Guidelines for Constitutional Committees

ACADEMIC ADVISING COUNCIL

ACADEMIC APPEALS BOARD

ACADEMIC COMPUTING AND INFORMATION TECHNOLOGIES ADVISORY COUNCIL

ACADEMIC QUALITY COMMITTEE

ACADEMIC REQUIREMENTS COMMITTEE

ACCESSIBILITY COMMITTEE

ADVISORY COUNCIL

BUDGET COMMITTEE

CAMPUS SAFETY COMMITTEE

CHEMICAL HYGIENE & LABORATORY SAFETY COMMITTEE

CHILD DEVELOPMENT ADVISORY BOARD

COMMITTEE ON COMMITTEES

DEADLINE APPEALS BOARD

DIVERSITY ACTION COUNCIL

EDUCATIONAL POLICY COMMITTEE

FACULTY DEVELOPMENT COMMITTEE

GENERAL STUDENT AFFAIRS COMMITTEE

GRADUATE COUNCIL

GRADUATION PROGRAM BOARD

HONORS COUNCIL

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

INSTITUTIONAL ASSESSMENT COUNCIL

INSTITUTIONAL BIOSAFETY COMMITTEE

INSTITUTIONAL REVIEW BOARD

INTERCOLLEGIATE ATHLETICS BOARD

INTERNATIONALIZATION COUNCIL

LIBRARY COMMITTEE

RADIATION SAFETY COMMITTEE

SCHOLASTIC STANDARDS COMMITTEE

SMITH ADVISORY BOARD

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FOREWORD

The Faculty Governance Guide is provided to facilitate Faculty governance. It contains the Constitution of the Portland State University Faculty, Bylaws and operating procedures of the Faculty Senate, a roster of constitutional and administrative Faculty committees, and the Constitution of the Interinstitutional Faculty Senate Constitution. The Guide is updated annually in September and as needed during the academic year. The current version is posted on the Faculty Senate (www.pdx.edu/faculty-senate) and Office of Academic Affairs (www.pdx.edu/academic-affairs) websites. For questions about updates to the Faculty Governance Guide, please contact the Secretary to the Faculty.

Membership in the PSU Faculty includes personnel holding at least 0.5 FTE appointments, who either hold academic rank of at least assistant professor or instructor, or who are unranked appointees with, at a minimum, an earned master’s degree, and with a primary responsibility for “curriculum, subject matter, and methods of instruction; research: faculty status; [or] those aspects of student life that relate to the education process.” All such employees of PSU are entitled to participate in Faculty governance, with the exception that administrative ex-officio members of Faculty Senate may not serve as elected members of the Senate nor as Faculty representatives on constitutional committees.

Meetings of the PSU Faculty are called by and presided over by the President, who is chair of the Faculty. Each academic year, certain regular meetings of the Faculty take place, including Convocation and Graduation. Other meetings may be convened by the President, or by written request of 7.5 percent of faculty members. Until the mid-1960’s the Faculty met routinely as a whole to execute governance responsibilities, but PSU’s growth meant the continuing expansion in size and scale of faculty governance. The Faculty determined that time that regular business be conducted through a representative body, the Faculty Senate, and accordingly amended the Constitution.

The PSU Faculty Senate meets regularly on the first Monday of every month during the academic year at 3:00 p.m. in Cramer Hall 53. If the agenda is not concluded, the meeting is continued to the following Monday. Adjustments to the schedule to accommodate the academic calendar may be announced by the Presiding Officer at the beginning of the academic year. The Constitution also provides that a special meeting of the Senate may be called upon written petition by five Senate members. Any member of the Faculty may propose agenda items to the Presiding Officer, for consideration by the Senate Steering Committee. Constitutional committees may place items on the Senate agenda and refer motions to the Senate. Any three Senators, acting in concert, may also place an item on the Senate agenda. The Constitution further provides that the Senate must consider any agenda item proposed by petition of 10 percent of the Faculty. Senate meetings are public, and all Faculty members are invited to observe.

Elections for the Faculty Senate, the Advisory Council (AC), and the Interinstitutional Faculty Senate (IFS) are conducted simultaneously in May. In February the roster of Faculty eligible to participate in Faculty governance is reviewed and certified according to constitutional provisions. Faculty who are eligible to stand for election to these bodies are notified in the Opt-In Survey, and are requested to provide notice if they would like to be a candidate. At the end of April, a ballot of candidates for Senate, AC, and IFS is sent to all members of the Faculty. Runoffs are conducted where necessary.

The foundation of effective Faculty governance is the committee structure. Constitutional committees report to the Faculty Senate, administrative committees report to the President or his designee, and ad hoc committees and task forces report as charged. Recommendations for action pertaining to any area of Faculty jurisdiction may be made to the Senate by any constitutional committee, as well as by the Advisory Council or PSU’s delegation to IFS. One constitutional committee, the Committee on Committees, is made up entirely of members of the Faculty Senate, elected by divisional caucuses. The Committee on Committees determines all Faculty appointments to constitutional committees, and makes recommendations to the President for Faculty appointments to many administrative committees. In order to determine interest in specific committee service, the Committee Preference Survey is conducted each spring. Between annual surveys, Faculty members may indicate new interests or update availability by contacting the Secretary to the Faculty. Committee schedules and proceedings are administered by the respective chairs and faculty who would like to observe meetings should contact the appropriate chair for details.

Please contact the Secretary to the Faculty for inquiries and concerns related to Faculty governance. The Secretary’s office is in the Office of Academic Affairs, Market Center Building, suite 650; mail code OAA; telephone 503-725-4416; e-mail FacultySecretary@pdx.edu; contact form at http://www.pdx.edu/faculty-senate/contact.

Richard H. Beyler
Secretary to the Faculty
September 2018
CONSTITUTION OF THE PORTLAND STATE UNIVERSITY FACULTY


PREAMBLE

To ensure the orderly development of our educational programs and policies; to facilitate communications and cooperation among our officers of administration and ourselves as a university faculty; and to promote the stable growth and continued improvement of higher education in the State of Oregon, we, the Faculty of Portland State University, do hereby subscribe to this document as a constitutional statement of our Faculty organization and its various functions and responsibilities.

ARTICLE I. NAME

The organization herein defined shall be known as the Portland State University Faculty, or the Faculty.

ARTICLE II. MEMBERSHIP OF THE FACULTY

The Faculty shall consist of the President of Portland State University, and all persons who hold appointments with a rank that includes the term “professor” or “instructor,” whose full-time equivalent is at least fifty percent teaching, research, or administration at Portland State University. Other persons holding appointments at Portland State University who are certified by the Provost to have academic qualifications sufficient to justify appointment at one of the above mentioned ranks, whose primary responsibility is for such fundamental areas as curriculum, subject matter, and methods of instruction; research; faculty status; and those aspects of student life that relate to the education process, and whose full-time equivalent is at least fifty percent teaching, research, or administration at Portland State University shall also be included in the faculty regardless of title. The University Faculty reserves the right to elect to membership any person who is employed full-time by any Oregon public university.

ARTICLE III. FACULTY POWERS AND AUTHORITY

Section 1. Faculty Powers

The Faculty shall have power, subject to legal limits, to take action to promote faculty welfare. The Faculty shall have power to act upon matters of educational policy, to enact such rules and regulations as it may deem desirable to promote or enforce such policies, and to decide upon curricula and new courses of study. This power shall include, but not be confined to, action upon the establishment, abolition, or major alteration of the structure or educational function of departments or of programs which include more than one department or instructional unit of the University. The Faculty will normally exercise this power through its representative, the Senate. The Faculty shall, however, have the appellate power to review all actions by the Senate, whenever an appeal is made from Senate action as hereinafter provided.

In all matters, except those granted to the Senate, the Faculty shall have original jurisdiction. Whenever the Faculty is acting within its province as herein designated, its actions shall be effective unless they involve an increase in the expense of instruction or administration. Whenever such an increase is involved, whether by action of the Faculty or Senate, the President shall report the action to the Board of Trustees with his or her recommendations.

University-wide academic requirements shall not be suspended or modified without prior consideration by the Faculty Senate. In an emergency, the Academic Requirements Committee and/or the Graduate Council; the Advisory Council, and the Presiding Officer of the Senate shall first be consulted. Notification of any change made shall be submitted to the Senate immediately with a request for ratification.

The University shall not establish, abolish, or effect major alteration in the structure or educational function of departments or of programs, including those of more than one department or academic unit, without prior action by the Faculty Senate upon advice of the Educational Policies Committee.

Section 2. Faculty Authority

The authority of the Faculty is based upon the need for appropriately shared responsibility and cooperative action among the components of the academic institution and upon applicable laws and Oregon state regulations. The principle of shared authority is based upon the recognition that important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and that differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand. The Faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life that relate to the education process.

Section 3. Faculty Authority in the Selection of Higher Administrative Officers

The selection of principal administrative officers above the departmental level shall normally involve the active participation of representative Faculty committees; these may be augmented by student and community membership as judged appropriate by the appointing authority. Prior to the creation or abolition of a principal administrative office, the Advisory Council shall normally be consulted by the President, and the Council may ask for wider Faculty consideration.

Section 4. Faculty Authority in the Selection of Department Chairpersons

The Faculty of each department shall elect its chairperson. The Faculty shall decide, by secret ballot of all full-time
members (0.5 FTE or more), the mode of election. The procedures shall be published and filed with the Office of Academic Affairs. They shall be implemented by April 15 of the department chair’s third year in office and otherwise upon the occurrence of a vacancy in the office of department chairperson. Any revisions of the procedures must be made and filed at least one month before an election.

The department shall forward the name of its choice to the appropriate dean, who shall promptly review it and forward it to the Provost, who shall promptly review and forward it to the President.

The dean and the Provost may attach comments concerning the ability and willingness of the elected chairperson to carry out the duties of that office.

If the President agrees with the department’s choice, then the elected chairperson shall be appointed. If the President has substantive reasons for not making the appointment, a written explanation shall be given to the department and a reconsideration requested.

Within two weeks, the department shall consider again its choice of chairperson and shall forward promptly its decision to the dean, who shall promptly review it and forward it to the Provost for review and transmission to the President. If the department has elected another person than the one originally elected, the President shall proceed as with the previous election.

If the department elects not to alter its choice, and the President still will not accept the department’s choice for chairperson, then the matter shall be submitted promptly to the Advisory Council for mediation. If mediation is unsuccessful in achieving a resolution satisfactory to both the department and the President, then the department shall conduct another election to select another person.

The department chairperson shall serve a stated term of three (3) years. Eligibility for re-election shall be determined by departmental procedures.

ARTICLE IV. ORGANIZATION OF THE FACULTY

Section 1. Faculty Officers

1) Presiding Officer. The President of the University is the chairperson of the Faculty. In his or her absence or by delegation, the Provost shall preside at meetings of the Faculty. In the absence of both the President and the Provost, the President shall designate a presiding officer.

2) Secretary to the Faculty. A member of the Faculty shall be appointed as Secretary by the President at the beginning of each fall quarter for the academic year. The Secretary shall be ex-officio the Secretary of the Senate.

The Secretary shall record all actions of the Faculty and of the Senate, and preserve and make available to members of the Faculty records of such meetings.

Section 2. Special Faculty Bodies

The various committees and bodies requisite for the work of the Faculty are listed and defined later in this document.

Section 3. Meetings of the Faculty

1) Schedule. Meetings of the Faculty may be held at any time and may be called by the President, by the Senate, or by the Secretary to the Faculty on the written request of 7.5 percent of the Faculty. No legislative action or prejudicial recommendation pertaining to any department or division shall be made at any special meeting unless the senior member or head of the department or division has been duly notified in advance of such a meeting.

2) Quorum. Ten percent of the Faculty shall constitute a quorum at regular as well as special meetings of the Faculty, providing that notice of such meetings was duly circulated to all Faculty members by the Secretary to the Faculty at least one week before the date of the Faculty meeting.

3) Rules of Procedure. Every member of the Faculty shall have a free and equal voice in its deliberations and conclusions. Any member of the Faculty may submit agenda items to the Secretary to the Faculty. To ensure proper consideration, the agenda for meetings of the Faculty shall be announced to all Faculty members at least two days in advance of the meeting. No matter concerning educational policy shall be considered at any meeting if it does not appear on the agenda, unless in the judgment of the presiding officer an emergency exists to warrant the waiving of this provision, subject to appeal.

The Secretary to the Faculty shall be responsible for prompt distribution of the minutes of all Faculty meetings to all Faculty members.

In the absence of special regulations to the contrary, Robert's Rules of Order, Revised, shall govern the procedure of all meetings of the Faculty.

A mail ballot vote of the entire Faculty shall be taken on any main motion if requested by a one-third vote of the members present.

4) Order of Business. The order of business at regular Faculty meetings shall be as follows:

- Announcement of Quorum
- Approval of the Minutes
- Announcements and Communications
- Unfinished Business
- New Business
- Reports from Officers of Administration and Committees
- Adjournment

Section 4. Faculty Committees

1) Appointment. The Committee on Committees, hereinafter described, shall appoint the members and chairpersons of all constitutional committees and ensure adequate and required divisional representation. The Committee on Committees shall make recommendations to the President concerning the membership and chairpersons of all committees established by administrative action and ensure divisional representation as appropriate.

Constitutional committees are those established under
provisions of the Faculty Constitution. Administrative committees are those established by the President and charged by him or her with a specific assignment on a continuing basis for periods of one or more years. Ad hoc and special committees may be established at any time by the Faculty, the Senate, or the President, and shall carry out specific duties and report as directed. No special committees shall be established that duplicate the work of an existing Faculty, Senate or administrative committee. The Committee on Committees shall appoint membership of special committees established by the Faculty or Senate. The Advisory Council will make recommendations of membership for ad hoc and special committees established by the President.

For the purpose of committee and Senate representation, the word “division” shall mean: each of the three academic distribution areas of the College of Liberal Arts and Sciences (Arts and Letters [CLAS-AL], Sciences [CLAS-Sci], and Social Sciences [CLAS-SS]); The School of Business [SB]; the Graduate School of Education [GSE]; the Maseeh College of Engineering and Engineering and Computer Science [MCECS], the College of the Arts [COTA], Library [LIB]; faculty in the School of Public Health whose institutional home is Portland State University [SPH]; the School of Social Work [SSW], the College of Urban and Public Affairs [CUPA], Other Instructional Faculty [OI], and All Other Faculty [AO].

The members of the Committee on Committees will normally serve two years and must be members of the Senate during their tenure as members of the Committee. The three divisions of CLAS will each appoint two members to the Committee on Committees; other other divisions will each appoint one member.

2) Committee Officers. Each committee shall have a chairperson and, optionally, a chair-elect, subject to approval by the Committee on Committees. Each committee shall be responsible for keeping minutes. In addition to designated consultants, committees may consult with any member of the University as the chair deems proper. At the discretion of the chair, committees may meet in executive session with only voting members; however, results of all deliberations shall be communicated to the designated consultants.

3) General Functions of All Committees. All committees listed herein shall have these general powers and assignments.

a) To consult with administrative officers, with the Faculty, with individuals, and with the Senate whenever pertinent information or counsel is needed.
b) To conduct their routine affairs.
c) To keep records of all meetings.
d) To prepare written reports and summaries of work and to submit them as directed.
e) To send brief annual reports to the President and Secretary to the Faculty.
f) To arrange a schedule of report presentations with the Secretary to the Faculty, so that such reports may be properly placed on the agenda.

4) Constitutional Committees and Their Functions

a) Committee on Committees. This Committee shall:

1) Appoint, on behalf of the Senate, members to all committees established by the Faculty Constitution.
2) Recommend to the President, on behalf of the Senate, names of members to serve on all committees established by administrative action.
3) Advise the Senate relative to the assignment of further duties to the committees listed below, and suggest the establishment of special Senate Faculty committees.
4) Assist committees in streamlining and delegating their tasks.
5) Report at least once each year to the Senate and President.

b) Academic Requirements Committee. This committee shall consist of seven Faculty members, selected at large, and two students. The Committee shall:

1) Develop and recommend policies regarding the admission of entering freshmen.
2) Develop and recommend policies regarding transfer credit and requirements for baccalaureate degrees.
3) Adjudicate student petitions regarding such academic regulations as credit loads, transfer credit, and graduation requirements for all undergraduate degree programs. Adjudicate student petitions regarding initial undergraduate admissions.
4) Make recommendations and propose changes in academic requirements to the Faculty Senate.
5) Report to the Senate at least once each year.
6) Act, in all matters pertaining to policy, in liaison with the chairpersons of the Scholastic Standards and Curriculum Committees, and with the chairperson of the Graduate Council.

c) Scholastic Standards Committee. This committee shall consist of ten Faculty members, selected at large, and two students. The Committee shall:

1) Develop and recommend academic standards to maintain the integrity of the undergraduate program and academic transcripts of the University.
2) Develop, maintain and implement protocols regarding academic changes to undergraduate transcripts.
3) Adjudicate undergraduate student petitions for academic reinstatement to the University.
4) Report to the Senate at least once a year.
5) Act, in all matters pertaining to policy, in liaison with the chairpersons of the Academic Requirements and Curriculum Committees, and the Graduate Council.

d) Undergraduate Curriculum Committee. This committee shall consist of six Faculty members from the College of Liberal Arts and Sciences (two from each of its divisions); one Faculty member from each of the other divisions; and two students. Consultants shall include the following or their representatives: the Provost, and the principal administrative officer with oversight of undergraduate studies, and a member of the Office of Institutional Research & Planning. The Committee shall:

1) Make recommendations, in light of existing policies and traditions, to the Senate concerning the approval of
all new courses and undergraduate programs referred to it by divisional curriculum or other committees. 

2) Coordinate with the Graduate Council to bring forward recommendations to the Senate regarding new proposals for and changes to 400/500-level courses so that decisions regarding both undergraduate and graduate credits can be made at the same Senate meeting.

3) Make recommendations to the Senate concerning substantive changes to existing programs and courses referred to it by other committees.

4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, existing undergraduate programs and courses with regard to quality and emphasis. Suggest needed undergraduate program and course changes to the various divisions and departments.

5) Develop and recommend policies concerning curriculum at the University.

6) Act, in all matters pertaining to policy, in liaison with the chairpersons of appropriate committees.

7) Suggest and refer to the Senate, after consideration by the Academic Requirements Committee, modifications in the undergraduate degree requirements.

8) Advise the Senate concerning credit values of undergraduate courses.

9) Report on its activities at least once each year to the Senate, including a list of programs and courses reviewed and approved.

e) Intercollegiate Athletics Board. This board shall be composed of five Faculty members nominated by the Committee on Committees, three students nominated by the Associated Students of Portland State University, and one member representing the public, each to be appointed by the President of the University for terms the President considers appropriate. Additionally, non-voting ex-officio members of the Board shall include the Vice President for Finance and Administration, the Director of Athletics, the Associate Director of Athletics, and the NCAA Faculty Athletics Representative. The Board shall:

1) Serve as the institutional advisory body to the President and Faculty Senate in the development of and adherence to policies and budgets governing the University's program in men’s and women’s intercollegiate athletics.

2) Report to the Faculty Senate at least once each year.

f) Library Committee. This committee shall consist of seven faculty members, and two students. The faculty members shall include at least two each from fields in: i) arts and humanities; ii) science and engineering; iii) social sciences. The Committee shall:

1) Advise the Dean of the University Library on policies concerning the library budget, collections, services, and the use of space.

2) Act as an advocate for the library on behalf of the Faculty Senate.

3) Make recommendations on the principles guiding library purchases and acquisitions according to college, school and departmental needs.

4) Act as a liaison to faculty and students.

5) Report to the Senate at least once each year.

g) Faculty Development Committee. This committee shall consist of six Faculty members from the College of Liberal Arts and Sciences (two from each of its divisions), two from the Library, and one from each of the other divisions. The Committee shall include the following or their representatives: the Provost, the Vice Provost for Academic Personnel and Leadership Development and the Vice President for Research and Strategic Partnerships. The Committee shall:

1) Establish subcommittees and working groups as needed to carry out the committee functions.

2) Establish policies, in consultation with administrative officers, as to the allotment of whatever institutional sums have been granted or appropriated for Faculty research, multi- or interdisciplinary ventures, Faculty development, Faculty improvement or evaluation of teaching and Peer Review.

3) Encourage Faculty scholarship and teaching by eliciting proposals for projects.

4) Recommend to appropriate administrative officers the distribution of institutional research funds.

5) Keep records of research fund distributions and endeavor to record their subsequent history.

6) Report to the Senate at least twice each year.

h) Graduate Council. This committee shall consist of six Faculty members from the College of Liberal Arts and Sciences (two from each of its divisions) and one from each of the other divisions and two graduate students appointed by the Associated Studies of Portland State University upon approval by the Dean of Graduate Studies Consultants shall include the following or their representatives: the Provost, the Dean of Graduate Studies, and a member of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to select appointees only from among Faculty members involved in graduate education. The Council shall:

1) Develop and recommend University policies and establish procedures and regulations for graduate studies, and adjudicate petitions regarding graduate regulations.

2) Recommend to the Faculty Senate or to its appropriate committees and to the Dean of Graduate Studies suitable policies and standards for graduate courses and programs.

3) Coordinate with the Undergraduate Curriculum Committee to bring forward recommendations to the Senate regarding new proposals for and changes to 400/500-level courses so that decisions regarding both undergraduate and graduate credits can be made at the same Senate meeting.

4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, existing graduate programs and courses with regard to quality and emphasis. Suggest needed graduate program and course changes to the various divisions and departments.
5) Advise the Senate concerning credit values of graduate courses.
6) Act in liaison with appropriate committees.
7) Report at least once a year to the Senate, including a list of programs and courses reviewed and approved.

i) General Student Affairs Committee. The membership of the General Student Affairs Committee shall be composed of five faculty members other than those who report to the Vice President for Enrollment Management and Student Affairs, and five students appointed by the Associated Students of Portland State University. The chairperson of the General Student Affairs Committee shall be chosen from the Faculty membership. Consultants shall include the Dean of Student or his/her representative. The Committee shall:

1) Serve in an advisory capacity to administrative officers on matters of student affairs, educational activities, budgets, and student discipline.

2) Have specific responsibility to review and make recommendations regarding policies related to student services, programs, and long-range planning, e.g., student employment, educational activities, counseling, health service and extracurricular programming.

3) Nominate the recipients of the Presidential Community Service Awards.

4) Report to the Senate at least once a year.

j) Budget Committee. This committee shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions) and one from each of the other divisions; the chairperson of the Education Policy Committee (or a member designated by him/her); and two students. Consultants shall include the following or their representatives: the Vice President for Finance and Administration, the Provost, and a member of the Office of Institutional Research and Planning. The chairperson of the Budget Committee (or a member designated by him/her) shall be a member of the Educational Policy Committee. The Committee shall:

1) Consult with the President and his or her designee(s) and make recommendations for the preparation of the annual and biennial budgets.

2) Consult with academic leaders of colleges/schools, Intensive English Language Program, and University Studies, and make recommendations for the preparations of their annual budgets and enrollment plans. Each Budget Committee member from one of the above listed units shall serve as liaison to his/her unit for this purpose, with other members assigned as liaisons as needed.

3) Recommend budgetary priorities.

4) Analyze budgetary implications of new academic programs or program changes through the review of a business plan that anticipates and provides for the long-term financial viability of the program, and report this to the Senate.

5) Analyze budgetary implications of the establishment, abolition, or major alteration of the structure or educational function of departments, schools, colleges, or other significant academic entities through the review of a business plan that anticipates and provides for the long-term financial viability of the unit, and report this to the Senate.

6) Consult regarding changes from budgets as prepared.

7) Review expenditures of public and grant funding as requested by the Faculty Senate.

8) Recommend to the President and to the Senate policies to be followed in implementing any declaration of financial exigency.

9) Report to the Senate at least once each year.

k) Educational Policy Committee. This committee shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions) and one from each of the other divisions; the chairperson of the Budget Committee (or a member designated by him/her); and two students (one undergraduate and one graduate). Consultants shall include the following or their representatives: the Provost, the Vice President for Research and Strategic Partnerships, and a member of the Office of Institutional Research and Planning. The chairperson (or a designated member) shall be a member of the Budget Committee. A representative from this committee shall be a consultant to the Academic Quality Committee. The Committee shall:

1) Serve as the faculty advisory body to the President and to the Faculty Senate on matters of educational policy and planning for the University.

2) Take notice of developments leading to such changes on its own initiative, with appropriate consultation with other interested faculty committees, and with timely report or recommendation to the Faculty Senate.

3) Make recommendations to the Senate concerning the approval of proposals from appropriate administrative officers or faculty committees for the establishment, abolition, or major alteration of the structure or educational function of departments, distinct programs, interdisciplinary programs, divisions, schools, colleges, centers, institutes, or other significant academic entities. All proposals must use the Process for Creation, Elimination, and Alteration of Academic Units.

4) In consultation with the appropriate Faculty committees, recommend long-range plans and priorities for the achievement of the mission of the University.

5) Undertake matters falling within its competence on either its own initiative or by referral from the President, faculty committees, or the Faculty Senate.

6) Form subcommittees as needed to carry out its work.

7) Report to the Faculty Senate at least once each term.

l) University Studies Council. This council shall consist of six faculty members from the College of Liberal Arts and Sciences (two from each of its divisions) and one from each of the other divisions; representative elected by the core University Studies Faculty, and two upper-division undergraduate students. Consultants shall include the following or their representatives: the Provost, the principal administrative officer with oversight of undergraduate studies, the Executive Director of University Studies, and
a member of the Office of Institutional Research and Planning. The Committee on Committees shall endeavor to appoint Faculty members who are involved in general education. The Council shall:

1) Develop and recommend University policies and establish procedures and regulations for University Studies.
2) Recommend to the Faculty Senate or its appropriate committees and to the Dean of Undergraduate Studies suitable policies and standards for University Studies courses and programs.
3) Coordinate with the Undergraduate Curriculum Committee to review forward recommendations to the Senate for new courses in the University Studies program.
4) Review, at its own initiative or at the request of appropriate individuals or faculty committees, all aspects of the University Studies program and its assessment, and suggest needed changes to the appropriate administrators or faculty committees.
5) Advise the Senate and its committees on all aspects of University Studies.
6) Act in liaison with appropriate committees.
7) Report at least once a year to the Senate, including a list of courses and program changes reviewed and approved.

**m) Honors Council.** This council shall consist of the following: six Faculty members from the College of Liberal Arts and Sciences (two from each of its divisions) and one from each of the other divisions; one Faculty member from the Honors College; and two upper-division undergraduate students. Consultants shall include the following or their representatives: the Provost, the principal administrative officer with oversight of undergraduate studies; the Director of the Honors College, and a member of the University Studies Council. The Committee on Committees shall endeavor to select appointees from among faculty members with an involvement in department honors tracks, department honors societies, and/or the Honors College. If possible, student members should be drawn from among students participating in the Honors College or a departmental honors track. The Council shall:

1) Develop and recommend University policies and establish general procedures and regulations for the University Honors Program and departmental honors tracks.
2) Recommend to the Faculty Senate or its appropriate committees and to the Dean of Undergraduate Studies suitable policies and standards for Honors courses, programs, and tracks.
3) Coordinate with the Undergraduate Curriculum Committee to review recommendations to the Senate for new courses in the University Honors Program and for substantive changes to the Honors Program with regard to quality and emphasis.
4) Coordinate with the Undergraduate Curriculum Committee to review recommendations to the Senate regarding the creation of new honors tracks or for changes in the requirements of existing tracks.
5) Review, at its own initiative or at the request of appropriate individuals or faculty committees, campus-wide resources, practices, and services for and practices in regard to high-achieving students, and suggest needed changes to the appropriate administrators or faculty committee.
6) Act in liaison with appropriate committees.
7) Report at least once a year to the Senate, including a list of courses and program changes reviewed and approved.

**n) University Writing Council.** This Committee shall consist of eight Faculty members, including not more than four from the College of Liberal Arts and Science, and including a representative from the Intensive English Language Program; three voting ex-officio members: the Director of Rhetoric and Composition, the University Studies Writing Coordinator, and the Director of the Writing Center; and a student member. Members will serve for two-year terms, with the possibility of continuing. The Committee shall:

1) Make recommendations to Provost and other administrators on such matters as writing placement, guidelines, and staffing for teaching writing in University Studies, writing-intensive courses, and composition courses.
2) Offer recommendations for improving writing instruction across the university.
3) Initiate assessment of the teaching and learning of writing at PSU.
4) Support training of faculty, mentors, and WIC Assistants teaching writing.
5) Advise on budgeting writing instruction.
6) Act in liaison with appropriate committees.
7) Report at least once a year to the Senate, outlining committee activities.

**o) Academic Quality Committee.** This committee shall consist of nine Faculty members from across the University and a non-voting student member. Consultants shall include representatives from the Office of Academic Affairs, the Office of Institutional Research and Planning, and the Educational Policy Committee. The committee shall:

1) Research, identify, and recommend practices that promote and sustain academic quality for faculty and students at Portland State University.
2) Conduct and review biennial surveys of faculty and students.
3) Report on issue, concerns, and potential for actionable ideas.
4) Conduct research on implementation of best practices and make recommendations to Faculty Senate.
5) Maintain a “dashboard” that evaluates progress on implementation of academic quality initiatives.
6) Report to the Faculty Senate at least once each year.
ARTICLE V. FACULTY SENATE

Section 1. Membership

1) Elected Senators. Elected members of the Senate shall be chosen from the members of the Faculty. Representation shall be proportional by the divisions defined above (Article IV, Section 4). Administrative ex-officio members, defined hereinafter (Article V, Section 2.1.3.b) shall be eligible to vote if they are members of the Faculty, but ineligible to serve as elected senators. Elected senators shall have full rights of making motions, participating in discussions, and voting.

2) Alternates. Elected members of the Senate are expected to attend its meetings regularly. However, prior to any meeting a senator may designate in writing to the Secretary to the Faculty an alternate who shall act in the senator’s absence with full rights and powers. Designation as alternate may be for a specific meeting or for a stated span of time, and may be changed by the senator’s written notification to the Secretary at any time.

3) Ex-officio Members
   a) Ex-officio members shall have rights of making motions and participating in discussion without further recognition, but not voting.
   b) Administrative ex-officio members shall be the President, the Provost, all vice presidents; all deans; the University Librarian; all vice provosts; all assistants to the President; the Secretary to the Faculty; and the Student Body President of the Associated Students of Portland State University. These administrative ex-officio members are not eligible to become elected senators, nor to be Faculty members of constitutional committees as listed above (Article IV, Section 4.4).
   b) Chairpersons of constitutional committees, members of the Advisory Council, and representatives to the Interinstitutional Faculty Senate shall be ex-officio members if they are not already elected senators.
   c) Members of Steering Committee or any other executive committee specified in the Senate’s Bylaws shall be ex-officio members if they are not already elected senators.
   e) Ex-officio members shall also include one representative who holds an appointment of less than fifty-percent full time equivalent but who otherwise meets the criteria given in Article II. Nominations (including self-nominations) for this position for the subsequent academic year may be submitted by anyone in this category to the Secretary to the Faculty by the end of winter term. From the list of nominees the Advisory Council shall, by the end of spring term, choose one ex-officio member of Faculty Senate, as well as an alternate who will serve in case a vacancy occurs during the academic year.

3) Alternates. Each elected member of the Senate is expected to attend its meetings regularly. However, before the first meeting of the fall term each senator shall designate in writing to the Secretary to the Faculty an alternate who shall serve in the senator’s absence with full rights and powers. A senator may change his or her alternate at any time by so informing the Secretary in writing. A senator who takes a leave of absence or sabbatical leave for one academic year or more, or is absent for more than three consecutive meetings must resign his or her Senate seat, which shall be filled in accordance with Section 2, Paragraph 5 of this Article.

Section 2. Election of the Senate

1) Determination of Divisional Representation. By the first Monday in March of each year, the Secretary to the Faculty, in consultation with the administrative officers of the respective divisions (see Article IV, Section 3) and under supervision of the Steering Committee, shall prepare a list of members of the Faculty in each division, based on relevant University data systems and adhering to the criteria for membership in the Faculty set forth in Article II. The Secretary shall then determine the number of senators allocated to each division, apportioning one senator for each multiple of twenty Faculty members, with an additional senator for any remainder of ten or more Faculty members. Any division with fewer than twenty Faculty members shall have one senator. A newly instituted division shall elect its senator(s) in the next regular senate election.

2) Identification of Candidates. At least eight weeks prior to the date of Senate elections, each person on the certified Faculty list shall receive an invitation to opt-in as a candidate for a Senate position. All persons whose positive opt-in is received by the Secretary to the Faculty no later than two weeks before the election will be declared candidates.

3) Election. On the last Monday in April the Secretary to the Faculty shall send ballots with the names of Senate candidates to Faculty members of the respective divisions. Each divisional Faculty member shall vote for no more than a number of candidates equal to the number of Senate vacancies occurring in his or her division for that year. The person or persons receiving the greatest number of votes shall be elected. In case of ties for the final position, run-off elections shall be held.

4) Terms and Limits of Membership. Senate members shall be chosen for three-year terms except when (1) senators are being elected to represent a newly created division, or (2) it is necessary to arrange terms so that approximately one-third of a division’s senators shall be elected each year. In these two cases, a faculty member in the said divisions receiving the largest number of votes will be elected to three-year terms, and those with the next highest number of votes will be elected to two-and one-year terms as necessary to provide that approximately one-third of the Senate shall be elected each year. The Secretary to the Faculty shall inform each division as to the number of vacancies and length of term of each position to be elected each year.

   No member shall be eligible for re-election until one year has elapsed following his or her term of office or resignation. No person shall be eligible to represent more than one division.

5) Interim Vacancies. Interim vacancies that occur in the Senate shall be filled by appointment by the Secretary to the
Faculty, who shall designate to fill the unexpired term with the non-elected candidate who in the immediate past Senate election had the greatest number of votes in the division in which the vacancy exists. An interim appointee shall be eligible for election at the end of his or her term.

Section 3. Organization of the Senate

1) Officers and Their Duties. The Senate shall choose a Presiding Officer and other officers in such manner as shall be prescribed in the Senate Bylaws.

The Secretary to the Faculty shall be the ex-officio Secretary of the Senate and shall keep all records of the deliberations and actions of the Senate for use members of the Faculty and members of the Board of Trustees. The Secretary shall make available to the Faculty within one week of a Senate meeting a summary of all actions taken by the Senate at that meeting.

2) Rules of Procedure. The Senate is empowered to make rules governing its own internal organization and procedures, subject to the following:

a) A majority of elected members of the Senate or their alternates shall constitute a quorum for transaction of business.

b) All actions or recommendations of the Senate shall be by majority vote except as specifically required elsewhere in this Constitution.

c) Voting shall be by secret ballot if requested by any five senators. If this provision is not requested, voting may be by roll-call at the discretion of the Presiding Officer.

3) Meetings of the Senate. Regular meetings shall normally be held during the academic year on the first Monday of each month at 3:00 p.m. To accommodate the academic calendar, the Presiding Officer may transfer the regular monthly meeting to another week by announcement at the beginning of the academic year. If the University is unexpectedly closed on the day of a regular meeting, it will be transferred to the next Monday (excluding holidays). If the agenda of any regular meeting is not completed, the Presiding Officer may call for an additional meeting on the following Monday. Special meetings may be held at the call of the President or upon written petition to the Secretary by any five members of the Senate.

Section 4. Authority and Functions of the Senate

1) Authority. The Senate shall be subject to the same general legal limitations as the Faculty. Its authority shall not be construed as limiting the legal right of the President, the chief administrative officer of a division, as defined for purposes of representation, or the chairperson of a department to initiate changes in educational policy, curricula, or new kinds of work. However, no curricular offerings shall be established except with the approval of the State Board of Higher Education upon recommendation of the Senate and the President.

Whenever the Senate is acting within its proper province, its actions shall be effective without approval.

2) Functions. The Senate shall:

a) Determine requirements for admissions and for degrees.

b) Act upon all new courses and curricula, changes in established curricula, and such new courses of study as involve consideration of educational policy or relations between divisions. The establishment, abolition, or major alteration of the structure or educational functions of departments or of programs which include more than one department or instructional unit of the University shall be construed as being within the meaning of this provision.

c) Receive and consider reports from faculty committees and administrative officers, and take the appropriate action therein within the scope of its authority.

d) Encourage and conduct studies on matters of University policy.

e) Make such rules and regulations as desirable to promote the interests and policies of the University.

f) Establish such committees as necessary for the conduct of its business.

g) Inform the Faculty concerning its actions and recommendations.

Section 5. Appeal

All actions of the Senate shall be subject to review by the Faculty upon written request for an appeal submitted to the President by ten percent of the members of the Faculty. This appeal shall be made within fourteen days of the posting date of the summaries of actions of the Senate. Any such action appealed shall be reviewed by the Faculty at a meeting called by the President for that purpose, after all faculty members have been given a two-week period of notice of the meeting. When a valid appeal has been filed under this section, no further action may be taken on the appealed motion of the Senate until the Faculty has acted on the appeal.

Section 6. Initiative

The Faculty may petition and secure consideration by the Senate of any appropriate matter upon written request of ten percent of its members. An item to be initiated shall be presented in writing to any member of the Senate, who shall, at the next meeting, give notice of the proposal to the Senate.

ARTICLE VI. ADVISORY COUNCIL

Section 1. Election

The Faculty shall elect, during spring term by secret ballot, three members of an Advisory Council of six members, from the membership of the Faculty other than ex-officio members of the Senate (see Article V, Section 1, Paragraph 1), with no more than four members from any single Senate division, and with no more than one member from any single department. The election shall be administered by the Secretary to the Faculty under the supervision of the Senate Steering Committee. The Secretary to the Faculty shall contact eligible members of the Faculty with the directions that any potential candidate may submit his or her name if s/he wishes to be a candidate for an Advisory Council position.

Current Advisory Council members, with the exception
Section 2. Date of Office Taking and Period of Service
All terms of office shall date from June 1, following the election of council members; each member shall serve for two years.

At the call of any two members, the new Council shall convene and elect a chair person and a secretary from its membership.

Section 3. Vacancies
Vacancies on the Advisory Council occur through voluntary resignation submitted to the President by the elected member, or by interruption of service to the Council through leave of absence or sabbatical leave for one term or more.

Vacancies occurring on the Advisory Council shall be filled through appointment by the Secretary to the Faculty, who shall designate that nominee not elected who in the immediate past Advisory Council election had the greatest number of votes. An interim appointee shall complete the regular term of office. An interim appointee having served one year or less shall be eligible for election at the end of his or her term.

Section 4. Powers and Duties
The Council shall:
1) Serve as an advisory body to the President on matters of policy.
2) Serve the President as a committee on ad hoc University-wide committees.
3) Appoint membership of hearing committees and panels as required by applicable University policies and standards.
4) Perform those duties related to constitutional amendments, as described in Article VIII.
5) Upon its own initiative or upon the initiative of a member of the Faculty, the Senate, or the administration, give advice to the President on the meaning and interpretation of this Constitution.
6) Conduct studies and make recommendations on matters of faculty welfare to be presented to the President and/or the Senate.
7) Report at least once each year to the Senate. It may report, with or without recommendation, on any legislation, or matters referred to it. This report may be unanimous or in the form of a majority and a minority report.
FUNCTIONS AND PROCEDURES OF THE FACULTY SENATE

A. BYLAWS


Article V of the Faculty Constitution describes Senate membership, election procedures, organization, authority and functions. Within certain limitations, the Senate is empowered to make rules governing its own internal organization and procedures.

Meetings

As required by the Portland State University Faculty Constitution, the Faculty Senate meets normally on the first Monday of each month during the academic year. To accommodate the academic calendar, the Presiding Officer may transfer a regular meeting to another week by announcement at the beginning of the academic year. If there is an unexpected University closure on the day of a regular meeting, the meeting shall take place on the subsequent Monday (excluding holidays). If the agenda at any regular meeting is not completed, the Presiding Officer may call for an additional meeting on the following Monday. All Faculty members may attend Senate meetings as visitors; Senators may request privilege of the floor for visitors at meetings. Special meetings during the academic year may be held at the call of the President, or upon written petition to the Secretary by any five members of the Senate. Summer meetings of the Senate may be called during the eight-week term by the Steering Committee, with at least two academic days notice being given Senators before each meeting.

Alternates

Senators may designate an alternate, empowered to act on their behalf, by notifying the Secretary in writing prior to the meeting. The designation may be for a specific meeting or for a stated span of time. Senators may change their alternate any time by written notification to the Secretary. Senators, to facilitate the holding of summer meetings, are expected also to submit names and addresses of summer alternates (as well as their own summer addresses) to the Secretary by 10 June.

Resignation

The Constitution requires that a senator who takes a leave of absence or sabbatical leave for one academic year or more, or is absent for more than three consecutive meetings must resign his or her Senate seat, which shall be filled in accordance with Article V., Section 2, paragraph 5.

Presiding Officer Elect, Presiding Officer, and Past Presiding Officer

The Senate shall elect from among its members, each year at the last regular scheduled Senate meeting of spring term, a Presiding Officer Elect for a term of one year. The previous Presiding Officer Elect shall thereupon become the Presiding Officer for a term of one year, and the previous Presiding Officer shall become the Past Presiding Officer for a term of one year.

Following nominations by voice or in writing to the Secretary, election of the Presiding Officer shall be by secret ballot. If no candidate receives a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until one candidate receives a majority of the votes cast.

The Presiding Officer Elect, Presiding Officer, and Past Presiding Officer shall be members of the Steering Committee. If they are not already elected members of the Senate, they shall be ex officio members of the Senate.

The Presiding Officer shall serve for a term of one year and chair all meetings of the Senate and its Steering Committee. After completing this term, the Presiding Officer becomes Past Presiding Officer for a term of one year. If the Presiding Officer resigns or is otherwise unable to complete the one-year term, the Presiding Officer Elect shall become Presiding Officer for the remainder of the term and continue in that position in the subsequent year.

The Presiding Officer Elect shall preside in the absence of the Presiding Officer at all meetings of the Senate and its Steering Committee and, after one year serving in that position, shall succeed as Presiding Officer. If the Presiding Officer Elect resigns or is otherwise unable to complete the one-year term, the Senate shall choose a new Presiding Officer Elect at its next regular meeting, in accordance with the procedure described above.

The Past Presiding Officer shall serve in that position for one year, after completing a one-year term as Presiding Officer.

Secretary

As provided in Article IV, Section 1.2, of the Faculty Constitution, the Secretary to the Faculty shall be ex officio Secretary of the Senate.

Steering Committee

After the election of a Presiding Officer and a Presiding Officer Elect, the Senate shall elect two of its members each year to serve two-year terms as members of the Steering Committee of the Senate. Following nominations by voice or given in writing to the Secretary elections of the two members of the Steering Committee shall be by secret ballot. If two candidates do not receive a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until two candidates receive a majority of the votes cast.

In addition to the four members each elected for two-year terms, the Steering Committee shall comprise the Presiding Officer, the Presiding Officer Elect, and the Past Presiding Officer. The Secretary to the Faculty, the Chair of the Committee on Committees, the representative from
Portland State University to the Interinstitutional Faculty Senate with the greatest seniority in that position, and the faculty member of the Portland State University Board of Trustees shall be ex-officio, non-voting members of the Steering Committee. An elected member of Steering Committee who is not already an elected member of the Senate shall be an ex-officio, non-voting member of Senate.

The Steering Committee shall meet prior to each scheduled meeting of the Senate. During the summer, the members of the Steering Committee who are on campus or in town will also be available to meet occasionally on Senate business.

The Steering Committee shall expedite the work of the Senate by:

a) Scheduling Senate action on committee work.
b) Referring problems to appropriate committees and coordinating the work of the different committees.
c) Assuring the Senate that agenda items submitted by Senate members and committees are properly prepared for Senate action.
d) Initiating motions for Senate referral to committees, or, where appropriate, for direct Senate action.
e) Making representation pursuant to Senate resolutions on educational matters and faculty interests to the State Board of Higher Education and other national, state and local government bodies. (In cases of urgency and in the absence of a Senate resolution on a policy matter at issue, the Steering Committee may make representations in the name of the Steering Committee.)

Agenda

The Constitution empowers the Senate to establish its own rules governing its agenda. Items may be placed on the Senate agenda as follows:

a) By the Presiding Officer at his or her discretion. Ordinarily the Presiding Officer will not place matters on the agenda which should have been brought before the Senate through routine means. The Presiding Officer’s prerogative in the matter is reserved for extraordinary circumstances which might require admission of unforeseeable matters to the agenda. It is not the normal function of the Presiding Officer to initiate Senate business or to relieve the Senate members from their obligations to present materials well in advance and after careful consideration. Senate members must conform to agenda rules in order to avail the body’s full membership of access to all details of proposals and motions sufficiently in advance to permit careful deliberation and consideration.
b) By notice of any member of the Senate in open meeting, providing that any two other members concur. This notice will appear in the minutes of the meeting which will be published by the Secretary.
c) By written notice of the chairperson of a faculty committee delivered to the Secretary by 12:00 noon seven calendar days after the prior Senate meeting, or after summer break, 14 calendar days before the meeting.
d) By action of the Steering Committee in accordance with its functions given above.

The agenda for special meetings will be published with the call for the meeting.

Except by a two-thirds majority of the voting members present, motions may be made and votes taken only on those subjects listed on the agenda for the meeting.

In general, the Senate meeting agenda will be constituted with these elements:

a) Roll, Approval of Minutes of Preceding Meeting, and Approval of Consent Agenda
b) Announcements
c) Discussion Item (optional)
d) Unfinished Business
e) New Business
f) Question Period
   1) Questions for Administrators
   2) Questions for the Presiding Officer
g) Reports from Officers of Administration and Committees
h) Adjournment

Meeting Materials

At least one week before each regular Senate meeting, a packet of materials containing the full agenda and relevant supporting documents shall be distributed to senators and ex-officio members, and posted on-line. Electronic copies of all Senate proceedings are posted at www.pdx.edu/faculty-senate.

Question Period

The Senate has adopted the following rules for this portion of the question period involving administrators:

a) Questions for administrators must be submitted to the Secretary to the Faculty by 12 noon on Monday one week preceding the Senate meeting.
b) Questions should be designated for a particular officer of the University who is an administrative ex-officio member of the Senate (viz., President, Vice President, Assistant to the President, Provost, Vice Provost, or Dean) who is responsible for the policy or action at issue.

If the senator drafting the question is uncertain to whom it should be directed, the Secretary will be available to help the senator make that designation.
c) Questions shall be clearly framed and focused on a single issue.
d) Supplementary questions must be directly related to the original question. The Senator drafting the original questions will be given the first opportunity to ask a supplementary question. Equity and Robert's Rules, however, demand that other Senators have a chance to put supplementary questions before anyone has a second chance to do so.
e) The question period in any one Senate session will be allotted one-half hour on the agenda, with any additional time being at the discretion of the Presiding Officer.
Division Caucuses

When a division has an opening on the Committee on Committees, the division shall caucus to elect its representative(s). The meeting will be called by the Secretary to the Faculty. The outgoing member of the Committee on Committees or, in the absence of that person, the senior senator from the division, shall serve as chair of the caucus. Normally, the caucus will take place at the June Senate meeting to select Committee on Committee member(s) for the subsequent year; however, when a mid-term vacancy occurs, a caucus will be called at that time. Within three days after the caucus, the chair of the caucus shall report in writing to the Secretary to the Faculty of the chosen Committee on Committees member(s), along with the names of those present at the meeting.

B. SCHEDULE OF SENATE MEETINGS, 2018-19

Regular Senate meetings are normally scheduled in Cramer Hall 53 at 3:00 p.m. on the first Monday of each month during the academic year. If necessary given the volume of business, the Senate will continue meeting on the second Monday of the month (or if that is a holiday, the third Monday). The dates are as follows:

1 & 8 October 2018
5 & 19 November 2018
3 & 10 December 2018
7 & 14 January 2019
4 & 11 February 2019
4 & 11 March 2019
1 & 8 April 2019
6 & 13 May 2019
3 & 10 June 2019

C. SUBMITTING PROPOSALS AND REPORTS

Persons wishing to bring business before the Senate should contact the Presiding Officer or Secretary to the Faculty no later than the Friday after a regular Senate meeting for inclusion in the agenda at the next Senate meeting, and be available to meet with Steering Committee on the Monday following the regular Senate meeting (generally the second Monday of the month).

Chairs of constitutional committees and groups of senators wishing to place items on the Senate agenda in accordance with the Bylaws are strongly encouraged to follow the above procedure, but may submit agenda items up to the Monday two weeks prior to the Senate meeting.

When an agenda item involves a proposed motion or resolution, it is strongly encouraged that the anticipated motion or resolution also be submitted in writing following the above procedure. In any event, all motions and resolutions to be voted on by Senate must be submitted in writing, whether in advance of the meeting or from the floor.

Committee chairs and other persons submitting reports should give notice of this to the Presiding Officer or Secretary to the Faculty no later than the Friday after a regular Senate meeting for inclusion on the agenda at the next Senate meeting. If the report is to be included on the consent agenda, a written draft for review by Steering Committee should also be submitted by this deadline.

Final version of all materials (agenda items, motions, reports, supporting documents) must be received by the Secretary to the Faculty, in electronic .doc, .docx, or .pdf format, no later than 5:00 p.m. on the Monday two weeks prior to the Senate meeting. If the Secretary does not receive the material by this deadline, the corresponding item may, at the discretion of the Presiding Officer, be struck from the agenda of the meeting.

Preparation of committee reports and proposals for inclusion in the Senate packet is the responsibility of the chairperson of the committee.
<table>
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<tr>
<th>Submit draft for Steering Committee</th>
<th>Submit final report for packet</th>
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**Annual Reports:**
- Academic Requirements Council
- Academic Quality Committee
- Advisory Council
- Graduate Council
- Undergraduate Curriculum Committee
PORTLAND STATE UNIVERSITY FACULTY SENATE, 2018-19

STEERING COMMITTEE
Thomas Luckett, Presiding Officer
Michael Clark, Past Presiding Officer • Isabel Jaen Portillo, Presiding Officer Elect


Ex Officio: Maude Hines, Faculty member of Board of Trustees • Susan Lindsay, Co-Chair of Committee on Committees
Candyce Reynolds, senior IFS rep. (until Dec.); Michael Clark (from Jan.) • Richard Beyler, Secretary to the Faculty

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<td>*Mathwick, Charla SB 2019</td>
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<tr>
<td>Sorensen, Tichelle SB 2019</td>
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<thead>
<tr>
<th>School of Public Health (2)</th>
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<tbody>
<tr>
<td>McBride, Leslie CH 2021</td>
</tr>
<tr>
<td>†Messer, Lynne CH 2019</td>
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<tr>
<th>School of Social Work (4)</th>
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<tbody>
<tr>
<td>Bryson, Stephanie SSW 2020</td>
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<tr>
<td>†Cunningham, Miranda SSW 2020</td>
</tr>
<tr>
<td>*Martinez Thompson, Michele SSW 2019</td>
</tr>
<tr>
<td>May, Edward SSW 2021</td>
</tr>
</tbody>
</table>

* Interim appointment
† Member of Committee on Committees

* Senators beginning their terms in italics

Date: 21 September 2018
EX-OFFICIO MEMBERS OF THE FACULTY SENATE, 2018-19

Alexander, Michael  
Interim Vice President for Global Diversity and Inclusion
Allen, Clifford  
Dean, The School of Business
Baccar, Cindy*  
Advisory Council (2018-20)
Baldaras-Villegrana, Luis  
President, ASPSU
Bangsberg, David  
Dean, OHSU-PSU Joint School of Public Health
Beyler, Richard  
Secretary to the Faculty
Bielavitz, Thomas  
Interim Dean, University Library
Boldt, William  
President, PSU Foundation
Boyce, Steven  
Co-Chair, Budget Committee
Bynum, Leroy, Jr.  
Dean, College of the Arts
Carpenter, Rowanna*  
Steering Committee (2018-20) & Advisory Council (2017-19)
Chabon, Shelly  
Vice Provost for Academic Personnel and Leadership Development
Chang, Heejun  
Co-Chair, Budget Committee
Cherner, Todd  
Co-Chair, Faculty Development Committee
Clark, Michael  
Past Officer & Interinstitutional Faculty Senate (Jan. 2017-Dec. 2019)
Coleman, Cornelia  
Chair, Honors Council
Corsi, Richard  
Dean, Maseeh College of Engineering & Computer Science
Davidova, Evguenia  
Chair, University Studies Council
Davis, Lois  
Chief of Staff & Vice President for Public Affairs
Dolidon, Annabelle*  
Steering Committee (2017-19)
Duh, Geoffrey  
Chair, Academic Requirements Committee
Greco, Gina*  
Advisory Council (2018-20)
Hansen, David*  
Co-Chair, Educational Policy Committee & Advisory Council (2018-20)
Harrison, Paloma  
Chair, Scholastic Standards Committee
Hendricks, Arthur  
Co-Chair, Educational Policy Committee
Hines, Maude  
Faculty member, Board of Trustees
Jaén Portillo, Isabel  
Presiding Officer Elect
Jeffords, Susan  
Provost & Vice President for Academic Affairs
Jhaj, Sukhwant  
Ketcheson, Kathi  
Co-Chair, Faculty Development Committee
Kennedy, Karen  
Steering Committee (2017-19)
Kirtley, Susan  
Chair, University Writing Council
Lafferriere, Gerardo  
Advisory Council (2017-19)
Lindsay, Susan*  
Chair, Committee on Committees
Luckett, Thomas*  
Presiding Officer
Lynn, Marvin  
Dean, Graduate School of Education
Maier, David  
Advisory Council (2017-19)
McBride, Leslie*  
Interinstitutional Faculty Senate (Jan. 2019-Dec. 2021)
McLellan, Mark  
Vice President for Research
Merrow, Kathleen  
Chair, Academic Quality Committee
Millay, Lea  
Chair, Library Committee
Nissen, Laura  
Dean, School of Social Work
O’Banion, Liane*  
Steering Committee (2018-20)
Percy, Stephen  
Dean, College of Urban and Public Affairs
Popp, Karen  
Interinstitutional Faculty Senate (Jan. 2018-Dec. 2020)
Reynolds, Candyce*  
Interinstitutional Faculty Senate (Jan. 2016-Dec. 2018)
Reynolds, Kevin  
Vice President for Finance and Administration
Shoureshi, Rahmat  
President
Toppe, Michele  
Vice Provost for Student Affairs
Woods, Mark  
Chair, Graduate Council
Wooster, Rossitza  
Dean of Graduate Studies
TBD  
Dean, College of Liberal Arts and Sciences
TBD  
Chair, General Student Affairs Committee
TBD  
Chair, Intercollegiate Athletics Board

* Also an elected senator • Administrative members in italics • Date: 25 September 2018
Faculty governance committees at Portland State are established either by the Faculty Constitution or by administrative action. (See the Faculty Constitution, Section 4 of Article IV, for additional general information on constitutional committees.) This Directory includes both constitutional and administrative committees that are regular or standing committees. It does not include ad hoc committees which may be established from time to time to serve particular limited functions.

During academic years 1974-75 and 1987-88 the Constitution was amended so that the Committee on Committees takes responsibility for appointing members for all constitutional committees, and nominating members for administrative committees unless otherwise stated. As an aid to securing interested and appropriate nominees, the Faculty Committee Preference Survey is distributed annually to all members of the Faculty to enable them to indicate those committees on which they would like to serve.

From time to time university committees may have matters they wish to bring before the Faculty Senate. Also, all constitutional committees (and some administrative committees) are required to make annual reports to that group. The process for placing items on the Senate agenda and annual reporting dates for committees are discussed in Procedures of the Faculty Senate, above. It should be noted that when written reports, whether special or annual, are to be made to the Senate, it is the responsibility of the committee chairperson to submit copies of the committee report to the Secretary to the Faculty for inclusion in the Senate packet as well as to arrange to meet with the members of the Senate Steering Committee prior to the Senate meeting.

Guidelines for Constitutional Committees

**Guidelines for Constitutional Committees**, adopted by the Faculty Senate on 5 April 1971, are as follows:

The following recommendations are intended to be general, helpful guidelines, whose application in each committee is to be broadened or narrowed or otherwise varied according to that committee’s particular needs and best judgment.

**Committee Size.** Small committees are preferable, since that tends to speed up the process, but for reasons of adequate representation, large ones can become necessary. Workloads, however, may make subcommittees desirable.

**Chairperson.** The chairperson’s chief function will be to bring out opinions by questioning, and then to develop a consensus statement. Formal votes need not be taken for every decision. The chairperson will ensure that the committee will establish working procedures, including agreement on a ‘quorum’ and selection of a secretary to draft the decision statements and the working preliminary, and final reports. These should be presented in the agenda in print, so they can be discussed, amended, polished, and approved. Work will be facilitated if the chairperson will see that the agenda include as many preliminary decision statements as possible in the form of working drafts. At his or her discretion, the chairperson may call meetings of voting members in executive session.

**Secretary.** The secretary will arrange meetings and schedule them at a time acceptable to all, if possible. He or she should notify all committee members of meetings. The minutes of each meeting should include a complete record of all decisions taken, not of the discussions and varied views expressed during the meeting. These minutes should be distributed to committee members and also made available to other members of the University community who may be interested in the decisions, which in many cases will include the dean of colleges and schools.

**All Members.** Committee members represent the colleges and schools, the student body, and the Faculty in general as they participate in the decisions and actions of the constitutional committees.

Circumstances sometimes arise which make it impossible for a person to discharge his or her responsibilities as a member of his or her committee. For example, increased commitments cause a member to be regularly unable to attend meetings; this means that his and her area and his or her colleagues are unrepresented in that committee.

It is recommended, when a committee member finds himself or herself unable to serve effectively for any reason, that s/he consider resigning from that committee. Official resignation consists of written notice to the chair of the committee in question and to the Secretary to the Faculty.

**Reports.** The committee’s reports, although typically written by the chairperson, should represent committee consensus and should be prepared in time to allow committee consideration. When there is a division of opinion, the report should indicate the lack of consensus. If there is a strong division of opinion, the report should make room for a minority opinion, or at least be prepared in time for the minority to present its report at the same time as the committee report.

Constitutional committees are indicated by green headers.
An advisory committee established by administrative action in March 2006.

ACADEMIC ADVISING COUNCIL

The Academic Advising Council promotes a positive and productive advising environment. Members review the current status of advising and make recommendations on policies and processes on academic advising campus-wide. Members are nominated by the Vice President for Academic Innovation, Planning, and Partnerships in consultation with the Committee on Committees. The council is scheduled to make its annual report to the Senate on 1 April 2019.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Carla Harcleroad

Members:
- Briana Avery, HON (2018)
- Matt Carlson, CLAS (2018)
- Jones Estes, UNST (2016)
- Darrell Grant, COTA (2014)
- Karen Haley, GSE (2016)
- Carla Harcleroad, ACS (2016)
- Kara Hayes, OAA (2017)
- Becki Ingersoll, ACS (2015)
- Marlon Marion, DMSS (2014)
- Michele Miller, OIA (2018)
- Andrew Rice, CLAS (2014)
- Mary Vance, ACS (2016)
- Ilka Bailey, Business (2018)
- Elizabeth Benner, Health, Science, & the Earth (2016)
- Kate Constable, Society & Identity (2014)
- Shayna Snyder, Language, Culture & Meaning (2018)

Ex-officio:
- Cindy Baccar, REG
- Michael Brown, TLS
- Amanda Nguyen, FAO

Student: ____________
Consultant: David Burgess, OIRP

A hearing and appeals committee established by administrative action.

ACADEMIC APPEALS BOARD

The Academic Appeals Board hears appeals from students who claim to have received prejudiced or capricious academic evaluation and makes recommendations on cases to the Provost. Nominations for faculty membership are made by the Dean of Students.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Edward Higgins

Faculty (6):
- Deborah Arthur, UNST (2015)
- Kate Constable, SSW (2015)
- Edward Higgins, MUS (2013)
- Carol Holdt, SOC (2013)
- Anmarie Trimble, UNST (2013)

Alternates (2):
- Cindy Baccar, REG (2013)
- John Eckroth, SB (2016)

Students (3):
- ____________
- ____________
- ____________

Consultants: Michele Toppe, Dean of Student Life
- ____________, Vice Pres. for Student Affairs

An information sheet outlining the necessary information for inclusion in the student’s letter is available in the Office of Student Affairs, SMSU 433.

www.pdx.edu/faculty-senate/academic-appeals-board
An advisory committee established by administrative action.

ACADEMIC COMPUTING AND INFORMATION TECHNOLOGIES ADVISORY COUNCIL

The Academic Computing and Information Technologies Advisory Council provides academic input, advice, and perspectives and feedback to the Information Technology Advisory Committee, a committee established by the President. The mission of the council is to promote greater academic input and feedback on educational technology planning, policies, and project portfolios.

Terms are for two academic years, with possibility of reappointment.

Start of service in parentheses.

Chair: Anne McClanan

Faculty: Wu-Chang Feng, CMP (2016)
Marie Lewandowski, OAI (2016)
Anne McClanan, ART (2015)
Kimberly Pendell, LIB (2016)
Samuel Sennott, SPED (2013)
Steve Thorne, WLL (2012)
Rachel Webb, MTH (2017)
Aaron Whelton, ARC (2017)

Students (2):

Consultants: Molly Griffith, Assoc. Dir., OAI
Johannes de Gruyer, Exec. Dir., OAI
Jerrad Thomas, Dir. User Support Svc., OIT

Established by the Faculty Constitution. See Article IV, Section 4.o.

ACADEMIC QUALITY COMMITTEE

The Academic Quality Committee identifies and recommends practices that promote and sustain academic quality at PSU by surveying faculty and students, researching best practices, reporting on actionable ideas, and evaluating progress on the implementation of academic quality initiatives. The committee is scheduled to make its annual report to the Faculty Senate on 3 June 2019.

Members to serve 2018-19 academic year. Start of service in parentheses.

Chair: Kathleen Merrow

Faculty: William Comer, ENG (2018)
Abel de la Cruz, ACS (2018)
Cassio de Oliveira, WLL (2018)
Sahan Dissanayake, ECN (2018)
Jones Estes, UNST (2016)
Karla Fant, CMP (2018)
Linda George, ESM (2016)
Kathleen Merrow, HON (2017)
Candycse Reynolds, ELP (2018)

Student: ____________

Consultants: Kathi Ketcheson, OIRP representative
______________, EPC representative
______________, OAA representative

www.pdx.edu/faculty-senate/academic-quality-committee

www.pdx.edu/faculty-senate/academic-computing-and-information-technologies-advisory-council
ACADEMIC REQUIREMENTS COMMITTEE

The Academic Requirements Committee develops and recommends policies on admission and transfer credits, and adjudicates student petitions about baccalaureate requirements, credit loads, and transfer credits. The ARC is scheduled to make its annual report to the Faculty Senate on 3 June 2019.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Geoffrey Duh

Faculty (7): Geoffrey Duh, GGR (2015)
Marie Fiorillo, ACS (COTA) (2015)
Debra Lindberg, CCJ (2015)
Laura Marsh, ACS (CLAS-Sci) (2016)
DeLys Ostlund, WLL (2016)
Vicki Reitenauer, WGSS (2017)
Ashley Storey, ACS (SB) (2018)

Students (2): Santiago Velasco Lopez

Consultants: Becki Ingersoll, Interim Dir., ACS
Nick Matlick, Asst. Registrar

Petitions: www.pdx.edu/registration/petitions

Information also available in Neuberger Hall Lobby.
www.pdx.edu/faculty-senate/academic-requirements-committee

ACCESSIBILITY COMMITTEE

The Accessibility Committee addresses the broad range of issues that affect individuals with disabilities (e.g. facilities, classroom accommodation, technology, parking, and safety). This is a standing committee composed of members from offices responsible for ensuring compliance with University policies related to individuals with disabilities and representatives from groups affected by these policies.

Members to serve 2018-19 academic year.

Co-chairs: Julie Caron, Jen Dugger, & Sarah Kenney

Members:
Jen Armbruster, REC
Eric Bercegeay, UCOMM
Erica Bestpitch, WRC
Greg Blakemore, PHL
Michele Bromley, DRC
Julie Caron, GDI
Julieta Castro, ASPSU rep.
Justin Coleman, WLL (ASL)
Jen Dugger, DRC
Heather Goah, SHAC
Gerald Gotschall, CAP
Molly Gunderson, LIB
Yesenia Gutierrez, GDI
Jewls Harris, DRC
Samantha Johns, OAI
Sarah Kenney, FADM
Karen Kraus, HR
Holly Lawson, SPED
Adam Lutzow, REG
Janelle Mesa
Eric Nambo, OIT
Liane O’Banion, TLC
Brian Paez, DOS
Courtney Shiroma, HOU
Haruna Suwa
Caitlin Sweeney, ACS
Donnell Tanksley, CPSO
Jerrod Thomas, OIT

www.pdx.edu/accessibility/accessibility-committee
ADVISORY COUNCIL

The Advisory Council advises the President on matters of policy and interpretation of the Faculty Constitution. The council is scheduled to make its annual report to the Faculty Senate on 3 June 2019.

Members are elected by the faculty for a term of two academic years. Term in parentheses.

Chair: __________

Faculty (6):
- Cindy Baccar, REG (2018-20)
- Rowanna Carpenter, UNST (2017-19)
- Gina Greco, WLL (2018-20)
- David Hansen, (2018-20)
- Gerardo Lafferriere, MTH (2017-19)
- David Maier, CMP (2017-19)

www.pdx.edu/faculty-senate/advisory-council

BUDGET COMMITTEE

The Budget Committee serves as a conduit between the faculty and the administration regarding budgetary issues; and provides input to the Office of Academic Affairs and the deans regarding proposed academic budgets. Members meet with their respective deans regarding their college/school’s budget. The Chair of BC serves on the Educational Policy Committee. BC makes quarterly reports to the Faculty Senate.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Co-Chairs: Steven Boyce, Heejun Chang

Faculty
- AO: Aimee Shattuck, SALP (2018)
- CLAS-AL: Eva Núñez, WLL (2011)
- CLAS-Sci: Steven Boyce, MTH (2017)
- Mitchell Cruzan, BIO (2013)
- CLAS-SS: Heejun Chang, GGR (2016)
- Chia Yin Hsu, HST (2016)
- CUPA: Melody Valdini, PS (2017)
- GSE: __________
- LIB: Michael Bowman (2011)
- MCECS: Derek Treheway, MME (2016)
- OI: Brenda Glascott, HON (2017)
- SBA: David Hansen (2011)
- SPH: Bradley Wipfli (2018)
- SSW: Sam Gioia (2017)
- Ex officio: Arthur Hendricks, Co-chair, EPC

Students (2): __________

Consultants: Susan Jeffords, Provost
- Sukhwant Jhaj, Vice Pres. for Academic Innovation, Planning, and Partnerships
- Kathi Ketcheson, Director, OIRP
- Kevin Reynolds, Vice Pres. for Finance and Administration

www.pdx.edu/faculty-senate/budget-committee
An advisory committee established by legislative act, OAR 437, Division 40.

CAMPUS SAFETY COMMITTEE

The Campus Safety Committee is responsible for recommendations to management regarding employee safety and health. The committee reviews the university loss record, investigates accidents, inspects university facilities for safety deficiencies and makes recommendations on corrective action to be taken. By law, this committee is made up of an equal number of management and employee representatives and meets on a monthly basis. The Chair and Secretary are selected by the committee members at the first meeting.

Members to serve 2018-19 academic year.

Chair: Carey Gibbar

Members: Todd Bauch, REC
         Tom Bennett, CEE
         Kale Clauson, ESM
         Peter Dusicka, CEE
         Carey Gibbar, FPM
         Erica Hunsberger, EHS
         Martha Ketcham, OIA
         Karen Kraus, HR
         Aaron Landreth, OIT
         Jeffrey Rook, Dir., EHS
         Jeffrey Smith, DMSS
         Karin Waller, OIA
         Craig Whitten, CPSS
         Jenna Wilson, AUX
         Carith Wiseman, GSE

Consultant: Gabrielle Cooper, EHS

www.pdx.edu/safetycommittee

An advisory committee established by administrative action.

CHEMICAL HYGIENE & LABORATORY SAFETY COMMITTEE

The Chemical Hygiene & Laboratory Safety Committee ensures the use of chemicals will not adversely affect the health, safety, and well-being of students, staff, visitors, neighbors and the environment. The Committee reviews the technical, environmental, and safety aspects of all research proposals involving the use of hazardous chemicals in order to support safe laboratory environments. The Committee, along with the EHS office, provides expert advice on issues related to the implementation of the Chemical Hygiene Plan, and other agency rules and guidelines, with the goal of having a chemical and environmental safety program that encourages best laboratory practices and satisfies federal, state, and local laws and regulations.

Members to serve 2018-19 academic year.

Chair: Mark Woods

Members

Faculty: Daniel Ballhorn, BIO
         Sarah Eppley, BIO
         Elliott Gall, MME
         Andre La Rosa, PHY
         Jennifer Morse, ESM
         James Pankow, CEE
         David Stuart, CHE
         Mark Woods, CHE

Staff: Sarah Bartlett, CHE
      Kale Clauson, CHE
      Kirk Fisher, CHE
      Alexandra Franco, GLG
      Nic Meier, CHE
      Xavier Oberlander, ART
      Mike Wendel, BIO

Student: Nathan Jansen, MME

Consultants: Lindsay Henderson, Lab. Safety Spec., EHS
             Scott Jaqua, Asst. Dir., EHS
             Comedy Millar, ORI

sites.google.com/a/pdx.edu/research/integrity/chemical-safety
An advisory committee established by the HGCDC Charter Article VII.

CHILD DEVELOPMENT ADVISORY BOARD

The Child Development Advisory Board advises on policy matters related to the programs, such as guidelines on ethical standards for research on children, staffing, budgeting, parent fee schedules, etc. It is composed of four members of the PSU Faculty nominated by the Committee on Committees, one each from Education, Social Work, Psychology, and one at large. It also includes four members nominated by parents from HGCDC and two members nominated by ASPSU, and one member from the community who has expertise in the area of child development. Members may be reappointed.

Membership for 2018-19 TBD.
Chair: Jana Meinhold, SSW
Members: ___________

www.pdx.edu/faculty-senate/child-development-advisory-board

COMMITTEE ON COMMITTEES

The Committee on Committees is scheduled to make its annual report to the Faculty Senate on 2 October 2017. The Chair of the Committee on Committees serves as an ex-officio, non-voting member of the Faculty Senate Steering Committee.

Members are elected for a term of two academic years (unless their Senate term ends during that time) by divisional caucus at the June Faculty Senate meeting. Term in parentheses.

Co-Chairs: Karen Karavanic, Susan Lindsay
Faculty
AO: Nick Matlick, REG (2018-20)
COTA: Karin Magaldi, THTR (2018-20)
CLAS-AL: Susan Reese, ENG (2018-19)
Suwako Watanabe, WLL (2017-19)
CLAS-Sci: Drake Mitchell, PHY (2017-19)
Jeanette Palmiter, MTH (2017-19)
CLAS-SS: Sri Craven, WGSS (2018-20)
Claudia Meyer, SPHR (2018-20)
CUPA: ___________
GSE: Candyce Reynolds, ELP (2017-19)
LIB: Jill Emery (2017-20)
OI: Susan Lindsay, IELP (2017-19)
MCECS: Karen Karavanic, CMP (2017-19)
SB: Michael Dimond (2017-19)
SPH: Lynne Messer, CH (2018-19)
SSW: Miranda Cunningham (2017-19)

www.pdx.edu/faculty-senate/committee-on-committees
A hearing and appeals committee established by administrative action.

**DEADLINE APPEALS BOARD**

The **Deadline Appeals Board** reviews and rules on petitions by students seeking relief from published deadlines.

Members to serve 2018-19 academic year.

Start of service in parentheses.

Co-Chairs: Regina Arellano, Jane Mercer

Members: Regina Arellano, ACS (2013)

Edgar Barrera, ACS (2018)

Christine Igarta, OIA (2018)

Linda Liu, DMSS (2016)

Jane Mercer, CH (2014)

Wade Nacinovich, FAO (2015)

Heather Petzold, UNST (2011)

Leena Shrestha, ACS (2012)

**Deadline appeals petition information and are available online.** Information and forms also available at Registration, Neuberger Hall lobby.

[www.pdx.edu/faculty-senate/deadline-appeals-board](http://www.pdx.edu/faculty-senate/deadline-appeals-board)

An advisory committee established by administrative action.

**DIVERSITY ACTION COUNCIL**

The **Diversity Action Council** is commissioned by the President and the Vice President for Global Diversity and Inclusion. It comprises several committees for various projects and initiatives; DAC members each serve on one or more of these committees. The Council works with the VP for GD&I to foster equity and social justice by guiding PSU programs, policies, and decision making so that the University works in conjunction with its diverse constituents.

Committees and Chairs for 2018-19:

- **Culture & Climate – Curriculum & Pedagogy**
  Co-chairs: Lisa Grady-Willis, GDI; Laura Nissen, SSW

- **Culture & Climate – Workshops & Annual Symposium**
  Co-chairs: Lisa Grady-Willis, GDI; Sarah Johnston, HR

Culture & Climate – Co-Curriculum

Chair: Eunice Makinde, SB

Recruitment & Retention of Diverse Students

Chair: Virginia Luka, SALP

Recruitment & Retention of Diverse Faculty

Co-Chairs: Julie Caron, GDI; Stephen Percy, CUPA

Recruitment & Retention of Diverse Staff

Co-Chairs: Mauryn Cisneros, SSW; Yesenia Gutierrez, GDI

DAC Communications

Chair: Amanda Wolf, CSO

President’s Diversity Mini-Grants Selection Subcomm.

Chair: Patrick Villaflor, GDI

President’s Diversity Awards Ceremony Plng. Subcomm.

Chair: Patrick Villaflor, GDI

President’s Diversity Awards Selection Subcomm.

Chair: Patrick Villaflor, GDI

[www.pdx.edu/diversity/dac](http://www.pdx.edu/diversity/dac)
EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee tracks significant developments bearing on educational policy and planning, and makes recommendations to the Faculty Senate; and evaluates, and makes recommendations to the Faculty Senate, regarding proposals for the creation, major alteration, or abolition of academic units. The Chair of the serves on the Budget Committee. The EPC is scheduled to make quarterly reports to the Faculty Senate.

Members to serve 2018-19 academic year. Start of service in parentheses.
Co-Chairs: David Hansen & Arthur Hendricks
Faculty
AO: Cynthia Baccar, REG (2016)
CLAS-AL: Alex Sager, PHL (2017)
Ralf Widenhorn, PHY (2017)
CLAS-SS: Hyeyoung Woo, SOC (2017)
CUPA: Leopoldo Rodriguez, IGS (2017)
GSE: Todd Cherner (2016)
MCECS: Hormoz Zareh, MME (2016)
LIB: Sarah Beasley (2016)
OI: Rowanna Carpenter, UNST (2015)
SB: David Hansen (2018)
SPH: Lynne Messer, CH (2018)
SSW: Thomas Keller (2017)
Ex officio: Heejun Chang, Budget Committee rep.
Students (2):

www.pdx.edu/faculty-senate/educational-policy-committee

FACULTY DEVELOPMENT COMMITTEE

The Faculty Development Committee reviews proposals and makes recommendations to the Provost on awards to faculty, including those of the Research and Scholarship and Institutional Career Support-Peer Review Programs. The Faculty Development Committee is scheduled to report to the Faculty Senate on 4 February 2019 and 3 June 2019.

Members to serve 2018-19 academic year. Consecutive service in parentheses.
Co-chairs: Todd Cherner, Kathi Ketcheson
Faculty
AO: Kathi Ketcheson, OIRP (2011)
CLAS-AL: Anoop Mirpuri, ENG (2017)
Angela Zagarella, WLL (2014)
CLAS-Sci: Christopher Butenhoff, PHY (2017)
Bruno Jedynak, MTH (2016)
CLAS-SS: Gerasimos Fergadiotis, SPHR (2016)
Marc Rodriguez, HST (2018)
CUPA: John Gallup, ECN (2017)
GSE: Todd Cherner (2016)
LIB: Sarah Beasley (2016)
MCECS: Chien Wern, MME (2017)
OI: Regina Weaver, IELP (2016)
SB: Berrin Erdogan (2012)
SPH: Julia Goodman, HSM (2016)
SSW: Thomas Keller (2017)
Consultants: Shelly Chabon, Vice Prov. for Academic Personnel & Leadership Development
Susan Jeffords, Provost
Mark McLellan, Vice Pres. for Research

www.pdx.edu/faculty-senate/faculty-development-committee
GENERAL STUDENT AFFAIRS COMMITTEE

The General Student Affairs Committee advises administrative officers on matters of student affairs, educational activities, budgets, and student discipline; reviews and makes recommendations regarding policies related to student services and programs, e.g., student employment, counseling, health service, and extra-curricular programming; and nominates recipients of the Presidential Community Service Awards. The GSAC is scheduled to make its annual report to the Faculty Senate on 6 May 2019.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: ____________

Faculty: Joshua Epstein, ENG (2018)
Erik Geschke, ART (2013)
Melinda Holtzman, ECE (2018)
Christopher Skinner, ADM (2018)
Ryan Wagner, ACS (2017)
__________

Students: ____________
__________
__________
__________

www.pdx.edu/faculty-senate/general-student-affairs-committee

GRADUATE COUNCIL

The Graduate Council reviews proposals for new and changed graduate courses and programs; develops and recommends University policies, procedures, and regulations for graduate programs; reviews existing graduate programs and courses with regard to quality and emphasis; and adjudicates petitions regarding graduate regulations. The council is scheduled to make its annual report to the Faculty Senate on 3 June 2019.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Mark Woods

Faculty
AO: Darcy Kramer, DRC (2016)
CLAS-AL: Jon Holt, WLL (2016)
CUPA: Connie Ozawa, USP (2016)
GSE: Michael Smith, ELP (2017)
LIB: Jill Emery (2017)
MCECS: Chien Wern, MME (2016)
OI: Linnea Spitzer, IELP (2017)
SB: Jeanne Enders (2018)
SPH: Rachael Godlove (2017)
SSW: Ericka Kimball (2018)

Students: ____________

Consultants: Courtney Hanson, Dir. of Grad. Services
Beth Holmes, OGS representative
Rossitza Wooster, Dean of Graduate Studies

www.pdx.edu/faculty-senate/graduate-council
GRADUATION PROGRAM BOARD

The Graduation Program Board advises the President, Provost, and the Commencement Coordinator on policy and planning for University graduation ceremonies. Members to serve a term of three years. Start of service in parentheses.

Chair: Cynthia Mohr
Faculty
AO: Regina Arellano, ACS (2014)
COTA: Karin Magaldi, THTR (2017)
CLAS-AL: Eva Núñez, WLL (2017)
CLAS-SS: Cynthia Mohr, PSY (2016)
CUPA: Chris Shortell, PS (2017)
GSE: Tina Anctil, COU (2018)
MCECS: Jim Hook, CMP (2017)
SB: 
SPH: Sherril Gelmon, CH (2014)
SSW: Keva Miller (2018)
Alumni: 
Students (2): 
Consultants: Natali Pardo, Coord. of Commencement Doug Siegler, SB coordinator Erica Soule, GSE coordinator

www.pdx.edu/faculty-senate/graduation-program-board

HEALTHY CAMPUS INITIATIVE

The Healthy Campus Initiative comprises three task forces organized around data-driven priorities centered around healthy mind, body, and community: Manage Stress, Healthy Eating, and Safe Campus. Membership includes faculty, staff, and students.

Chair: Julie Weissbuch Allina
Steering Committee:

Alex Accetta, REC
Carlos Crespo, CH
Brian Roy, RISK
Sabrina Shofner, Student Rep.
Julie Smith, UCOMM
Gaby Sysyn, SHAC
Dana Tasson, SHAC
Michelle Toppe, OSL
Julie Weissbuch Allina, SHAC
Jenny Wellnich, REC
Dan Zalkow, FADM

Task Force Chairs
Healthy Eating Julie Weissbuch Allina, SHAC
Manage Stress: Marcy Hunt, SHAC
Safe Campus: TBD
Marketing: Tenaya Stine, SHAC

A policy and advisory committee established by administrative action.

An advisory committee established by administrative action.
**HONORS COUNCIL**

The **Honors Council** makes policy recommendations and establishes general standards for the University Honors Program and departmental honors tracks; coordinates review of new Honors courses; and reviews campus-wide resources, practices, and services for high-achieving students. The council is scheduled to make its annual report to the Faculty Senate on 6 May 2019.

Members to serve 2018-19 academic year. Start of service in parentheses.

Chair: Cornelia Coleman
Faculty AO: Debra Clemans, OIA (2018)
COTA: Amy Borden, THTR (2017)
CLAS-AL: Pelin Basci, WLL (2017)
CLAS-Sci: Michael Bartlett, BIO (2014)  
          Bin Jiang, MTH (2014)  
          Todd Bodner, PSY (2016)  
          Joseph Bohling, HST (2018)
CUPA:  Mauri Matsuda, CCJ (2017)  
        Kim Williams, PS (2015)
GSE:  Hollie Hix-Small, SPED (2017)
HON:  Lawrence Wheeler (2014)
LIB:  Joan Petit (2018)
OI:  Cornelia Coleman, HON (2017)
MCECS:  Christof Teuscher, ECE (2016)
SB:  Becky Sanchez (2018)
SPH:  Christina Sun, CH (2016)
SSW:  Erin Flynn (2016)

Students (2): ————

Consultants: Shelly Chabon, Vice Prov. for Academic Personnel & Leadership Development  
Brenda Glascott, Director, HON  
Susan Jeffords, Provost  
Amy Spring, UNST Council representative

www.pdx.edu/faculty-senate/honors-council-senateweb

**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

The **Institutional Animal Care and Use Committee** (IACUC) performs the functions defined in Portland State’s Animal Welfare Assurance, (AWA), A3903-01. These activities include review and approval of covered animal activities, reviews of the institution’s program and facilities for humane care and use of animals in accordance with the Guide and USDA requirements as appropriate.

The IACUC is a faculty chaired ethics research review committee composed of not less than 5 voting members and must include a Veterinarian, a public member, an animal scientist and a non-scientist. This committee is subject to public records requirements.

The IACUC also serves as an advisory body to the Vice President of Research and Strategic Partnerships for animal activities.

For current membership, contact Shannon Roth in the Office of Research Integrity.

sites.google.com/a/pdx.edu/research/integrity/animal-care
An advisory committee established by administrative action in October 2006, and revised in 2013.

INSTITUTIONAL ASSESSMENT COUNCIL

The Institutional Assessment Council will promote and oversee the continued implementation of assessment across the campus, working closely with three offices: Instructional and Undergraduate Studies, Institutional Research and Planning, and the Center for Academic Excellence. It will assist academic departments with assessment planning and implementation that reflects student learning at the program, department and institutional level. The chair is elected by the committee. The council reports annually to the Provost and the Faculty Senate, and is scheduled to make its annual report on 1 April 2019.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Janelle Voegele

Members:
Sarah Beasley, LIB (2017)
Rowanna Carpenter, UNST (2013)
Gerasimos Fergadiotis, SPHR (2018)
Jeffrey Gerwing, ESM (2018)
Charles Klein, ANT (2014)
Gerardo Lafferriere, MTH (2017)
Leslee Peterson, GSE (2017)
Billie Sandberg, PAD (2017)
Brian Sandlin, OAA (2015)
Aimee Shattuck, SALP (2018)
Christof Teuscher, ECE (2017)

Ex officio: ____________, Assoc. Dir. TLA, OAI
Student: ____________

www.pdx.edu/institutional-assessment-council/

INSTITUTIONAL BIOSAFETY COMMITTEE

The Institutional Biosafety Committee is responsible for reviewing and approving potentially bio-hazardous material research in compliance with NIH requirements and in accordance with the CDC/NIH publication, “Biosafety in Microbiological and Biomedical Laboratories.” The review by the committee includes an independent assessment of the project risk; determination of the appropriate containment level; and assessment of the facilities, procedures, practices, and training and expertise of personnel involved in research as required by NIH. This review is required for all research activities involving potentially bio-hazardous material at institutions that receive NIH funding. The IBC also serves as an advisory body to the Vice President of Research and Strategic Partnerships for research activities that engage potentially bio-hazardous material. Appointments are typically for three years.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Ken Stedman

Faculty: David Ballhorn, BIO (2014)
Albert (Steve) Benight, CHE (2013)
Lynne Messer, CH (2012)
David Peyton, CHE (2018)
Rahul Raghavan, BIO (2012)
Ken Stedman, BIO (2011)

Ex officio: Scott Jaqua, Asst. Dir., EHS

Community: Jason Cunningham (alternate)
Bryan Profit

Consultants: Comedy Millar, ORI
Shannon Roth, Asst. Dir., ORI

sites.google.com/a/pdx.edu/research/integrity/bio-safety
An advisory committee established by administrative action, as required by Federal guidelines.

INSTITUTIONAL REVIEW BOARD

The federal government requires the University to designate an Institutional Review Board (IRB) to ensure that human participant research conducted under the auspices of the University meets Federal requirements. Under the approved Federal assurance (FWA0000091) for the University, the IRB shall apply the regulations set forth by HHS at 45 CFR 46 to all human participant research, and shall be guided by the ethical principles set forth in The Belmont Report. The IRB shall also apply the human participant research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles (21 CFR 50; 56; 312, and 812).

The IRB also serves as an advisory body to the Vice President for Research on activities that meet the definition of “human subjects research.”

The IRB shall have at least five faculty members and must include one non-affiliated (community) member, a scientist, and a non-scientist. This committee is subject to public records requirements.

Members to serve 2018-19.
Start of service in parentheses.
§ denotes scientist, * denotes non-scientist

Chair: Jack Barbera
Faculty: Miriam Abelson, WGSS (2018) §
Jack Barbera, CHE (2017) §
Paula Carder, CH (2017) §
Sahan Dissanayake, ECN (2018) *
Gerasimos Fergadiotis, SPHR (2018) §
Lauren Frank, COMM (2018) §
Sheldon Loman, SPED (2015) §
Joel Steele, PSY §
Lindsey Wilkinson, SOC (2012) §
Maika Yeigh, CI (2018) *

Community: Koffi “Jean-Pierre” Dessou, City of Portland, Office of Equity & Human Rights (2012) *

Faculty Alternate: Brian Renauer, CCJ (2001) *
Community Alternates:
   Kimberly Bernard, Multnomah County, Dept. of Community Justice *
   Margaret Braun, Oregon Dept. of Corrections Prisoner Rep. *

Administrative ex-officio (non-voting) / Consultant:
Dawn Boatman, Interim Dir., ORI

Administrative Alternates / Consultants:
   Eve Chapman, ORI (2013) *
   Comedy Millar, ORI (2017) *
   Shannon Roth, Asst. Dir., ORI (2014) *

Consultant: Jason Podrabsky, Assoc. Vice Pres. for Research, OHRP Institutional Official
sites.google.com/a/pdx.edu/research/integrity/human-subjects
Established by the Faculty Constitution. See Article IV, Section 4e.

**INTERCOLLEGIATE ATHLETICS BOARD**

The Intercollegiate Athletics Board advises the President and Faculty Senate in the development of and adherence to policies and budgets for the University’s programs in intercollegiate athletics. The board is scheduled to make its annual report to the Faculty Senate on 6 May 2019.

Members to serve 2018-19 academic year. Start of service in parentheses.

Chair: __________
Faculty (5): David Burgess, OIRP (2017)
Karen Karavanic, CMP (2018)
Toeutu Faaleava, OAA (2011)
Michael Smith, ELP (2014)
Derek Tretheway, MME (2016)

Community: __________
Students (3): __________

Valerie Cleary, Director of Athletics
Brian Janssen, Faculty Rep. to NCAA
Kevin Reynolds, Vice Pres., Fin. & Admin.

www.pdx.edu/faculty-senate/intercollegiate-athletics-board

An advisory committee established by administrative action in April 2008.

**INTERNATIONALIZATION COUNCIL**

The Internationalization Council provides guidance for the development of a learning environment in which all students are prepared for global citizenship. Membership includes at least one Faculty member from each school/college and an additional member from WLL; student representatives; and named consultants. Faculty serve three-year terms and are named by the Provost. The Council is scheduled to make its annual report to the Faculty Senate on 1 April 2019.

Membership for 2018-19 TBD.

Chair: __________
Faculty: __________

Undergraduate Students (2): __________
Graduate Students (2): __________

Consultants: Skye Clifford, Education Abroad Program Coordinator OAI
Jennifer Hamlow, Dir., Educ. Abroad, OAI
Kathi Ketcheson, Dir, OIRP
Ron Witzak, Exec. Dir., OAI
__________, Vice Prov. for Int’l Affairs

www.pdx.edu/international-affairs/internationalization-council
LIBRARY COMMITTEE

The Library Committee meets monthly. The Faculty membership represents at least two each from arts & humanities, science & engineering, and social science. The Library Committee is scheduled to give its annual report to the Faculty Senate in on 6 May 2019.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Lea Millay

Faculty: Susan Chan, MUS (2014)
Desmond Cheung, HST (2016)
Carrie Collenberg-Gonzalez, WLL (2016)
Kevin Hill, PHL (2016)
Doug Lowell, SB (2018)
Lea Millay, UNST (2018)
Gerald Recktenwald, MME (2018)
Sarah Sterling, ANT (2017)

Students (2): __________
_________

Consultant: Thomas Bielavitz, Interim Dean, Univ. Lib.

www.pdx.edu/faculty-senate/library-committee

RADIATION SAFETY COMMITTEE

The Radiation Safety Committee sets policies and procedures for procurement, handling and storage of radioactive materials on campus. The Office for Research & Sponsored Projects makes nominations to the President in accordance with federal guidelines.

Membership for 2018-19 TBD.

Chair: Michael Bartlett

Faculty: __________

Ex officio (voting member):
Scott Jaqua, Radiation Safety Officer, EHS

sites.google.com/a/pdx.edu/research/integrity/radiation-safety

Established by the Faculty Constitution. See Article IV, Section 4f.

An advisory committee established by administrative action.
SCHOLASTIC STANDARDS COMMITTEE

The Scholastic Standards Committee, in liaison with other relevant committees, develops standards to maintain the integrity of the University’s undergraduate programs and transcripts, and adjudicates undergraduate student petitions for reinstatement to the University. The committee is scheduled to make its annual report to the Faculty Senate on 6 May 2019.

Members to serve 2018-19 academic year. Start of service in parentheses.

Chair: Paloma Harrison
Faculty: Scott Broussard, ACS (2012)
         Jennifer Dahlin, SHAC (2015)
         Derek Garton, MTH (2015)
         Andrea Griggs, EEP (2017)
         Paloma Harrison, ACS (2013)
         Jennifer Loney, SB (2016)
         Michele Miller, IELP (2013)
         Thomas Schumacher, CEN (2017)
         Liz Shatzer, ACS (2018)
         Ryan Wagner, ACS (2018)

Students (2): __________
Consultant: Nicolle Dupont, Assoc. Registrar
Petitions: http://www.pdx.edu/registration/petitions
Information also available in Neuberger Hall Lobby.

SMITH ADVISORY BOARD

The Smith Advisory Board reviews Smith Memorial Student Union operations and develops policies pertaining to the use of Smith Memorial Student Union by the University community. Members are appointed by the Smith Memorial Student Union Administration, except for ASPSU and SFC appointees.

Members to serve 2018-19 academic year.

Chair: Emily Korte
Faculty: Courney Bailey, SALP
         __________
Staff: Rani Boyle, CPO
       Laurel Brown, FPM
Students: Amanda Celiceo
         Karina Khodakovskaya
         Emily Korte
         Yuri Medina
         __________
ASPSU Rep: Jessica Sheets
SFC Rep.: Mahamadou Sassako
Consultants: Chris Augeri, Dir. Conf. & Event Svcs.
           Caysey Payseno, Conf. & Event Svcs.
           Mark Russell, SMSU Operations Manager

www.pdx.edu/student-union/smith-advisory-board
A student-fee-related advisory committee established by administrative action.

SPEAKERS BOARD

The Speakers Board shall select and produce speakers of broad appeal to the University students, faculty and staff to provide entertainment as well as cultural and academic enrichment. As with other committees overseeing student fee-based activities, ASPSU appoints members, including three faculty and three student members. The chair (normally a student) is selected by committee members at the first meeting.

Membership for 2018-19 TBD.

salpsync.orgsync.com/org/speakerboard

STUDENT CONDUCT COMMITTEE

The Office of Student Affairs (OSA) is responsible for acting on reports of student misconduct as described in the Portland State University Student Conduct Code. If an informal review by the OSA judicial officer confirms that a code violation has occurred, a formal charge may be issued to a student. Students who receive a formal charge have the right to a hearing before the Student Conduct Committee. The Dean of Student Life’s decision is final. Service commences fall quarter of each academic year.

Committee members serve terms of two years. Start of service in parentheses.

Co-chairs: Liane O’Banion & Casey Payseno

Faculty (10): Christopher Campbell, CCJ (2018)
Javier Casado Perez, COU (2018)
Nicolle DuPont, REG (2018)
Garrison Greenwood, ECE (2017)
Debra Lindberg, CCJ (2015)
Linda Liu, DMSS (2014)
Liane O’Banion, TLC (2013)
Casey Payseno, AUX (2013)
Anna Pittioni, ACS (2015)
CeCe Ridder, DMSS (2015)
Becky Sanchez, SB (2018)
Michael Smith, OIRP (2018)
Sarah Sterling, ANT (2017)

Alt. Faculty: ______________
____________

Students (2): ______________
____________

Alt. Students: ______________
____________

Consultants Cindy Starke, General Counsel
Dana Walton-Macaulay, Dir. Student Conduct

www.pdx.edu/faculty-senate/student-conduct-committee
A policy committee established by administrative action, and governed by charter (rev. October 2012)

STUDENT EDUCATIONAL TRAVEL COMMITTEE

The Student Educational Travel Committee recommends allocation from the fund for academically related departmental activities of direct benefit to students. The chair is a consultant to the Educational Activities Advisory Board. As with other committees overseeing student fee-based activities, ASPSU appoints members. Students may serve a maximum of two terms.

Membership for 2018-19 TBD.

www.pdx.edu/student-leadership/funding-opportunities-0

STUDENT MEDIA BOARD

The Student Media Board establishes fiscal and editorial guidelines for all student publications, appoints all key personnel and reviews their performance. The Board consists of five faculty members, five students, a classified staff member, and a community representative with journalistic credentials. Student members cannot be affiliated with student publications, and only one student member may be an appointed or elected member of student government.

Members serve terms of two academic years, and may be reappointed. Start of service in parentheses.

Chair: TBD

Faculty: Courtney Hermann, FLM (2017)
         Cesar Rodriguez, ECN (2015)
         Nicholas Running, PO (2016)
         Jelena Simonovic Schiff, MUS (2016)
         Michael Walsh, HOU (2017)

Staff: 

Community: Whitney Beyer

Students (5):

Consultant: Reaz Mahmood, Coord. of Student Media

http://www.pdx.edu/student-media/student-media-board
A hearing and appeals committee established by administrative action.

Established by the Faculty Constitution.
See Article IV, Section 4d.

TRAFFIC APPEALS BOARD

The Traffic Appeals Board is responsible for ruling on petitions for waiver of tickets and fines imposed under Portland State University Parking and Traffic Regulations.

Members to serve 2018-19 fiscal year.
Consecutive service in parentheses.

Co-chairs: Christopher Carey & Danielle McGurrin

Faculty: Christopher Carey, CCJ (2013)
         Tim Hagge, CAP (2012)
         Danielle McGurrin, CCJ (2009)
         Andreen Morris, OAA (2017)
         Joyce O’Halloran, MTH (2017)
         Friedrich Schuler, HST (2017)

Alternate: ____________

Students (2): ____________
____________

Consultants: ____________, CPSO
____________, PARK

http://www.pdx.edu/faculty-senate/traffic-appeals-board

UNDERGRADUATE CURRICULUM COMMITTEE

The Undergraduate Curriculum Committee reviews proposals to add, change, or drop undergraduate courses and programs (majors, minors, and certificates). The UCC is scheduled to make its annual report to the Faculty Senate on 3 June 2019.

Members to serve 2018-19 academic year.
Start of service in parentheses.

Chair: Drake Mitchell

Faculty
AO: Courtney Hanson (2018)

CLAS-AL: John Hellermann, LIN (2016)

CLAS-SCI: Drake Mitchell, PHY (2016)
         Max Nielsen-Pincus, ESM (2017)

CLAS-SS: Susan Ginley, SPHR (2017)
         Sarah Key-DeLyria, SPHR (2015)

COTA: Eliza Greenstadt, FLM (2018)

CUPA: Peter Chaillé, PAD (2018)

GSE: Yer Thao, CI (2017)

LIB: Kinberly Pendell (2017)

MCECS: Andrew Tolmach, CMP (2018)

OI: ____________

SB: Kristi Yuthas (2017)

SPH: Belinda Zeidler (2016)

SSW: Hillary Hyde (2016)

Students (2): ____________
____________

Consultants: Lisa Grady-Willis, GDI representative
Andreen Morris, OAA representative
Pam Wagner, REG representative

www.pdx.edu/faculty-senate/undergraduate-curriculum-committee
UNIVERSITY STUDIES COUNCIL

The University Studies Council recommends to Senate and to relevant administrators policies, procedures, and standards for University Studies; coordinates with the Undergraduate Curriculum Committee to approve courses for the UNST curriculum; and, on its own initiative or at the request of appropriate individuals or Faculty committees, reviews all aspects of the UNST program and its assessment. The council is scheduled to make its annual report to the Faculty Senate on 6 May 2019.

Members to serve 2018-19 academic year. Start of service in parentheses.

Chair: Evguenia Davidova
Faculty
AO: Amy Spring, STP (2013)
Albert (Randy) Spencer, PHL (2015)
Rachel Webb, MTH (2018)
CLAS-SS: Jeff Conn, SPHR (2017)
Joseph Smith-Buani, BST (2014)
COTA: __________
CUPA: Evguenia Davidova, IGS (2016)
GSE: __________
LIB: Kim Willson-St.Clair (2014)
MCECS: Christof Teuscher, ECE (2016)
OI: Leslie Batchelder, UNST (2017)
SB: __________
SPH: Richard Lockwood, CH (2015)
SSW: Ben Anderson-Nathe (2012)
UNST Rep.: Annie Knepler, UNST (2016)
Students (2): __________

Consultants: Rowanna Carpenter, Dir. Assessment, UNST
Oscar Fernández, Dir. of Diversity, Equity, & Inclusion, UNST
Maurice Hamington, Exec. Dir., UNST

www.pdx.edu/faculty-senate/university-studies-council

UNIVERSITY WRITING COUNCIL

The University Writing Council makes recommendations to Faculty Senate and to administrators about placement, guidelines, and staffing for teaching writing in University Studies, writing-intensive, and composition courses; initiates assessments of the teaching and learning of writing; and supports improved writing instruction across the University. The council is scheduled to make its annual report to the Faculty Senate on 6 May 2019.

Members to serve 2018-19 academic year. Start of service in parentheses.

Chair: Susan Kirtley
Faculty: Linda Absher, LIB (2018)
Kate Comer, ENG (2017)
Brenda Glasscott, HON (2017)
Alissa Hartig, LIN (2018)
Dan Jaffee, SOC (2015)
Kristin Larson, SB (2018)
Hildy Miller, ENG (2017)
Linnea Spitzer, IELP (2016)

Ex officio: Dan DeWeese, Dir., Writing Center
Susan Kirtley, Dir. of Writing & Composition, ENG
Annie Knepler, UNST Writing Coord.

Student: __________

www.pdx.edu/faculty-senate/university-writing-committee
A. CONSTITUTION OF THE OREGON INTERINSTITUTIONAL FACULTY SENATE

Article I
Section 1. Purpose: (a) It shall be the purpose of the Interinstitutional Faculty Senate of the Oregon University System to serve as a voice of the faculties of the institutions of the Oregon University System in matters of system-wide concern; to consider statewide policies and to make recommendations thereon; and to endeavor to strengthen the participation of faculties in the governance of the various institutions, through representatives of their own choosing. (b) The Interinstitutional Faculty Senate of the Oregon University System shall have no authority over those matters delegated to the faculties of the individual institutions and nothing in this constitution shall be construed to impair the right of these faculties to communicate through appropriate channels with the Chancellor and the Oregon State Board of Higher Education.

Article II
Section 1. Membership: (a) Membership of the Interinstitutional Faculty Senate shall consist of 3 (three) representatives each from the University of Oregon, Oregon State University, Portland State University, and Oregon Health Sciences University, and 2 (two) representatives each from Western Oregon University, Southern Oregon University, Oregon Institute of Technology, and Eastern Oregon University. (b) In order to enhance continuity, Ex- Presidents of the Interinstitutional Faculty Senate shall be eligible to attend and participate in the meetings for one year after the end of their service with the exception that they shall not have a vote.

Section 2. Eligibility to Vote for Representatives: All members of the voting faculty at each institution shall be eligible to vote for representatives to serve on the Interinstitutional Faculty Senate. The term voting faculty shall be defined by the faculty at each institution. The voting faculty of an institution may delegate selection of their Interinstitutional Faculty Senate representatives to their faculty governance body.

Section 3. Eligibility to Serve as a Representative: Only those persons eligible to vote for representatives shall be eligible to serve as representatives. The faculty of an institution may establish additional requirements for eligibility to serve as representatives for that institution.

Section 4. Elections: Representatives shall be elected at each institution in a manner to be determined by the faculty of the institution. Representatives shall take office on January 1. Alternates shall be selected at each institution in a manner to be determined by the faculty of the institution.

Section 5. Terms of Office: Representatives shall normally serve a term of 3 (three) years. The Interinstitutional Faculty Senate, at its initial meeting, shall establish by appropriate procedures the length of terms of its members in such fashion that one-third of the members shall be elected each year.

Section 6. Recall of Representatives: A representative of an institution may be recalled by the constituency which elected him/her, under procedures established by the faculty of the institution.

Article III
Section 1. Officers: There shall be a president of the Interinstitutional Faculty Senate and such other officers as shall be specified in the By-Laws.

Section 2. Duties of Officers: The time and manner of election, the length of terms and the duties and responsibilities of officers shall be specified in the By-Laws.

Article IV
Section 1. Meetings: The Senate shall meet at least once per quarter during the academic year.

Section 2. Voting: A quorum shall consist of a majority of the membership. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

Article V
Referendum: Any recommendation adopted by the Interinstitutional Faculty Senate shall be referred to the faculties of the individual institutions of the Oregon University System when resolutions requesting such a referendum are adopted by the senates of at least one-third of the institutions, or when 40% (forty percent) of the membership of the Interinstitutional Faculty Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the total votes cast in a system-wide referendum and majority of the votes cast at each of a majority of the institutions.

Article VI
In order to provide adequate communication with the faculties of the several institutions, the Interinstitutional Faculty Senate shall circulate to the faculty governance body and to the chief executive officer of each institution and to the Chancellor of the Oregon State System of Higher Education, the agenda and minutes of each of its meetings.

Article VII
Section 1. By-Laws: The Interinstitutional Faculty Senate shall adopt By-Laws consistent with the constitution, provide for committees, and establish its own rules of procedure.

Section 2. Rules of Order: Unless otherwise provided in this constitution or in the By-Laws, the rules contained in
Robert's Rules of Order, Revised, shall govern the proceedings at and the conduct of the meetings of the Interinstitutional Faculty Senate and its committees.

**Article VIII**

**Section 1.** Proposal of Amendments: Amendments to this constitution shall be proposed either by a resolution adopted by the faculty governance bodies of at least one-third of the several institutions represented, or by a majority of those present and voting at a meeting of the Interinstitutional Faculty Senate.

**Section 2.** Adoption of Amendments: Adoption of proposed amendments shall require a two-thirds majority vote of the Interinstitutional Faculty Senate members present and voting at the first regular meeting following proposal of the amendment. Adoption may be subject to the referendum procedures specified in Article V, Section 1 of this constitution.

**Article IX**

Ratification: This constitution shall take effect when it has been ratified by a majority of the total votes cast by the faculties of the institutions specified in Article II, Section 1 of this constitution, and by a majority of the votes cast at each of a majority of those institutions.

**Article X**

Additions to Membership: Upon ratification of this constitution, faculty of another autonomous educational institution within the Oregon University System and upon acceptance by the Interinstitutional Faculty Senate, that faculty shall become eligible to elect representatives to the Interinstitutional Faculty Senate. The number of these representatives shall be determined by the Interinstitutional Faculty Senate.

**B. PSU REPRESENTATIVES TO IFS**

The following have been elected to serve three-year terms as representatives to the Interinstitutional Faculty Senate under the provisions of Article VII of the Portland State University Faculty Constitution:

- José Padín (Jan. 2015 to Dec. 2017)
- Karen Popp (Jan. 2018 to Dec. 2020)

**C. IFS MEETINGS, 2017-18**

13-14 October (PSU)
17-18 November (WOU)
Others TBD

**IFS Webpage**
oregonifs.org