

# Institutional Change Progress Reporting Form

(Due October 11, 2010)

---

**Focus Area:** *Governance: Restructure the existing Academic Senate into a University wide Senate (Cabinet Recommendation 2.1) and Restructure the University Committee System (Cabinet Recommendation 2.2: See <http://change/docs/cicFinalReport2Feb2010.pdf>).*

**Responsible Person:** Jay VerLinden & Claire Knox

**Report Submitted by:** Jay VerLinden

**Date Submitted:** October 18, 2010

---

Please provide a summary for each of the four report areas below.

Please provide links to, or files of major work that has been finished such as new policies, supplemental reports, or data used (such as surveys) in the accomplishment of your plans.

---

**Summary of Progress Completed Since Last Report:** The Faculty Affairs Committee, chaired by Claire Knox has met regularly since the beginning of the Academic Year. At first it was difficult to find a time when all the members could meet, so the chair scheduled two meetings a week and members attended the meeting that fit their schedules.

The committee continued the work of the committee convened in Spring 2010, which was to use the San Diego State constitution as a model and adapt it to the needs of HSU.

**List of Key Milestones Achieved:** The committee Chair consulted with the Academic Senate on October 5 to get responses to the committee's ideas regarding key elements of the Constitution. She will consult with the Senate on October 19 to get responses regarding Committee restructuring. The committee will continue to work on the design of the University Senate and consult with the Academic Senate. The Senate Executive Committee has agreed that the Senate will meet every week to continue to do other business and consult with the Faculty Affairs Committee.

**Comments on challenges, lessons learned, and/or resource needs:** Drafting a constitution and bylaws that covers what is needed in a way that is likely to be approved is a complex and daunting task.

**Forecast of Subsequent Plans for the Upcoming Months:** The Faculty Affairs Committee will continue to draft the new constitution and bylaws and consult with the Senate. As soon as possible the draft will be put forth for a vote of faculty.