

Minutes
Connecticut State Colleges and Universities Board of Regents (BOR)
Faculty Advisory Committee (FAC)
Friday, June 21, 2013

The meeting convened at 10:10 a.m. First Floor Boardroom, Board of Regents, 39 Woodland St. Hartford, Connecticut.

Present: Vice Chair Stephen Adair, Alternate, CCSU; Ilene Crawford, Member, SCSU; Chair Tom Failla, Member, Norwalk CC; Catherine Hoyser, Member, Charter Oak; Nick Lefakis, Member, Asnuntuck CC; Mary Jean Thornton, Member, Capital.

Guests: Braden Hosch, Director of Policy & Research and Interim Director of Academic Affairs, ConnSCU; Kyle Thomas Legislative Program Manager, Merle Harris, Regent (during agenda item 3); Sally Reis, Provost UConn (during agenda item 3).

Chairman Tom Failla called the meeting to order. He asked that FAC move up Provost Reis's presentation listed as item 3 on the agenda as she needed to depart for a noon meeting at UConn.

Provost Reis reviewed the intentions behind the new degrees at the regional campuses. Provost Reis said that a long-standing regulation from 1986 does not allow students who initially attended the regional campuses, then took classes at Storrs to return to the regional campus to complete their degrees. These students have been granted waivers to do so. To remedy this situation, the recent changes were instituted. This was done after discussions between Sally Reis and Braden Hosch. Provost Reis stated there is only one new program at the Stamford campus, which is a Master's program in digital media and design.

Regent Harris expressed a need for coordination between UConn and CSUs so duplications of new programs do not occur at every University. She feels this will lead to strong programs of study at a few Universities rather than many weak programs of study at many or all of the Universities. She feels the citizens and students of Connecticut will be best served by such a coordination of programs. Tom Failla suggested that at some point the BOR and UConn give consideration to allowing dependents of faculty and staff employed at the ConnSCU and UConn institutions to receive tuition discounts or waivers as allowed in other states such as New York

Provost Reis expressed an interest in attending some of the FAC meetings. There was consensus among members of the FAC that Provost Reis would be welcome at one or more FAC meetings a semester.

At this point, Regent Harris and Provost Reis left the meeting.

The Minutes from the April 12, 2013 were reviewed. Catherine Hoyser moved to accept the minutes. Nick Lefakis seconded. Tom Failla noted that he should be identified as chair rather than vice chair. Minutes with change were approved unanimously.

The Minutes of the May 10, 2013 were reviewed. Nick Lefakis moved to accept the minutes. Ilene Crawford seconded. Minutes were approved unanimously.

The Minutes of the May 16, 2013 were reviewed. Catherine Hoyser moved to accept the minutes. Stephen Adair seconded. Motion passed with Ilene Crawford, Nick Lefakis, and Mary Jean Thornton abstaining.

Election process – report and analysis: A general discussion ensued. Tom Failla stated the process worked fairly well relying on campus governance bodies as required by state statute. At the CTCs, approximately one-third of eligible voters participated thanks to the efforts of campus governance leaders and the candidates. The CTC results were sent by Stephen Adair on May 20 to campus governance leaders to notify the successful candidates and request that they send the FAC their contact information. A few had responded and so another call for contact information would be made directly to the successful candidates by Tom Failla following the meeting along with an invitation to attend scheduled FAC meetings in the Fall. The full list of those elected follows:

From CSU

Faculty: Stephen Adair (CCSU), William Lugo (ECSU- alternate member for 2014), Ilene Crawford (SCSU- alternate member for 2015), and Patty O’Neill (WCSU)

Administrative Faculty : Christine Barrett (SCSU), Myrna Garcia-Bowen (CCSU –alternate) (Term begins immediately).

From the Community Colleges

Large-School Faculty: Del Cummings (NVCC), Steven Moore (MCC-alternate)

Medium-School Faculty: Bob Brown (TXCC), Barbara Richards (HCC-alternate)

Small-School Faculty: Erin Pagano (QVCC), Judy Wallace (MxCC-alternate)

Administrative Faculty: T.J. Barber (MCC), Kim Shea (GWCC-alternate)

Charter Oak State College

Faculty: Catherine Hoyser

Administrative Faculty: Dan Facchinetti

Nick Lefakis stated that the election process would be smoother if it were conducted by electronic ballot rather than relying on campus governance leaders. Tom Failla said a method for using electronic voting had been identified through system IT staff (Scott Zak) and that the FAC decided for this election to conduct it through the campus governance bodies. Tom Failla this could be a recommendation to future FAC elections.

By-Laws Preliminary Discussion: A draft was distributed (see appendix to the minutes). FAC members will review this draft and be prepared to discuss the proposed By-Laws at the next meeting. There was a discussion which focused on the length of the term for the FAC

Chairperson. We interpreted the legislation to allow for a 1 year term for the Chairperson, with the chair alternating from the Universities and from the Colleges. Kyle Thomas has researched the legislation and interprets it to say that the term of the Chairperson is for 2 years. Kyle Thomas was asked to explore the possibility of a legislative change from a 2 year term for the chair to a 1 year term.

Future meetings for the fall semester were scheduled. They will be at 39 Woodland St., Hartford, unless otherwise stated.

July—no meeting

August 23, 2013 – 10:00 a.m.

September 20, 2013 – 2:00 p.m.

October 18, 2013 – 2:00 p.m. possibly on a college or university campus

November 15, 2013 – 2:00 p.m. possibly on a college or university campus

December 20, 2013 – 2:00 p.m.

There was consensus among members of FAC that one or more meetings a semester could be held on various campuses. This would make it easier for faculty on campuses to meet the FAC and perhaps improve communications with the people the FAC represents.

There was consensus among members of FAC to invite President Gregory Gray to a future meeting. Tom Failla will email Acting President Phil Austin and Judy Nosal to get the Aug. 23 FAC meeting on President Gray's calendar for the purpose of introductions and to discuss ways the FAC can continue to be productive and helpful in its advisory role to the Board of Regents and his administration.

The FAC will copy UConn Provost Sally Reis and Cyrus "Ernie" Zirakzadeh, president of the UConn Senate on its e-mail distributions of agendas and minutes. A future topic for discussion with UConn is on-line learning. Christine Barrett will also be added to the FAC distribution list for meeting agendas and minutes.

Stephen Adair reported that the word "research" was added to the mission statement of the State Universities.

Mary Jean Thornton expressed her concern that the FAC has been more "reactive" rather than "proactive." There was discussion and members were asked to think about this for future discussion. Tom Failla noted that in the draft by-laws under Article II-C, FAC functions include: "Expect the BOR and system management shall provide in a timely manner the information, materials and resources necessary for the Committee to carry out its assisting and advisory functions."

Discussion about the following items:

McGuire Associates-branding: Specific focus on a) providing financial aid to students who will "successfully complete a degree," including those inner city students who don't normally consider higher education; b) a follow-up for students who don't enroll in the

next consecutive semester; c) work on attracting students who would initially only consider private liberal arts colleges.

TAP Coordinating Council and Chief Academic Officers will meet in July 9, 2013, 1:30 – 3:00 to devise a charge for the group to monitor and evaluate recent changes in programs.

Braden reported that the Community Colleges are evolving to using multiple measures rather than only Accuplacer for admission. The State University is already following this procedure.

Other Business: There was general consensus that our new President and Chief Academic Officer should make IT Governance a priority. We will invite Joe McAuliffe, the system's interim CIO to the August meeting. We hope to hear about the vision for the future. No search has been announced for the Academic Officer.

The meeting adjourned at 1:13 p.m.

Respectfully submitted, Nicles Lefakis

Appendix

ConnSCU Faculty Advisory Committee (FAC) to the Board of Regents Draft By-Laws 6-6-13

ARTICLE I – NAME, AUTHORITY AND DEFINITIONS

The name of this group is the **Faculty Advisory Committee to the Board of Regents (BOR) for Higher Education**. The Committee is established in accordance with Public Act No. 12-7 of the Connecticut General Statutes approved May 2, 2012 and shall be deemed a public agency within the scope of the Connecticut Freedom of Information Act as define in sections 1-200. Faculty refers to tenured or non-tenured full-time teaching faculty and administrative faculty who provide direct student services, except in the cases of representatives from Charter Oak State College, which does not employ full-time faculty.

ARTICLE II –FACULTY ADVISORY COMMITTEE FUNCTIONS

The Committee Shall:

- A. Assist the Board in performing its statutory functions
- B. Advise the BOR, the management of the Connecticut State College and University System (ConnSCU) and the General Assembly on matters of policy and faculty concerns regarding higher education
- C. Expect the BOR and system management shall provide in a timely manner the information, materials and resources necessary for the Committee to carry out its assisting and advisory functions.
- D. Provide a mechanism to discuss issues of importance to faculty across the seventeen (17) institutions within the ConnSCU system and to provide specific recommendations and, as necessary and appropriate, proposals on system academic policies, including approval of new proposals or changes to existing strategies, plans policies and procedures. With respect to recommendations or proposals, the Committee will seek comment at its meetings or through e-mail from campus governance leadership and faculty. Any dissenting or “minority opinion” of the Committee with rationale shall be included in any recommendations forwarded.
- E. Operate and be guided by the principles and standards stated in the American Association of University Professors 1966 Statement on Government of Colleges and Universities <http://www.aaup.org/file/statement-on-government.pdf>
- F. Meet at least biannually with the BOR. Agendas shall be prepared for such meetings and shall be distributed by the board prior thereto and shall consist of matters recommended for inclusion by the BOR chair and the Committee. The BOR chair shall preside over such meetings and Committee members shall have the right to participate in all discussions and deliberations but shall not have the right to vote at such meetings in accordance with the provisions of Public Act 12-7 Sect. 1 (d)
- G. Report annually in January to the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations, regarding the performance of its statutory functions and its biannual meetings with the BOR in accordance with the provisions of Public Act 12-7 Sect. 1 (e)

ARTICLE III -- OFFICERS

Officers of the Committee shall be the Chair, Vice Chair, and Recording Secretary. Officers shall be elected annually in January. The term of office for officers is one year. The chair and vice chair shall rotate annually between a representative from the Connecticut State Universities (CSU) in even numbered years and the Connecticut Community Technical Colleges (CTC) in odd numbered years in accordance with the provisions of Public Act 12-7 Sect. 1 (c)

Their duties shall be as follows:

1. The Chair:

- a. To prepare agendas in collaboration with the vice chair.
 - b. To provide an opportunity for members to review proposed agendas before meetings for the purpose of suggesting additions or changes
 - c. To convene Committee meetings and in the event of unexpected developments related to weather or other emergencies cancel or postpone meetings through notification to the secretary of the BOR for proper public notice.
2. To conduct all meetings of the Committee guided by Roberts Rules of Order
 3. To work with the President and Vice Presidents of the ConnSCU system to facilitate a meaningful assisting and advisement role for the Committee
 4. To represent the positions of the Committee to the BOR, management of the ConnSCU system and the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations
 5. To designate Committee representatives to attend meetings of the Board and its committees and other meetings deemed by the committee to be important to faculty interests.
 6. To assure through the secretary of the BOR that:
 - a. Meeting agendas, minutes and materials relevant to current Committee activity are posted on a timely basis on the BOR's public website in accordance with Connecticut Freedom of Information Act requirements.
 - b. Committee membership list and contact information are on file with the BOR secretary or designee and posted on the BOR website
 7. To access the Committee's system e-mail account with approval from the Committee for the purpose of broadside communications to solicit suggestions and/or comments on matters of importance

B. The Vice Chair:

1. To assume the duties of the Chair in his or her absence
2. To assist the Chair in the fulfillment of his or her duties
3. To provide campus governance leaders with an annual attendance report for Committee members and alternates and to include the report in the minutes of the meeting after the report is sent.

C. The Recording Secretary:

1. Maintain attendance records
2. Record and distribute draft minutes of each meeting to the members for their review
3. Provide revised electronic copies to the Chair and Vice Chair for posting on the BOR's public website

ARTICLE IV -- OTHER COMMITTEES

The Committee may establish any other committees or task forces that are necessary to carry out Committee responsibilities. Each committee may be chaired by a Committee member. Faculty not on the Committee may serve as member of such committees or task forces.

ARTICLE V – ELECTIONS AND MEMBERSHIP

Members shall serve terms of two (2) years provided full-time employment is maintained. New members shall take office in January of odd number years following elections conducted by campus governance bodies every two years in the spring semester of the immediately previous even-numbered year. Newly elected members may attend meetings in the fall semester to help assure continuity between the outgoing and incoming Committee members but the newly will not have voting power until they take office in January. Details of the election process, the Committee's role, explanations and rationale are recorded in the May 16, 2013 Special Meeting Minutes on the BOR website and shall provide guidance to future Committees on the conduct of uniform, fair, open elections in accordance with the provisions of Public Act 12-7 Sect. 1 (b).

- A. The Committee shall be composed of 10 voting faculty members and eight (8) alternates who shall be elected by their peers in accordance with the provisions of Public Act 12-7 Sect. 1 (a)
 1. There shall be three (3) faculty voting members and one (1) alternate representing the four (4) Connecticut State Universities elected by full-time faculty. The alternate will rotate among the four universities on an annual basis in the following order WCSU (2012) CCSU (2013) ECSU (2014) SCSU (2015) and so forth
 2. There shall be one (1) at-large voting representative and one (1) alternate from among all of the CSUs' administrative faculty who provide direct student services elected by full-time administrative faculty.
 3. There shall be three (3) faculty voting members and three (3) alternates from among the 12 (12) Connecticut Community Technical Colleges. One representative and alternate each will be elected from among the four (4) large, four (4) medium and four (4) small schools as determined by full-time faculty headcount by full-time faculty within each of the three (3) groupings. The alternates are the runners up in each of the three elections.
 4. There shall be one (1) at-large voting representative and one (1) alternate from among all of the Connecticut Community Technical Colleges' administrative faculty who provide direct student services elected by full-time administrative faculty from all twelve (12) colleges. The alternate is the runner up in voting across the twelve (12) campuses.
 5. There shall be one (1) faculty voting member and one (1) alternate elected by a majority vote of the Academic Council of Charter Oak State.
 6. There shall be one (1) administrative faculty voting member and one (1) alternate elected by a majority vote of the Academic Council of Charter Oak State College.

- B. Alternate members of the committee may serve in a voting capacity in the absence of their designated member for so long the member is unable to be present.
- C. In the event that a vacancy occurs when both the member and designated alternate are no longer able to serve, the chair shall request that the campus governance body or bodies involved in conducting the biennial elections for that seat hold a special election within 30 days during the fall-spring academic year and within 30 days of the start of the next semester should the vacancy occur during the summer intercession. The remainder of an unfulfilled term shall be completed by that representative and alternate.
- D. A Committee member may resign by sending a written letter to the Chair, Vice Chair, Alternate and the Campus Governance Leaders at the institution or institutions he or she represents. The member's designated alternate shall become the voting member upon acceptance of the resignation at a regular meeting of the Committee. The Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- E. Committee members shall notify the Chair, Vice Chair and their designated Alternate if they are unable to attend a meeting. The designated Alternate shall assume the member's voting powers in the member's place. In the event a member does not report for the meeting and does not make notification, the chair may designate the Alternate to vote in place of the missing member.
- F. A Committee member who does not report for three consecutive regular meetings without making prior notification of the absences with reasons to the Chair, Vice Chair and Alternate may be eligible for removal by a two-thirds vote of the Committee at the discretion of the Chair in consultation with campus governance leaders he or she represents. In the event of such removal, the Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- G. Duties of the members shall include at a minimum:
 - 1. Attend and participate in meetings of the Committee, or ensure that an alternate will attend
 - 2. Maintain understanding of the concerns of their campus constituents and represent their interests, while prioritizing the academic functioning of the entire system
 - 3. Maintain communication between the Committee and the campus governance bodies they represent

ARTICLE VI -- MEETINGS

- A. Regularly scheduled public meetings shall be conducted. The frequency (monthly is recommended), location and timing of regular meetings shall be determined by the Committee and posted semi-annually on the BOR website through the BOR secretary no later than January 31 and June 30, with updates provided as necessary in between for special meetings or schedule changes. Such interim public notice shall be made at least 48 hours before the scheduled meeting time on BOR website through the BOR secretary.
- B. A quorum for a meeting shall consist of seven (7) members or alternates serving in place of their designated member. Any action of a majority of a quorum shall be an act of the Committee. However, in absence of a quorum, those present may take action on provisional basis,

which measures may be raised for consideration by any member at the next meeting of the Committee.

- C. Only members or their alternates acting in their place who are physically present shall be permitted to vote. There will be no provision for absentee or proxy voting.
- D. The agenda shall be determined by the Chair and shall be distributed to members for comment one week prior to the date of the meeting and posted on the BOR website 24 hours before the meeting.
- E. Minutes shall be kept of all Committee meetings and distributed to members and posted in draft form on BOR website within one week after the meeting. The committee will review the minutes and make any necessary revisions at the next meeting and the minutes with any revisions will then replace the draft minutes on the BOR website. If there are no revisions, the draft minutes will stand and the word draft removed.

ARTICLE VII – Parliamentary Authority

Roberts Rules of Order shall govern meeting proceedings where they are not in conflict with these by-laws, the Committee's statutory authority and rules of society

ARTICLE VIII -- AMENDMENTS

The by-laws may be amended by a majority of the membership. Any proposed amendment to the by-laws must be voted on for adoption at a regular meeting subsequent to the one where it was introduced. The by-laws will be automatically amended to reflect changes in institutional names.

Sources:

CGS - Public Act 12-7

<http://www.cga.ct.gov/2012/act/pa/2012PA-00007-R00SB-00042-PA.htm>

Roberts Rules of Order - Bylaws Chapter 20

http://westsidetoastmasters.com/resources/roberts_rules/chap20.html

University of South Florida System Faculty Advisory Council Bylaws

http://www.usfsm.edu/faculty/facultysenate/fac_minutes/bylaws_revised_24may11.pdf

Maryland Higher Education Commission Faculty Advisory Council

<http://www.fac-mhec.csmd.edu/bylaws.htm>

University of Texas System FAC

<http://www.utssystem.edu/utfac/guidelines.html>

University of North Carolina Board of Governors FAC Formation Letter and Roster and Functions

http://faccoun.unc.edu/wp-content/uploads/2012/10/Ross-RigsbyLetter_08Oct2012.pdf

http://faccoun.unc.edu/wp-content/uploads/2012/10/FACULTY-ADVISORY-COUNCIL_Roster-and-Functions_2012Oct11.pdf

