1. Accomplishments of the committee and objectives yet to be addressed. Please comment specifically on all assigned charges as well as any additional work done by the committee.

1) Calculate the 2020-21 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2019) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline). (Ongoing)
   a) This was done on time. There were some glitches with the form which requires additional edits and programming, but we were able to make it work for the upcoming year.

2) Investigate and clarify the process in PPM 1-13, B-II,8 for replacing faculty senate members as a result of faculty sabbatical or extended leave. (Continuing)
   a) A subcommittee was formed to explore this possibility. The subcommittee collected college processes for replacing faculty senators who go on leave and found the process varied greatly across colleges. The idea that came from the College of Social and Behavioral Sciences seemed to be the most democratic and easiest to implement, it went like, In the case of senatorial absence, the next runner up from the election will serve as an alternate. In discussing this result with the whole committee, we agreed that making a constitutional change around this language was not desirable and the process should remain in the college’s hands with the recommendation to the colleges that COSBS’ model be implemented in each of the colleges. While agreement was made on what should be, the recommendation to the colleges was never made and should be followed up on in the coming year.

3) Develop and codify processes for the creation of vice-chair positions in university committees to help train/pass on leadership of those committees. (Continuing)
   a) This was the subject of considerable debate over the course of the year. In looking at the policy and trying to make the vice chair/chair positions overlap in such a way that one could pass on information to the next chair and/or serve as replacement, the language around the change would have resulted in a very significant rewrite of the PPM. Eventually, the committee settled on using Ex Officio as a workable model with minimal edits to the constitution. The idea was that those serving as chairs would then also serve as non-voting ex officio members of the committee to help ensure succession of progress for one year following their term. The idea was also discussed with Doris Stevensen who had set up the initial impetus for this policy movement. She agreed the ex officio idea was more workable than the vice chair succession idea. The policy was codified and presented to the executive committee who balked at the idea, stating such an arrangement would make some transitions very uncomfortable and potentially volatile. The proposal was subsequently withdrawn. Further research into the PPM indicated such a policy would be unnecessary anyway as ex officio members can serve in such a capacity if requested anyway.

4) Investigate and make recommendations on the roles of adjunct faculty senators (voting rights, committee memberships, number, etc.) (Continuing)
   a) This has been the primary push of this committee this year. The year began with inviting adjunct faculty senators to the committee meetings to present data on the
processes followed to this point, election procedures, and data related to adjunct feelings towards representation. The committee, upon hearing the data, chose to move forward with crafting an amendment that would allow for adjunct faculty senators to vote, make motions, second motions, and serve on standing committees if desired. A subcommittee headed by Mary Beth Willard crafted the language modeled after student representation to avoid apportionment issues. The committee reviewed the policy in great depth and moved it forward to the EC, who allowed for a preview for the policy in senate to look at the wording. Unfortunately, this was not communicated to Mary Beth, who was proposing the policy as a first read. Changes to the policy, especially around not letting staff who are also adjunct serve as senators between those meetings was also not communicated, leading to series of procedural delays for the policy. Attempts to get the policy out in front of as many stakeholders as possible also came late, leading to this policy getting a delayed reading and vote. This challenge is of utmost importance, and will require additional shepherding through the voting and ratification process in the coming year.

5) Explore the responsibilities and possible amendments to PPM 1-13 Article B-V Section 10: “The Faculty Senate shall…make an annual review of the University Committee system, including the functions and responsibilities of each of the committees; and shall submit an annual report to the general faculty.” As part of this responsibility, consider the creation of vice-chairs of committees for both succession purposes and delegation of duties from the chair. (Continuing)
   a) This challenge was tucked into charge number 3 as it seemed to do heavily with the issue of vice chair issue. If this charge is to continue, it should be clarified.

6) Explore apportionment and representation issues in cases where faculty are assigned to more than one college. (Continuing)
   a) In looking into this problem, we decided it was a non-issue. The Hamiltonian method of adjusting for apportionment uses fractions, so the use of split faculty counted as .5 per college is still workable for apportionment.

7) Explore systems and procedures for succession planning for faculty senate chair.
   a) This issue was also addressed in charge number 3. Indeed, it was this particular proposal that was balked at. Given that faculty senate chair was the potential model for other committees, that’s where the resolution was tired first.

8) Codify policy around ad hoc committees being required to turn in meeting minutes to the Executive Committee.
   a) This issue was not addressed as time restraints from other policies took precedent. It probably can and should be addressed in the future committees, and likely has an easy model to copy from.

9) Ensure that the language of new or updated policies are inclusive. Review those policies to see how they may inadvertently impact particular communities in an adverse manner. Consult with DEI taskforce for guidance (Ongoing)
   a) This charge seemed overwhelming to tackle in a year, but we made the commitment to ensure all new policies we were faced with this year would be checked for inclusion. Throughout the school year, it became apparent there was an ad hoc committee taking this task on anyway, which seemed appropriate given the broadness of this charge.
2. Number of committee meetings held since August 2019
   1. Six
3. Attendance of committee members

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4. Names of exceptionally outstanding members who provided significant service
   1. Mary Beth Willard- Headed adjunct faculty vote subcommittee, drafted all policy presented to faculty senate. Honestly, if I was driving this committee, she was the engine that allowed it to move. Her contributions cannot be overstated.
   2. Fon Brown- Served as chair of the chair succession subcommittee.
   3. Joe Hopkin- Consistently contributed, coordinated with his college, and communicated feedback.
   4. Sandeep Rangaraju- Consistently contributed, coordinated with his college, and communicated feedback.
5. Kristen Rabosky- Consistently contributed, coordinated with her college, and communicated feedback. She also happily served on subcommittees.

5. Subcommittee or special assignments
   1. Three subcommittees were formed: Adjunct Faculty Vote, Faculty Senate Succession, and Faculty Senate Chair Succession.
   2. Each member of the committee was responsible for helping to collect census data for apportionment, and each was required to report on the committee to their college councils.

6. Charges from this year that should carry forward to next year.
   1. Calculate the 2020-21 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2019) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline). (Ongoing) This is a perennial task for the committee, and indeed one of our primary duties. Obviously, this should carry forward.
   2. Investigate and make recommendations on the roles of adjunct faculty senators (voting rights, committee memberships, number, etc.) (Continuing) This will also be a primary task of the committee as it moves towards making the constitutional amendment process needed to give adjunct faculty the vote.
   3. Codify policy around ad hoc committees being required to turn in meeting minutes to the Executive Committee. This task should be relatively easy to set up, propose, and pass.
   4. Investigate and clarify the process in PPM 1-13, B-II,8 for replacing faculty senate members as a result of faculty sabbatical or extended leave. (Continuing) The recommendation for college changes should be made more formally to the colleges with the urge they follow the policy change, but be under no obligation to do so.

7. Recommendations for new charges.
   1. None, but we’re open to serving the needs of the university with new tasks if needed.

8. Suggestions for new directions the committee may pursue and ways in which the committee can increase its effectiveness.
   1. All things considered (pandemic, new chair, virtual meetings, etc) it seems this year went about as well as it could. More extensive training for new chairs would be nice and I’m sure it’s part of the game in non-pandemic times, but it would have been helpful for me. Perhaps more of a mentoring relationship between the liaison and chair to help ensure proper procedure is followed. Unfortunately, it started to feel like that connection disintegrated in Spring Semester.