The 2003-2004 Faculty Governance Committee (FGC) included the following members: Carolyn Spence Cagle (Chair), Blaise Ferrandino (FSEC Liaison), Don Nichols, Ellen Page Shelton, Carol Thompson, and Jack Jones (Fall 2003. The Committee met seven times during the year to address the following **two** standing charges and **five** specific charges:

**Standing Charge #1:** Monitor the structure and functions of the Faculty Senate and standing committees of the Senate.

**Standing Charge #2:** Recommend changes that will improve the effectiveness of the Faculty Senate and Senate committees in University governance.

**Specific Charge #1:** Review the current TCU and Faculty Senate Handbooks and propose appropriate revisions to reflect current practice and priorities.

- Based on suggestions and motions made in the 2002-2003 FGC Report, review occurred on both the Bylaws and Constitution of the Faculty Assembly and Faculty Senate to determine relevancy to current Senate structure and process. Motions to revise these statements in the TCU Handbook for Faculty and Staff occurred in the March 4, 2004 Faculty Senate meeting, and the Senate accepted the following motions:

**CONSTITUTION OF THE FACULTY ASSEMBLY AND FACULTY SENATE**

*Handbook, 2003-2004, pp. 16-17*

1. **Article I, section 2 B:**

   **Present language:** Full-time faculty with rank of Instructor or above, full-time administrative officers with similar faculty rank, and University staff with similar faculty rank are members of the Faculty Assembly with the right to participate in deliberations and to vote.

   **Proposed language:** Full-time faculty with rank of Instructor or above, full-time administrative officers with similar faculty rank, and full-time instructional staff are members of the Faculty Assembly with the right to participate in deliberations and to vote.

2. **Article II, section 1, C1-3:**

   **Present language:** The Faculty Senate may originate nominations for honorary degrees. 1. Faculty members, administrative officials, members of the Board of Trustees, or any other person may suggest nominees to the Chair of the Faculty Senate.
2. Nominations by the Faculty Senate and Board of Trustees shall require the confirmation of both bodies.
3. After careful screening by the Executive Committee of the Faculty Senate and then approval by the Senate in executive session, names shall be forwarded confidentially to the Board of Trustees through the Chancellor.

Proposed language: The Faculty Senate may originate nominations for honorary degrees.
1. Faculty members, administrative officials, members of the Board of Trustees, or any other person associated with the University may suggest nominees for honorary degrees to the Chair of the Faculty Senate by January 15th of each academic year.
2. After careful screening by the Executive Committee of the Faculty Senate and then confirmation by the Senate in executive session, names shall be forwarded confidentially, through the Chancellor, to the Board of Trustees for consideration at their annual spring meeting.

Article II, section 4 (new D):

Present Language: none

Proposed Language: The Senate may vote on motions per electronic vote (e-ballot) if a face-to-face Senate discussion has been held but final details on an issue need to be clarified and communicated to Senators before an official vote by e-ballot occurs. E-balloting may also occur if special circumstances exist. In either case, the Senate must approve, by majority vote, voting by e-ballot.

Article II, section 4 (old D becomes new E)

Article II, section 5D:

Delete the following:

Present Language: The committee shall consist of three senators elected by the Senate at the final Senate meeting each academic year and two additional faculty members, not necessarily Senators, appointed by the Chancellor. The three elected Senators shall serve three-year terms, with one term expiring each year. Committee members not reelected to the Senate may complete their terms. The committee shall serve in an advisory capacity in the preparation of the University budget and as a channel of communication between the faculty and administration concerning financial decisions. The Chair of the committee shall be chosen from the committee from the elected members.
BYLAWS OF THE FACULTY ASSEMBLY AND FACULTY SENATE (Handbook, pp. 18-19) (APPROVED BY SENATE SEPTEMBER 2003) (NEED TO INSURE PROCESS OF CHANGING HANDBOOK):

1. Article II, section 3B:

**Present Language:** Parliamentarian. At the last meeting of each academic year, the Chair shall appoint a Parliamentarian from among the elected members.

**Proposed Language:** Parliamentarian. The current chair of the Committee on University Committees shall serve as the Parliamentarian during Senate meetings.

2. Article II, section 3C (new):

**Present Language:** none

**Proposed Language:** Historian. The Past-Chair of the Faculty Senate will serve as the Senate Historian and have the following responsibilities: advising the current Senate Chair on the historical foundation of Senate initiatives; serving as a resource at Senate meetings; and, consulting with previous Senate Chairs and officers to resolve questions regarding past Senate actions that cannot be fully explicated from examination of prior relevant meeting minutes.

- Based on several meetings with Staff Assembly leaders (David Grebel and Emily Burgwyn) and Dr. Carol Campbell, Vice-Chancellor for Finance and Administration, the FGC offered a motion to the Senate in March to create a new University committee - the Budget Advisory Committee. Development of a charge and roles for various constituency representatives occurred. The Senate approved this charge and creation of the new committee in March.

**Specific Charge #2:** Through dialogue with University administration, staff, and faculty, reaffirm the importance of faculty service to meeting University goals and to the Mission and Vision statements.

- FGC members for the past two years have supported that greater recognition by the University should occur for faculty who engage in service both inside and outside the University. Such service provides visibility for the University and also inherently supports the Mission of TCU.

- The current FGC believes that increased recognition of faculty service should be tied to merit, tenure and promotion decisions; thus, in consultation with the FSEC, the Tenure Promotion and Grievance Committee (TP&G) received this charge for the 2003-2004 year.
Specific Charge #3: Consider the structure and functions of the Faculty Senate and recommend tangible strategies that will increase the visibility, credibility, and effectiveness of Senate activities in the TCU community.

- The FGC believed the overt presence and valuable outcomes of Senate activities related to planning and implementation of core decisions over the past three years have elevated the current status of the Senate.

- The FGC recommends that continued collaboration among the Senate, Student Government Association, and Staff Assembly should continue to produce outcomes on issues of mutual concern. Recommendation occurred to publish this activity to further increase the credibility and visibility of these governmental bodies at TCU.

- The inclusion of Senate representatives on the Provost and Chancellor Search Committees as well as other administrative searches supports that the University values both Senate and faculty input to inform administrative employment decisions.

- Throughout the year, the FGC had significant dialogue on ways to continue visibility of the Senate, including:
  - Timely circulation of Senate meeting minutes
  - Maintenance of a current Senate webpage, listserves and other computerized communication models to allow active faculty dialogue on issues of concern
  - Circulation of the Annual Report of the Senate by the Senate chair by the end of each academic year
  - Continued involvement with constituencies such as Staff Assembly, Student Government Association, Deans' Council, University Assessment Committee, and other groups to allow discussions and resolutions on issues of mutual concern
  - Publication of Senate activities and outcomes per email and other formats
  - Active involvement of each Senator in reporting work of the Senate and in engaging their constituencies in dialogue related to Senate matters
  - Written orientation to responsibilities of a Senator for all new Senators; this would occur in communication notifying faculty of their election; oral reinforcement of Senate responsibilities would occur at the Fall semester opening meeting

- Suggestion made in May that the 2004-2005 FGC explore the current Senate election process, including maintenance of the current Senator to constituent ratio,
at-large positions, the optimal size of the Senate, best size of current Senate committees, and relevant committees to complete Senate work. This examination would focus on decisions to improve the efficiency of the Senate and support faculty perception that the Senate is an inherent part of University governance.

**Specific Charge #4:** The Faculty Governance Committee will assist the CIC in the writing of the charter for the Heritage, Mission, Vision, and Values Committee

- The FGC reviewed the draft of the charter prepared by the CIC at its November meeting and recommended various changes; motion accepted by Senate in December.

**Specific Charge #5:** The FSEC recommends that the Faculty Governance Committee consider and bring to the Senate floor, before the end of the 2003-2004 academic year, motions regarding the creation of a new office of historian for the Senate and stipulation that the parliamentarian of the Faculty Senate be made the responsibility of the Chair of the Committee on Committees.

- The Senate presented motions on both of these matters in October; the Senate, after discussion, approved both motions

- Revision of the Bylaws of the Faculty Assembly and Faculty Senate addressed these motions (see earlier discussion)

**SUGGESTIONS FOR FOCUS BY 2004-2005 FGC:**

1. evaluate the history and future needs of the Senate related to optimal size of the Senate, numbers of committees, and size of committees to improve the efficiency of the Senate related to University needs

2. explore “recovery of a home” for Senate historical documents and as a place for completing work of the Senate

3. review the Bylaws and Constitution of the Faculty Assembly and Faculty Senate for possible revision that would support efficiency and relevancy of Senate work

4. explore maintenance of the at-large election process for Senators, considering the history of allocating such positions and future needs of the Senate for equitable and comprehensive representation in the Senate.

5. revise the Faculty Senate Handbook and provide copies of this revision to all Senators for their use.

4/28/04 CSC/csc