Engage Shared Governance with the MFA

By Matt Mio, MFA President

During the Winter of 2011, the Shared Governance Task Force issued a survey to determine the effectiveness of the Shared Governance system and process at UDM (see Page 4 for more information). Results were generally positive, especially with regard to the work of the McNichols Faculty Assembly. This being said, some specific challenges were also noted. Many of these comments centered on a desire to know more about the day-to-day dealings of the MFA and Shared Governance in general. The easiest way to monitor the results of Shared Governance is through the website udmercy.edu/governance. Here, you will find links to adopted proposals, the status of proposals under review and copies of the minutes of every McNichols Committee and University Team. Of course, the MFA encourages every member of the UDM community to get involved in Shared Governance. Read this newsletter and comment by sending a message to mfa@udmercy.edu. Contact your MFA rep directly. Run for election to an open post on a committee or team. The best way to engage Shared Governance is to directly contribute!

In efforts to help Shared Governance at UDM remain as transparent as possible, items in this newsletter include: a current list of MFA representatives, as well as McNichols Committees, ad hoc Committees and University Teams (pages 1-2); a summary of how a curricular proposal can become policy (pages 2-3); a description of the Shared Governance Clearinghouse (page 3); a list of MFA accomplishments for the 10-11 academic year (page 3); and reports on UDMPU research funds, program review, online course delivery, more on the Shared Governance Effectiveness Survey, Core Curriculum progress, and the new and improved Adjunct Committee (page 4).
McNichols Committees address important crosscutting academic concerns and are standing committees of the MFA: Graduate Program Review; Graduate Retention and Standards; Undergraduate Program Review; Undergraduate Retention; Undergraduate Standards

Ad hoc Committees are generated to complete a specific task: McNichols Tenure and Promotion; Core Curriculum Task Force; UDMPU Research Fund Proposals; Web Policy Task Force

University Teams involve representation from across UDM, including our professional schools: Assessment; Budget; Facilities, Planning, Standards and Safety; Faculty Development; Information Technology; Mission/Urban/Social Justice; Strategic Planning

We Need You!
The roster of elected Shared Governance positions was designed to turn over by one-half annually. The next set of elections to the MFA, McNichols Committees and University Teams is slated for February 2012. Mark your calendar now and plan to run!

How a Curricular Proposal Becomes a Policy at UDM
According to the founding documents of Shared Governance, the MFA is in charge of all curricular matters on the McNichols campus. New proposals include certificates, minors, degrees or other matters of academic standards. What follows is a summary of the process from idea to policy:

1. Generation of a curricular proposal by an individual or committee; proposal must follow the adopted guidelines for its type (i.e., minor, new degree program)
2. Proposal approved by the faculty of involved Departments
3. Proposal approved by the college/school curriculum committees and Deans of involved academic units
4. Proposal sent to the Shared Governance Clearinghouse (SGCH)
5. SGCH determines the Committee or Team needed to vet the proposal (i.e., minors are handled by Undergrad Standards, but new degree programs are examined by Undergrad/Grad Program Review)
6. Committee or Team recommendation voted on by MFA
7. MFA sends the recommended proposal to the Academic Vice President for administrative approval by the Academic Leadership Team, President’s Council and, if needed, the Board of Trustees

Frequently Asked Questions Regarding this Process:
What if changes to a proposal are requested?
Amendments to proposals can be requested at any stage and are usually managed by the original authors.

How long might the above process take?
Most Committees and Teams meet at least once a month throughout the academic year; the MFA meets once every two weeks. The minimum amount of time for a proposal to travel from the SGCH to final implementation of policy is one academic year. Some proposals travel faster (minors) than others (new degrees), owing to the length of the proposals and the due diligence needed to review for and ensure academic rigor. All new degree program proposals submitted to the Program Review Committee on or before September 15 will be reviewed by the Committee in Term I; proposals received on or before January 15 will be reviewed during Term II.

Where can I find the guidelines for preparing my proposal? Check out the link below to find the adopted polices of the MFA, which includes both guideline documents and previously-approved proposals: udmercy.edu/governance/proposals/adopted-policies
What is the Shared Governance Clearinghouse?

Early in the pilot period, it became clear to the Academic Vice President and the MFA Executive Committee that the original structure of Shared Governance lacked a central body. While many of the Committees and Teams report to the AVP and MFA, no body existed to collect submitted proposals and send them to the proper group. The Shared Governance Clearinghouse was generated to remedy this situation and allow for monthly discussions between MFA officers and the AVP. If you have an item for discussion at the SGCH, send a message to mfa@udmercy.edu and we’ll transmit it to the Committee or Team best suited to consider it.

MFA Work Since May 2010

The McNichols Faculty Assembly completed the evaluation of many curricular proposals during the 10-11 academic year. You can find the SGCH proposal tracking system (with data back to 2005) at the link below: udmercy.edu/governance/proposals/track

**Minors**
- Actuarial Science; Leadership

**Graduate Certificates**
- Finance; Ethical Leadership and Change Management

**New Degree Programs**
- Bachelor of Interior Architecture, Bachelor of Cyber Security and Information Assurance

**Academic Standards**
- Online Course Delivery Submission and Approval Policy and Process; IT Password Policy; Latin Honors Policy;
- New Transfer Credit Policy

**Continuing Work**
- Core Curriculum; New Program Proposal Template Revisions; McNichols Course/Instructor Evaluations;
- New Repeat Course Rules for Undergraduate and Graduate Students; Advising Best Practices

UDMPU Research Funds

In 2009, the MFA was charged by the UDM Professor’s Union to distribute a faculty research fund as detailed by the current contract. This process is complete for the 11-12 budget year, but proposals will be considered for the 12-13 budget year during the spring of 2012. Stay tuned to your e-mail for more information.

Program Review 11-12

In addition to its curricular and standards duties, the MFA is also in charge of shepherding UDM’s annual program review process. In 10-11, all Engineering, Nursing and Psychology programs were reviewed. New programs in CIS and Architecture were also reviewed.

In 11-12, the following undergraduate programs are scheduled for review: Addiction Studies, Economics, Financial Economics, English, History, Philosophy, Political Science, Legal Studies (certificate), Women and Gender Studies (minor), African American Studies (certificate), and Catholic Studies (certificate). The following graduate programs are scheduled for review: Physician Assistant, Nurse Anesthesia, and Financial Economics. The Career Education Center will also be reviewed.

During the 12-13 academic year, the cycle of program review will repeat for the very first time. The original intention of program review was to allow two five-year cycles of review to be completed between each North Central Accreditation visit. Consequently, every ten years a program will generate two self-studies which will feed into the NCA report for all of UDM. Reminders

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about self-study due dates and external reviews are sent by the Office of Academic Affairs.

Online Course Delivery

Approved by the MFA and the Academic Leadership Team, a unique approval process now exists for programs that wish to take part or all of their coursework into an online delivery format. The MFA’s Program Review Committees only consider proposals for completely new online degrees. However, the Shared Governance Clearinghouse will maintain a record of Curriculum Committee decisions in this area in order to accurately report this information to the Higher Education Commission. The Online Course Delivery Submission and Approval Policy and Process and the Distance Education Proposal Checklists are now located in the Libraries/Instructional Design Studio portal: research.udmercy.edu/ids/online/

There is also a link on the Academic Affairs web page: udmercy.edu/academicaffairs/

These forms are to be used by any faculty member creating a hybrid or online course, minor, certificate, or degree program.

More on the Shared Governance Effectiveness Survey

In January of 2011, the Shared Governance Task Force circulated a survey to determine perceptions of the effectiveness of shared governance at UDM. While the response rate was low (109 respondents out of approximately 1100 recipients), the results indicated that the MFA and its committees and teams are generally working well. Ideas stemming from the survey that are being instituted immediately include placing the shared governance web address on all agendas and minutes going forward and posting meeting minutes to the shared governance web site in a more timely fashion. Additional outcomes of the survey will be considered by the Shared Governance Task Force in the fall. The results of this survey and other information regarding shared governance can be found at udmercy.edu/governance/index.htm.

Core Curriculum…Next Steps

Last spring, the Core Curriculum Task Force delivered to the MFA its Final Report. Contained in that report are the learning objectives that will provide the foundation for selecting the courses for the new Core. The MFA approved the CCTF report at its May 19 meeting. The next step will be to generate a Core Curriculum Implementation Committee in to begin the process of populating the new Core with courses. The MFA has begun the conversation about how this second committee will be constituted and its responsibilities. Questions or concerns can be raised with each College’s MFA reps and as always, faculty are welcome to attend MFA regular meetings.

Adjunct Faculty Committee

The Adjunct Committee was formed in recognition of the important role adjunct faculty play in academics. The intent of this committee was to “establish a forum for adjunct faculty to participate in shared governance and to raise issues of concern to adjuncts.” The activities of this committee have waned of late so it’s time to breathe new life into the Adjunct Committee. Watch your email for additional information in the coming months.