

Governance, Communications, and Recruitment Committee 2021-2022 Final Report

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The **Governance, Communications, and Recruitment Committee** deals with matters internal to the Faculty Senate and the General Faculty. It oversees the outreach strategies for the Senate and evaluates their effectiveness in disseminating information and recruiting new members.

Governance

Brief General By-laws Discussion

1. Discussion was held on the interpretation of the by-laws regarding eligible faculty member and confusion created by the punctuation.
2. The committee agreed that the Executive committee should revise the General by-laws with an editorial change: a parenthesis instead of a semi-colon should be used to indicate non-eligible members by means of geographical location to avoid confusion.
3. The Code of the Board of Governors of the University of North Carolina (the Code) and **NCSU POL05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure** authorize the establishment of special faculty appointments. NC State uses the term “professional faculty” rather than “special” or “non-tenure track” faculty.

Currently: ARTICLE II

Voting Membership in the General Faculty

Section 2. Persons eligible for voting membership in the General Faculty of North Carolina State University are those full-time (FTE 0.75 benefit eligible) regular faculty, i.e. tenured and tenure track faculty; full time non-tenure track, except field faculty; faculty in Phased Retirement Program; and Emeritus faculty. All current members of the General Faculty retain their status. Emeriti are not counted in the apportionment of Senate seats, among the various colleges, or in the quota requirements for any matter of university-wide voting.

Revised version should read: ARTICLE II

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not counted in the apportionment of Senate seats, among the various colleges, or in the quota requirements for any matter of university-wide voting.

Recruitment

1. The committee updated the *Run for Faculty Senate* communications including emails and flyers. The document was widely shared on the Provost website, Faculty Senate Website, with Colleges and Senators.
2. Committee members and Lead Senators were asked to share the campaign materials and aid in recruiting new senate candidates as needed for their colleges
3. A few units on campus recognize the time commitment of Faculty Senators and provide appropriate unit release time. Given the multitude of demands on faculty member's time, incentives to reward faculty who commit to serving as Senators is crucial to the successful recruitment of senators. GoCORE recommends the following recruit and reward strategy to add value to the faculty member's service be discussed among senators and proposed to the Departmental DVF:
 - a. Due to the time commitment involved in participating in bi-monthly regular senate meetings (2 hours); bi-monthly committee meetings (2 hours); and in the case of executive committee members, an additional bi-monthly executive committee meetings, the range in a commitment of time to serving as a University Senator is a minimum of 66 to 100 hours.
 - b. The GOCORE Faculty Senate Committee recommends awarding release time for senate service. According to university Reg 05.20.27 *Statements of Faculty Responsibilities 2.6 Service and Engagement within the University*, service to and engagement within all parts of the university is valued, appreciated, and rewarded by NC State. In an effort to highlight the importance of this service, we request that senate service be officially credited as part of the faculty workload.
 - c. ***GoCORE proposes that a standardized unit of credit for service be established, ranging from 1 to 3 semester credit hour units. It is believed that this will elevate the responsibility and increase senate involvement in the vital task of shared governance.***

Shared Governance, Meeting Accessibility, Senator and General Faculty Participation

1. While there are always challenges when using technology, technologies such as Zoom meetings have permitted the Senate to conduct its business throughout the pandemic. The committee agreed that Zoom meetings promoted shared governance by providing an opportunity for faculty senators, administration more constituents and a greater number of people from the university community to engage in Faculty Senate meetings. The Senate Chamber is equipped to provide hybrid delivery of the meetings. ***GoCORE recommends that the Senate continue to offer hybrid meetings in the future. Future hybrid meetings can include webinar and/or in-person meetings so that NC State faculty who cannot attend in person may continue to participate in Faculty Senate meetings.***

2. The committee addressed the issue of recording meetings and posting them on the website. The committee met with University General Counsel and the University Archivist who shared their interpretation and precedents set by other entities (example NC State Board of Trustees). **Specifically, the written minutes may serve as the official record and that record is archived.** The University Archivist suggested that if there is some meeting or part of a meeting that is of historical significance, it may be desirable to archive the recording. At this time, the meetings are recorded for the purpose of providing an accurate recording for the transcription of minutes.
3. Discussion considered the use and intent of the zoom recordings as a record for preparation of the minutes. Posting the actual recordings may result in the recordings' content being taken out of context. Senators and attendees may be hesitant to fully participate if recordings are posted.
4. The committee unanimously approved the following motion: ***The official meeting minutes of the Faculty Senate will include a written transcript of the meeting and any materials presented by invited guests which they agree to share. The zoom recording will be used only for transcription purposes of the minutes but not permanently maintained as part of the official meeting minutes.***

5. NCSU Faculty Senate Zoom Meeting Code of Conduct

In the spirit of creating a climate that promotes productive dialogue and communication during Faculty Senate meetings, we suggest that participants and panelists adhere to the following:

Code of Conduct:

- Demonstrate respect and consideration for all people.
 - Avoid speaking over others.
 - Avoid disrespectful language and commentary.
 - Do not engage in hostile comment or commentary even in jest
 - Be mindful of power dynamics in presenting comments and commentary
- Communicate thoughtfully with others, listen well to others, and be considerate of the multitude of views and opinions that may arise
 - Make room for diversity of thought.
 - Remember that listening is not agreeing.
- Be respectful in discussing and debating ideas.
 - Avoid interrupting others.
 - Avoid commentary that devalues, diminishes or harasses the holder of the idea.
 - Comments should be as succinct as possible
 - Comments should avoid rhetoric repetition

Rules of Engagement

- Commenters should identify themselves and their campus affiliation along with their spoken and written comments (i.e. chat or Q&A)

The Code of Conduct and Rules of Engagement should be posted on the Faculty Senate Website and Shared by the Chair at each monthly Faculty Senate Meeting.

Communications

- a. Lead senators from each college enhance communications within the delegation of senators and in the colleges. Colleges have various structures. Some colleges include a Lead Senator on their Dean's Council. Others provide the Senators with college listservs and/or other communication tools. Lead senators provide a grassroots approach to recruitment.
- b. GoCORE determined that the committee's primary mission with respect to elections is recruitment. The By-laws specify that the Faculty Senate office is responsible for establishing the voting roster based on HR classification and position.
- c. The Faculty Senate Chair and the Faculty Senate Office is the lead source of information for the faculty. Outside communications or needs for internal communications should be directed to the Faculty Senate Office for distribution.
- d. Issues of Concern (IOC) may originate in a campus unit or with an individual. The committee concurred that it is best if issues can be resolved within the college/unit but if not, they may be transmitted to a Senator who shares the issue with the Chair or directly to the chair. The Chair will determine the best committee or process for addressing the issue.
- e. ***GoCORE recommends that the Chair continue to post the IOC on the bi-monthly agenda. Furthermore, the IOC and its status should be housed on the Faculty Senate website so that Senators and their constituents are aware of the IOC status and resolution. IOC's with personnel or classified information need only to post that the IOC has been resolve, referred to the appropriate committee or refereed to a particular unit for resolution.***
- f. GoCORE further developed a New Faculty Orientation outline as a source of information for new and/or continuing senators. The committee requested MP4 recordings to include as part of the orientation. The committee has not received the History or Shared Governance recording yet. The committee continues to work on building a New Senate Orientation that will become part of the Faculty Senate website.
- g. To facilitate communications, sharing of committee information and maintaining an archive of historical Senate actions, GoCORE is proposing the **Creation of Institutional Google Shared Drives for Faculty Senate. The proposal follows:**

Proposal: Creation of Institutional Google Shared Drives for Faculty Senate
By: The Orientation Sub-committee of GoCoRe

Summary

We propose the creation of two [institutional Google Shared Drive](#) accounts for the Faculty Senate, one for all Faculty Senators and one for just the Chair and Executive Committee, to centrally house information and make transitions between Senators and leadership easier.

Problem

Our subcommittee was tasked with creating an orientation for new senators; however, it quickly became clear that we lack the infrastructure to house and easily share this information year in and year out. This problem becomes especially pronounced with transitions between committee membership, Senate membership, and Senate leadership. Faculty Senate files, such as minutes, resolutions, orientation, issues of concerns, and more, should be easily accessible by all Faculty Senate members so we can better serve our constituents.

Proposed Solution

We propose that the Faculty Senate request from IT the creation of two Google Drives: 1) Faculty Senate drive, which all senators and the administrative assistant would have access to; 2) Faculty Senate Executive Committee (EC) drive, which the chair, EC members, and the administrative assistant would have access to. Two drives are necessary because there are likely files that need to remain confidential to the chair and EC, but it is not possible to provide access to some folders for some members and access for all members to others in institutional Google Drives; thus two drives are needed. A shared drive is an appropriate solution here because the files are owned by NC State, not any specific user, which allows for better sustainability of materials over time as members transition between committees and Senate membership.

How it Works

[NC State IT provides an accessible summary of how shared drives work](#). In the larger Faculty Senate shared drive, all Senators would be members. This drive would host committee folders, an orientation folder, an archive of previous minutes, and other folders and documents as appropriate. Each July 1, the administrative assistant would add and remove members from access based on committee membership. We recommend that the Chair, EC, and administrative be “Managers” of the shared drive for business sustainability purposes, and that all Senators be “Editors.” Having access to committee folders, resolutions, and other files in one central location will improve communication across the Senate and allow us to be more engaged with the Senate’s work.

For example, one folder in the Faculty Senate shared drive would be the Orientation folder our subcommittee is working on. The orientation folder would contain subfolders with presentations, videos, history, and other materials we develop. New Senators would review the information in these folders at the beginning of their terms so they understand the goals, decorum, and history of this esteemed group.

The EC shared drive would consist of folders that are private to EC work. They could possibly be used for hearing committees, as you can add non-drive members to individual folders. Each July 1, the administrative assistant would add and remove EC members from access.

Why not other choices?

A standard Google Folder is not suitable for our work because of the difficulty to update permissions in documents as leadership and membership turns over. It is much more difficult to ask Senators to change ownership and editing permissions on the multiple documents they may create throughout the year than it is for the executive assistant to once per year update global permissions in two drives.

Local folders on local drives are also not a feasible solution as they do not allow for the information sharing that can make this organization successful. If a person who owns the local files goes out sick or leaves, it is more complicated to access this information rather than if it is centrally located in the cloud where multiple members of the organization are managers.

Conclusion

As the Faculty Senate continues virtual work, and our membership will consistently be spread across multiple campuses, having a long-term solution for sharing files and improving communication among our membership and committees is something that we should make an effort to find a solution for. Because NC State is a Google campus and our membership is increasingly familiar with and using Google for our other work at NC State, using this same technology for Faculty Senate is a sensible solution.