

Otterbein University

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Senate

Governance

9-3-2014

Governance at Otterbein

Otterbein University

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Governance at Otterbein

A Work in Progress

UPDATED SEPTEMBER 2, 2014



Senate Bill 13/14-10

Do we support a representative model with four Councils electing members to serve on Senate?

Senate Bill 13/14-10 – Approval of the proposal to support the basic concept of the new governance models and charge the Governance Review Commission with writing the new bylaws. Sen. Gatti and Sen. Stefano presented the model that the Commission is proposing and how it has evolved since the

Senate Bill 13/14-10 – Approval of the proposal to support the basic concept of the new governance models and charge the Governance Review Commission with writing the new bylaws. Sen. Gatti and Sen. Stefano presented the model that the Commission is proposing and how it has evolved since the commission began their research into governance. This is a representative model of governance that will include four councils each elected by their constituent group – Faculty, Student, Administrative and Staff; five super committees – Graduate Council, Curriculum, Planning, Governance & Bylaws and Faculty/Personnel along with their corresponding subcommittees. Super/subcommittees will be filled by both members of the Otterbein community and Senators. The governance system is not just the Senate, it consists of the Operational System, Senate System and Judicial System which all work collaboratively with the President and Board of Trustees.

Sen. Gatti moved approval, seconded by Sen. Stefano. The motion passed.



CONSTITUENT BODIES

FACULTY

STUDENTS

ADMINISTRATORS*

STAFF

**The President and the Vice Presidents are not members.*



Questions to resolve

- What should be the size and makeup of Senate?
- What is the specific composition of each of the standing committees?
- Should all Senators serve on a standing committee?
- How will it be decided which one? Election by Councils?
- Should there be a limit to the number of committees one can serve on?
- Can Council members (especially Faculty, since Service is an expected component of evaluation for tenure and promotion) volunteer to serve on a subcommittee, rather than standing for election? If so, which positions would be open to volunteers?
- Should Deans be included in Faculty Council? In Senate?
- Should Diversity/Inclusion be a subcommittee of Planning or a Standing Committee?
- Should Faculty Council include contingent faculty? Would they be eligible for Senate?

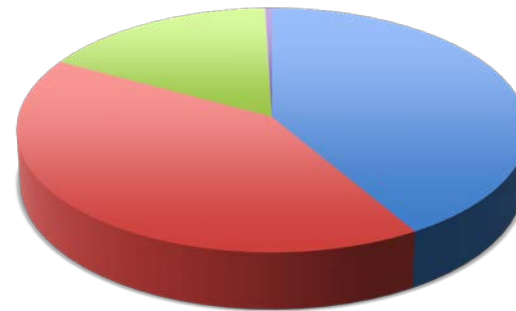


Senate Membership

According to Bylaws

CURRENT SENATE MAKEUP

	<u>#</u>	<u>%</u>
Faculty	185	41.5%
Students	185	41.5%
Administrators (30-40% of faculty)	74	16.6%
Staff	2	0.4%
	422	100%



■ Faculty

■ Students

■ Administrators (30-40% of faculty)

■ Staff

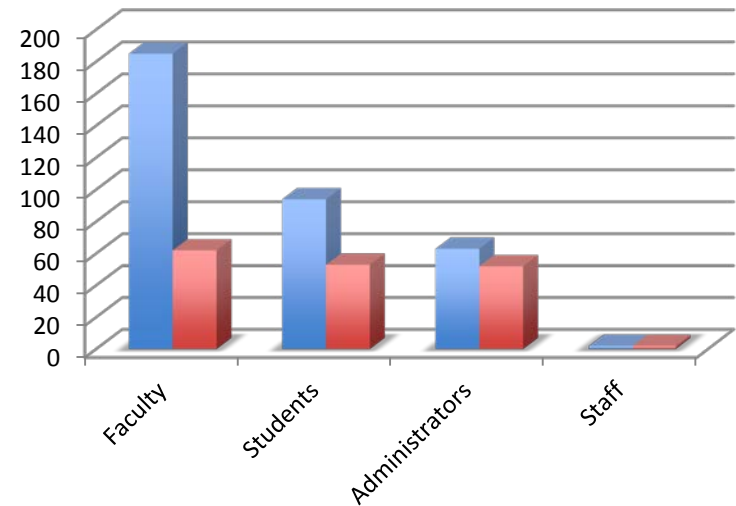


Senate Membership

Sample meeting, February 19, 2014

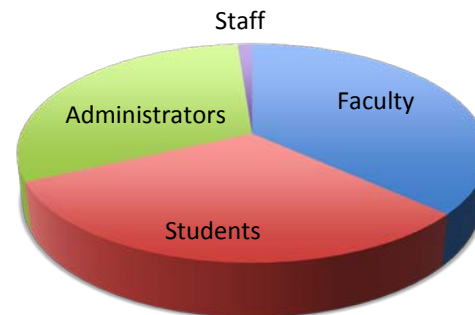
Attendance as percentage of those eligible to vote

	eligible	actual	%
Faculty	185	62	34%
Students	94	53	56%
Administrators	63	52	83%
Staff	2	2	100%
TOTAL	344	169	49%



Actual attendance

	#	%
Faculty	62	37%
Students	53	31%
Administrators	52	31%
Staff	2	1%
TOTAL	169	49%



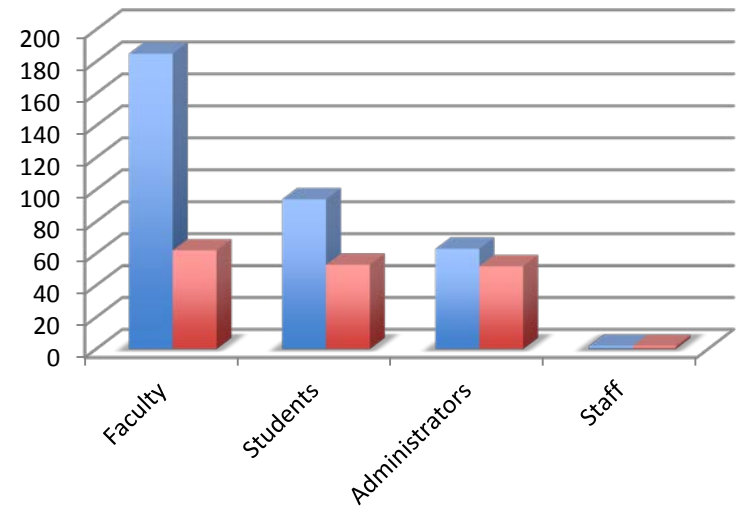


Senate Membership

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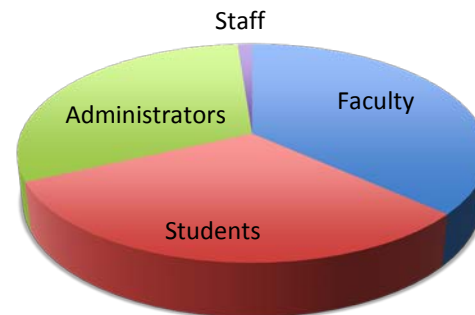
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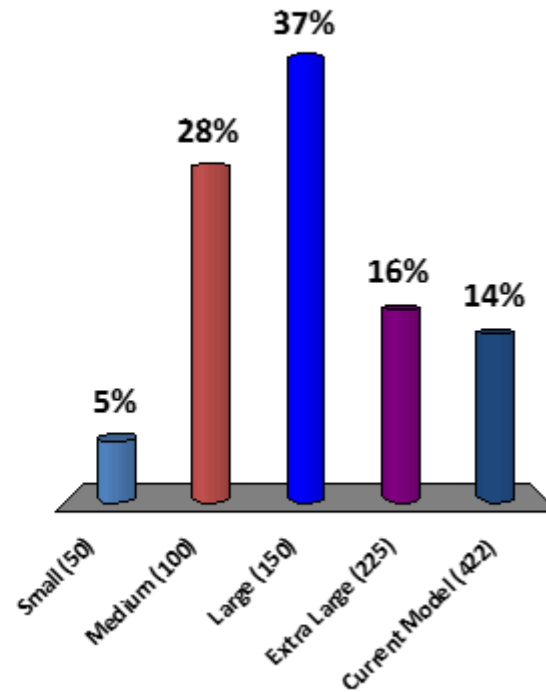




Questions to resolve

What should be the size and makeup of Senate?

- A.Small (50)
- B.Medium (100)
- C.Large (150)
- D.Extra Large (225)
- E.Current Model (422)



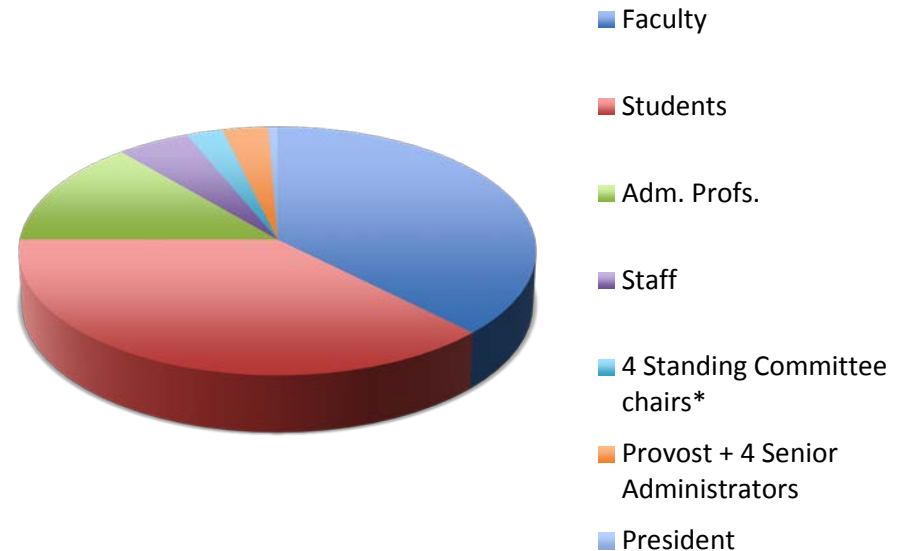


Senate Membership

Proposed Model

SENATE MAKEUP

	<u>#</u>	<u>%</u>
Faculty	60	37.5%
Students	60	37.5%
Adm. Profs.	22	13.8%
Staff	8	5.0%
4 Standing Committee chairs*	4	2.5%
Provost + 4 Senior Administrators	5	3.1%
President	1	0.6%
	160	100%



*The President is Chair of the Planning Committee, one of the five standing committees of the Senate, and is already a member of Senate.

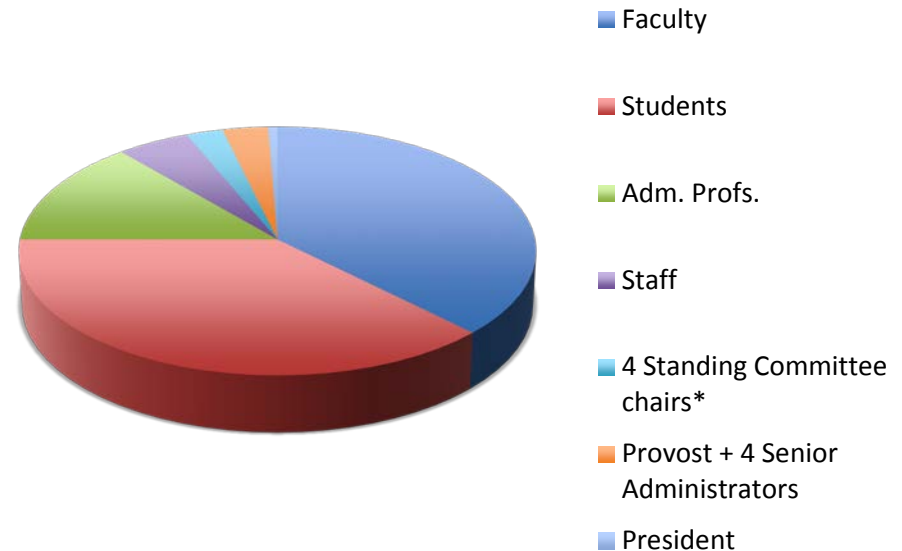


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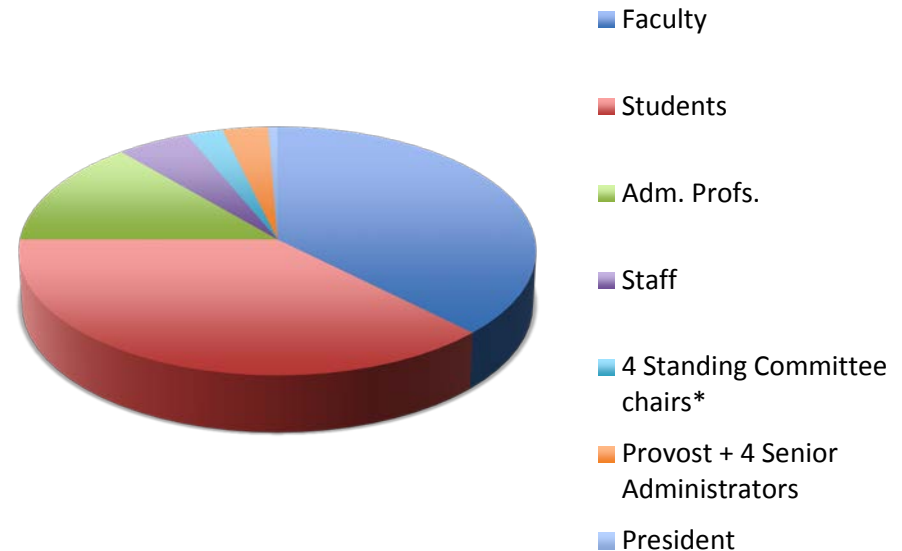


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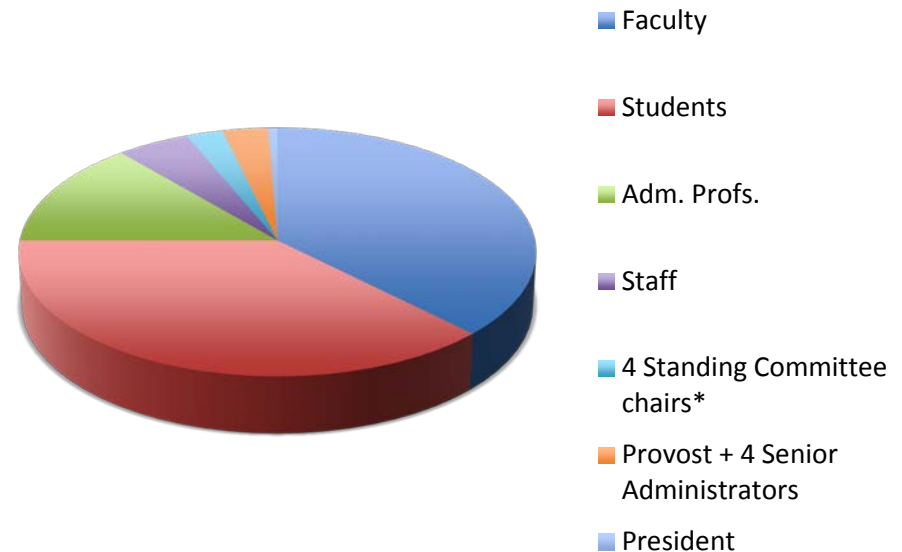


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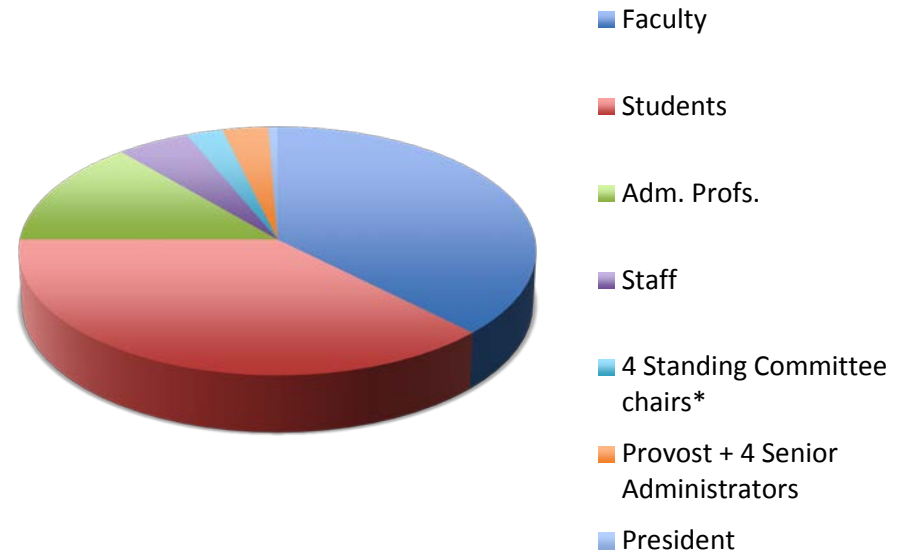


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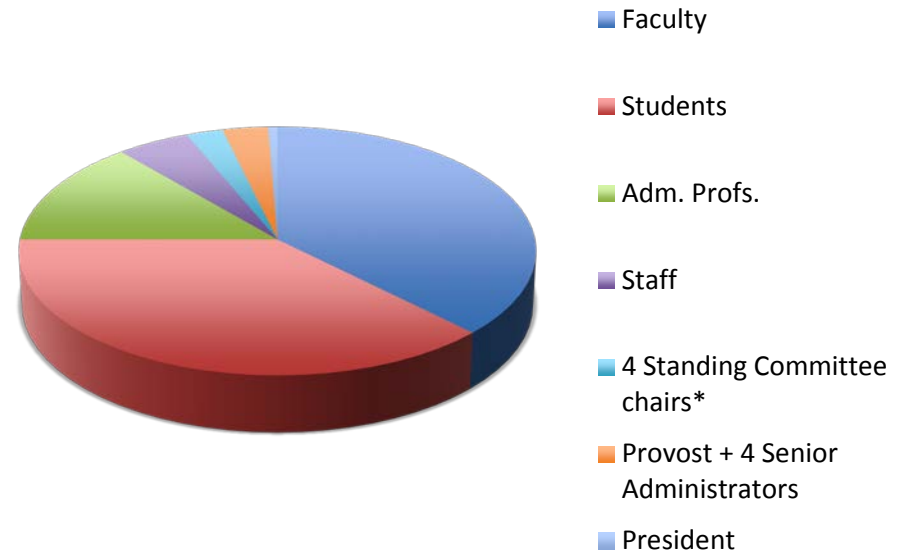


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Senate Committees and Subcommittees

According to current Bylaws

VII	Administrative Council	XI	Personnel Committee	XV	Governance, Bylaws and Communication Committee
1,2	Administrative Council	5	Sabbatical Leaves subcommittee		Campus Elections subcommittee
2.B	Budget Committee				
3	Admissions & Student Aid	XII	Faculty-Scholar Development Committee	XVI	Personnel Appeals Hearing Committee
4	Animal Care & Use				
5	Institutional Review Board	XIII	Teacher Education Committee	XVII	Graduate Committee
5.C	Subcommittee on Cadaver Use and Care				
6	Total Compensation	XIV	Student Life Committee	XVIII	Institutional Effectiveness Committee
VIII	Judicial Bodies		Areas of Interest Committees:	XIX	Faculty Council
1	Judicial Council		Areas of Interest	XX	Graduate Academic Appeals Council
2	Judicial Hearing Officer		Student Involvement		
3	Traffic Council		Diversity		
4	Appeals Council		Artist Series		
			Intercollegiate Athletic		
XIX	Academic Council		Student Media Board		
			Religious Life		
X	Curriculum Committee		Housing and Dining		
1, 2	Curriculum Committtee		Health and Wellness		
2.B	Continuing Studies Advisory		Community Engagement		
2.B	Library		Constitution		
2.B	Integrative Studies		Calendar and Poster Appeal		

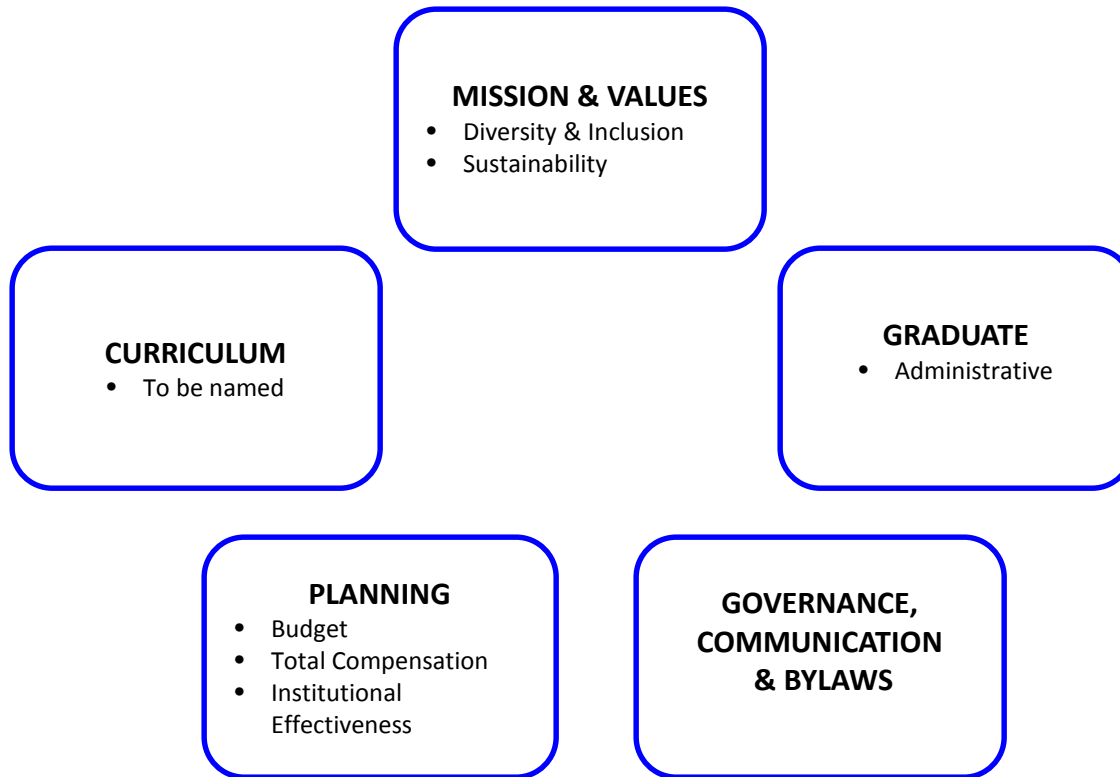


Committees not in Bylaws

- **Academic Planning**
- **Diversity & Inclusion**
- **Sustainability**
- **Strategic Enrollment Management Action Group (SEMAG)**
- **Advising**

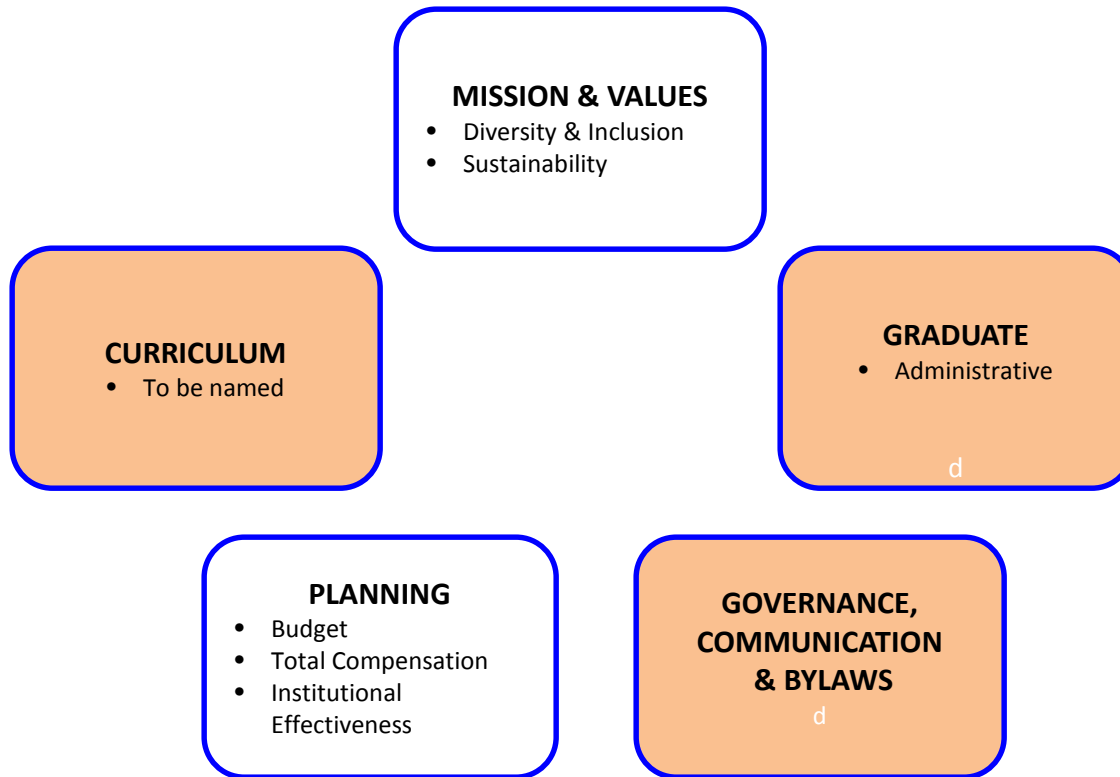


UNIVERSITY SENATE STANDING COMMITTEES and their SUBCOMMITTEES



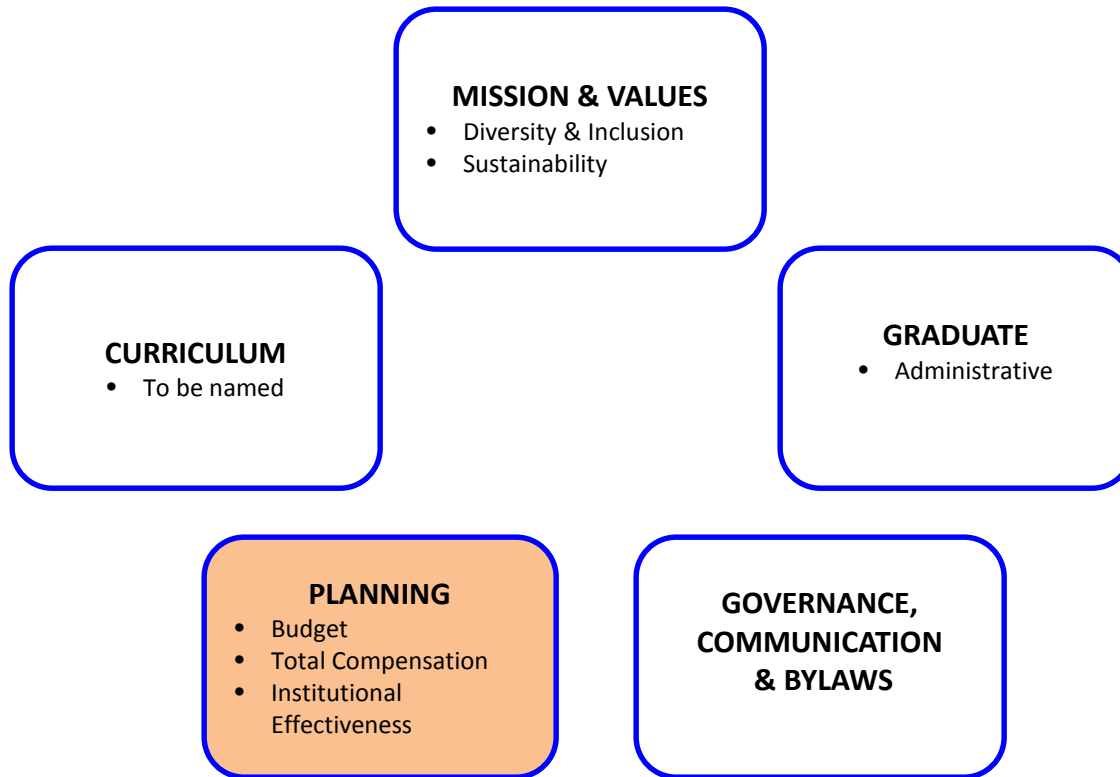


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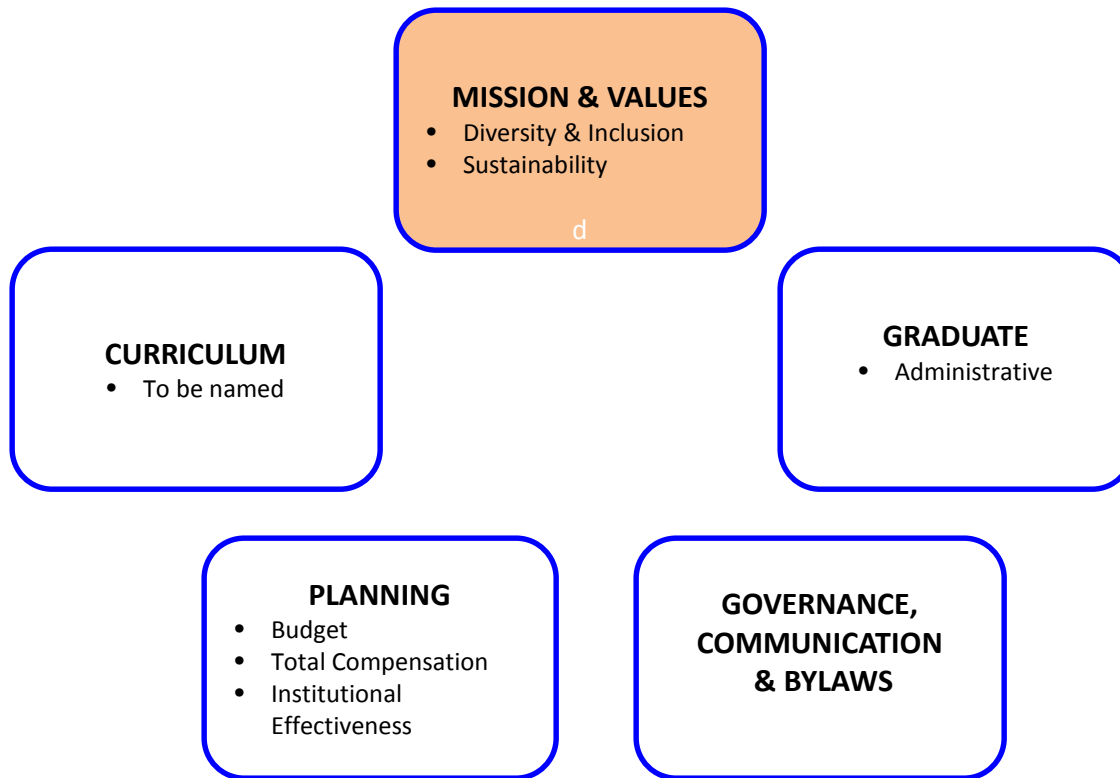


UNIVERSITY SENATE STANDING COMMITTEES and their SUBCOMMITTEES





UNIVERSITY SENATE STANDING COMMITTEES and their SUBCOMMITTEES





Otterbein's Vision

Otterbein University will be nationally recognized as a model community of educators, leaders, and learners who set the pace for higher education and contribute to the common good.

Mission Statement

Otterbein is an inclusive community dedicated to educating the whole person in the context of humane values. Our mission is to prepare graduates to think deeply and broadly, to engage locally and globally, and to advance their professions and communities. An Otterbein education is distinguished by the intentional blending of the liberal arts and professional studies, combined with a unique approach to integrating direct experience into all learning.



Core Values

Diversity

We are committed to creating a culture that recognizes, respects, embraces, and values differences in the broadest sense.

Equality

We are committed to sustaining an environment where all community members have the opportunity to fulfill their potential.

Inclusiveness

We are committed to being inclusive – an historic value which led to the creation of a distinctive culture as a welcoming community and a sense of shared responsibility for the future of the University.

Lifelong Learning

We are committed to providing avenues for students, faculty, and staff to pursue opportunities to continue to develop their skills and knowledge either for the purposes of advancing their careers or for personal fulfillment.

Opportunity

We are committed to remaining a “College of Opportunity” for students, faculty, and staff with the potential to succeed at Otterbein.

Service

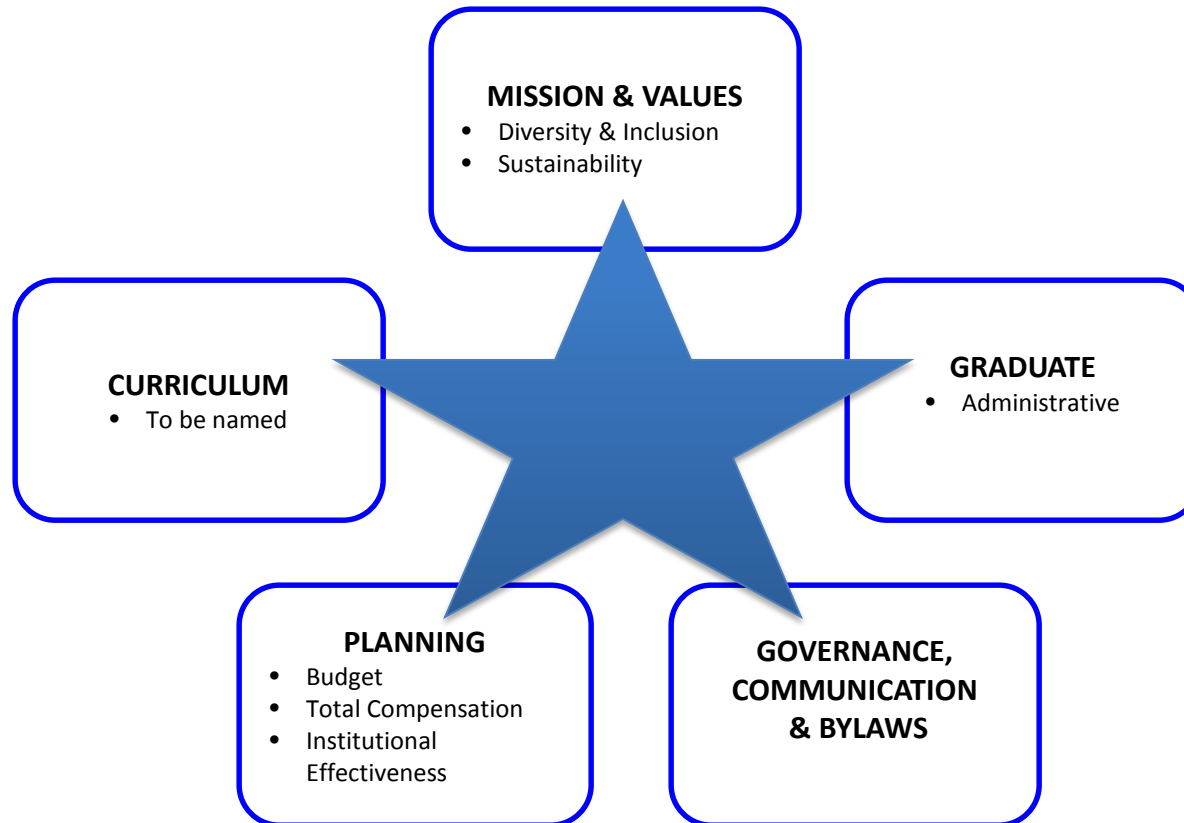
We are committed to fostering a culture of social responsibility, civic engagement, and meaningful service to our communities.

Sustainability

We are committed to pursuing the ideal of sustainability in the decisions we make in planning the future or our community.



UNIVERSITY SENATE STANDING COMMITTEES and their SUBCOMMITTEES





Senate Subcommittees

and their placement in the Senate System

BYLAWS SECTION	CURRENT COMMITTEE	Change
VII	Administrative Council	
1,2	Administrative Council	No longer exists; most functions distributed to the Planning Committee
2.B	Budget Committee	Becomes subcommittee of Planning
6	Total Compensation	Becomes subcommittee of Planning
VIII	Judicial Bodies	
1	Judicial Council	In revised form, becomes Student Conduct Appeals
3	Traffic Council	Functions included in Student Conduct Appeals
4	Appeals Council	Functions included in Student Conduct Appeals
XIX	Academic Council	
X	Curriculum Committee	
1, 2	Curriculum Committee	Stays a Standing committee of Senate
2.B	Continuing Studies Advisory	Stays as Subcommittee or moved to Operations
2.B	Library	Stays as Subcommittee or moved to Operations
2.B	Integrative Studies	Stays as Subcommittee of Curriculum
	Subcommittees	See new Bylaws for details
XV	Governance, Bylaws and Communication Committee	Stays as Standing committee of Senate
	Campus Elections subcommittee	Subcommittee removed; Standing committee has oversight over elections conducted by constituent assemblies
XVI	Personnel Appeals Hearing Committee	Remains a Standing Judicial Body, renamed Faculty Personnel Appeals
XVII	Graduate Committee	Remains as Standing committee of Senate
XVIII	Institutional Effectiveness Committee	Becomes subcommittee of Planning
XIX	Faculty Council	Becomes Faculty Senate
XX	Graduate Academic Appeals Council	Becomes a Judicial body
	Diversity & Inclusion	Becomes Subcommittee of Mission & Values
	Sustainability	Becomes Subcommittee of Mission & Values



Committees Moved to Operations

CURRENT COMMITTEE	Change
Admissions & Student Aid	Moved to Operations: Enrollment Management
Animal Care & Use	Moved to Operations: Academic Affairs
Institutional Review Board	Moved to Operations: Academic Affairs
Subcommittee on Cadaver Use and Care	Moved to Operations: Academic Affairs
Judicial Hearing Officer	Moved to Operations: Student Affairs
Continuing Studies Advisory	Stays as Subcommittee or moved to Operations
Library	Stays as Subcommittee or moved to Operations
Teacher Education Committee	Moved to Operations: Academic Affairs
Academic Planning	Moved to Operations: Academic Affairs
Strategic Enrollment Management Action Group (SEMAG)	Moved to Operations: Enrollment & Management
Advising	Moved to Operations: Academic Affairs



CONSTITUENT BODIES COMMITTEE STRUCTURES

FACULTY SENATE

- Executive
- **Faculty Personnel Evaluation Committee**
- **Sabbatical Leaves**
- **Faculty Scholar Development**
- Ad Hoc committees

STUDENT SENATE

- Executive Committee
- Budget
- **Student Organization Development**
- **Campus Services and Regulations**
- **Housing and Dining**
- **Campus Climate/Student Experience**
- **Athletic Advisory**
- Ad Hoc committees

ADMINISTRATORS SENATE

- Executive
- Personnel Policy
- Standing committees
- Ad Hoc committees

STAFF SENATE

- Executive
- Staff Development
- Standing committees
- Ad Hoc committees



Committees with Judicial Functions

According to the current Bylaws

BYLAWS SECTION	CURRENT COMMITTEE	Change
VIII	Judicial Bodies	
1	Judicial Council	In revised form, becomes Student Conduct Appeals
2	Judicial Hearing Officer	Moved to Operations: Student Affairs
3	Traffic Council	Functions included in Student Conduct Appeals
4	Appeals Council	Functions included in Student Conduct Appeals
2.A, E, F	Academic Council: academic issues	Moved to Undergraduate Academic Appeals
XVI	Personnel Appeals Hearing Committee	Remains a Standing Judicial Body, renamed Faculty Personnel Appeals
XX	Graduate Academic Appeals Council	Becomes a Judicial body



JUDICIAL SYSTEM

President

FACULTY PERSONNEL APPEALS COMMITTEE

Appeals of adverse
tenure and promotion,
sabbatical decisions;
academic freedom
grievances

GRADUATE ACADEMIC APPEALS COMMITTEE

Appeals of actions
regarding grades,
academic progression,
and/or academic
misconduct; requests
for readmission.

UNDERGRADUATE ACADEMIC APPEALS COMMITTEE

Appeals of actions
regarding grades,
academic progression,
and/or academic
misconduct; requests
for readmission.

STUDENT CONDUCT APPEALS COMMITTEE

Appeals of actions
regarding violations of
the Student Code of
Conduct.



JUDICIAL SYSTEM

President

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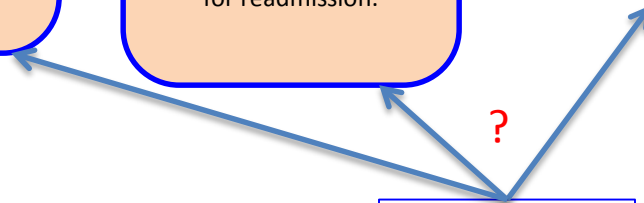
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STUDENT CONDUCT APPEALS COMMITTEE

Appeals of actions
regarding violations of
the Student Code of
Conduct.

Plagiarism

?





Committee Elected Membership

STANDING COMMITTEES and their PRIMARY SUBCOMMITTEES	MISSION AND VALUES	Diversity and Inclusion*	Sustainability *	CURRICULUM	PLANNING	Budget	Total Compensatio n	Institutional Effectiveness	GOVERNANC E BYLAWS & COMMUNI- CATION	GRADUATE
ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)										
Faculty Senate	3	3		10 incl. Chair	6	4 incl. Co- Chair	4 incl. Co- Chair		2+ Parliamentar ian, Chair	
Student Senate	3	6		5	6	3			2	
Administrators Senate	3	3		1	4	2	2		2	
Staff Senate	3	3		1	2	2	2		2	
UAW Local 2005							1			



Committee Appointed Membership

STANDING COMMITTEES and their PRIMARY SUBCOMMITTEES	MISSION AND VALUES	Diversity and Inclusion*	Sustainability*	CURRICULUM	PLANNING	Budget	Total Compensation	Institutional Effectiveness	GOVERNANCE, BYLAWS & COMMUNICATION	GRADUATE
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APPOINTED REPRESENTATIVES from the OPERATIONS SYSTEM (Voting or Non-Voting as indicated)

President					President, Chair (V)					
Vice Presidents		Chair appointed by President (V)			All 5 (V)	VPBA, Co-Chair (V)				
Deans				3 (V)						
President's Office					Chief of Staff (NV)	Inst. Research Dir (N)	Inst. Research Dir (N)			
Academic Affairs		Acad Support Services (V)		Registrar, INST Chair, Dir of Library, Student Success, CTL (N?)						
Student Affairs	Chaplain, Chair (V)	Diversity Dir, OPD, Athletics (all V)		1 (V) + Comm Engagement Dir (N)						
Business Affairs		Human Resources Dir (V)				Budget Dir (N)	Human Resources Dir, Chair (V)			
Enrollment Management		Admissions (V)								
Institutional Advancement										
Alumni		Alumni (V)								

KEY

(V) = Voting

(N) = Non-Voting

Dir = Director



Mission and Values

**MISSION AND VLAUES and its
Subcommittees**

**MISSION AND
VALUES**

**Diversity and
Inclusion***

Sustainability*

ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate	3	3	
Student Senate	3	6	
Administrators Senate	3	3	
Staff Senate	3	3	
UAW Local 2005			

APPOINTED REPRESENTATIVES from the OPERATIONS SYSTEM (Voting or Non-Voting as indicated)

Vice Presidents		Chair appointed by President (V)	
Academic Affairs		Acad Support Services (V)	
Student Affairs	Chaplain, Chair (V)	Diversity Dir, OPD, Athletics (all V)	
Business Affairs		Human Resources Dir (V)	
Enrollment Management		Admissions (V)	
Alumni		Alumni (V)	



Mission and Values

**MISSION AND VLAUES and its
Subcommittees**

**MISSION AND
VALUES**

Diversity and
Inclusion*

Sustainability*

ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate	3	3	
Student Senate	3	6	
Administrators Senate	3	3	
Staff Senate	3	3	
UAW Local 2005			

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Student Affairs	Chaplain, Chair (V)	Diversity Dir, OPD, Athletics (all V)	
Business Affairs		Human Resources Dir (V)	
Enrollment Management		Admissions (V)	
Alumni		Alumni (V)	



Curriculum

CURRICULUM

ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate
Student Senate
Administrators Senate
Staff Senate

10 incl. Chair
5
1
1

→ Faculty

→ Students

Arts & Sciences	Professional Studies	Graduate School
6	2	2
3	1	1

APPOINTED REPRESENTATIVES from the OPERATIONS SYSTEM (Voting or Non-Voting as indicated)

Deans

Academic Affairs

Student Affairs

3 (V)
Registrar, INST Chair, Directors of Library, Student Success, CTL (N?)
1 (V) + Dir CCE (N?)

KEY

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(N) = Non-Voting

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Curriculum

CURRICULUM

ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate
Student Senate
Administrators Senate
Staff Senate

10 incl. Chair
5
1
1

→ Faculty

→ Students

Arts & Sciences	Professional Studies	Graduate School
6	2	2
3	1	1

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Student Affairs

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Registrar, INST Chair, Directors of Library, Student Success, CTL (N?)
1 (V) + Dir CCE (N?)

KEY

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Planning

PLANNING and its Subcommittees

PLANNING

Budget

Total
Compensation

Institutional
Effectiveness

ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate

6

4 incl. Co-Chair

4 incl. Co-Chair

Student Senate

6

3

Administrators Senate

4

2

2

Staff Senate

2

2

2

UAW Local 2005

1

APPOINTED REPRESENTATIVES from the OPERATIONS SYSTEM (Voting or Non-Voting as indicated)

President

President, Chair (V)

Vice Presidents

All 5 (V)

VPBA, Co-Chair (V)

President's Office

Chief of Staff (NV)

Inst. Research Dir
(N)

Inst. Research Dir
(N)

Business Affairs

Budget Dir (N)

Human Resources
Dir, Chair (V)

KEY

(V) = Voting

(N) = Non-Voting

Dir = Director



Planning

PLANNING and its Subcommittees

PLANNING

Budget

Total Compensation

Institutional Effectiveness

ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate

6

4 incl. Co-Chair

4 incl. Co-Chair

Student Senate

6

3

Administrators Senate

4

2

2

Staff Senate

2

2

2

UAW Local 2005

1

APPOINTED REPRESENTATIVES from the OPERATIONS SYSTEM (Voting or Non-Voting as indicated)

President

President, Chair (V)

Vice Presidents

All 5 (V)

VPBA, Co-Chair (V)

President's Office

Chief of Staff (N)

Inst. Research Dir
(N)

Inst. Research Dir
(N)

Business Affairs

Budget Dir (N)

Human Resources
Dir, Chair (V)

KEY

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Planning

PLANNING and its Subcommittees

PLANNING

Budget

Total
Compensation

Institutional
Effectiveness

ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate	<i>P&VP + 4</i>	6	4 incl. Co-Chair	4 incl. Co-Chair	
Student Senate	<i>P&VP + 4</i>	6	3		
Administrators Senate	<i>P&VP + 2</i>	4	2	2	
Staff Senate	<i>P&VP</i>	2	2	2	
UAW Local 2005				1	

APPOINTED REPRESENTATIVES from the OPERATIONS SYSTEM (Voting or Non-Voting as indicated)

President	President, Chair (V)			
Vice Presidents	All 5 (V)	VPBA, Co-Chair (V)		
President's Office	Chief of Staff (N)	Inst. Research Dir (N)	Inst. Research Dir (N)	
Business Affairs		Budget Dir (N)	Human Resources Dir, Chair (V)	

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Budget

PLANNING and its Subcommittees	PLANNING	Budget	Total Compensation	Institutional Effectiveness
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ELECTED REPRESENTATIVES from the SENATE SYSTEM (all Voting)

Faculty Senate	6	4 incl. Co-Chair	4 incl. Co-Chair	
Student Senate	6	3		
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Staff Senate	2	2	2	
UAW Local 2005			1	

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President's Office	Chief of Staff (NV)	Inst. Research Dir (N)	Inst. Research Dir (N)	
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Total Compensation

PLANNING and its Subcommittees	PLANNING	Budget	Total Compensation	Institutional Effectiveness
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Faculty Senate	6	4 incl. Co-Chair	4 incl. Co-Chair	
Student Senate	6	3		
Administrators Senate	4	2	2	
Staff Senate	2	2	2	
UAW Local 2005			1	

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KEY

(V) = Voting

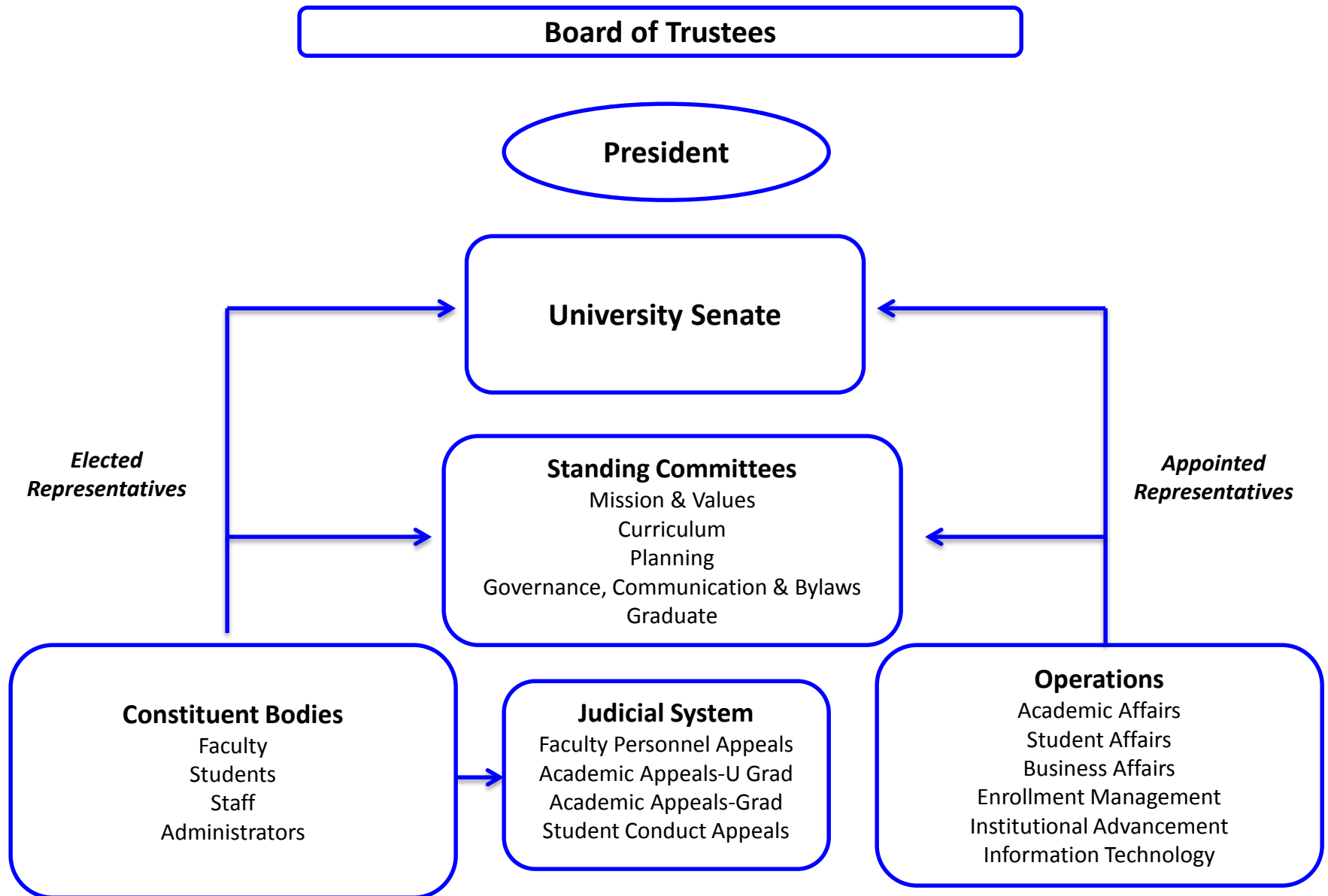
(N) = Non-Voting

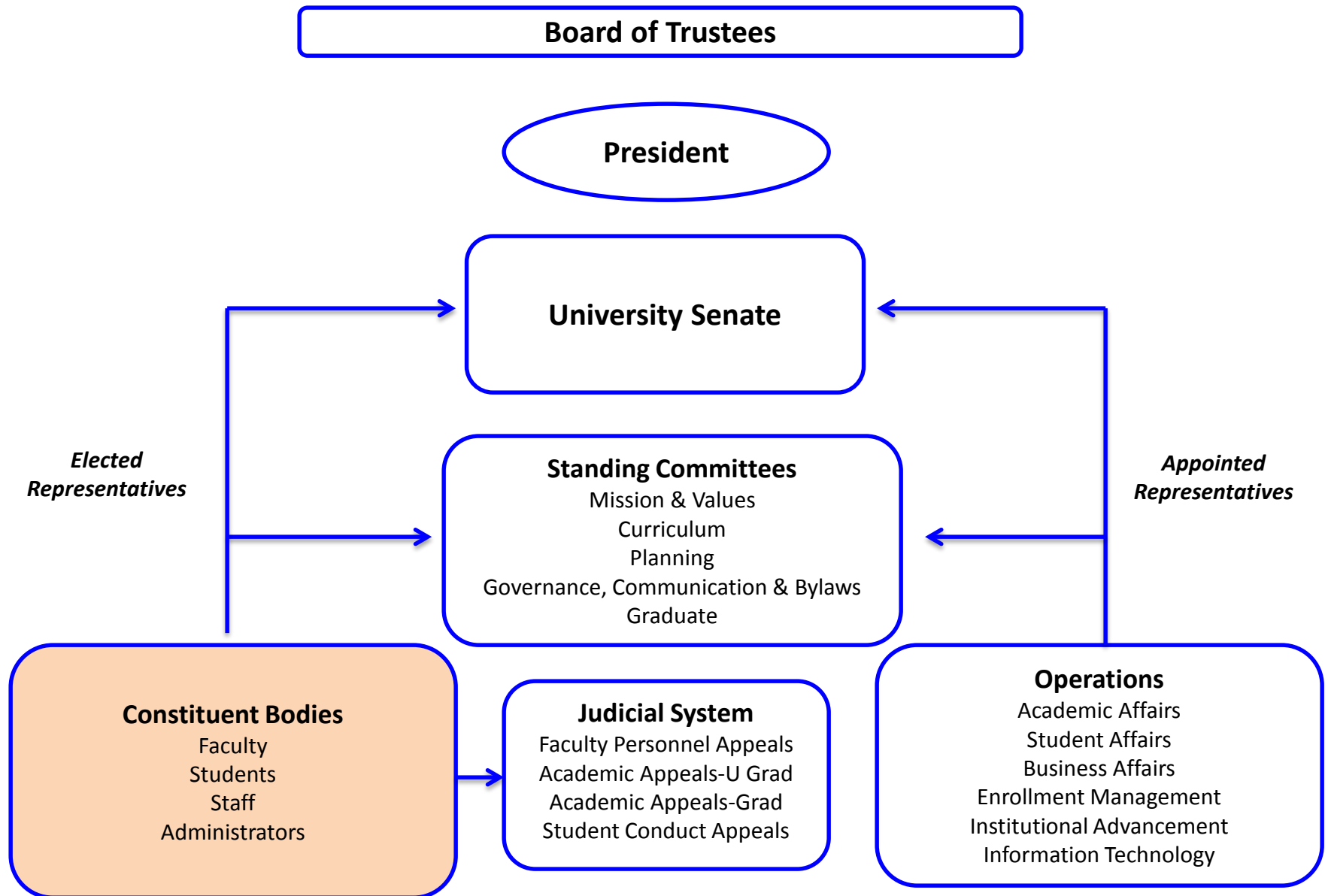
Dir = Director

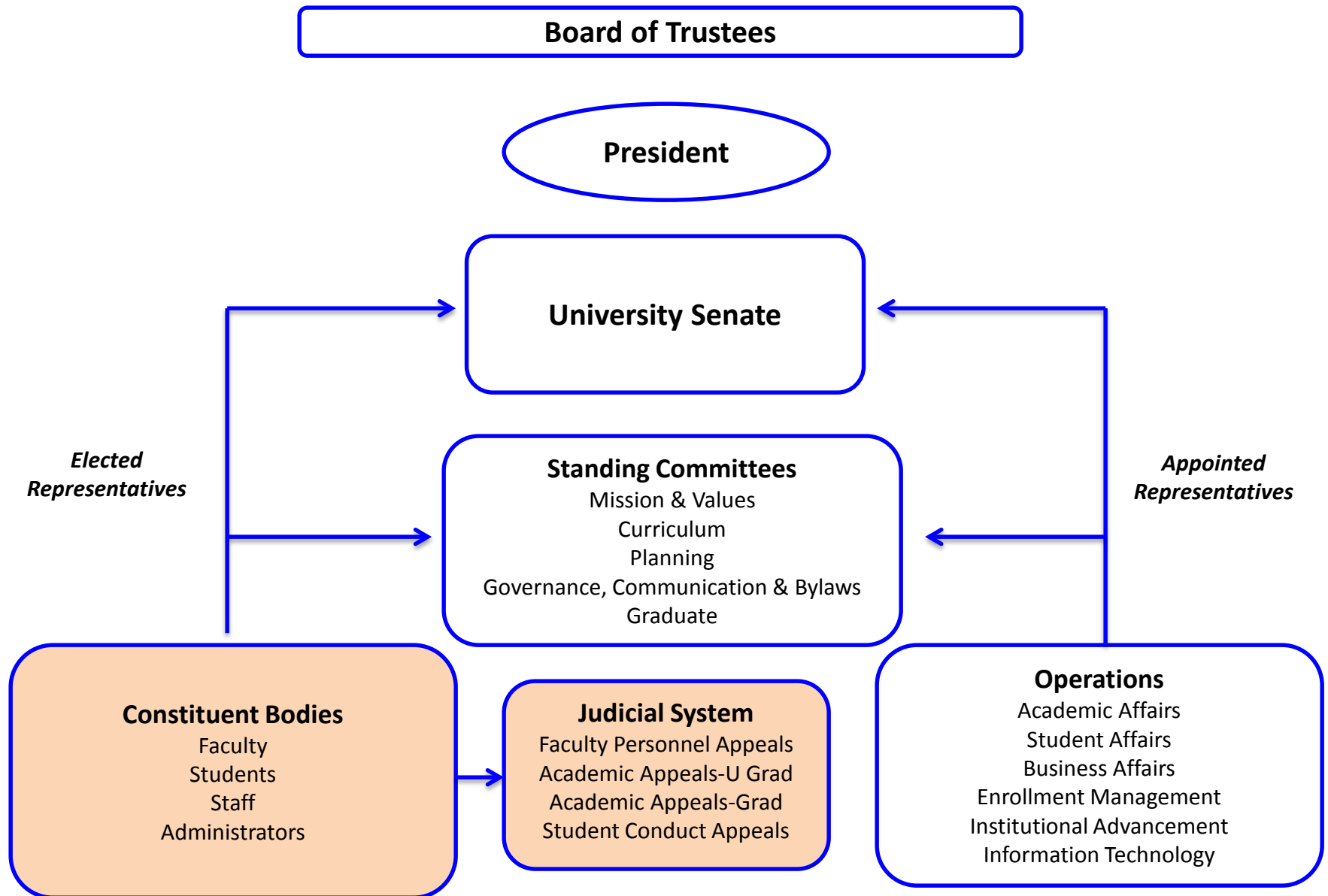


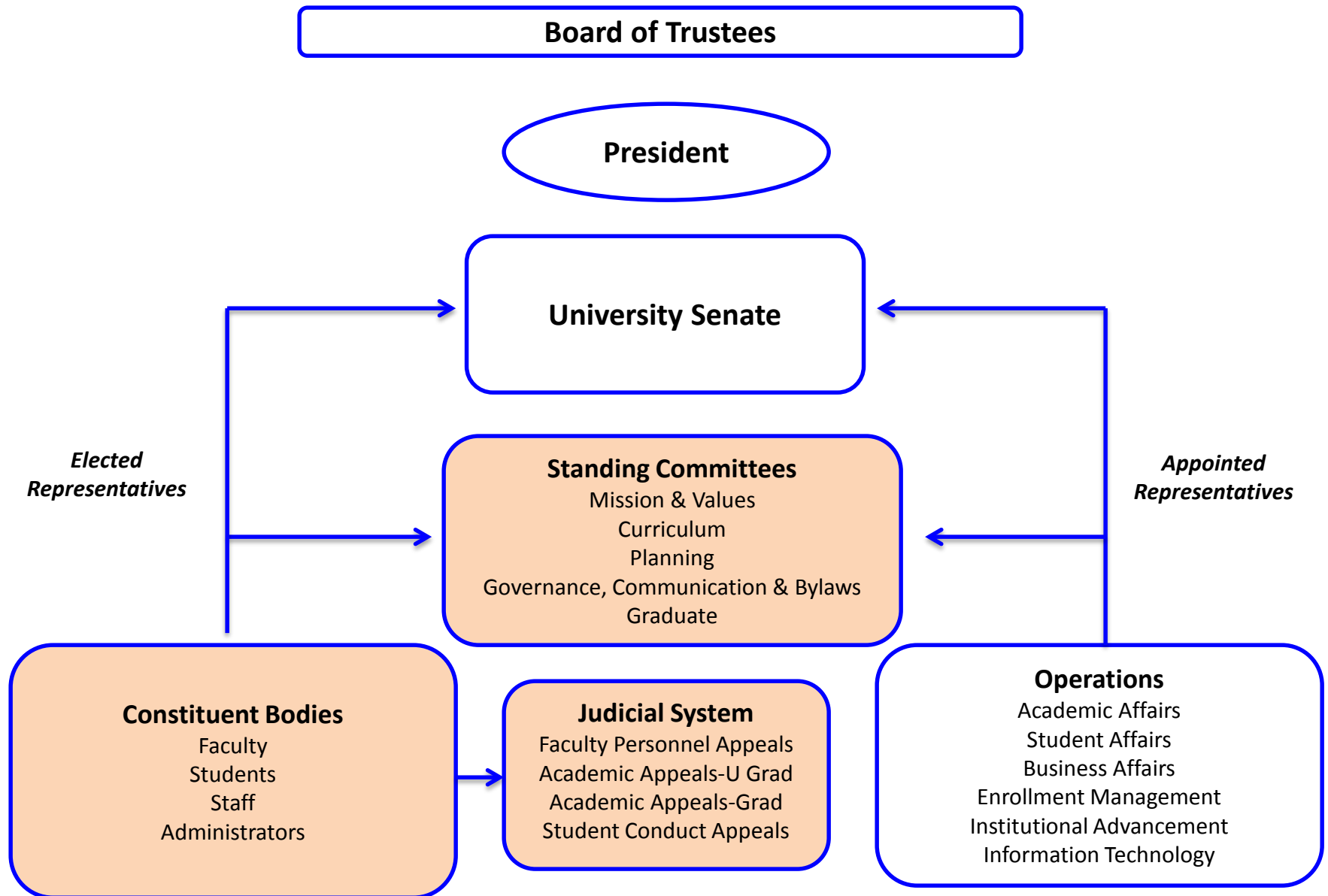
Summary of Senate Committee Membership

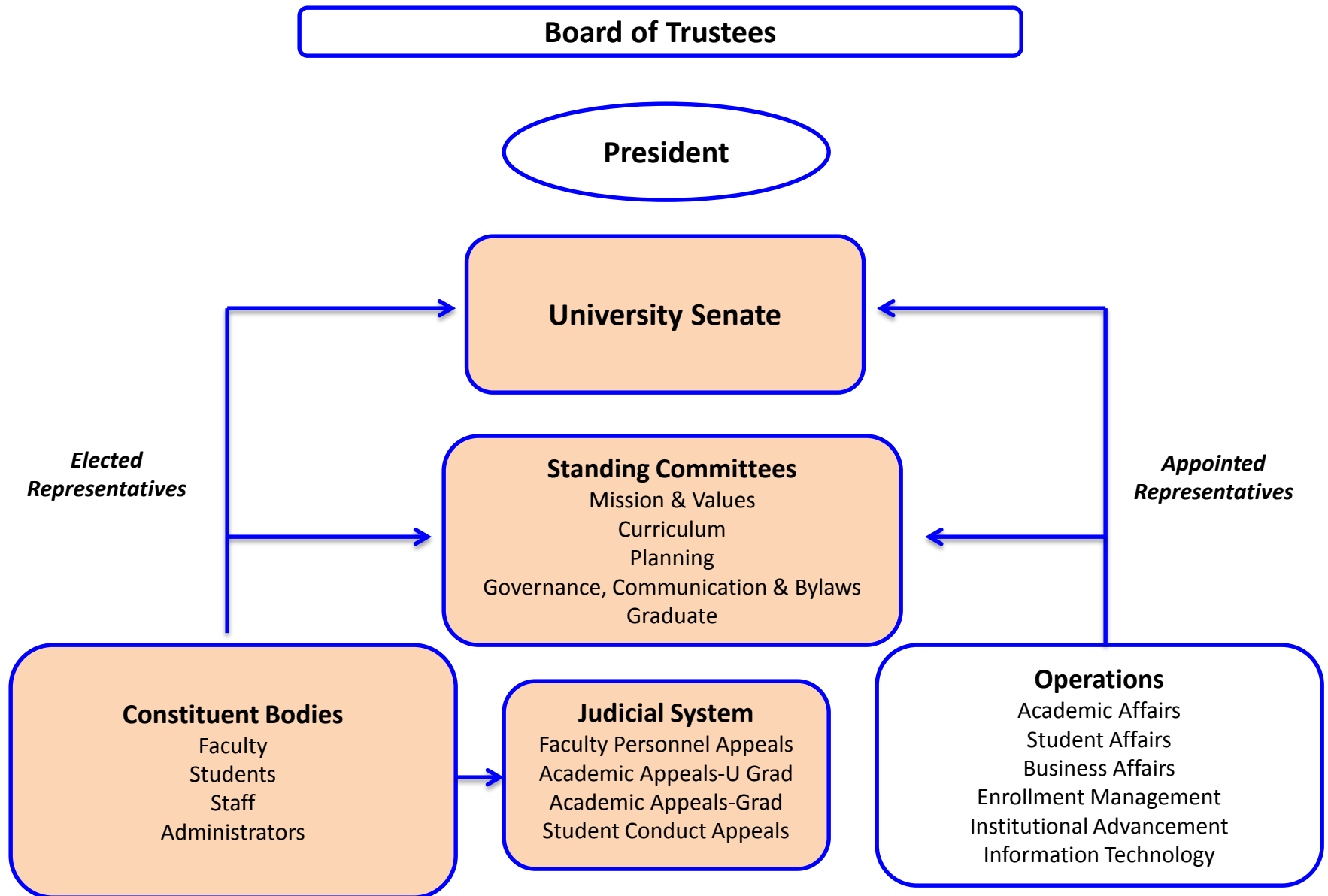
COMMITTEES	ELECTED REPRESENTATIVES					APPOINTED REPRESENTATIVES			TOTAL	% WITH VOTE	
	Faculty Senators	Student Senators	Admin Senators	Staff Senators	Total Elected	Ex Officio Voting	Ex Officio Non-Voting	Total Appointed		Elected	Appointed
Mission and Values	3	3	3	3	12	1	0	1	13	92.3%	7.7%
Curriculum	10	5	1	1	17	4	6	10	27	81.0%	19.0%
Planning	6	6	4	2	18	6	1	7	25	75.0%	25.0%
Budget	4	3	2	2	11	1	2	3	14	91.7%	8.3%
Total Compensation	4	0	2	2	8	1	2	3	11	88.9%	11.1%
Institutional Effectiveness											
Governance, Bylaws & Communication	2	2	2	2	8	1	0	1	9	88.9%	11.1%

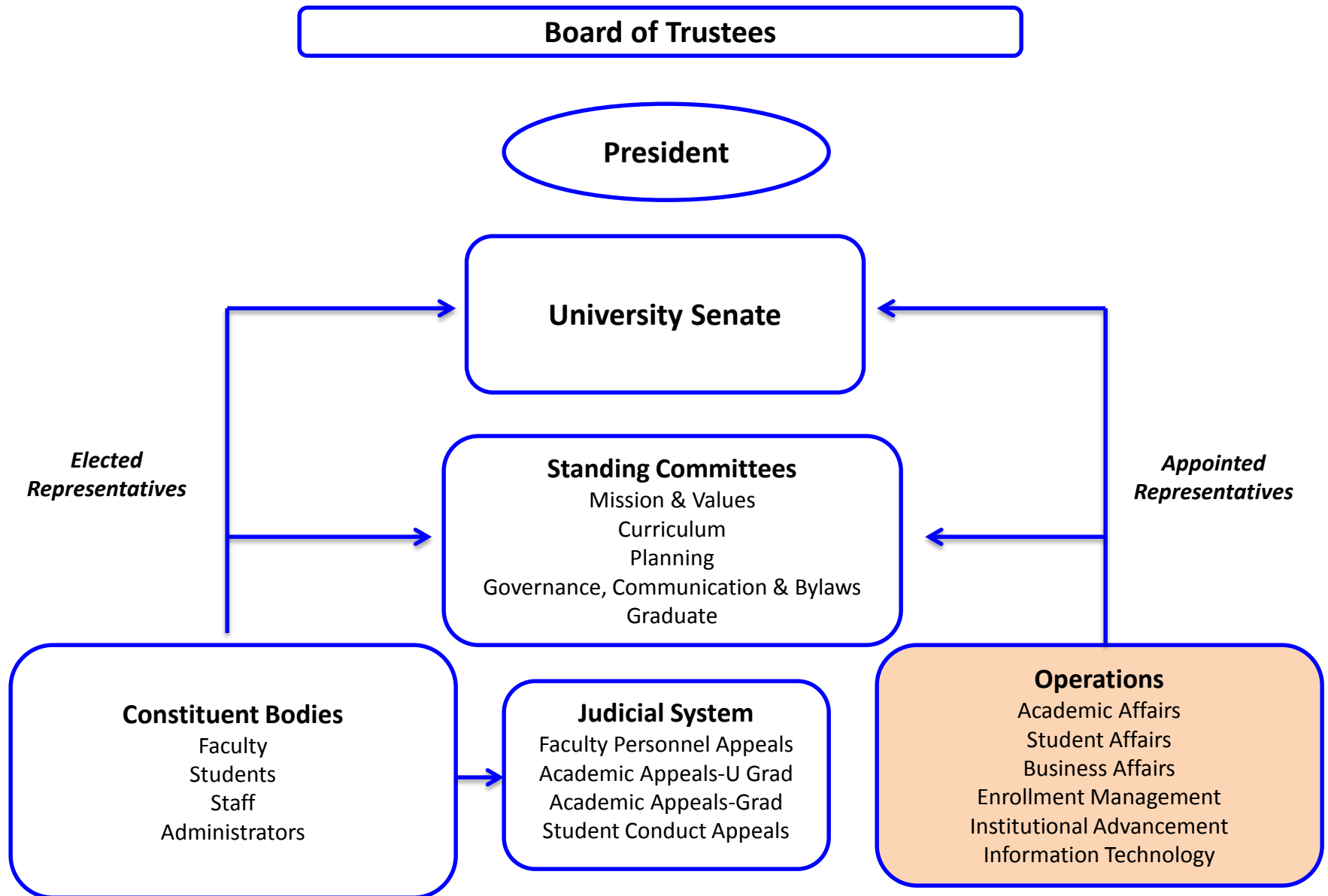


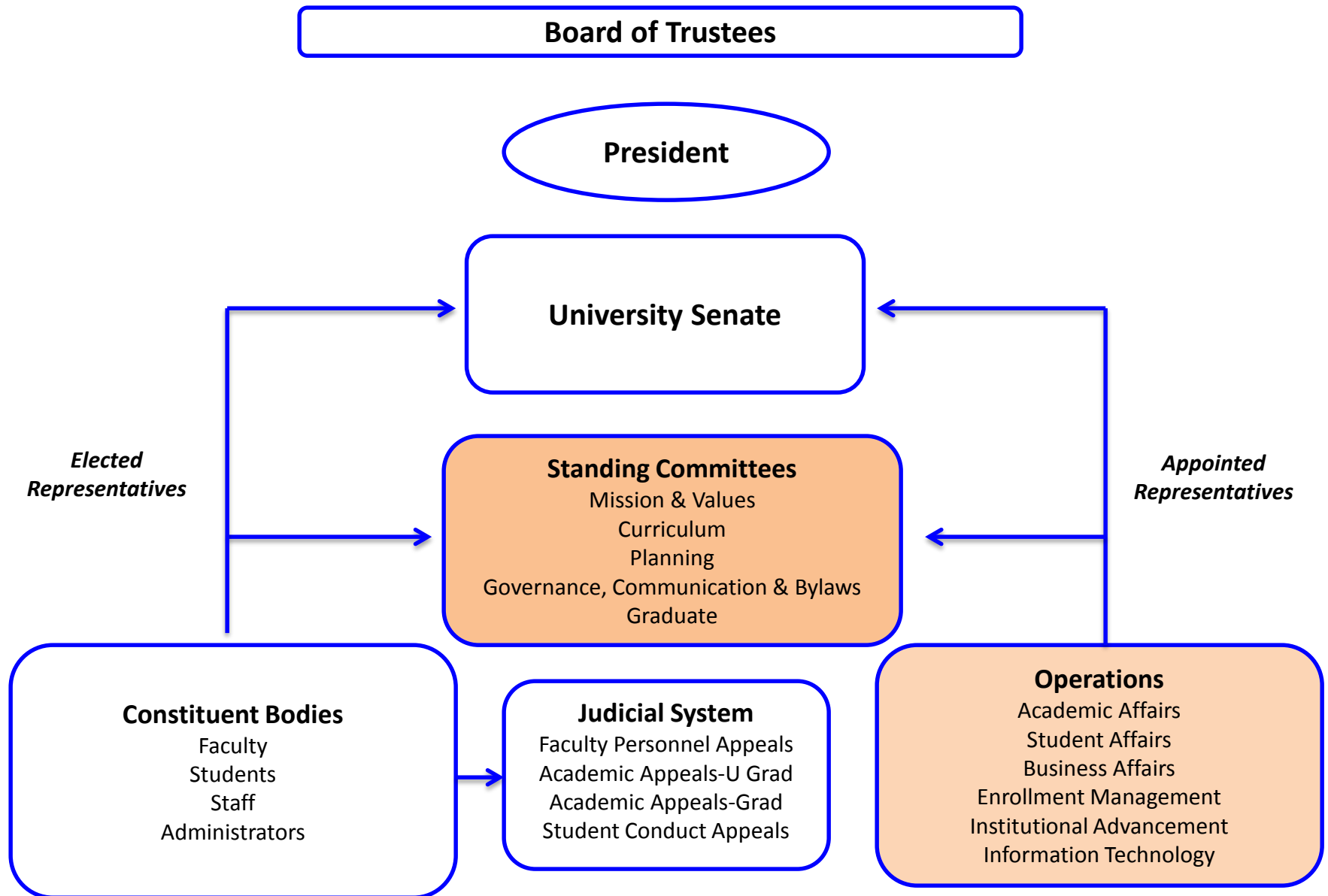


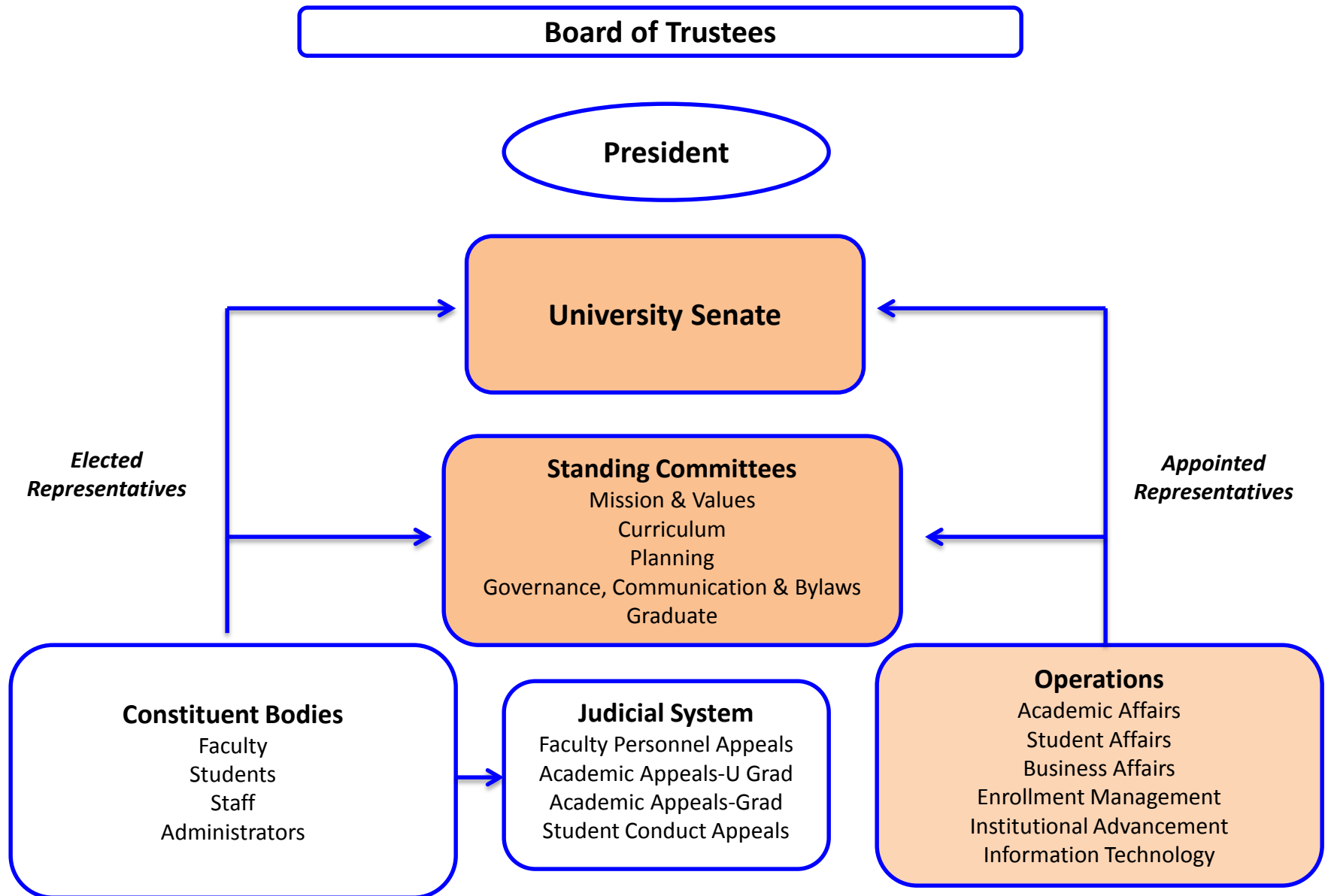


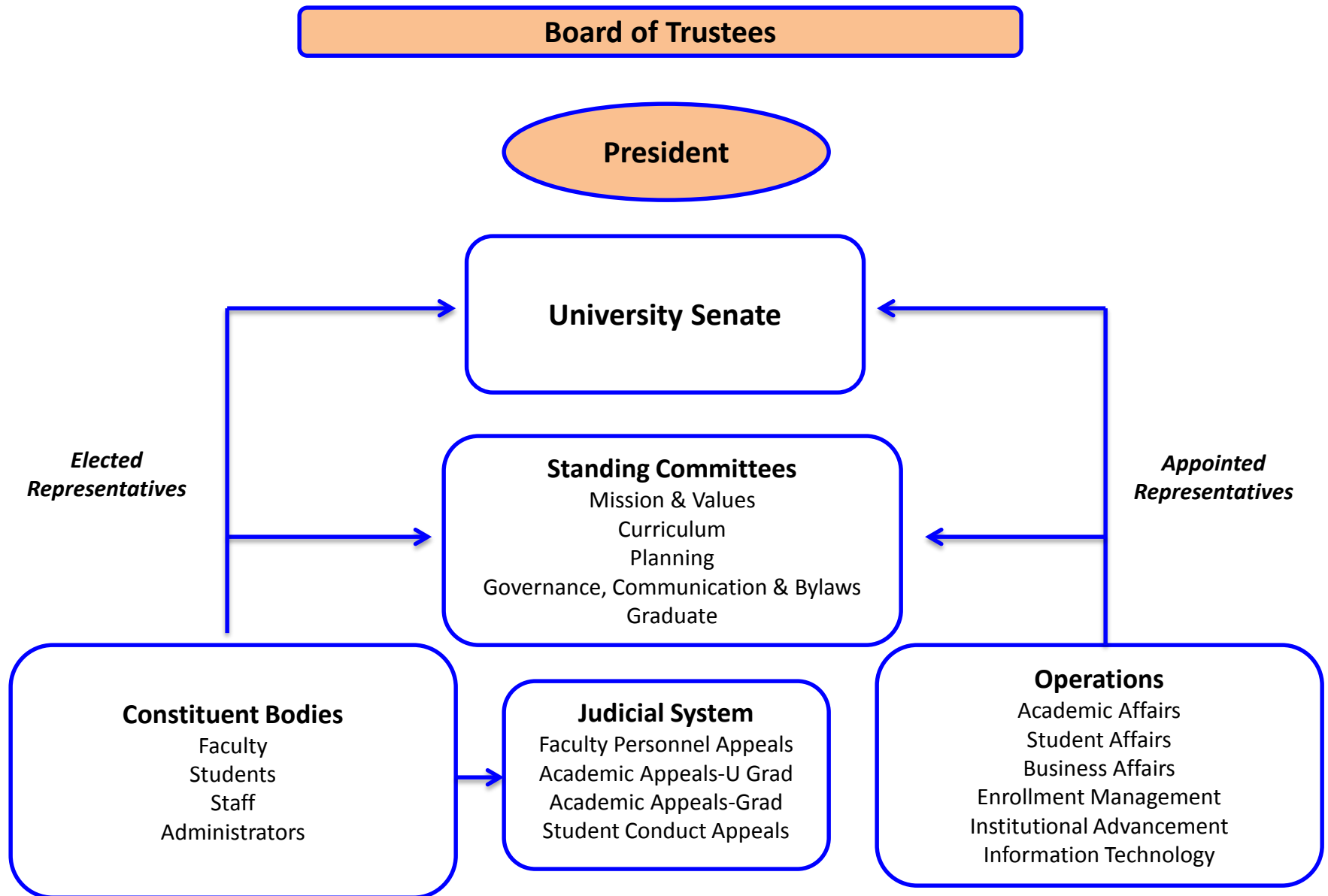






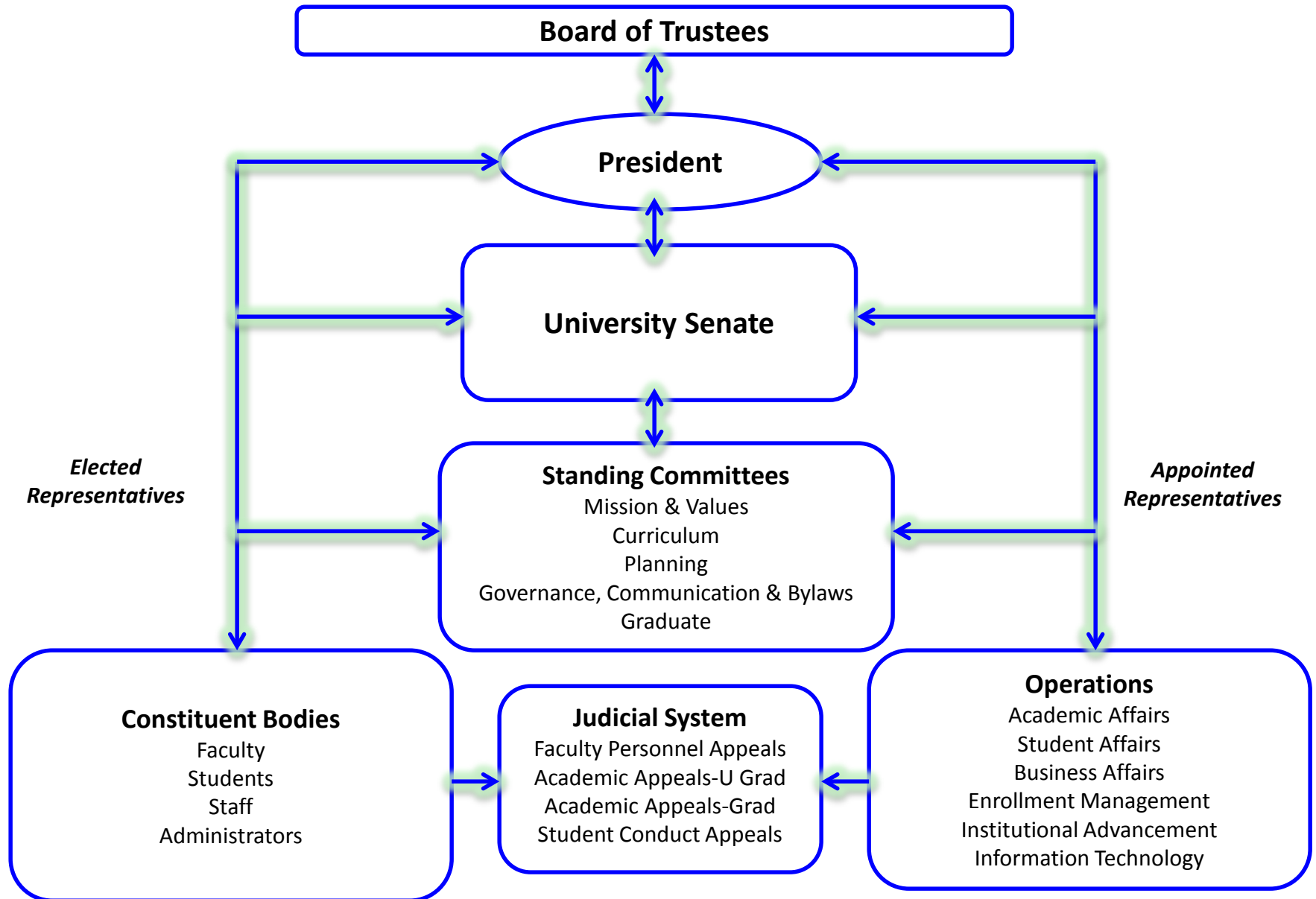








Lines of Communication





Questions resolved

- What should be the size and makeup of Senate?
 - *160 members as shown above.*
- What is the specific composition of each of the standing committees?
 - *In progress, as shown above.*
- How will committee members be chosen?
 - *Constituent bodies will elect representatives to the Standing Committees. Operations will appoint representatives.*
- Should Diversity/Inclusion be a subcommittee of Planning or a Standing Committee?
 - *It becomes a Subcommittee of Mission and Values.*



Questions unresolved

- Should all Senators serve on a Standing Committee?
 - *The straw poll in April showed strong support for this idea, but with only 5 Standing Committees, all Senators will not be able to serve on a Standing Committee.*
- Should there be a limit to the number of committees one can serve on?
 - *We have endeavored to place Operations representatives on only one or at most two Senate standing committees or subcommittees. As for elected representatives, our sense is that there should be guidelines but not Bylaw regulations.*
- Can Council members--especially Faculty, since Service is an expected component of evaluation for tenure and promotion--volunteer to serve on a subcommittee, rather than standing for election? If so, which positions would be open to volunteers?
 - *There was strong support for this idea at the April Senate meeting. We have not solved this although we do believe that Operations committees do offer an entrée to the governance system for new members of the community, especially faculty.*



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continued

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Governance Commission Members

Co-Chairs: Bob Gatti and Jackie Haverkamp

Faculty Council: Andrew Mills, John Stefano

Faculty Trustee: Christina Kirk

Students: Jacob Bowman, Charmaine Mosley

Student Trustee: Nikki Sherbahn

Staff Council: Rebecca Raeske-Grinch, Claire Parson, Lisa Byers

Administrative Assembly: Lisa Phillips, Kate Lehman, Matthew D'Oyly, Colette Masterson

Alumni Council: Russ Beitzel

**Member of the Governance Committee
of the Board of Trustees:** Jim Rutherford

Governance & Bylaws Committee: John Ludlum

Parliamentarian: Susan Millsap

President's Office: Kristi Robbins, Chief of Staff



Upcoming Meetings

Faculty Council

**Wednesday, September 10, 3:30 pm,
Roush 114**

Administrative Assembly

**Friday, September 12, 10:30
Roush 114**

Staff Council

tba

Student meeting

**Wednesday, September 10, 7:00 p.m.
Roush Hall 338 (Board Room)**

UNIVERSITY SENATE

**Wednesday, September 17
3:30 – 5:00 p.m.
Riley Auditorium
Battelle Fine Arts Center**



Thank you!