

Chicago State University Faculty Senate
Meeting Minutes
Tuesday, March 3, 2026, 12:30 p.m.
[Feb 2025 - Zoom Link](#)

Present: William Jason Raynovich (President), Leslie Baker-Kimmons (Vice President), Sarah Buck (Recording Secretary), Yashika Watkins (Corresponding Secretary), Sarah Austin, Anser Azim, Bernard Rowan, Elaina Khasawneh, Gabriel Gomez, Eddy Gaytan, John Smith, Soo Kang, Nadeem Fazal, Jennifer Doucet, Michael Wannah, Oscar Rodriguez, Gayle Porter, Austin Harton, Luis Barahona, Jubilee Dickson, Olanipekun Laosebikan, Tatjana Petrova, Saleem Abuleil, Brent In, Charlene Snelling

- A. Call to order 12:32
- B. Agenda
 - 1. Approval of Agenda
 - i. Watkins moved to approve, Gomez seconded > approved by unanimous consent
 - 2. Rules of the Day (**Appendix A**)
- C. Approval of Minutes ([February 2026](#)) (Recording Sec.)
 - 1. Khasawneh moved to approve, Wannah seconded > motion carried unanimously with one abstention
- D. Senator Comments/Speeches
 - 1. Austin- Watermark faculty portal will be updated this summer. Anyone who has suggestions about how to improve the portal, share with CTRE.
- E. Provost Report (Rowan)
 - 1. 360 Evaluations: university purchasing Higher Ed 360 Solution within the next week. HR will be involved to work with the vendor to implement and disseminate the first round of reviews this semester. Evaluations will be
 - 2. Course scheduling- looking to move to data-based scheduling. Surveys of students, faculty, and focus groups are being done. Ad Astra will be fully utilized. Annual scheduling will be implemented next year so that students can see an entire year of what classes they can take. Focus groups will be after spring break
 - a. Dickson suggested also using Ad Astra for event scheduling (currently, event scheduling is through Office of Meetings and Events [this office now reports to Financial Affairs])
 - 3. Travel support concerns (for research and creative activities): Provost office will be investigating what is the current spending and then “consider the matter further”. Those data are to be submitted this week from various departments. All Colleges and the CTRE will be investigated for the last three years of data
- F. Registrar introduction
 - 1. Rodriguez- recruitment and enrollment cycle: CSU experiencing significant growth. 110% up for students at undergraduate level who have reported they will be at CSU fall 2026. Expect similar registration challenges in the fall as were experienced in the spring
 - 2. Barahona- arrived mid-October to CSU; 17 years in a Registrar capacity. If you need to communicate with the Registrar specifically, do not use the general

registrar email (registrar@csu.edu). Email Luis Barahona directly at lbarah20@csu.edu.

- a. Graduate students currently being loaded into Degree Works
- b. Kang requested training on the new CSU Xpress for faculty.
- c. Dickson raised the concern that many of the advising things that are needed are hard to find. Barahona indicated many things are still being tested

G. Old Business

1. 360 Evaluations update
 - a. Covered above in Provost report
2. Request a University Calendar for all Upcoming Changes and Updates (**Appendix B**)
 - a. Ad Astra? Covered above.
3. Strengthening Financial and Administrative Support for Faculty Research and Dissemination (**Appendix C**)
 - a. Covered above in Provost report
4. ad hoc Committee (Student Evaluations) (**Appendix D**)
 - a. Committee has met and have approved new questions. Will be implemented in the fall.
5. Immigration Enforcement Concerns ad hoc committee (**Appendix E**)
 - a. Baker-Kimmons reported that the committee is not aiming to change or develop policy, but to discuss ways to ameliorate harm to students
 - i. Baker-Kimmons moved to change the language that was approved at the last Senate meeting, Dickson seconded> Austin suggested a friendly amendment to add the committee create a report for the Faculty Senate and possible action items (to be considered by the Senate)> Friendly amendment rejected > motion carried with 15 yes, 3 no, 1 abstention
 - ii. Change “to assist in developing policies and practices “in Appendix E to “to discuss ways”.

H. Standing Committee Reports`

1. Executive Committee
2. Rules and Operations Committee
 - a. Elections
 - i. February – Senate elections (**Appendix F**)
 1. Raynovich reviewed new Senators: Doucet, Smith, Wannah, Gaytan, Raynovich. Alternates also in place
 - ii. Other Seats
 1. March - Nominations
 2. April – Ballots will go out
 3. Seats
 - i. University
 1. IBHE Representative (gets CUES)
 2. Honorary Degree Committee
 - ii. College
 1. APERC

iii. Senate

1. ROC
2. Executive Officers

iii. Constitution and Bylaws (**Appendix G**) – these will be sent out for a vote. You will have 21 days to review and submit your vote.

1. Amount of change to governing documents
2. Merger Action
3. Process

I. New Business

1) Executive Officer Elections (Parliamentarian Smith) – 2 year term

a. Nominations – March

- i. Eligibility for all Senators, including those coming in August
- ii. Voting body is all current Senators, but they do not vote. Incoming Senators can be nominated for an Officer position
- iii. Email will be sent out for nominations week after spring break. There will be one week allowed for submitting the ballots. All incumbents are able to be nominated. Smith will contact those nominated to determine if they accept and request a “stump speech”

b. Ballots – April

c. Announcement - May

2) Technology issues

a. Brightspace

- i. Kang reported that students have complaints about Brightspace, but the problems being stated are in the purview of faculty, not CTRE. If you are having problems in Brightspace, take part in training

b. CSU X-Press

- i. This is a major change. Kang and Gomez stated it should not have happened in the middle of the semester.
- ii. Raynovich will discuss with the President at their next meeting

3) A Request for the CSU Administration to Reaffirm CSU’s Commitment to the statement that “curriculum is the purview of the faculty” (**Appendix H**)

- a. Austin raised concern about administrative overstepping in the area of curriculum.
- b. Motion carried with 16 yes and 1 abstention

4) Revising Senate Action Item Submission Form: Will Sponsors of an Action Item Contribute to the work of the Action? (**Appendix I**)

- a. Note this process is currently broken with the migration from Google to Microsoft. Aim to have the process repaired for fall 2026
- b. Motion carried with 12 yes and 2 abstentions

5) Faculty Portfolio

- a. Faculty have reported problems with DACs aligning with the electronic submission process; Contract Administrator (Rowan) is aware of the problems
- b. Faculty who have problems and want to share them with Blakely, email facultysenate@csu.edu. Austin recommended the Union communicate directly with CTRE given the import of retention, promotion, etc.
- c. Are there other digital systems that may work better?

6) Other

- a. Unified syllabus committee meeting: if a Senator wishes to join this committee, let Raynovich know. Idea is to automatically create a syllabus. Watkins volunteered

J. Adjournment 2:00

- A. Gomez moved to adjourn, Wannah seconded > approved by unanimous consent

Appendix A

Rules of the Day

1. All Senators and guests shall have their full name as their Zoom signature.
2. All Senators shall send a private direct message to the Corresponding Secretary, Dr. Yashika Watkins, for purposes of taking attendance and census for voting and quorum.
3. Time-recording
 - a. The President shall keep use a timer to keep the Faculty Senate
 - b. The Parliamentarian will assist in keeping time and may compel the Faculty Senate to move to the next agenda item.
4. Only those who are recognized by the President of Faculty Senate shall speak.
 - a. All Senators shall mute when not recognized.
5. Senators may speak on any Action at most twice during any action, the first time for two minutes and the second time for thirty seconds
6. To speak, a Senator shall put the “hand” up in the Zoom feature reactions.
7. All Action Items shall be voted on via Zoom polls.
 - a. Only Senators shall vote in the Zoom polls.
 - b. The polls shall be anonymous.
 - c. The Parliamentarian and the President of Faculty Senate shall unanimously agree that the tally is the sense of the Senate.

Appendix B

Title: Request a University Calendar for all Upcoming Changes and Updates

Senate Meeting Date for Consideration: 11/4/2025

Sponsor: Soo Kang

Co-Sponsor: ?

Context/Rationale

Each department operates on its own schedule, hence multiple changes and upgrades that directly affect CSU community have occurred simultaneously, disrupting daily operation, particularly class instruction. A coordination of all departments from IT, CTRE, Physical Facilities and other parties that implement changes will reduce too many overlaps and can lead to a more conducive schedule that the community members can manage and prepare for, if the changes are communicated early.

Exact Language of the Proposed Action

Request Administration to create a University Calendar of changes and updates that directly impact campus operation and require action from the campus community. All relevant departments must submit their planned dates for changes to the Calendar, avoiding the dates that are already taken and considering class instruction in session.

Appendix C

Title: Strengthening Financial and Administrative Support for Faculty Research and Dissemination

Senate Meeting Date for Consideration: 12/2/2025

Committee/Sponsor: Dr. Elaina Khasawneh

Co-Sponsor: Dr. Gabriel Gomez

Context/Rationale

The University's allocation of three research CUEs is an important step toward supporting faculty scholarship. However, time alone is not sufficient to meet the expectations outlined in many DACs. Faculty are required to engage in activities such as presenting at national or international conferences, publishing in peer-reviewed journals (often with significant open-access or indexing fees), and securing external grants. Current financial support, such as the \$1,000 provided through CTRE, rarely covers even a single conference or publication, leaving many faculty to shoulder substantial costs personally.

Requiring faculty to pay these expenses up front and wait for reimbursement places an additional and often inequitable financial burden on faculty. Not all faculty have the means to cover large expenses in advance, and the reimbursement process is unnecessarily lengthy, sometimes taking months to complete. This creates barriers that disproportionately affect those with fewer financial resources and can delay or jeopardize important scholarly activities.

Additionally, rigid internal deadlines, such as those governing vendor registration, further complicate the timely payment of legitimate academic expenses. Without case-by-case exceptions, time-sensitive research activities can be disrupted, contradicting the University's stated commitment to supporting faculty scholarship.

By ensuring that financial support meets at least the minimum DAC requirements, streamlining administrative processes, and directly covering eligible expenses whenever possible, the University can create a fairer, more efficient, and more supportive environment for faculty scholarship and professional advancement.

Exact Language of the Proposed Action

The Faculty Senate respectfully requests that the University provide guaranteed financial support that, at minimum, covers the scholarly activities required by each department's Departmental Application Criteria (DAC). Furthermore, we recommend that the University establish mechanisms to pay eligible research-related expenses directly, rather than requiring faculty to pay out of pocket and seek reimbursement. In addition, we urge the adoption of more flexible administrative procedures, including exception policies for time-sensitive expenses such as vendor registration and publication fees, to ensure that internal processes effectively support faculty research productivity.

Appendix D

Title: Unify the Course Evaluations Questions
Senate Meeting Date for Consideration: 2/3/2026
Committee/Sponsor: ad hoc Committee

Proposed Action

Context/Rationale

Faculty Senate passed the following Actions at the November 2025 Session of the Faculty Senate:

Actions from 11/4/2025 that were passed:

Watkins moved to have new student evaluations in place for fall 2026, Khasawneh seconded > motion approved 16 yes, 5 no, 1 abstention

Kang moved to form a committee with representatives from different colleges to work with Blakely on the redesign, Gomez seconded > motion carried 17 yes, 5 no

Buck moved to have three questions from each main group to yield 12 questions total on student evaluations, Gomez seconded > motion carried 21 yes, 9 no

The Committee was formed at the December 2025 Senate Session and included the following members:

The following faculty were on the committee: Tatjana Petrova, Elaina Khasawneh, Charlene Snelling, Yashika Watkins, and Carlette Bailey with Brandle Blakely as the CTRE Director.

They unanimously passed the following set of questions to be used for CSU Course Evaluations:

[CSU Universal Course Evaluation Final.docx](#)

CSU Universal Course Evaluation

Section A: Course Design, Organization, and Learning Experience

Response Scale: 1 = Strongly Disagree | 2 = Disagree | 3 = Neutral | 4 = Agree | 5 = Strongly Agree

1. The learning objectives for the course were stated clearly and were supported by the course materials (readings, labs, modules, videos).

5 4 3 2 1

2. The grading and evaluation system were explained.

5 4 3 2 1

3. The course structure (schedule, modules, sequence of topics) allowed me to follow the progression of learning.

5 4 3 2 1

4. Instructions for assignments, assessments, and activities were clear and understandable and aligned with the learning objectives.

5 4 3 2 1

5. The course provided opportunities to engage with the content (e.g., demonstrations, discussions, labs, online activities).

5 4 3 2 1

6. The learning environment promoted respectful and inclusive participation.

5 4 3 2 1

7. The course materials were organized in a way that made them easy to navigate and locate and (met accessibility standards.- to be added after software purchased approved and trainings provided)

5 4 3 2 1

8. Please provide any comments or suggestions you may have about the course:

Section B: Instructor Questions

Response Scale: 1 = Strongly Disagree | 2 = Disagree | 3 = Neutral | 4 = Agree | 5 = Strongly Agree

9. The instructor communicated course expectations clearly.

5 4 3 2 1

10. The instructor provided examples, demonstrations, or explanations that clarified key course concepts.

5 4 3 2 1

11. The instructor provided feedback that helped me understand my performance.

5 4 3 2 1

12. The instructor was accessible for questions or assistance (office hours, email, online messages) and communicated in a timely manner.

5 4 3 2 1

13. The instructor used instructional materials in a way that supported learning.

5 4 3 2 1

14. The instructor fostered a respectful and inclusive learning environment.

5 4 3 2 1

15. Please provide any comments or suggestions you may have about the instructor:

Exact Language of the Proposed Action

The ad hoc Committee recommends the aforementioned single standardized evaluation for all modalities (asynchronous, synchronous, and in-person).

Appendix E

Baker-Kimmons moved for the Faculty Senate establish a working group to assist in developing policies and practices to mitigate harm and intervene with a SAFE (Support, Advocacy, Foundations, and Empowerment) Program. The Senate requests a discussion with faculty and members of CASA with an initial occurring before March 9, 2026 among appropriate Administrators and faculty and CASA; Gomez seconded. Working group members would be Jubilee Dickson, Michael Wannah, Olanipekun Laosebikan, Brent In: motion carried with 18 yes, 0 no, and 1 abstention

Appendix F

Senate elections

Link to positions: [FacultySenators2025-2026.xlsx](#)

Group 3: Term for 2023-2026. A subsequent election will occur in March 2023 for a term which will extend from 2023-2026

Department:

Social Work 1

ArtandDesign 1

Education Studies 1

English&ForeignLanguage&Literature 1

Music 1

Management,Marketing&InformationSystems 1

Appendix G

Constitution and Bylaws link: [CSU_Faculty Senate constitution and bylaws March 2026 - Proposed.docx](#)

CHICAGO STATE UNIVERSITY CONSTITUTION OF THE FACULTY SENATE

The Constitution of the Faculty Senate shall provide a means for the faculty to discharge its responsibilities with respect to University governance and the development of policies affecting the welfare of the University.

ARTICLE I PURPOSE

All matters affecting the academic functions of the University and the general welfare of the University are necessary concerns of the Senate. Except where otherwise specified in the latest edition of the Illinois Compiled Statutes, or the Governing Policies and Regulations of the Board of Trustees, or any Agreement between the University and the University Professionals of Illinois, the Senate may initiate and consider matters affecting said welfare. In particular, the Senate shall focus on, but not be limited to such academic concerns as admissions, academic standards, curriculum and evolving programs. In the pursuit of shared governance, the Senate believes that faculty possess primary responsibility and authority for reaching decisions in our areas of expertise, namely, curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

To accomplish these goals, the Senate shall:

1. Develop and recommend policies for continuous curricular development and improvement,

2. Develop and recommend policies for use and integration of technology
3. Develop and recommend policies for the library and the acquisition or use of various learning aids,
4. Develop and recommend policies to be employed in the effective recruitment and selection of academic personnel,
5. Develop and recommend policies in connection with all intercollegiate programs,
6. Develop and recommend policies in the area of student academic advisement, counseling, and general student welfare,
7. Develop and recommend policies dealing with recruitment, admission, retention, and graduation standards for undergraduate and graduate students,
8. Participate in the selection of Faculty Senate committees,
9. Participate in the formation plans for developing and utilizing the physical facilities of the University,
10. Monitoring and evaluation of University adherence to generally accepted principles of shared governance,
11. Provide for Faculty Senate representation in the preparation of University budgets,
12. Participate in selection of faculty members to university-wide committees
13. Participate in discussion and make recommendations on any subject which affects the welfare of the University.

ARTICLE II MEMBERSHIP

1. Qualifications
 - a. Elected Senators shall have been Unit A faculty members who have completed their first probationary year prior to the term in which the election is held.
 - b. For departments which do not have any faculty who have reached past their 1st year probationary may elect faculty who meet these criteria , **who are Unit B and have served the University for at least three years. This seat would be held for one Academic Year. exceptions may be made for 1st year Unit A faculty to serve as the department senator with the approval of the department.**

2. Representation

a. Each academic department shall elect a minimum of one (1) member to the Faculty Senate. A department with more than seven (7) faculty members is entitled to one (1) (not obligated) additional Senator.

i. Each department shall also elect an Alternate to the Faculty Senate, who shall possess no voting right. The Alternate shall fulfill the term of the elected Senator who cannot fulfill his or her service obligations.

ii. An Alternate may assume the role of Senator for a Senator taking leave for under one academic year. Upon return of the elected Senator, the Alternate returns to Alternate Senator status, and the elected Senator returns to full voting rights as a Senator.

b. The Rules and Operations Committee shall conduct an election by March 1 of each Academic Year. The election results shall be submitted to the Rules and Operations Committee by April 1 of each academic year.

c. For Departments which qualify for two (2) Senators, multi-disciplinary representation is highly advised to ensure equitable representation.

d. To ensure continuity of representation, terms of senators shall be staggered in accordance with Appendix A of the Faculty Senate By-Laws.

3. Ratification of membership

a. Senate membership shall be ratified by the Rules and Operations Committee.

b. The Rules and Operations Committee will provide a listing of members to the Executive Committee.

ARTICLE III FACULTY

1. Faculty members, for the purposes of the Faculty Senate, are defined as those who are Unit A faculty who hold the rank of assistant professor, associate professor, or professor, exclusive of department **Acting, Interim, or Permanent C**chairs, and of those who have their primary appointment in an academic department, **or** in Library and Instruction Services, **or in the Counseling Department.**

a. A duly elected Senator who is assigned primary duties as an Acting Chair may continue service as a senator for no more than **six months one academic year.**

b. **Departments are encouraged to hold a new election as soon as possible to replace a Senator with reassigned primary duties. A Senator who is selected as an**

Interim or Permanent Chair must immediately relinquish the Seat and the Alternate Senator shall become the Senator.

2. Only faculty as described in Article III, Section 1 are eligible to vote for the election of Senators and in other elections conducted by the Faculty Senate.

ARTICLE IV OFFICERS

1. The Executive Office of the Senate shall consist of President, Vice President, Recording Secretary, and Corresponding Secretary.
2. The Executive Committee of the Senate shall also consist of the President, Vice President, Recording Secretary, and Corresponding Secretary.
3. The Executive Committee of Faculty Senate shall ensure that a reapportionment review of the Faculty Senate be conducted by the Rules and Operations Committee every three (3) years. See Appendix A in the Faculty Senate By-Laws for a list of departments.
4. Vacancies in the Executive Office of the Faculty Senate shall be filled by election at a subsequent Faculty Senate meeting following the vacancy. **The Parliamentarian shall conduct the election.**
5. Until an election has been conducted, the longest serving senators (who may seek the vacated positions in the upcoming election) will fulfill the functions of the vacated positions until an election can be conducted by the Rules and Operations Committee.
6. Upon the written request by more that 33% of the members of the Faculty Senate for the removal of an officer, the President of the Senate shall convene the Faculty Senate and summon the officer in question. The officer shall have the right to provide evidence in his or her defense. The decision shall be reached by a 66% majority of the members present at a hearing, conducted and facilitated by the Rules and Operations Committee.
7. The Executive Committee shall represent the Faculty Senate during the period between meetings.
 - a. On issues of an emergency nature and when the Faculty Senate is not in session, the Executive Committee has the authority to act on behalf of the body.
 - b. Actions taken by the Executive Committee shall be ratified or rescinded by the Senate at the next scheduled meeting.

ARTICLE V MEETINGS

1. The Senate shall schedule regular monthly meetings during the academic year.

2. The Provost or designated representative shall report to the Senate at each of the Senate meetings. The Senate may request the presence of any administrator when the need arises for additional information.
3. Special meetings may be called by the President **of the Faculty Senate** with the approval of the Executive Committee or shall be called upon the written request of 10% of the Senators.
4. A simple majority (50% + 1) of the membership shall constitute a quorum of the Senate and **of for** its committees. Any voting member may Motion for quorum call without standing on the floor (at any time). The Recording Secretary **will shall** conduct a roll call to determine if a quorum exists. Otherwise, a quorum will be assumed to exist to allow business to be conducted.
5. Minutes of the meetings shall be promptly distributed by the Executive Committee to the faculty and Provost, posted on the Faculty Senate website, and filed in the University Archives.
6. Meetings of the Senate shall be open unless otherwise restricted by the body. With the consent of the body, non-members may participate in Senate discussions.
7. All actions by the Senate shall be subject to the provisions of referendum provided in Article VI of the Constitution.
8. Only duly elected Senators as described in Article II are eligible to vote on Senate matters.

ARTICLE VI REFERENDUM

1. Any action of the Senate may be subject to referendum.
 - a. Refenda may occur upon presentation of a petition signed by 10% or more of the eligible Unit A faculty.
 - b. A simple majority vote of the Senate may initiate a referendum.
2. All petitions for referendum must include the precise language to appear on the ballot to be used in each referendum.
3. A request for referendum shall be submitted to the President of the Senate who shall convene the Executive Committee of the Faculty Senate within thirty (30) business days from the date of receipt. A valid request for a referendum suspends all pending actions.

4. The Faculty Senate Rules and Operations Committee shall conduct the referendum by sending the **anonymous** ballot to eligible faculty within fifteen (15) days of receipt of the petition from the Senate President. Electronic balloting is allowed.

5. The Senate shall abide by the results of the referendum.

ARTICLE VII GENERAL ASSEMBLY

1. A general assembly of the faculty shall be called

- a. by the President of the Senate upon a simple majority vote of the Senate,
- b. upon written request signed by 10% of eligible **Unit A** faculty,
- c. by the President of the University.

ARTICLE VIII PARLIAMENTARY AUTHORITY

1. The most current edition of Robert's Rules of Order shall govern the meetings of the Senate and its committees in all cases to which they are applicable, and in which they are not inconsistent with this Constitution, the Bylaws, and any special rules of order the Faculty Senate or its committees may adopt.

2. In August of each academic year ahead of the first meeting, the Rules and Operations will call for a vote to select a faculty member who is not a Senator to serve in the role of Parliamentarian to advise on rules and matters of procedure.

- a. The Faculty Senate shall abide by all rulings of the Parliamentarian on rules of order
- b. The Parliamentarian shall act as facilitator for the bylaws, manage meetings, and mentor all members of the Faculty Senate on parliamentary procedures.

ARTICLE IX AMENDMENTS TO THE CONSTITUTION

1. Proposed amendments shall be presented in writing to Faculty Senate at least two weeks in advance of a scheduled meeting.

- a. Approval by more than 66% of the Senators shall be required for submission to the University faculty for consideration.
- b. After approval by the Faculty Senate, voting by the faculty as described in Article III shall be by ballot or electronically. Approval by more than 66% majority of the ballots returned shall be required for passage.

2. Following passage by the Senate, each amendment shall be forwarded to the President and Board of Trustees for review.

ARTICLE X REVIEW

The Shared Governance and Rules & Operations Committees of the Faculty Senate shall conduct a review of the Constitution no later than three (3) years after the adoption of this Constitution. The review shall determine the necessity for changes in language, minor modifications or changes in procedure.

ARTICLE XI RATIFICATION

Ratification shall follow the same procedure as for amendments to the Constitution as set forth in shall be confirmed at the meeting following the vote of the Unit A faculty. Article IX.

The Constitution shall become effective upon Senate ratification and submitted to the President and Board of Trustees for review.

CHICAGO STATE UNIVERSITY BYLAWS OF THE FACULTY SENATE

ARTICLE I MEMBERSHIP

1. Election of Members

- a. Each academic unit which has a Senator whose term is ending that academic year shall elect have an election for its Senator(s) and Alternate Senator by ballot when instructed conducted by the Rules and Operations Committee between February 1 and March 31.
- b. Notification of expiring Senator terms shall be communicated by the Rules and Operations Committee.
- c. Election process
 - i. All elections conducted by the Faculty Senate shall be conducted by electronic ballot.
 - ii. All eligible faculty who can be elected shall appear on the ballot.
 - iii. All elections are anonymous.

- iv. The elected Senator is not compelled to accept the Seat. All eligible faculty who can be elected shall appear on the ballot.
- v. The ROC shall report the results at the March meeting of the Faculty Senate.

2. The term of office for a Senator shall begin on August 16th. The term of office for a Senator shall be three (3) years.

- a. Incumbent Senators are eligible for re-election.
- b. To encourage Senate continuity, membership should be staggered with one-third of the membership elected each year.
- c. The Rules & Operations Committee shall review the Unit A faculty list every three (3) years or as needed due to departmental reorganization. The Rules & Operations Committee shall conduct this review prior to departmental notification of requirements of elections.

ARTICLE II SENATE OFFICERS

1. Senate Officers include the President, Vice-President, Corresponding Secretary, and Recording Secretary. Each will serve a two-year term. Officers are eligible for re-election.

- a. Nomination Process
 - i. Call for Nominations of Officers shall be announced at the March meeting by the Parliamentarian of the Faculty Senate and conducted electronically, asynchronously, and anonymously before April 1 of every even year by the Parliamentarian.
 - ii. The Nomination Form shall provide a write-in option.
 - iii. Senators may self-nominate.
 - iv. Nominations do not require a second.
 - v. The Parliamentarian shall send the call for nominations to all Senators via an electronic format giving Senators at least seven days to respond.
 - vi. The Parliamentarian shall notify nominees via email. A nominee must respond in the affirmative within seven days of notification by the Parliamentarian via email to accept the nomination. Otherwise, the nominee's name will not appear on the ballot. Nominees may not accept a nomination.

vii. Nominees may accept more than one nomination.

b. Election Process

i. The **Rules and Operations Committee** shall conduct the election after the Nominations process has concluded during the month of April.

ii. Election of officers shall be by electronic ballot, anonymously of the voting members of the Senate.

iii. The election ballot will include a write-in option for each Officer.

iv. To become an officer, a member shall receive 50 % +1 of the votes cast from eligible senators.

v. If no candidate meets the criteria to become an officer, a run-off will immediately occur between the two candidates who had the highest number of votes.

vi. The Faculty Senate President shall not vote in any election or resolution conducted by the Faculty Senate including the Executive Officer positions. If any vote, including the election of Officers has a tie between two or more candidates, or there is a 50% tie between two candidates, the Faculty Senate shall break the tie.

2. The President of the Faculty Senate or another designated member of the Executive Committee shall serve as a faculty representative to the Provost and to the President of the University.

a. Meetings shall occur between the President of Faculty Senate and the Provost on a regular basis.

b. Meetings shall occur between the President of Faculty Senate and the President of the University on a regular basis.

c. This service includes attending Provost's Council and President's Executive Committee and reporting to the Senate on matters appropriate for the Senate's consideration or review.

ARTICLE III AMENDMENTS

1. Amendments to the Bylaws may be presented in writing by any member of the Senate with the written support of not less than 50%+ 1 of the Senate census number for the academic year.

2. The Senate shall act on the proposed amendment at the next regular meeting following the one at which the amendment was presented.
3. Amendments to the Bylaws shall be effective upon approval by at least 66% of the total membership of the Senate.

ARTICLE IV SENATE COMMITTEES

1. The Faculty Senate may create committees to exercise its powers and responsibilities.
2. An Ad Hoc Committee may form up to 2 years though they are typically required to report to each meeting their progress and their scope has a singular and focused purpose.
3. The Faculty Senate shall determine the powers, duties, and organization of each committee in concert with Constitution and Bylaws and approved bylaws of each committee.
4. Senator Responsibilities
 - a. Each elected senator shall serve on a Senate committee.
 - b. If a Senator does not join a Senate Committee within the first six months of service, the Senator will be removed from Office and the Alternate Senator will become the Senator.
5. The general functions of all Senate committees shall be to:
 - a. Submit bylaws to the Rules and Operations Committee for approval.
 - b. Develop recommendations for consideration by the Faculty Senate and review University policies and their administration.
 - c. Serve in an advisory capacity on faculty matters to administrative personnel, including the President of the University, upon request.
 - d. Shall keep written minutes of all meetings. Minutes must be submitted to the Faculty Senate designated archives.
 - e. Report proposals referred by the Faculty Senate in that committee's official minutes.
 - i. The standing committee of the Senate shall indicate its response via approval, rejection, or a lack of action on a proposal or recommendation by the next regularly scheduled Faculty Senate meeting.
 - ii. A proposal, which is not returned by the next regularly scheduled Faculty Senate meeting and for which there is no communication from the

committee to the originator, shall be taken up by the Faculty Senate for final consideration.

- f. Meet at least once per semester.
 - g. Report to the Senate as needed.
6. The following shall be considered Standing Committees of the Senate and must be chaired by a Senator:
- a. Academic & Student Affairs Committee
 - b. Executive Committee
 - c. Rules & Operations Committee
 - d. Shared Governance Committee
 - e. Research and Creative Committee
7. The following shall be considered Standing Committees of the Senate and may be chaired by a Senator or by a non-Senator faculty member who is approved by the Senate:
- a. Board of Athletic Advisers
 - b. Buildings and Grounds Committee
 - c. Library Committee
 - d. Social Committee
 - e. Summer Committee
 - f. University Curriculum Coordinating Committee
 - g. Technology Committee
8. Committee membership
- a. Membership for the standing committees, except for the Executive and the Rules and Operations Committees, shall be selected from the faculty in the following manner:
 - i. Annually, the Executive Committee shall invite the faculty to request membership on committees.

ii. The Executive Committee shall appoint members to the committees observing that:

1. Each committee should attempt to include a representative from each college.
2. Each committee shall include at least one member of the Faculty Senate.
3. Each committee should include the appropriate administrative officer. This designated representative shall serve without voting privileges.
4. Each committee shall elect its own Chair and Secretary.
5. The term of office for members of the standing committees shall be no more than three (3) years with committee members eligible for reappointment.

9. Functions of Committees

a. The Academic & Student Affairs Committee shall develop and recommend policies concerning admissions, retention, student support and other curricular functions not covered by other Senate committees.

b. The Board of Athletic Advisers shall:

- i. Develop and recommend athletic policies and advise the Director of Athletics regarding the administration of such policies,
- ii. Monitor compliance with academic and other standards set down by the University or any other governing body as pertains to student athletics,

1. Promote the use of athletic facilities,
2. Make recommendations to the Senate regarding the appointment of the Faculty Athletics Representative.

c. The Buildings and Grounds Committee shall:

- i. Recommend policy concerning construction, maintenance, safety, and space utilization of University structures,
- ii. Advise the Senate regarding campus development,

d. The University Curriculum Coordinating Committee shall:

- i. Make recommendations to the Faculty Senate and other appropriate bodies where required regarding the change, addition or deletion of academic program requirements for all academic majors, minors, options, or certificate programs offered by the University,
 - ii. Advise the Senate regarding curriculum matters.
- e. The Executive Committee shall:
 - i. Coordinate the membership of Senate Committees.
 - ii. Act for the Faculty Senate between regular meetings and report such actions to the Faculty Senate for action at the discretion of the body in accordance with the Senate Constitution Article IV, Section 8.
 - iii. Maintain and distribute Faculty Senate meeting minutes.
 - iv. Suggest membership on university committees as requested by administration.
- f. The Library Committee shall:
 - i. Participate in the formulation of all relevant faculty related library policies.
 - 1. Report to the Senate with recommendations for support of said policies.
 - 2. Act as the liaison between the University faculty and the Dean of the Library.
- g. Research and Creative Committee shall:
 - i. Participate in the formulation of all relevant faculty related research and creative policies.
 - 1. Report to the Senate with recommendations for support of said policies.
 - 2. Develop plans and initiatives for faculty research and creative activities.
- h. The Rules and Operations Committee shall:
 - i. Conduct all elections for which the Senate is responsible,

- ii. Review and approve all committee bylaws and submit the approved committee bylaws to the Executive Committee,
 - iii. Maintain a calendar of Senate elections with deadline dates and results announcements,
 - iv. Approve bylaws of standing committees.
 - v. Conduct a reapportionment review every three (3) years during the Spring semester or as necessary in accordance with the Faculty Senate Constitution, Article IV, Section 4. The reapportionment shall be reported to the Executive Committee for further action, if necessary.
- i. The Shared Governance Committee shall:
- i. Monitor all University activities involving issues related to shared governance.
 - ii. Monitor activities of any University committees to ensure adequate and appropriate faculty representation and participation.
 - iii. Monitor Board of Trustees actions involving issues related to shared governance.
- j. The Technology Committee shall:
- i. Regularly assess faculty technology needs.
 - ii. Make recommendations to meet those needs.
 - iii. Participate in the formulation of all University technology policies.
 - iv. Report to the Senate with recommendations for support of said policies.
- k. The Faculty Senate may form any committee to address any issue involving faculty and make recommendations to appropriate departments, divisions or governance structures.
- i. Ad Hoc Committees
- 1. Ad hoc committees shall not be formed for a period longer than two (2) calendar years.
 - 2. If the functions of the committee are unresolved upon the expiry of the committee, the Executive Committee will refer all business to a Senate standing committee for resolution.

ARTICLE V RELATIONSHIP TO OTHER UNIVERSITY COMMITTEES

There are additional committees which are not under the sole jurisdiction of the Faculty Senate, but whose roles are aligned by other governing documents. Some of these committees function independently and may contain members other than faculty and senators.

1. Budget Committee

a. Membership

- i. The Budget Committee will have a member appointed by Faculty Senate procedures.
- ii. Elections shall be held by the ROC following the procedures reflected throughout the Faculty Senate Bylaws.
- iii. Senators are eligible voters.
- iv. The appointed member shall have at least completed their second probationary year of employment as a Unit A faculty member.

b. The appointed member of the Faculty Senate will represent the faculty at the Budget Committee meetings as Faculty-at-large.

c. The appointment term extends through one budget cycle. Members are eligible for reappointment.

2. University Personnel Committee

a. Membership

- i. The Faculty Senate will work within the guidelines of the UPI Contract to elect members to the University Personnel Committee.
- ii. Terms are consistent with that contained within the bylaws of the University Personnel Committee.
- iii. Elections shall be held by the ROC following the procedures reflected throughout the Faculty Senate Bylaws.
- iv. The Unit A faculty from the Colleges or Library and Instruction Services are eligible to vote.

3. Faculty Excellence Committee

a. Membership

- i. According to the CSU UPI contract Article 29, the Faculty Senate and Union shall appoint at least seven faculty who are members of the bargaining unit to serve on the Faculty Excellence Committee.
- ii. The appointments will be made by the leadership of each faculty group.
- iii. The composition of the selection shall guarantee proportional representation among teaching and resource professionals, and among the Colleges/Schools at the University.
- iv. The appointment term is defined in the CSU UPI contract Article 29.

4. Academic Programs Elimination Review Committee/APERC

a. Membership

- i. According to the CSU UPI contract Article 26, the Faculty Senate shall conduct an election for seven members to serve on the Academic Programs Elimination Review Committee.
- ii. Representation on this committee shall be constituted from each college, and Library and Instruction Services.
- iii. Elections shall be held by the ROC following the procedures reflected throughout the Faculty Senate Bylaws.
- iv. The Unit A faculty from the Colleges or Library and Instruction Services are eligible to vote and serve.
- v. Terms are consistent with Article 26 of the CSU UPI contract.

5. Honorary Degree Committee

a. Membership

- i. The six members of the committee will be elected by the Faculty Senate as per the Board of Trustees Policies and Procedures.
- ii. Elections shall be held by the ROC following the procedures reflected throughout the Faculty Senate Bylaws.
- iii. All Unit A faculty participate in the election.

iv. Terms are consistent with the Board of Trustees Policies and Procedures.

ARTICLE VI REVIEW

The Shared Governance and Rules & Operations Committees of the Faculty Senate shall conduct a review of the Bylaws no later than three (3) years after the adoption of the newly adopted, revised, or amended Bylaws. The review shall determine the necessity for changes in language, minor modifications, or changes in procedure.

ARTICLE VII RATIFICATION

Ratification shall follow the procedure for amendments to the Faculty Senate Constitution in effect. The Bylaws of the Faculty Senate shall become effective upon ratification by the Senate and upon submission to the President and Board of Trustees.

APPENDIX A Senate Election Terms

Group 1: Term for 2021-2024. A subsequent election will occur in March 2024 for a term which will extend from 2024-2027.

Nursing
Geography, Sociology, Hi
African American Studies,
Anthropology
Biological Sciences
Chemistry, Physics &
Engineering Studies
Occupational Therapy
Library and Instructional
Services
Pharmacy Practice
Advanced Studies in
Education

Group 2: Term for 2022-2025. A subsequent election will occur in March 2025 for a term which will extend from 2025-2028

Counseling Department
Psychology
Computing, Information
and Mathematical
Sciences, and
Technology
Communications, Media
Arts &
Theater Pharmaceutical
Sciences
Accounting, Finance
Criminal Justice,
Philosophy, Political
Science
Public Health
Health Education,
Physical Education and
Recreation

Group 3: Term for 2020-2023. A subsequent election will occur in March 2023 for another 3-year term which will extend from 2023-2026.

Social Work
Art and Design
Education Studies and
Recreation
English, Foreign
Language, Literature
Music
Management, Marketing,
Information Systems

Appendix H

Title: A Request for the CSU Administration to Reaffirm CSU’s Commitment to the statement that “curriculum is the purview of the faculty”.

Primary: Dr. Sarah Austin – Occupational Therapy

Second: Dr. Yashika Watkins – Public Health

Submitted: 2/22/2026

Request for consideration by the CSU Faculty Senate in their March Session.

Will this action item require work for the faculty senate: No

Background

Chicago State University upholds values such as academic excellence, academic integrity, and leadership. As a part of its work to enact these values, our strategic plan includes an objective to promote shared governance

Goal 3 University Culture, Climate and Accountability

Objective 3: Develop and implement processes that encourage and promote shared governance.

The Higher Learning Commission (HLC) includes principles of shared governance within its “Assumed Practices” (Policy Number: CRRT.C.10.010). The HLC describes Assumed Practices with the following statement:

Foundational to the Criteria and Core Components is a set of practices shared by institutions of higher education in the United States. Unlike the Criteria for Accreditation, these **Assumed Practices** are

- (1) generally matters to be determined as facts, rather than matters requiring professional judgment and
- (2) not expected to vary by institutional mission. Every institution is expected to be in compliance with all Assumed Practices at all times.

[\(Assumed Practices \(CRRT.C.10.010\) | The Higher Learning Commission\)](#)

Within these assumed practices is the following statement:

B. Teaching and Learning: Quality, Resources, and Support

2. Faculty Roles and Qualifications

b. Faculty participate substantially in:

- i. oversight of the curriculum offered — its development, vetting and implementation; academic substance; currency; and relevance for internal and external constituencies.

Chicago State University’s Faculty Senate has received a statement from Provost Feist-Price that:

The Provost recognizes and affirms that the curriculum is the purview of the faculty. While Chairs, Deans, and other Administrative leaders can support and recommend changes, the faculty must initiate all curriculum actions. In light of this, any grant proposal, either federal, state, congressional specifications, or private, shall not require changes to the general education curriculum.

Recent Concerns: Since this statement was received, CSU faculty have had interactions with administrators that have suggested that the Provost's direct reports have not been apprised of her commitment to faculty's role in curriculum.

Action Item

The CSU Faculty Senate requests that the administration re-affirm their commitment to faculty's central role in curriculum (including its development, vetting and implementation; academic substance; currency; and relevance for internal and external constituencies) to the faculty, deans, and all members of academic affairs.

Appendix I

1. **Senate Action Item Title:** Revising Senate Action Item Submission Form: Will Sponsors of an Action Item Contribute to the work of the Action?
2. **Author:** Dr. Sarah Austin **Second:** Dr. Yashika Watkins
3. **Rational/Background:**
 - a. An active and engaged Faculty Senate is beneficial to the strength and effectiveness of Chicago State University.
 - b. The number of Unit A faculty at the University has decreased over time, which has increased the demands for service for the remaining Unit A Faculty.
 - c. When the members of the senate consider a proposed action item they should understand if:
 - 1) this action item will create additional work by members of the senate and
 - 2) if the author and/or second (who are requesting this work to be completed) are planning to contribute to the work that they are proposing.
 - d) Faculty Senate forms are in the process of being moved from google docs to outlook which is a good time to make revisions.
 - e) The CSU Faculty Senate shall consider proposed action items regardless of the responses of the author and second to these questions.
4. **Work by the CSU Faculty Senate Required by this Action:**
 - a. **Will this action involve work on the part of CSU faculty senators** – Yes, this will create work for the Executive Committee and the Rules and Operating Committee of the CSU Faculty Senate – Revision of a form.
 - b. **Is the author willing to contribute to the work that needs to be done if this action is accepted by the Senate?** Dr. Austin is willing to attend one meeting as a guest of the Rules and Operations Committee if the ROC requests assistance.

c. Is the second willing to contribute to the work that needs to be done if this action is accepted by the Senate? Dr. Watkins is on the Executive Committee and the Rules and Operations Committee and shall facilitate the necessary actions to enact the recommendations.

Action:

Starting August 16, 2026, the form for submitting action items that are presented to the CSU Faculty Senate, shall include elements that ask the authors to clearly indicate any work that will be required (ad hoc committees, surveys, etc.) and ask these authors to make clear statements of their intent to contribute to the work necessary to execute the Action.

The Executive Committee shall finalize the wording of the form that is used to submit action items in collaboration with the Rules and Operations Committee.

The Rules and Operating Committee (ROC) shall consider this Action Item for any relevant changes required to the bylaws of the CSU, and IF they determine that this action item should be included in a future revision of the Constitution and/or Bylaws, they shall produce language that is necessary to revise the Constitution and Bylaws and then follow standard protocols for approval of this revision.