

Subcommittee Task Force Meeting
November 11, 2022
11:00 a.m.
Via Webex

– Minutes –

Members present:

Bernd Buldt
Erika Mann
Craig Ortsey
Jamie Toole

Members absent:

Steve Carr (excused)
Isabel Nuñez (excused)

Meeting was called to order at 11:05am.

1. Approval of the Minutes
 - minutes were approved unanimously
2. Approval of the Agenda
 - agenda was approved unanimously
3. Report on “revising committee’s original timeline”
 - extension of the reporting deadline was by granted by Senate EC
4. Discussion of faculty survey
 - Buldt reported on Qualtrics implementation
 - Toole’s draft for the cover letter discussed and finalized
 - if nothing comes up during testing over the weekend, the survey can go live on Monday
5. Discussion of chair survey; timeline, scheduling
 - postponed to next meeting when more/all members can be present
6. New Business
 - interview with stakeholders was discussed
 - interview format: 2 ppl each; one notetaker (the other will edit the notes); notes will be uploaded to a Sharepoint folder for everyone on STF to see; limit to about five general questions across all interviews

Meeting adjourned at 12:00pm.

Subcommittee Task Force Meeting
November 4, 2022
11:00 a.m.
Via Webex

– Minutes –

Members present:

Bernd Buldt
Steve Carr
Erika Mann
Isabel Nuñez
Craig Ortsey
Jamie Toole

Meeting was called to order at 11:05am.

1. Approval of the Minutes
2. Approval of the Agenda
3. Report on “revising committee’s original timeline”
4. Discussion of faculty survey
 - discussed all and incorporated some of the feedback and suggestions received.
5. Discussion of chair survey; timeline, scheduling
 - time didn’t permit any discussion
- 6.. New Business
 - no new business was proposed

Meeting adjourned at 12:05pm.

Faculty survey

Do you think Senate plays an important role on our campus in principle?

If yes, why? If not, why not? OECEB

Do you think Senate plays an important role on our campus in practice?

If yes, why? If not, why not? OECEB

How do you learn about Senate activities?

MS: email, senators, word of mouth,

Do senators representing your unit keep you and your unit apprised of Senate activities?

MC: often – rarely – never

Are upcoming Senate resolutions discussed by your department

MC: often – rarely – never

What is your current disposition towards Fort Wayne Senate

LIKERT

What is your interest level to get involved in Fort Wayne Senate

LIKERT

Do you think you have a good grasp of what Senate is and what it does?

LIKERT

How would **you** define Shared Governance?

OECEB

How well do you think the following definition of SharedGov {insert quote from SD16-26] captures its essence and do you think it reflects the reality on our campus? Turn the quote into a series of questions;

LIKERT Scale of agreement

~~Do you feel the current committee structure is appropriate for the needs of our campus and that they are effective in what they do?~~

Could you single out specific Senate (sub)committee you deem important?

Have you ever served on a Senate (sub)committee?

Do you know where to find the Constitution/Bylaws; have you ever read them?

Do you know who your senator is/senators are?

Of the subcommittee you are aware of, do you think they serve a meaningful purpose and are effective in their work?

If yes, why? If not, why not? OECEB

Do you think that there are areas where faculty (or administration) should have a greater say in the matter?

OECEB

Is there a way to improve direct communication between faculty and Senate

~~Do you think Senate should maintain a listserv to replace the AAUP listserv which is sometimes perceived as biased? Too much vitriol/negativity~~

~~MC: yes – no~~

Chair survey

Nature of the beast?

Workload should determine community size?

Subcommittee Task Force Meeting
October 28, 2022
11:00 a.m.
Via Webex

– Minutes –

Members present:

Bernd Buldt
Steve Carr
Erika Mann
Isabel Nuñez

Members absent:

Craig Ortsey (excused)
Jamie Toole (excused)

Meeting was called to order at 11:10am.

1. Approval of the Agenda
2. Discussion of faculty survey and its scheduling
Agreed – to call it our final draft – to send it out for comment and review on Monday, 10/31, and ask for feedback no later than by Monday, 11/07 – to revise it via email as necessary – to have it as a Qualtrics survey beta-tested and released by Monday, 11/14 – to leave it open for two weeks until the end of ThxGiving break, Monday, 11/28 – then digest the information thus obtained in early December
3. Discussion of chair survey; timeline, scheduling
Decision whether to call it our final draft postponed to next meeting
Timeline: ask Josh to compile a list of all Senate (sub)committee chairs
Schedule: once we have a list, we go from there
4. Revisit committee's original timeline
Agreed to revise the former timeline as follows
 - October
 - ask EC to modify charge and extend deadline from end of February to end of March 2023
 - November/December
 - keep working on faculty and chairs survey
 - identify suitable candidates for focus interviews; start scheduling interviews for early 2023
 - review current gov docs (Constitution and Bylaws)
 - December
 - first look at data collected from faculty survey
 - send out chairs survey
 - January/early February
 - conduct (focus) interviews with selected faculty
 - conduct (focus) interviews with selected administrators

- late February/March
 - work ideas and suggestions into a coherent set of recommendations

5. New Business
 - No new business was proposed.

Meeting adjourned at 12:01pm.

Subcommittee Task Force Meeting
September 16, 2022
11:00 a.m.
Via Webex

– Minutes –

Members present:

Bernd Buldt
Steve Carr
Erika Mann
Isabel Nuñez
Craig Ortsey

Members absent:

James Toole (excused)

Meeting was called to order at 11:05am.

1. Approval of the Minutes
No discussion; minutes were approved by unanimous consent.
2. Approval of the Agenda
No discussion; agenda was approved by unanimous consent.
3. SD for officially filling vacancies; informing candidates we didn't pick
The resolution drafted by Craig (attached) was approved w/o discussion by unanimous consent
4. Work on September agenda items (see Minutes Sept 2nd)
 - a) create an online survey for all faculty
 - b) create an online survey for current and recent-past Senate (sub)committee chairsIdeas were brainstormed and will be shared and worked on in-between meetings as a Google doc.
5. New Business
No new business was proposed.

Meeting adjourned at 12:00pm.

Faculty survey: questions and format of collecting answer

Formats: MC = multiple choice; MS = multiple select; LIKERT = appropriate five-point Likert scale; OECD = open-ended comment box

Basic Shared Governance Literacy

- Do you know where to find the Constitution and/or Bylaws
MC: yes – no
- Have you ever read the Constitution and/or Bylaws?
MS: yes – multiple times – no
- Do you know who your unit's senator/s is/are?
MC: =yes – no
- Of the Senate (sub)committee you are aware of, do you think they serve a meaningful purpose and are effective in their work?
OECD: if yes, why? if not, why not?
- Have you ever served on a Senate (sub)committee?
MC: yes, once – a few times [enter #] – No, never
OECD: if yes/no, what was/is your reason
- Since the pandemic, meetings of Senate were moved online.
If you served as senator since the pandemic begun: as we go forward, do you prefer online or in-person meetings
MC: yes – no
OECD: if yes, why?
If you haven't been a senator since the pandemic begun, did online meetings of Senate encouraged you to attend
- How would ****you**** define Shared Governance?
OECD:

How do faculty feel about Senate?

- Do you think Senate plays an important role on our campus in principle?
OECD: if yes, why? if not, why not?
- Do you think Senate plays an important role on our campus in practice?
OECD: if yes, why? if not, why not?
- What is your current disposition towards Fort Wayne Senate
mood LIKERT
- What is your interest level to get involved in Fort Wayne Senate
interest LIKERT
- How well do you think the following aspects of shared governance capture its essence and do you think they reflect the reality on our campus? [Turn the quote SD16-26 into a series of questions]
agreement LIKERT
- During your time on our campus, were there ever situations where you felt Senate contributed something helpful/important to your life as faculty?
MC: yes – no
OECD: if yes, could you name (some of) them?
OECD: if no, do you have suggestions for how Senate could become more helpful?
- Do you think that there are areas where faculty (or administration) should have a greater say in the matter?

Area(s) where faculty should have the greater say: OECEB

Area(s) where the administration should have the greater say: OECEB

What do faculty know about Senate?

Do you think you have a good grasp of what Senate is and what it does?

grasp LIKERT

How do you learn about Senate activities?

MS: Senate email, senators, AAUP listserv, word of mouth, other

Do senators representing your unit keep you and your unit apprised of Senate activities?

MC: often – rarely – never

Are upcoming Senate resolutions discussed by your department

MC: often – rarely – never

Could you single out specific Senate (sub)committee you deem important?

MC: yes – no; if yes, which ones: OECEB

Can you think of ways Senate could improve communication with faculty?

OECEB

Rejected/postponed

Do you think Senate should maintain a listserv to replace the AAUP listserv which is sometimes perceived as biased? Too much vitriol/negativity

MC: yes – no

Chairs survey: questions and format of collecting answer

Formats: MC = multiple choice; MS = multiple select; LIKERT = appropriate five-point Likert scale; OECD = open-ended comment box

Remarks:

- Uneven workload among committees may not always be a defect but may very well be the nature of the beast sometimes; eg, a unit will need a grade appeal committee whether it meets or not.
- If expected workload should determine a committee's size, then does our current committee structure reflect this demand?

Questions:

- What (sub)committee did you chair? [In case you chaired more than one (sub)committee, answer the following questions separately for each committee.]
- How often did your committee meet?
- How challenging was it to find a common meeting time?
- Were committee members attending regularly or was it more like herding cats?
- What was the average workload in hours/per week for the committee chair and estimated workload for committee members?
- How would you describe the distribution of workload among committee members
- Did your committee ever review its charge according to the bylaws and developed an AY action plan according to it?
- Did you circulate an agenda ahead of each meeting? Why or why not?
- Did you write minutes? Why or why not? If yes, were they formally approved and/or then send to Josh for posting?
- How would you describe the mood/chemistry during committee meetings?
- Do you think your service was meaningful to you and our community?
- Did you feel your service was appreciated by faculty and/or your supervisor and/or administrators higher-up in the food chain

Subcommittee Task Force Meeting
September 9, 2022
11:30 a.m.
Via Webex

– Minutes –

Members present:
Bernd Buldt
Steve Carr
Craig Ortsey
Jamie Toole

Meeting was called to order at 11:45am.

1. Approval of the Minutes
No discussion; minutes were approved by unanimous consent.
2. Approval of the Agenda
No discussion; agenda was approved by unanimous consent.
3. Vacancies (who and how?)
It was decided to fill the two vacancies per Senate resolution, not via Nominations and Elections. From among those signaled willingness to serve, it was decided to first contact Isabel Nuñez (SOE) and Erika Mann (LIB).
In order to have a broader representation, it was decided that the committee will contact selected faculty members from BUS, ETCS, and VPA in order to have their input and guidance (as guests or correspondents) on an as-needed basis.
4. New Business
No new business was proposed.

Meeting adjourned at 12:10pm.

Subcommittee Taskforce Meeting
September 2, 2022, 11:30 a.m. (via WebEx)

Members present:

Bernd Buldt

Steve Carr

Jamie Toole

Members absent:

Craig Ortsey (excused)

Meeting was called to order at 11:45am.

The agenda had been circulated by Craig Ortsey ahead of time and was unanimously approved.

1. Elect a new chair. Bernd Buldt was elected chair

2. Find two new members (not COLA or COS).

The concern was not only a broader representations as per the By-Laws (5.3.6.1. "... at least four of the Major Units") but also greater diversity. With these concerns in mind, a shortlist of faculty was agreed on to be approached directly. Once they have signaled willingness to serve, SCT will go through N&C to get Senate approval.

3. Review ExCom charge.

The charge lists three tasks and a deadline. First, to fill any vacancies (see agenda point #2); second, to review the Senate's committee structure; third, to propose amendments to both the Constitution and the Bylaws; fourth, to submit its recommendations to the Executive Committee by February 24, 2023.

It was deemed important not to act on assumptions but to make informed recommendations. Hence, the following preliminary schedule was proposed:

- September:
 - create an online survey for all faculty to find out about their current perception of Senate, its work and its importance for faculty and the university;
 - create an online survey for current and recent-past Senate (sub)committee chairs to find out about workload, frequency and length of meetings, modes of operations, complaints, etc.
 - October
 - conduct interviews with selected faculty who currently or in the recently past served in faculty leadership and/or important Senate positions to find out about their experience and thoughts about how to improve work of Senate;
 - conduct interviews with selected members from the Chancellor's area to find out about their experience and thoughts about how to improve work of and cooperation with Senate;
 - November/early December
 - analyze the collected data
 - review current gov docs (Constitution and Bylaws)
 - collect ideas and suggestions
 - January/early February
 - work ideas and suggestions into a coherent set of recommendations
- It was decided not wait until all vacancies are filled but to keep working on the charges.
 - Until further notice, SCT will meet every Friday, 11:30am–12:30pm (or 12:45pm if necessary) on WebEx.

Meeting adjourned at 12:45pm.