues related to technology and pedagogy.

4. Provide information regarding policies and practices related to technology and pedagogical resources to the faculty.
5. Recommend technology and pedagogical resource policies for acquisitions, usage, and repair.
6. Provide feedback to the Learning Resource and Technology Services faculty on policy recommendations and changes.

Subsection 22: University Curriculum Committee

- A. Membership: Two representatives from each Major Unit Representation Slot, chosen by and from among the members of the College, School, and Special Services Curriculum Committees. In addition, the Liberal Education Committee and the Graduate Committee will each choose one representative.
- B. Duties: This committee shall make recommendations to the Faculty Senate as a result of its performance of the following duties:
 1. Act for the faculty in matters related to curriculum in the manner described in the agreement between MnSCU and the IFO.
 2. Establish curriculum policy in relationship to general university purposes and goals.
 3. Examine the curriculum continuously for possibilities of improvement and make recommendation accordingly.
 4. Review, coordinate and act upon all university curriculum proposals.
 5. Establish and act upon academic policies related to curriculum such as evaluation of students and graduation requirements.
 6. Aid in establishing guidelines and transmittal procedures for submitting curriculum proposals.
 7. Study and evaluate instructional problems and make recommendations accordingly.
 8. Hear appeals on any curriculum matter
 9. Review and make recommendations on proposals concerning External Studies and Continuing Education.