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The Faculty Senate of Liberty University

Moderator	Moderator Elect	Secretary	Past Moderator	Exec. Comm. At Large	Chaplain	Parliamentarian
Ben Gutierrez	*Ed Barker*	*Don Love*	*David Dinsmore*	*Ed Martin* *Lowell Walters*	*Dave Beck*	*Sandra Rumore*

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Senate Minutes

Thursday, February 23, 2006, 3:20pm, DH 1104

Call to Order – *B. Gutierrez*

Invocation - *D. Beck*

Administrative Comments – *B. Rist*
Approved Bills: SB 1802 (Music); SB 1803 (Worship), SB 1804(Psychology)

Presentation of Minutes – *D. Love*
Approved as Amended

Elections Committee- *J. Pickering*

Undergraduate Curriculum Committee – *K. Prior*

Report - For Information Only:

(Undergraduate Curriculum Committee) The following prerequisite alterations were proposed and approved at a Biology Department Meeting on November 28, 2005.

Course	Old Prerequisites	New Prerequisites
BIOL 203		BIOL 211 and 212 Recommended.
BIOL 301	BIOL 200, 208, and CHEM 301	BIOL 200 and 208 Required. CHEM 301 Recommended.
BIOL 303	BIOL 200 and 208	BIOL 200, 207 or 208, CHEM 121 and 122 Required.
BIOL 410	BIOL 200, 207, 208, and 310	BIOL 200 and 208 Required. BIOL 207 and 310 Recommended.
BCHM 451	CHEM 301, BIOL 200, 207 or 208, 301,415, MATH 132	CHEM 301, BIOL 200, 207 or 208, 301, 415, and MATH 126 or 132 Required.
BCHM 452	BCHM 451	CHEM 301, BIOL 200, 207 or 208, 301, 415, and MATH 126 or 132 Required. BCHM 451 Recommended.

Old Business

<u>SB1805</u> (General Education Committee) Integrative credit will be applied to the following courses: THEA 450 and SPAN 324.

THEA 450 Musical Theatre Performance - 3 hours
(Offered fall semester only)
Prerequisite: THEA 220

The history, development, and performance of musical theater as an art from the late 19th Century to the present.

SPAN 324 Christianity in Latin America - 3 hours
Features Christianity in Latin American Culture from a historical and literary perspective that will include indigenous religions, the Catholic Church and the recent explosive growth of Protestantism.

(2nd Read)

Passed

<u>SB1807</u> (General Education Committee) ARTS 105 will be allowed to satisfy the General Education elective requirement.

ARTS 105 Art Appreciation - 3 hours
Development of the satisfying discourse between the student and the work of art, employing a selective survey of major achievements and movements in the visual art of Western civilization.

(2nd Read)

Passed

New Business

<u>SB1808</u> (Undergraduate Curriculum Committee) Proposal for changes in the designation of majors: Add a B.A. in Government.

(1st Read)

<u>SB1809</u> (Undergraduate Curriculum Committee) Delete the B.S. in Government with a specialization in International Relations

(1st Read)

<u>SB1810</u> (General Education Committee) Integrative credit will be applied to ENGL 460: Christian Literature.

This is a survey of literary works representing 2000 years of Christian history. The course covers a broadly defined range of literature that either serves or is shaped by the Christian worldview. The survey begins with the patristic writers of the early church, then turns to the medieval mystics, the reformers, neoclassicists, romantics and moderns, and ends with the dawn of the postmodern period. In addition, the course will include supplemental reading that will assist students in developing a distinctly Christian poetic and aesthetic: a Biblical approach to reading, writing, and appreciating literature and all forms of art.

(1st Read)

SB1811 (General Education Committee) GOVT 210: Introduction to Political Science will be allowed to satisfy the General Education elective requirement.

A comparative survey of the scope, methodologies, and major schools of political science, including its links with history, economics, and other cognate fields.

(1st Read)

SB1812 (Executive Committee) Changes to the constitution (in Section C of the Faculty Handbook)

THE FACULTY ORGANIZATION
CONSTITUTION OF THE FACULTY SENATE

Article I Name No Changes

The name of this organization shall be The Faculty Senate of Liberty University.

Article II Purpose

As a deliberative body comprising members representing the various units which together constitute the General Faculty of Liberty University, the Faculty Senate shall in a spirit of prayerful consideration conduct the general business of the Faculty, especially as it pertains to academic, professional and educational concerns. The Senate shall be authorized by the General Faculty to advise and make recommendations to the Provost of Liberty University concerning educational policy and other issues affecting the general welfare of the University.

Article III Units of the Faculty

The units of the faculty shall include and shall be limited to the following entities: (1) those academic departments within the College of Arts and Sciences, the Helms School of Government, the School of Business, the School of Communication, the School of Education, the School of Religion, and Center for Computer and Information Technology, which have a departmental operating budget and are chaired by a full-time faculty member holding faculty rank of assistant professor, associate professor or professor within one of the above Colleges, Schools, or the Center for Computer and Information Technology, (2) Center for Academic Support and Advising Services (CASAS), (3) Integrated Learning Resource Center (ILRC), (4) Liberty Theological Seminary, (5) School of Law and (6) any newly formed entity which shall be recognized as a unit of the Faculty through official action by the Senate.

Article IV Units of Representation

Every unit of the Faculty having at least three, but not more than eight full-time teaching faculty shall elect one representative to the Faculty Senate. Units of the Faculty having nine, but not more that fourteen full-time teaching faculty shall elect two representatives to the Senate. Units of the Faculty having fifteen or more full-time teaching faculty shall elect three representatives to the Senate. Units having fewer than three-full time teaching faculty may combine with one unit of the faculty having at least three full-time faculty and their representation would be as indicated above. No unit of the Faculty or combination thereof shall elect more than three representatives to the Faculty Senate. All unit combinations are subject to approval by the Faculty Senate.

Article V Eligibility for Faculty Senator

Representatives to the Faculty Senate shall be elected from among those full-time teaching faculty who hold the faculty rank of instructor, assistant professor, associate professor, or professor and librarians who hold the rank of affiliate librarian, assistant librarian, associate librarian or librarian, who have held appointment within one of the previously defined units of the Faculty for a period of at least one academic year prior to the commencement of their term on the Faculty Senate. Individuals who have served as unit representatives for a period longer than two years shall be ineligible for reconsideration for at least one full academic year. Those who have been elected to complete an unexpired term of two years or less shall be eligible for consideration for one additional full term. *Ex officio* members of the Senate shall not be eligible to serve as unit representatives to the Senate.

Article VI Term of Office for Faculty Senator **No changes**

Representatives to the Faculty Senate shall be elected to a term of office consisting of three academic years. The terms to be served shall be staggered in such a way that approximately one-third of the Senate membership will be elected each year. Additionally, the terms shall be staggered so as to preclude simultaneous election of both members from those units having two representatives. The terms of office for Senate members shall commence at the beginning of the fall semester following their election and shall expire at the end of the spring semester of their third year of service.

Article VII Mode of Election for Faculty Senator **No changes**

During the first week of February, the Senate Elections Committee will notify all unit members which are to elect representatives that year to hold an election for unit representative from eligible members. The election shall be held before March 15 by secret ballot. The individual receiving a majority of the votes cast shall be the representative from the unit.

Article VIII Officers of the Faculty Senate **No changes**

A. Officers. The officers of the Faculty Senate shall be the Provost, the Moderator, the Moderator Elect, the Secretary, the Parliamentarian, and the Chaplain.

B. President. The Provost of Liberty University shall be *ex officio* the President of the Faculty Senate. The President of the Faculty Senate shall have power to call and to preside at meetings of the Faculty Senate and of the Senate Executive Committee.

C. Moderator. The Moderator of the Faculty Senate shall preside at meetings of the Faculty Senate and the Senate Executive Committee. Subject to approval by the Executive Committee, the Moderator shall have authority to call special meetings of the Senate, the Senate Executive Committee and the General Faculty and shall preside over meetings so called. The Moderator of the Faculty Senate shall act as Chairperson of the Executive Committee of the Faculty Senate.

D. Moderator Elect. The Moderator Elect shall assume the responsibilities of the Moderator in the absence of the Moderator.

E. Secretary. The Secretary of the Faculty Senate shall prepare and post agendas and minutes of Senate meetings to all members of the General Faculty and to all members ex officio of the Senate; shall prepare and distribute the agenda and minutes of Executive Committee meetings to all members of the Executive Committee; shall prepare and post notices and minutes of General Faculty meetings which relate to Faculty Senate business to all members of the General Faculty; and shall provide minutes of each of these meetings to the University Archivist. Either the agenda or the minutes (or both) will have a list of all senators identified with the unit they are representing.

F. Chaplain. The Chaplain of the Faculty shall be *ex officio* the Chaplain of the Faculty Senate. It shall be the responsibility of the Senate Chaplain to consistently pray for the members, the business and the proceedings of the Faculty Senate, and to lead the representatives of the Faculty Senate in a time of serious prayer at the commencement of every meeting of the Faculty Senate.

G. Parliamentarian. The Parliamentarian shall be appointed by the Moderator of the Faculty Senate, and serves at the discretion of the Moderator. The Parliamentarian shall be a member of the full-time faculty of Liberty University. The Parliamentarian shall ensure that the proceedings of the Faculty Senate are conducted according to the most current edition of *Robert's Rules of Order* with the exception that there shall be no secret ballot unless specified by this constitution.

H. Election and term of office for Moderator, Moderator Elect, Secretary and two at-large Senate Executive Committee members. The Moderator, the Moderator Elect, the Secretary and two at-large Senate Executive Committee members shall be elected annually from among the incumbent unit Representatives serving on the Faculty Senate and voting during the regular March meeting of the Faculty Senate.

1. Moderator. The Moderator shall be affirmed by a majority vote, having been elected the previous year to the position of Moderator Elect. If the Moderator Elect fails to receive affirmation, nominations from the floor shall be entertained for the election of a new Moderator.

2. Moderator Elect and Secretary. Nominations shall be accepted from the floor for the Moderator Elect and Secretary.

3. Election. Elections shall be conducted by secret ballot with a majority being required for election. If more than two candidates are running for the same office, a run-off election shall be held between the two candidates receiving the most votes on the first ballot.

4. Term of Moderator and Moderator Elect. The Moderator and Moderator Elect shall serve one-year, non-renewable terms of office.

5. Term of Secretary. The Secretary shall serve a one-year, renewable term of office during a normal term of service as a unit representative: unit representatives in the third year of a senate term are ineligible for election to the office of Secretary.

6. Unit Representation Extended. If either the Moderator or the Moderator Elect is elected during the third year of their terms of the Faculty Senate, that term as unit representative shall be extended to accommodate his or her service as an officer of the Faculty Senate. Their successors to the Senate shall then be elected to complete unexpired terms and shall be eligible for reelection according to the conditions specified under Article V.

Article IX *Ex Officio* members of the Faculty Senate

A. Members. The following individuals shall have the status of *ex officio* Members of the Senate of Liberty University: The Chancellor/President, Executive Vice President of Liberty University; the Provost; the Associate Vice President for Institutional Effectiveness; the Registrar; the Vice President for Distance Education and Learning Technology; the Dean of the College of Arts and Sciences; the Dean of the Helms School of Government; the Dean of the School of Business; the Dean of the School of Communication; the Dean of the School of Education; the Dean of the School of Religion; the Executive Director of the Center for Academic Support and Advising Services; the Dean of Liberty Theological Seminary; the Dean of the School of Law; and the Dean of the ILRC.

B. Voting. Among the *ex officio* members of the Faculty Senate, only those who hold faculty rank shall be voting *ex officio* members of the Senate.

C. New Positions. The designation as an *ex officio* member of the Senate of any individual holding a newly created administrative position shall be subject to approval by the Senate. In any event, the voting ex officio membership of the Senate shall never exceed one-fourth of the total voting membership of the Senate.

Article X Meetings and Procedures

A. Meeting Schedule. The Faculty Senate shall meet regularly at 3:20 p.m. on the fourth Thursday of the months of August, September, October, January, February, March, and April, and on the first Thursday of December of each year, and at the call of the Provost, the Moderator of the Faculty Senate or one-fourth of its members.

B. Proposed Legislation. The Faculty Senate must give consideration to any recommendation proposed by any of its members or committees, by any group of eight members of the General Faculty, or by the Provost. Such recommendations must be submitted in writing to the Secretary of the Senate for inclusion on the Senate agenda at least two working days prior to the Senate Executive Committee meeting preceding the Senate meeting at which the proposal is to be considered. The recommendation shall be signed by its originators upon submission.

C. Attendance. Attendance at every meeting of the Faculty Senate is required of each of its elected members. All faculty and administrators may attend meetings of the Faculty Senate and may be recognized at the discretion of the Moderator. The Secretary of the Senate shall circulate a roster at each meeting of the Faculty Senate and shall enter the names of absentees and whether the absences were excused or unexcused in the minutes of the Faculty Senate. Absentees may be excused for due cause by the Senate Executive Committee. Any member, who accumulates three unexcused absences during the term of office, shall forfeit the right to membership on the Faculty Senate and shall be ineligible to serve on the Senate for the duration of the unexpired term and for a full academic year thereafter. In such cases, the Senate Elections Committee shall take action to secure a replacement Unit Representative. In the Faculty Senate a quorum shall consist of one more than half of the voting membership.

D. Voting. A majority vote shall be required for a bill or resolution to pass the Faculty Senate. No final action on a main motion or resolution introduced at a regular or special meeting may be taken at that same meeting. This rule may be suspended by a two-thirds majority of those voting at any regular or special meeting.

E. Bills. When a bill is passed by the Senate, it shall be signed by the Moderator of the Faculty Senate and shall be submitted to the Provost for consideration. The Provost shall provide the Executive Committee with a decision in writing prior to the next regular meeting of the Faculty Senate. In the event that the bill needs to be addressed by Executive Vice President or the Liberty University Board of Trustees, the Provost shall inform the Senate Executive Committee of the decision within five working days after the first Board meeting following receipt of the bill from the Moderator. The Provost's decision is final, except for those bills requiring a major financial commitment by the University. In those instances, the concurring approval of the Executive Vice President is required.

F. Resolutions. When a resolution is passed by the Senate, it shall be signed by the Moderator of the Faculty Senate and shall be submitted to the Provost for consideration. No response from the Provost is required for a resolution.

Article XI Faculty Senate Committees

A. Purpose. The standing committees of the Faculty Senate are the centers of investigation and consideration through which most of the Senate's business is initiated. The establishment of standing committees places the diverse responsibilities of the Senate in smaller bodies, each with specific areas of concern.

B. Relationship to the Faculty Senate. The committees exist as extensions of, and are subordinate to, the entire Senate assembly. All committee recommendations must be ratified by the Faculty Senate.

C. Membership on Committees. The Senate Elections Committee may nominate a faculty member to a committee for a maximum of three consecutive years. A period of one academic year must elapse before a faculty member who has served a term of two or more years on any standing committee is again eligible for service on the same standing committee. Standing committee membership shall consist of no more than one member from each College or School except where otherwise specified. Unless otherwise specified, both senators and members of the General Faculty shall be eligible for election to the standing committees. Committee members must meet the same criteria as representatives must meet to serve on the Faculty Senate. The Executive Vice President and the Provost shall be ex officio members of all standing and ad hoc committees of the Faculty Senate except the Senate Elections Committee.

D. Election to Committees. Elections shall be held at the regular Senate meeting in April of each year. Except when otherwise specified, the Senate Elections Committee shall provide a slate of nominees for each Senate standing committee, for inclusion in the agenda for the regular April meeting. The slate of nominees shall include the designation of a Senator as Chairperson of each committee and a secretary for each committee. Committee vacancies occurring after the April meeting shall be filled by a special vote of the Faculty Senate from names submitted by the Senate Elections Committee.

E. Organization of Committees. It is the responsibility of the committee chairperson to call committee meetings according to a schedule that allows committee members due notice of each meeting. Prior to each meeting, the chairperson must provide committee members with an agenda of the items to be considered. The committee secretary shall keep minutes of the meetings and provide copies of these minutes to the Secretary of the Faculty Senate, the Provost, and the University Archivist. Recommendations from standing committees must be submitted to the Secretary of the Faculty Senate in writing prior to the regular monthly meeting of the Executive Committee if they are to be included on the Senate's agenda. All committee recommendations must be submitted to the Faculty Senate for action.

F. Annual Committee Reports. It is the responsibility of each standing committee chairperson to prepare an annual written report of the committee's action as it relates to the charge given that committee in this constitution. A schedule for submission of reports by the various committees shall be established each year by the Executive Committee in conjunction with the committee chairpersons. Each committee chairperson may be asked to meet with the Executive Committee to discuss the report.

G. Procedure for Communicating with Committees. Individuals or groups wishing to present recommendations and matters for consideration by a particular committee will do this in writing to the Moderator of the Senate for assignment to the appropriate standing committee.

H. Standing Committees.

1. The Senate Executive Committee. The Executive Committee of the Faculty Senate of Liberty University shall consist of the Provost (or one designated by the Provost), the Moderator of the Faculty Senate (chairperson), the Moderator Elect, the Secretary (secretary), and two at-large Senate Executive Committee members elected at the regular March meeting to a one-year term of office from the floor of the Faculty Senate. The immediate past Moderator of the Senate shall serve *ex officio* for one year.

The Executive Committee shall meet one week prior to each regular meeting of the Faculty Senate and at the call of the Provost or the Moderator of the Faculty Senate.

The functions of the Senate Executive Committee shall be to arrange the agenda for Senate meetings including a time for the University Provost (or a representative designated by the Provost) to respond to questions from, and provide information to the Senate; to serve as a channel through which any group of eight members of the General Faculty may introduce matters for consideration by the Senate; to assign to the standing committees such work as is within the charge of each committee. (Committees shall receive requests from and make reports to the Administration only through the Executive Committee of the Senate); to submit to the Senate for action all recommendations from the Senate standing committees and Senate ad hoc committees; to solicit annual reports from, and evaluate action by the Senate Standing Committees; to make the recommendations of the Senate known to the Faculty and to the Provost of the University; to act on behalf of the Senate as needed during the summer (such action will be subject to approval by the Senate when convened); and to interpret this constitution.

2. Senate Elections Committee. The Senate Elections Committee shall be responsible for conducting the elections of unit representatives to the Faculty Senate according to Article VII of this Constitution. The Senate Elections Committee has the responsibility of nominating members for the various committees of the Faculty Senate for election according to Section B. of this article and is further responsible for overseeing these elections. The Senate Elections Committee has the responsibility to solicit from the department chairs and entities listed in Article III, an update roster of their teaching faculty. The rosters are to be returned in electronic form to the Chair of the Senate Elections Committee on or before September 30. The membership of the committee shall consist of one senator from each of the Colleges, Schools and Centers listed in Article III of this Constitution. They shall be elected by the Faculty Senate with all nominations being made from the floor. Membership on the committee shall be for the duration of the member's term as representative to the Faculty Senate. No college, school, or entity shall be represented by more than one member on the committee.

3. Senate Committee on Academic and Admissions Standards. This committee regularly reviews and makes recommendations regarding all academic standards and procedures, admissions policies, and student academic dismissals. The committee serves as a final board of appeals for students contesting course grades. The Registrar, the Director of Experiential Learning Assessment, and the Executive Director of Resident Recruitment shall be *ex officio* members of the committee.

Deleted: Director of Admissions

4. Senate Athletic Committee. This committee oversees the intercollegiate athletic program, reviews and recommends standards for student eligibility for participation in intercollegiate athletics, and for approval of athletic scholarships. The Director of Intercollegiate Athletics, the Senior Women's Administrator, the Vice President for Student Affairs, the campus N.C.A.A. representative, and the Registrar shall be ex officio members of this committee.

5. Senate Undergraduate Curriculum Committee. This committee examines and makes recommendations to the Senate concerning all undergraduate curriculum proposals for new and existing courses and programs. It receives curriculum proposals for consideration only after approval at the department and college or school levels. The chairperson of the Senate General Education committee, the Dean of ILRC, and the Registrar shall be *ex officio* members of this committee.

6. Senate Committee on Faculty Development and Welfare. This committee shall seek to foster optimum professional achievement by every faculty member. This includes encouragement in the use of effective teaching methods and in scholarly research and writing. The committee makes recommendations regarding leave policy, fringe benefits, salary, and criteria for determining faculty rank.

7. Senate Information Services Committee. This committee serves in an advisory capacity to the Dean of the ILRC. The committee provides a liaison between the faculty and ILRC. It provides input for ongoing facilities development and helps evaluate the effectiveness of the library and information services. The Dean of the ILRC; Chief Operations Officer for IS and the Director of IT Development and Engineering shall be *ex officio* members of the committee.

8. Senate Committee on Student Life. This committee provides a channel of communication between Faculty and students, and between the Faculty and the Office of Vice President for Student Affairs. The committee evaluates existing programs and designs new programs to ensure that student needs are being met in relation to activities, housing, health, studies, discipline and other appropriate needs. The committee approves the selection of members for the Judicial Review Board and provides oversight of the functions of the Board. It provides for evaluation of the effectiveness of current student policies and for faculty input into *The Liberty Way*. The committee establishes and enforces qualifications for officers in the Student Senate and oversees student elections. It assists the Vice President for Student Affairs in planning and scheduling social and other extracurricular events. The Vice President for Student Affairs and the President of the Student Government Association shall be ex officio members of the committee.

9. Senate General Education Committee. This committee oversees the general education component of the curriculum to foster compliance with SACS guidelines and institutional purposes. Recommendations are made to the Senate concerning all proposals for courses which are to be used for general education credit. All new courses accepted for general education must be approved by the Senate Undergraduate Curriculum Committee. Courses are considered only after approval at the department and College or School level. The Registrar and the Executive Director for the Center for Academic Support and Advising Services shall be ex officio members of the committee.

10. Academic Facility-Use Committee. This committee provides information and makes recommendations to the Faculty Senate on matters related to the instructional use of university property. This includes such matters as: equipment, maintenance, scheduling, custodial service, and construction. The goal of the committee is to maximize the usefulness of academic space for instruction. For construction projects, the committee would help to bring the appropriate academic departments into direct consultation with the administration. The Director of Auxiliary Services and the Director of Field Operations shall be ex officio members of the committee.

I. Ad-Hoc Committees. Special committees may be appointed by the Executive Vice President, the Provost, or the Faculty Senate, as occasions warrant.

Article XII Amendments_____No change

Amendments to this constitution may be proposed to the Faculty Senate by any of its standing committees, by the petition of one-fourth of the voting members of the Faculty, or by the Executive Vice President, or by the Provost of Liberty University. Amendments which are passed by a two-thirds vote of the Faculty Senate shall be placed on the agenda for the next meeting of the General Faculty. Amendments shall be ratified by a two-thirds vote of the General Faculty. As with all Senate and General Faculty recommendation, amendments to the Senate Constitution are subject to joint approval by the Executive Vice President and the Provost.

This Constitution ends with Article XII above.

(1st Read)
Amendment to the motion- "Director of CASAS" to Article XI H 2.

Passed

Adjournment 4:00

Respectfully Submitted

Donald R. Love III