**2017-18** **Academic Senate Rules Committee**

***Issues Pending List***

***Note to the Committee Chair:*** Please do not remove any item from this list. If you wish to have an item removed, please send an email to [acsenate@ilstu.edu](mailto:acsenate@ilstu.edu) and attach this Issues Pending List with the item(s) highlighted in yellow.

The Executive Committee must approve the proposed removal of any item. If it does not approve the proposed removal, it will advise the committee regarding how to proceed.

Please keep this list updated as you proceed. Annually in late spring, and on an as-needed basis as Exec adds or removes items and as the Committee adds items, the Senate clerk will update the list for the current and following years’ committee.

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| ***Subject:*** **Review Committee Functions**  ***Description:*** At the start of every academic year, the committee should review and carry out the functions of the committee as detailed in the Blue Book. Rules Committee Blue Book Section Included in the Rules Issues Pending Packet.  ***Status:*** **Pending Annually** |  |
| ***Associated Document(s):***  ***Rules Committee Page of Senate Blue Book*** | ***Document Number(s):*** **NA** |



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| ***Subject:*** **Create Committee Minutes**  ***Description:*** Submit Approved Committee Minutes from the previous meeting to the Senate Clerk by email ([acsenate@ilstu.edu](mailto:acsenate@ilstu.edu)) following each meeting. Per the Blue Book, the minutes should be reasonably detailed including a reflection of the deliberative process involved in decision making. They should not be verbatim unless a recording was made of the meeting and the transcription checked for accuracy.  ***Status:*** **Pending Bi-Monthly** |  |



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| ***Subject:*** **Assign External Committee Members**  ***Description:*** Each Spring semester, the Rules committee receives a list of external committee volunteers from the Senate Clerk. The committee should make assignments before the second Faculty Caucus meeting in April and in time for FC Executive Committee review of the assignments prior to that meeting.  ***Status:*** **Pending Annually each March/April** |  |



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| ***Subject:*** **Consider** **Athletics Council Reporting – Blue Book revision**  ***Description:*** 4/25/16: Exec Committee recommended clarifying the Blue Book regarding rationale for the appropriate committee to which the Athletics Council’s various reports should go. Council reports listed under Faculty Affairs, while AABC and SGA receive the budget report from the Director of Athletics (not from the Council). Not clear in AABC charge that SGA receives the same budget report. Not clear whether SGA was supposed to receive the Council reports in addition to FAC receiving them. Not clear why AC reports to FAC.  ***Status:*** **Pending Annually** |  |



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| ***Subject:*** **Update Blue Book – Remove Student Center Complex Advisory Board as an external Senate committee**  ***Description:*** Per Michelle Paul, inactive External Committee.  Update: Michelle Paul spoke with Rules Committee in spring 2016. She is very much interested in making this an active committee. There have been no student representatives in the past, but she is working with SGA. Follow up on committee status.  4/25/16: Per Exec Committee, Chairperson Kalter may present faculty candidates to the Faculty Caucus for election.  Rules 2/3/16: Motion to refer issue to Student Government to determine level of involvement and submit feedback regarding future involvement.   * Motioned by: Cox- Seconded by: Chebolu- Unanimously approved.   12/5/16: Chairperson Kalter met with Danielle Miller-Schuster in the VPSA office and Zach Schaab of the SGA at Miller-Schuster’s request. Due to the reorganization of the VPSA division and the merging of Campus Dining with the Bone Student Center in their reorganization plan, they would like to merge this committee (originally for Braden planning, later for all Student Center planning and operations) into an existing administrative advisory committee and decommission this external Senate committee. Documents will be forwarded soon.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***Blue Book Update: Student Center Complex Board Disestablishment – Inactive Senate External Committee (Referencing Michelle Paul, Bone Student Center Director)***  **EMDH Advisory Board Recommendation** | ***Document Number(s):*** **11.06.15.01**  **05.09.17.01** |



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| ***Subject:*** **Review Academic Senate Bylaws**  ***Description:*** In the Executive Committee’s discussion of 10/14/13, the Executive Committee decided that it was time for a complete review of the Senate Bylaws. The bylaws were last reviewed in February 2004.  Rules did not get to this in 2014-15. But began gathering information on duties of senate chair, secretary and administrative secretary. Per Senator Kalter, Rules has received the roles and responsibilities of the Senate Chairperson and Elected Secretary.  **Roles included in this packet.**  In early fall 2016, Chairperson Kalter sent suggested revisions to the bylaws to the full Senate membership and administrative attendees, soliciting feedback for Rules Committee’s spring 2017 work on the document.  In late spring 2017, Senator Horst called together a small group of “veteran” Senate faculty members (Horst, Kalter, Marx, Gizzi—not attending) to study how to rewrite and reorganize the bylaws for best use. The group of three met several times and Senator Horst will bring their ideas to Rules in early fall 2017 for consideration.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***SENATEBYLAWS-2004-Feb-Final*** | ***Document Number(s):*** ***10.14.13.01*** |



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| ***Subject:*** **Review Policy 5.1.20 Alcohol Policy**  ***Description:*** During the summer of 2013, in consultation with the President’s Office, the Alcohol Policy was revised and approved without consultation with the Senate or the alcohol taskforce. No mark-up document showing the revisions made is available.  The Rules Committee should investigate the circumstances under which the policy was revised/approved and begin its review of the policy for Senate approval.  This policy was an information item for the Senate meeting on 10/8/14 as numbered communication 09.25.14.02, but did not move forward as an action item at the next Senate meeting. Rules will address the concerns raised at that 10/8/14 Senate meeting.  2/8/17: Discussed is Rules Committee and approved changes (<http://academicsenate.illinoisstate.edu/committee-sites/internal/minutes/Rules%20Committee%20Minutes-2.8.2017.docx>)  Update 4/5/17: Review needed for editorial issues raised at 4/3/17 Executive Meeting  Update 8/9/17: Chairperson of Accounting Seifert questioned at the Administrators Retreat why the Alcohol policy was not a Substance Abuse policy; was assured by the Senate chair that the Rules committee was looking at this policy and the Drug-Free policy simultaneously and could address that question.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***Alcohol Policy (replaces 5.1.23)***  ***Alcohol Policy (from 2014-15 Rules Committee) - Marked up with Chairperson Kalter’s observations following the 10/8/14 Senate meeting***  ***Alcohol Policy – 2004 (From Teri Hammer/General Counsel. Requested by Chairperson Kalter)***  ***Alcohol Policy Changes Memo – May 28, 2015 (From Teri Hammer/General Counsel. Requested by Chairperson Kalter.)***  ***Alcohol Policy – Old-New Comparison Table (From Teri Hammer/General Counsel. Requested by Chairperson Kalter.)***  ***Alcohol Policy – Revised 8/13/14 (From Teri Hammer/General Counsel. Requested by Chairperson Kalter.)***  ***Policy 5.1.20- Mark up discussed in Executive Committee 4/3/17- sent back to Rules*** | ***Document Number(s):*** **11.30.13.01**  **11.07.15.01cdj**  **11.06.15.02**  **11.06.15.04**  **11.06.15.03**  **11.06.15.05**  **03.27.17.02** |



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| ***Subject:*** **Review College of Education Bylaws**  ***Description:*** From Thomas Crumpler, chair of the COE College Council. Executive Committee discussion 10/26/15.  4/25/16: In Exec Committee, Senator Crowley, Chair of the Rules Committee, reported that Tom Crumpler met with Rules and received its proposed revisions. Rules last communicated with him in mid-January.  Exec 1/30/17: Senator Kalter: Her (Martha Horst) advice was that I would set up a meeting with the chair of the College of Education Council and take him through the draft and point out here are some cosmetic changes that we've made, but here are some substantive things that you need to think about and look at. Then we would have to determine whether that means that they have to go back for an all-college vote or if we can just have the council make those changes and send them back forward. At that point it would basically come back to Exec and go to the floor as long as they don't make any substantive changes other than the ones that I've already shown Martha.  Update 5/30/17: COE voting results for altered draft received on this date. They will be an information item on the 8/30/17 Senate agenda pending Exec’s 8/21/17 approval. Rules can request that the item be delayed in moving on to the action item phase if any substantive changes were made following last Rules Committee review that need further scrutiny.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***College of Education Bylaws – Draft revised by COE College Council***  ***From Rules Committee/COE Bylaws***  ***From Rules Committee/Executive Summary for Changes to the College of Education 2009 Bylaws*** | ***Document Number(s):*** **10.16.15.01**  **01.26.17.05**  **01.26.17.06** |



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| ***Subject:*** **Review Policy 3.3.12B Appendix to Code of Ethics – Consensual Relations in Instructional Settings**  ***Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***Appendix to Code of Ethics Policy – Consensual Relations in Instructional Settings*** | ***Document Number(s):*** **11.06.15.07** |



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| ***Subject:*** **Review Policy 9.7 and 9.7.1 Policy and Procedures for Campus Mass Electronic Communications**  ***Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail. Executive Committee discussion 11/30/15.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***Policy for Campus Mass Electronic Communications***  ***Procedures for Campus Mass Electronic Communications*** | ***Document Number(s):*** **11.06.15.08**  **11.06.15.14** |



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| ***Subject:*** **Review Policy 9.2 and 9.2.1 Information Technology Appropriate Use Policy and Procedures for Violations**  ***Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail. Executive Committee discussion 11/30/15.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***Information Technology –Policy on Appropriate Use***  ***Information Technology –Procedures for Appropriate Use Violations*** | ***Document Number(s):*** **11.17.15.05**  **11.17.15.06** |



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| ***Subject:*** **Review Policy 9.5 Policy on Creation of University Web Sites and associated procedures 9.5.1, 9.5.2, 9.5.3, 9.5.4 and 9.9.5**  ***Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail. Executive Committee discussion 11/30/15.  ***Status:*** **Pending** |  |
| ***Associated Document(s):***  ***Policy on Creation of University Web Sites***  ***Procedures for Establishing a Web Presence and Domain Names***  ***Procedures for Establishing Essential Elements in University Websites with a Public Presence***  ***Procedures for Meeting Website Accessibility Requirements***  ***Procedures for Submitting Campus Map Updates and Special University-Wide Web Images and Announcements***  ***Procedures for University Web Privacy Notices and Practices*** | ***Document Number(s):*** **11.17.15.07**  **11.17.15.08**  **11.17.15.09**  **11.17.15.10**  **11.17.15.11**  **11.17.15.12** |



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| ***Subject:*** **Review Policy 1.15 Whistleblower Policy**  ***Description:*** Policy on the policy review cycle. Executive Committee minutes for the date(s) associated with the numbered documents may have further detail.  ***Status:*** Pending |  |
| ***Associated Document(s):***  **Policy 1.15 Whistleblower Policy** | ***Document Number(s):***  **12.12.16.06** |



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| ***Subject:*** ***Policy 5.1.5 Drug-Free Schools and Communities Act/Drug-Free Workplace Act Policy***  ***Description:*** Review needed for editorial issues raised at 4/3/17 Executive Meeting (From Lisa Huson)  ***Status:*** PENDING |  |
| ***Associated Document(s):***  ***Policy 5.1.5 Drug-Free Schools and Communities Act/Drug-Free Workplace Act Policy*** | ***Document Number(s):***  ***03.27.17.01*** |



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| ***Subject: Policy 1.10 Code of Responsibility for Security and Confidentiality of Data***  ***Description:*** See Executive Minutes for 4/17/2017 for clarification  ***Status:*** Pending |  |
| ***Associated Document(s):***  ***Policy 1.10 Code of Responsibility for the Security and Confidentiality of Data*** | ***Document Number(s): 4.13.17.03*** |



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| ***Subject:*** ***Powers Afforded to Student Body President - Academic Senate***  ***Description:*** Review needed for editorial revision by Student Body President.  ***Status:*** Pending |  |
| ***Associated Document(s):***  ***Email from Beau Grzanich***  ***Powers Afforded to Student Body President - Academic Senate*** | ***Document Number(s):***  ***08.21.17.01***  ***08.21.17.02*** |



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| ***Subject:*** ***EMDH Advisory Board Recommendation***  ***Description:*** Review needed for proposed new committee.  ***Status:*** Pending |  |
| ***Associated Document(s):***  ***From Danielle Miller-Schuster- EMDH Advisory Board Recommendation (Dist. to Rules)*** | ***Document Number(s):***  ***05.09.17.01*** |

