**Rules Committee of Academic Senate**

**Meeting Minutes**

**Wednesday, 6:00 p.m., March 2, 2016**

**Faculty Commons, Bone Student Center**

* 1. **Call to Order at 6:02**
	2. **Roll Call and Welcome**
1. Present: Dana Cichon, Michael Shurhay, Sunil Chebolu, E. Paula Crowley (Chair), Michaelene Cox, Sam Catanzaro, Wendy Troxel, Anne Wortham
2. Absent: Obinna Mogbou, Paul Dennhardt
3. Guests: Heather Winfrey-Richman and Charlene Aaron, Mennonite College of Nursing

	1. **Approval of Minutes from 2.17.16**

Motioned by: Chebolu Seconded by: Wortham

**Reports:**

* 1. **Chair’s Report:  Current status of task schedule for Rules Committee, 2015-2016**

We have a lot going on in Rules this year and continue to push throughout the end of the year.

**Information:**

* 1. **The Mennonite College of Nursing Bylaws**

Heather Winfrey-Richman and Charlene Aaron, Mennonite College of Nursing discussed the changes in this revision of the MCN Bylaws. They provided a summary of these changes to the Rules Committee. They discussed the needed revisions including those listed here:

Overall changes to the entire document include:

o   Properly formatted.

o   Grammatical errors have been corrected.

o   Undergraduate Committee membership has been changed from 1 student from the Fall cohort and 1 student from the Spring cohort to 2 undergraduate students.

o   Title changes have been made to reflect current titles (ex. Undergraduate Program Coordinator is now Assistant Dean of Undergraduate Programs)

College Council Purpose – reworded statement regarding how committees are used for clarity

* Student Representation - Timelines for nominations and elections have been moved up and specific dates have been replaced by a month.

·      Agenda / Minutes - Academics Special Project Manager has been added to assist with Agenda / Minutes preparation and documentation.

·      Bylaws Committee - As needed was added to when the bylaws need to be reviewed (every five years or as needed).

·      Membership – Staff terms on committees will be at the discretion of the Executive Committee.

·     Other Election Committee Responsibilities – Added Faculty eligible for voting include full-time tenure, tenure track, and non-tenure track faculty. Non-tenure track faculty are included to ensure representation in the Academic Senate.  Faculty who are on full leave shall be considered ex-officio members and do not have voting privileges.

·     Meeting - Addition of no meetings will occur on the same date at the same time.

·     Standing Committee Officers – delete secretary and add to chairs’ responsibly with the assistance of the Academics Special Project Manager

·     All committee functions – added Establish annual committee goals in alignment with the College Strategic Map in preparation for the fiscal year budget report.

·     RN-BSN – added if annual attempts at student inclusion are unsuccessful student feedback will be solicited via list serve

·      RN-BSN – Combined two curricular needs and added student support services.  Assess the adequacy and accessibility of library and student support services on and off campus for meeting the academic needs of the on-line RN-BSN student.

·     GPCC – Added purpose - GPCC purpose and goals are to evaluate the graduate programmatic and curriculum needs and make recommendations to College Council and the Associate Dean of Academics.

·       GPCC – added develop to Develop and evaluate recruitment plan, academic standards, admission, and academic advisement policies.

·       GPCC – added Develop new programs, sequences and certifications, as identified.

·       GPCC – added Make recommendations to the Graduate School for appointment to graduate faculty.

·       GPCC – Reordered curricular needs

·       QAINT – Changed name to Technology Steering Committee

·       QAINT – Replaced Clinical Nursing Lab Coordinator with Director of Nursing Simulation Lab

·       QAINT – Reordered functions

·       QAINT – Reworded functions

Following our discussion and with the addition of a few clarifications of the revisions to the MCN Bylaws the Rules Committee moved this to an action item. Wendy Troxel moved and Sunil Chebolu seconded approving the revision of the MCN Bylaws. The motion was approved unanimously.

**Discussion:**

* 1. **Revision of the 3.3.8 AFEGC Procedures 3.3.8D and AFEGC Flowchart**

Crowley: Believes that revisions to the AFEGC flowchart move forward with the revisions to the AFEGC document.

Cox: Looking to put a watermark (Draft) on the flowchart

Motioned to move the item A-C to executive committee: Chebolu Seconded: Cox Approved. Discussion followed.

Catanzaro: Believes the title is still not as precise as it could be.

Crowley: Have studied and found that there is a second definition for grievance.

Wortham: Believes grievance is bigger than what it is.

Crowley: Suggest inserting the definitions of the title.

Wortham: Believes that definitions shouldn’t be added in the document.

Chebolu: Suggests bringing up the formal definition of Grievance in the document.

Catanzaro: Could we simplify the flowchart even more.

Crowley: We need to keep grievance in the document and title.

Catanzaro: In practice, faculty only believes that the AFEGC Committee is only used to bring up charges against academic freedom. Looking for the rational of the faculty caucus and the appeal process. Jurisdiction needs to be rewritten. Why is grievance not under the jurisdiction?

Crowley: Academic freedom, ethics, and grievances are all included in the AFEGC procedures. We will insert the three definitions in the revisions.

Catanzaro: Want to look at policy 1.17 to look at clarity of grievances.

Crowley: We will continue to work on the policy next year. We will try to meet as a committee on March 16th. I will email everyone for availability.

**Action:**

* 1. **Approval of AFEGC Revisions from the beginning of revisions of 3.3.8 Faculty Academic Freedom Ethics and Grievance and up to the end of 3.3.8C.**

Catanzaro will send an email containing his concerns and suggestions for the revision of the AFEGC policy to the members of the Rules Committee.

Adjournment at 7:01 pm. Troxel moved and Chebolu seconded. Motion passed unanimously.

Respectfully submitted by Michael Shurhay, Secretary of the Rules Committee.