Effective Communication is Key to Successful Shared Governance

By Julia Eisenstein, MFA President

Many bodies exist to facilitate shared governance at UDM: the Shared Governance Task Force, the Academic Leadership Team, the MFA, and others. The results of the recent Shared Governance Task Force Survey indicate that problems exist in the communications across these different groups and within the colleges. Ineffective communication makes doing business difficult. It also leads to rumors and hearsay being the sources of information. The MFA has some means already in place to communicate with the campus community: MFA meetings are open to all who are interested (first and third Thursdays at 12:45 pm), MFA minutes (as well as the minutes of the Committee/Team meetings) are posted to the governance website, and the MFA Exec meets regularly with the Provost/VPAA (the ‘Shared Governance Clearinghouse’). However, there is always room for improvement. In the coming months the MFA will impress upon our Committees the importance of submitting minutes for posting in a timely fashion. The MFA Communications Officer will begin sending to MFA members talking points that summarize the work of the MFA for sharing among the faculty and deans within their colleges.

This annual newsletter is also another means of communicating the work of the MFA with the UDM community. 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); little known facts about the MFA and Shared Governance (pages 2-3); a description of the Shared Governance Clearinghouse (page 3); a list of MFA accomplishments for the 14-15 academic year (page 3); report on program review (page 3), core curriculum update (pages 3-4), and a summary on the process by which a curricular proposal becomes a policy (page 4).

The MFA encourages every member of the UDM community to get involved in Shared Governance and join the discussion. Read this newsletter and comment by sending a message to your MFA rep. Run for election to an open post on a committee or team. The best way to engage Shared Governance is to involve yourself!

MFA Representatives for the 15-16 Academic Year

School of Architecture
Tony Martinico, Noah Resnick

College of Business Administration
Terry Howard, Evan Peterson

College of Engineering and Science
Stephanie Conant, Kendra Evans, Greg Grabowski, Jacob Kagey, Matt Mio, Mark Schumack
College of Health Professions
Maureen Anthony, Rosanne Burson, Tom Fockler, Judi Hetsler-Parr, Suzanne Keep, Kate Walters

Library
Julia Eisenstein, Jill Turner

College of Liberal Arts and Education
Steve Abell, Jocelyn Bennett-Garraway, Roy Finkenbine, Todd Hibbard, Amanda Hiber, Heather Hill-Vasquez, Dave Koukal, Carol Weisfeld, Chuck Wilson

MFA Executive Committee
Julia Eisenstein, President; Noah Resnick, Vice President; Stephanie Conant, Secretary; Jocelyn Bennett-Garraway, Communications; Matt Mio, Parliamentarian

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; Core Curriculum

Ad hoc Committees are generated to complete a specific task: McNichols Course and Instruction Evaluation, UDMPU Internal Research Fund Proposals

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 2016. Mark your calendar and plan to run!

Did You Know?
Little Known Facts About Shared Governance and the MFA
1. MFA members are elected by their peers within their colleges/schools.

2. Membership on the MFA is proportionate to the number of faculty within the colleges with no college having fewer than two seats. CLAE, with the most faculty, has the largest number of seats on the MFA.

3. Committee and Team members are limited to serving two consecutive two-year terms.

4. No voting member of a team/committee may serve on more than 3 other shared governance bodies at the same time.

5. MFA meetings are open meetings and all are invited to attend.

6. Faculty voter turn-out for the 2013 at-large Committee/Team elections was 85%. In 2014, it was 86%.
7. The MFA Executive Committee meets with Provost/VPAA every month.

8. The MFA Constitution & Bylaws stated the MFA will meet the 1st and 3rd Thursdays of each month from September through May.

9. The MFA Constitution & Bylaws requires the MFA to meet during the summer.

10. The MFA addresses academic issues that cut across college/school lines, not those within a particular college/school.

What is the Shared Governance Clearinghouse?

Early in the original 2006 Shared Governance pilot period, it became clear to the Provost/VPAA 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 Provost/VPAA 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 Provost/VPAA. If you have an item for discussion at the SGCH, send a message to one of the Exec and it will be transmitted to the Committee or Team best suited to consider it.

MFA Work Since May 2014

The McNichols Faculty Assembly completed the evaluation of many curricular proposals during the 14-15 academic year.

- **Academic Standards**
  - Alternative Delivery Recommendations;
  - Internationally-Based Educational Experiences;
  - Course Cancellation Policy; Class Cancellation Policy;
  - Course/Instructor Evaluation Committee Charges;
  - Core Curriculum Committee Charges

**Continuing Work**

Core Curriculum, Course and Instructor Evaluations

Program Review 15-16

In addition to its curricular and standards duties, the MFA is also in charge of shepherding UDM’s annual program review process. In 14-15, thirteen programs were reviewed from CBA, CLAE and CHP.

In 15-16, the following undergraduate programs are scheduled for review: Accounting, Business Administration, Mathematics, Nursing, Computer & Information Systems, and Legal Administration. The following graduate programs are scheduled for review: Engineering Management, Teaching of Mathematics, Nursing, Nursing Practice, Clinical Psychology, Computer & Information Systems, and Information Assurance.

Core Curriculum Update

Last fall, the MFA received the report from the Core Curriculum Implementation Committee (CCIC) consisting of a list of approved courses for the core and committee recommendations. Reconciliation held at that time indicated that the new Core was still a long way off from implementation. The Core Curriculum Reconciliation Committee (CCRC) was formed to address those issues that were preventing the core from moving forward. The MFA received the CCRC report in March 2015 again consisting of additional courses approved for the new core and committee recommendations. A second reconciliation indicated that most programs were able to implement the new core, but several still couldn’t. Programs were cast as red lights (those programs that cannot implement the new core for various reasons), yellow lights (those programs that are close to being able to implement...
the new core but aren’t quite there), and green lights (those programs that will be able to implement the new core). While most programs are green lights, there is still a bit of work to do to move the red lights and yellow lights into green status.

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 brief 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, etc.)

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 upon by the 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

The complete process for approving a curricular policy may be found at

http://www.udmercy.edu/governance/proposals/Approving_a_Curricular_Proposal_1_15_2015.pdf

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), due 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:

http://www.udmercy.edu/governance/proposals/adopted-proposals/index.htm