MEMORANDUM

To: CLAS Faculty Assembly Representatives
From: Tim Havens, Chair of the Faculty Assembly
RE: Procedure for considering CLAS Self-Study on Wednesday, April 24, 2013
Date: April 16, 2013

As you know, the Faculty Assembly will be considering the College’s Self-Study document at its next meeting. As outlined in the CLAS Manual of Procedure, Faculty Assembly must approve the self-study “narrative” (i.e., pages 3-41) before it is submitted to the Provost.

All members of the faculty are invited to attend the meeting; however, only FA representatives will be allowed to vote. Even after approval, the Self-study Committee will have the authority to correct errors and make updates, as well as to make changes requested by the Faculty Assembly and other bodies.

To begin discussion, I will call for a motion and a second to approve the document. If there are concerns about the document, members may propose motions for a change and we will vote on those motions prior to voting on the document as a whole.

The officers of FA will do our best to ensure that we conduct the final vote at our April 24 meeting. However, we do have a provisional meeting scheduled for May 8 if we need to extend our deliberations.

If you have questions or concerns about these procedures or the agenda for the upcoming meeting more broadly, please do not hesitate to contact me.

In addition, the Self-study Committee has asked that I transmit to you the following information:

The College is being reviewed by the Office of the Provost. The audience for the self-study is the Provost and President, as well as the internal and external members of the Review Committee that the Provost is appointing. The self-study is a public document and will be posted on the CLAS website.

The Review Committee will include representatives of central UI offices with which CLAS works closely, as well as collegiate or university administrators from outside UI who hold appointments in peer colleges of liberal arts and sciences. The Review Committee will use the self-study to prepare for their meetings with central administrators, the CLAS Self-study committee, CLAS DEOs, and CLAS governance groups during the review visit, which the Provost’s Office is scheduling for fall 2013.

At the Provost’s request, the self-study is organized around the College’s achievements in each area of the current UI Strategic Plan. It describes the College’s collaborations with University offices and with other colleges in furthering those goals. The final ten pages of the self-study narrative discuss the structure, resources, and governance of the College, and issues related to carrying out the College’s mission. The self-study summarizes the collective achievements of the College and future planning issues; does not evaluate the performance of individuals or of functional areas within the Dean’s Office.
The Self-study Committee is very grateful for the thoughtful and generous input that faculty and staff have given. The Committee has taken seriously its responsibility to reflect the major issues raised in responses to surveys and in meetings with groups, including the Faculty Assembly. In addition to providing a basis for the work of the Review Committee, the self-study narrative is intended to promote continuing discussion within the College of its central themes and issues. For example, the document states that “developing and implementing changes in the processes through which departments and the College interact could form the agenda for a series of productive DEO meetings and meetings of CLAS governance bodies in 2013-14 and beyond” (p. 32).