

## 2022-2023 Yearly/Annual Report for Constitutional Review, Apportionment and Organization Committee (CRAO) by Mary Anne Reynolds

Please comment specifically on all assigned charges as well as any additional work done by the committee.

1. Accomplishments of the committee and objectives for the 2022-2023 year All of the following were CRAO Committee charges for the 2022-2023 school year, except for “c”. C was added to the Committee’s agenda in March of 2023.

a. Calculate the 2022-2023 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2020) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline). (Ongoing)

i. This was done on time.

b. Formalized the Program Assessment Committee as a standing Faculty Senate Committee

i. CRAO worked jointly with Shaun Adamson, chair of the ad hoc Assessment Committee. The CRAO committee members provided ideas and input to the final edited committee’s description.

ii. This standing committee was finalized, presented to the Executive Committee on 3/2/2023, ratified and passed during the Spring 2023 (4/21/23) faculty senate meeting.

iii. The final description:

### **B-V: Committees**

#### **Section 4: Standing Committees**

**4.12. The Committee on Assessment** shall review current assessment practices and templates using scholarly assessment literature as guidance. The committee will provide direction to department chairs in completing assessment reports and shall assume responsibility for the peer-review and feedback of these reports. The committee will review the annual feedback to identify training that will support program assessment and reporting practices (e.g., technology use, data gathering and reporting within assessments) in coordination with Academic Affairs. The committee shall seek to have representation from each organizational unit and the Director of the Office of Institutional Effectiveness shall serve on the committee as an ex officio member.

c. Formalized the Equity, Diversity, and Inclusion Committee as a standing Faculty Senate Committee

i. CRAO worked jointly with Kathleen Cadman and Azenett Garza, co-

chairs of the ad hoc Equity, Diversity, and Inclusion Committee. The CRAO committee members provided ideas and input to the final edited committee's description.

ii. This standing committee was finalized, presented to the Executive Committee on 3/2/2023, ratified and passed during the Spring 2023 (4/21/23) faculty senate meeting.

iii. The final description under

**B-V: Committees**

**Section 4: Standing Committees**

**4.13. The Equity, Diversity, and Inclusion Committee**

The committee on Equity, Diversity, and Inclusion shall provide advice and support to administration and Faculty Senate consistent with the University's equity framework.

d. Changed the number of Ex officio memberships to the Admissions, Standards, & Student Affairs Committee.

i. The CRAO worked jointly with Saori Hanoki, of the Admissions, Standards, & Student Affairs Committee to change the number of Ex officio membership numbers. This required editing and changing two parts of the bylaws (PPM).

ii. These changes were finalized, presented to the Executive Committee on 3/2/2023, ratified and passed during the Spring 2023 (4/21/23) faculty senate meeting.

iii. The Final changes:

**B-V: Committees**

**Section 3. Membership of Standing Committees**

1. 3.3 Ex-officio members are appointed by the Faculty Senate at the recommendation of the Executive Committee and Standing Committee. They have participation privileges in the work of the committee but are not eligible to vote or to serve as chairs. The number of ex officio members may vary but will not exceed one-fifth of the total membership of the committee, unless otherwise specified in B-V, Section 4.

**Section 4.**

**4.2 The Committee on Admissions, Standards and Student Affairs**

1. The Committee on Admissions, Standards and Student Affairs shall be concerned with standards for admission, retention and graduation from the University and policies pertaining to student

- affairs. This committee may have up to five ex-officio members.
- e. Reviewed the role and description of the Faculty Senate Secretary
    - i. The CRAO brought suggestions and edits to the Executive Committee on 3/2/23. Discussion about these suggested changes included a need to update the role description and language of the secretary's role. Some of those changes would require a change not only to the Bylaws but also to the Constitution. It was decided at that time to table this discussion until next year.
    - ii. The current faculty senate administrative assistant asked to be part of the future discussion in the upcoming year (2023-2024).
  - f. Reviewed and Discussed the designation of School versus Department
    - i. After a robust discussion by the CRAO committee about how best to research this charge it was decided survey the Deans of the Colleges for their views and input. The CRAO members helped to develop a survey.
    - ii. Dr. Deborah Uman took the lead on this and surveyed the other Deans during a monthly Deans meeting.
    - iii. The result of this survey generated a general statement draft regarding Schools versus Department:

*"A creation of a school would be considered if there is a need: such as for accreditation, marketing, funding; and if there are two or more programs within the proposed school."*
    - iv. This draft will be taken to the Executive Committee for further directions by Dr. Amy Buckway.
  - g. Reviewed the procedures for replacing the Faculty Senate vice chair should they be absent or resign.
    - i. It was discussed and decided by the CRAO committee that there was not a clear solution and needed to get more information and direction from invested sources. It was suggested to table and review in upcoming year (2023-2024)
  - h. Reviewed the adjunct election process
    - i. CRAO reached out to the Adjunct Faculty members working on this process to see how they were progressing. They were currently working on this process. CRAO offered to help in any way with this work. We will follow up next year to see how they are progressing.

- i. Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. As issues are identified, consult with EDI committee for guidance (Ongoing)
  - i. All new policy and policy edits were created with this charge in mind. To the best of our abilities, all policy edits and additions were made with the potential impact on the most marginalized members of our communities in mind.

2. Number of committee meetings held since August 2022

- i. Six

3. Attendance of committee members for 2022-2023

Name	Sept 19 <sup>th</sup>	Oct 17 <sup>th</sup>	Nov 14 <sup>th</sup>	Dec Not held	Jan 23 <sup>rd</sup>	Feb 27 <sup>th</sup>	March 20 <sup>th</sup>	April Not held
Amy Buckway EC Liaison	X	X	EX		X	X	EX	
Alicia Ingersol, B&E	X	X	X		X	X	EX	
Barrett Bonella, SBS	Sabbatical				X	X	X	
Kerry Kennedy SBS for Barret Bonella	X	X	X					
Dustin Grote, ED	EX	X	X		X	X	X	
Lisa Wiltbank, S	X	X	X		X	X	X	
Dave Feller, A&H	EX	X	X		X	X	X	
Fon Brown, EAST	X	EX	X		X	X	X	
Michelle Jeffs, SBS	X	X	X		EX	X	X	
Karen Moloney, A&H	X	X	X		X	X	EX	
Mary Anne Reynolds, HP; Chairperson	X	X	X		X	X	X	
Ryan Evans, A&H	X	X	X		X	X	X	
Sarah Langsdon, LIB	X	EX	X		EX	X	EX	
Valerie Chambers, B&E	X	X	X		EX	EX	X	
Deborah Uman Administration	X	X	EX		X	X	EX	

4. Names of exceptionally outstanding members who provided significant service
  - a. All CRAO members contributed to all discussion and edits especially with the new Standing Committee's descriptions. This led to all bylaw changes to be ratified and passed in the Faculty Senate with very few changes or discussion.
  - b. All faculty were able to attend 80% of all meetings. This was a very committed group of individuals who made CRAO meetings a priority.
  - c. Sarah Langsdon, Kerry Kennedy, Fon Brown, Valerie Chambers, Ryan Evans, Lisa Wiltbank and Mary Anne Reynolds all gathered information for the Apportionment numbers.
  - d. Fon Brown shared his honest opinion and feedback and wordsmithing as often as was needed.
  - e. Amy Buckway was invaluable to this CRAO chairperson and committee in mentoring and sharing accurate information needed to make the best decisions.
  - f. Deborah Uman gave expert feedback, especially around charge number f. She surveyed the College Deans about their thoughts related to Schools versus Programs.
  - g. Kerry Kennedy did an outstanding job filling in for Barrett Bonella who was on sabbatical Fall 2022 semester.
  - h. A special thanks to Jason Francis and Belinda. They were both always available and always followed up when there were questions and clarifications.
5. Subcommittees or special assignments
  - i. There weren't any. All members worked together with all charges.
6. Charges from this year that should carry forward to next year.
  - i. Calculate apportionment as we do every year.
  - ii. Review and edit with the faculty senate administrative assistant (secretary) the role and description of the secretary
  - iii. Follow up with the Adjunct Faculty Senate representation process.
  - iv. Revisit the process for replacing the Faculty Senate vice chair should they be absent or resign.
7. Recommendations for new charges.
  - i. None, but we are open to serving the needs of the university with any new tasks.
8. Suggestions for new directions the committee may pursue and ways in which the committee can increase its effectiveness.
  - i. None at this time