

INDIANA STATE UNIVERSITY  
FACULTY SENATE, 2013-2014

**EXECUTIVE COMMITTEE**

August 13, 2013

3:30pm, HMSU 227

**AGENDA (File 1)**

- I. Administrative Reports:  
President D. Bradley  
Provost R. Williams
- II. Chair Report:  
Steve Lamb
- III. Fifteen Minute Open Discussion
- IV. Informational Items
  - a. ISU Email Retention Policy (Marsha Miller, File 2)
  - b. Cunningham Memorial Library "Reinventing the Library" Project Report (Greg Youngen, File 3)
- V. New Business
  - a. Certificate in Safty Management Curriculum Proposal ,Dr. Ernie Sheldon, GC Item, File 4
  - b. Proposal-Council on Research and Creativity (Jay Gatrell, File 5)
  - c. Standing Committee Assignments (Committee on Committees, File 6)
  - d. All-University Committee Assignments (Committee on Committees, File 7)
  - e. Textbook Proposal (Ex. Committee Officers, Past and Present, File 8 forthcoming)
- VI. Adjournment

INDIANA STATE UNIVERSITY  
FACULTY SENATE, 2013-2014

**EXECUTIVE COMMITTEE**

August 13, 2013

3:30pm, HMSU 227

**Minutes**

**Present:** S. Lamb, C. MacDonald, R. Guell, A. Anderson, T. Hawkins, C. Olsen, V. Sheets, K. Yousif

**Members Absent:** B. Kilp

**Ex-officio Members Present:** D. Bradley, R. Williams

**Others Present:** G. Youngen, M. Miller, J. Gatrell, E. Sheldon

1) Administrative Reports:

a) President D. Bradley

- i) The Welcome Back Picnic was today.
- ii) New Freshman enrollment will be up (perhaps) a little with a total of between 2500 and 2600 depending largely on the unknowable number of international students who arrive. Because of increased retention (both Freshmen to Sophomore but also Sophomore to Junior) overall enrollment could be up by 3%.

b) Provost R. Williams

- i) Three Dean searches are underway. We have an interim dean in the Library (G. Youngen) and have a process being developed in the College of Technology for naming one quickly. Full national searches will be conducted for those plus the Graduate School Dean.
- ii) There is an academic affairs retreat tonight & tomorrow that will include AVPs, Deans, and Chairs.

2) Chair Report:

a) S. Lamb

- i) On the textbook initiative, this year's and last year's officers have been working hard with the President and Provost trying to get proposal agreeable by all. From where we started, the administration has moved much further in our direction than we have in theirs. The Administration may have a battle when they go to Board of Trustees. We have developed a practical, reality-based proposal that will lower textbook costs to students while preserving much faculty choice. I hope we approve it. Given that the administration has been willing to come so close to our position, I understand the need to reciprocate.

3) Fifteen Minute Open Discussion

a) R. Guell

i) Cell phone stipends are paid to administrators based on a justification that is nearly twenty years old- that cell phones are a special expense associated with being an administrator. Data I have shown to the Provost indicates that between two-thirds and three-quarters of all people under 30 have smartphones. Middle school students have smartphones. I urge the administration to recognize the reality that cell phones are no longer a special expense associated with being an administrator and end the practice of cell phone stipends at the end of this year.

ii) D. Bradley

(1) During the period of significant budget cuts, there was a dramatically changed policy which reduced them but I have no problem asking D. McKee to look at the issue again. I would note, however, that many of the phone service plans for which there are stipends are in lieu of an office phone, for coaches, for instance.

b) C. Olsen

i) New Faculty Orientation stipends, we have been told, are ending with this year's hires.

(1) R. Williams

(a) The money has been repurposed in the Center for Teaching Excellence.

(2) D. Bradley

(a) J. Maynard and I had started conversation on NFO that I'd like to continue. I would consider bringing in new faculty a week earlier with compensation.

(3) S. Lamb

(a) We can add this as a charge to FAC to work with the administration on NFO.

(4) C. Olsen

(a) I want to emphasize the importance for new faculty of some early money since we do not cover relocation.

c) S. Lamb

i) I would take this opportunity to ask that everyone consider new charges to the standing committees. Send those charges to me.

d) C. Olsen

i) Biennial review. Can we delay due dates from faculty by a couple of weeks?

(1) D. Bradley

(a) If we move it too far, there will be a problem.

(2) C. Olsen

(a) I am only asking for two weeks so as to get it out of the first week of classes.

(3) D. Bradley

(a) Look at dates and get a recommendation quickly.

(4) S. Lamb: I ask that T. Hawkins and C. Olsen make a recommendation to the officers in a few days so we can settle this with the Provost at our Monday meeting.

4) Selection of Parliamentarian

a) Nominated: V. Sheets, T. Hawkins; Elected T. Hawkins

b) S. Lamb

i) This is supposed to be done in April.

ii) R. Guell

(1) The practical problem is that we do not know who the at-large members of Exec will be and the parliamentarian has to be a member of Exec so we have one.

iii) K. Yousif

(1) This troubles me. We need to align the handbook language with our practice or align our practice with the Handbook.

iv) S. Lamb

(1) Keri is correct. I would like to ask her to design a charge for the appropriate committee charging them to address this situation.

5) Informational Items

a) ISU Email Retention Policy

i) M. Miller

(1) I have a concern regarding the policy of only holding emails for 180 days. You can back them up to your hard drive but then you need to back up your hard drive as well. I use my email as an electronic filing cabinet and consult it regularly. New faculty use it to retrieve important documents in their retention, promotion, and tenure portfolios.

ii) D. Bradley

(1) Email has been decreed, by the courts, official communication of the university and as a result anytime there is a subpoena for emails, there is a very long and costly search process that must be engaged in. That is, on top of the enormous storage costs.

iii) S. Lamb

(1) We will have L. Spence come address this issue.

b) Cunningham Memorial Library "Reinventing the Library" Project Report

i) G. Youngen

(1) Last year we had consultants on campus to help us know what a "cutting edge library" looked like and how we might adjust our resources to more closely align our resource deployment with student and faculty needs. We had good participation in a survey (800 students, 150 faculty) that showed high satisfaction with our performance.

(a) Recommendations of the report

(i) Space

1. There is more used in the maintenance of physical collections than there should be. We need to structure collections to meet needs of users.

(ii) Access vs ownership

1. We need to purchase more access to information and own less.

(iii) Facilitative search

1. We need a one-stop search process. You can search multiple mechanisms, but the process is not as easily used as it should be. We are working on

purchasing an Electronic Discovery System.

(b) Strategies Recommended

- (i) Repurpose space
- (ii) Focus on the History of ISU and Special or unique collections
- (iii) Empower reference librarians
- (iv) Engage in more partnerships with OIT
- (v) Address the library's poor infrastructure (HVAC in particular)
- (vi) Market libraries value

(c) Questions?

1. K. Yousif

- a. I have questions. Can I ask them in another forum?

2. G. Youngen

- a. Send them to me. We will schedule campus event in fall. You can also consult with your liaisons.

*Point of clarification re: Reinventing the Library Report*

*I misspoke today. This report has not been released campus wide. The Library faculty and staff have seen it. Copies have also been sent to all those that participated in the study task force. My apologies.*

*Greg Youngen (per email to EC members after the meeting)*

6) New Business

a) Certificate in Safety Management Curriculum Proposal

i) E. Sheldon (R. Gonser expressed to S. Lamb the item was noncontroversial at GC)

(1) Motion to Approve: T. Hawkins-A. Anderson vote: unanimous

(2) This program is designed to be in conjunction with an existing master's degree. It was requested by Human Resources Development program.

(3) V. Sheets

(a) What is the demand?

(b) E. Sheldon: Don't know. It was requested.

(4) S. Lamb

(a) There are no new course offerings. There is no cost.

(b) E. Sheldon: Correct

(5) C. MacDonald

(a) There is an inconsistency in the list of required course.

(b) E. Sheldon. We will fix that before it goes to the Senate.

(6) K. Yousif

(a) I have a concern regarding proposals not articulating need. That seems critical.

(b) R. Guell (to President) Do certificates go to the commission?

(i) D. Bradley

- 1. They probably will soon. I would ask that you work to align our curricular process with that of the commission so a statement of need is always present.

2. S. Lamb

We will add this as a CAAC charge.

- 7) Proposal-Council on Research and Creativity
- a) This is a proposal to combine the UAE and URC into one standing committee. Handbook language was offered.
  - b) J. Gatrell
    - i) There is no infrastructure for providing feedback for extramural grants and contracts. We need to be facilitating compliance issues and an understanding of them. There is no formal process for communicating compliance issues that needed to be adjudicated by faculty.
  - c) V. Sheets
    - i) This is not a new proposal. Proposals like it have been rejected several times, including last year. This is the first time a formal proposal with handbook language attached has come forward.
    - ii) S. Lamb
      - (1) We will design charge for FAC, UAE, & URC
- 8) Standing Committee Assignments
- a) Motion to Approve V. Sheets-A. Anderson; vote: unanimous
- 9) All-University Committee Assignments (Committee on Committees, File 7)
- a) Motion to Approve C. MacDonald-R. Guell; vote: unanimous
- 10) Textbook Proposal (Ex. Committee Officers, Past and Present, File 8 forthcoming)
- a) Motion to Approve R. Guell-C. MacDonald; Result: Tabled R. Guell-S. Lamb: unanimous
  - b) V. Sheets
    - i) This results from a taskforce last summer which Jack gave to us in January. Both FAC-SAC rejected it rather forcefully. "No" did not seem like a viable response so Exec created principles that the Senate agreed with. The Board agenda included a policy. I objected and with the President's endorsement, the Board tabled it until October. There not being enough time to start over at the committee level, last year's officers and this year' officers worked with the President and Provost this summer
  - c) S. Lamb
    - i) We all worked hard with the President and Provost to draft something we all could live with.
  - d) T. Hawkins
    - i) The Senate response was to "Reject any proposal" that gave authority to any committee that did not have the "disciplinary knowledge." By any other name, this committee survived the negotiations and it makes no sense.
      - (1) Motion to Strike "Advisory Committee" section in its entirety T. Hawkins-C. Olsen; Vote: 2-5-0
      - (2) R. Guell
        - (a) While the committee is there, it no longer has a power to adjudicate. Its authority is only education and process monitoring.
          - (i) T. Hawkins
            - 1. I see that it is significantly neutered but why have a committee with that little to do.

- 2. D. Bradley
    - a. Not having a committee makes it an administrative responsibility ....faculty need to pay attention. It is my hope that we can maintain the freedom that faculty have historically had while acknowledging textbook costs have escalated.
  - ii) T. Hawkins
    - (1) What is the definition of "Textbook?" Does it include supplementary readers?
    - (2) R. Guell
      - (a) It is intended to.
        - (i) T. Hawkins
          - 1. Then I have a problem. I use different and inexpensive readers alongside a traditional textbook. I can't see locking into the same reader every term.
        - (ii) R. Guell
          - 1. This is a valid point. We should table this, after a complete discussion, and negotiate a good definition of textbook that distinguishes central texts from readers. We can do that with the Provost on Monday and bring this back.
  - iii) C. Olsen
    - (1) What about spring and fall vs summer or face-to-face vs distance?
      - (a) T. Hawkins
        - (i) I use a different text in the summer as I do during a regular term because the abbreviated timeline makes a traditional pedagogy less effective. I use different approaches for face-to-face and distance with different texts and sometimes in the same semester.
        - (ii) R. Guell
          - 1. Another good point. We can make the pedagogical exception more clear when we meet with the Provost.
      - (2) Multi-section cost
        - (a) C. Olsen
          - (i) I maintain that committees will choose a very expensive text as the default so that they can always have their choice.
        - (b) R. Guell
          - (i) This was also asserted by the President in our private meetings. He asked that the default book be one of the books chosen by the individuals. I maintain that faculty will choose default books as intended; asking themselves "what book should last-minute hired adjuncts use?"
- 11) Adjournment R. Guell – S. Lamb Vote: unanimous (5:25pm)

**File 2**

**From:** Marsha Miller  
**Sent:** Monday, June 17, 2013 10:28 AM  
**To:** Virgil Sheets; Steven Lamb

**Subject:** ISU email retention changes

**Importance:** High

Gentlemen: something that is happening over the summer when many faculty are not here/looking at their email – that I think you need to be aware of, that I think needs to be charged to some Senate Cttee or other this coming year:

1. What legal requirements?
2. Why 180 days? I think that many faculty will have difficulty with a 6-month run. As far as I'm concerned it should be 1 academic year or even 1 ½ academic years.
3. I assume that this is a rolling 180-day block. So, email will continually be sent into the void. Does everyone understand how to set up their auto-archiving and does everyone have to set up auto-archiving to be daily?
4. I'm assuming that their 'June 30, 2011' is really 2013 – so it will begin AT THE END OF THIS MONTH – I think you should request a moratorium on this action until Senate has had a chance to weigh in.

#### *ISU's Email Retention Policy*

In response to **changing legal requirements, ISU Legal Counsel and the ISU ITAC committee** have recommended the establishment of a 180-day Email Retention Policy. Based on those recommendations, and at the direction of the administration, email retention on the ISU Exchange email system will be set to 180 days effective June 30, 2011. At that time, all email and related attachments that are older than 180 days residing in Exchange (including any centrally stored copies of email on tape or backup disk) will be permanently deleted.

The Office of Information Technology understands that the conversations and data contained in your mail account and archives represent a considerable amount of time and effort and are likely vital to your day to day operations. We will assist in whatever way we can to preserve your data and help modify your workflow to accommodate this new policy.

What does that mean for me?

If you intend to retain any e-mail older than 180 days after the retention policy is enacted your current mail client will have to be configured for local archiving. The information below will assist you in addressing this before the June 30th deadline.



What about Archive Manager?

Archive Manager will be turned off on May 15, 2013. This product was used as a tool in the transition of the University email system from Novell GroupWise to Microsoft Exchange, not as a permanent area for document management. If you currently use Archive Manager as a document management tool and require access to its contents after May 15, 2013 you should work with your consultant to move your data to supportable media for long term storage.

<http://www.indstate.edu/oit/staff/retentionpolicy.php>

**Proposers should consult with the dean's office prior to the development of the proposal. Not all proposals can be supported.**

**F-2 PROGRAM PROPOSAL FORM**

<p><b>Department:</b> <u>Built Environment</u></p> <p><b>College:</b> <u>College of Technology</u></p> <p><b>Contact Person:</b> <u>Boris Blyukher</u></p> <p><b>Phone:</b> <u>3953</u> <b>Email:</b> <u>bblyukher@indstate.edu</u></p>	<p><i>Click <a href="#">here</a> for flow diagram</i>  <i>Click <a href="#">here</a> for a sample timeline</i></p> <p><b>Degree Level:</b> <u>Certificate</u>    <b>CIP Code:</b> <u>150701</u>  <b>Major Code:</b> _____</p> <p><b>Program Title:</b> _____</p> <p><b>Proposed New Program Title:</b> <u>Certificate in Safety Management</u></p> <p><b>Track or Concentration Area, If Applicable:</b> _____</p>
<p><b>CHECK ALL THAT APPLY</b></p> <p><input checked="" type="checkbox"/> Graduate  <input type="checkbox"/> Undergraduate  <input checked="" type="checkbox"/> New Program  <input type="checkbox"/> Existing Program  <input type="checkbox"/> Change of Title  <input type="checkbox"/> Revision  <input type="checkbox"/> Suspension</p>	<p><input type="checkbox"/> Elimination  <input type="checkbox"/> Reactivation  <input type="checkbox"/> Major  <input type="checkbox"/> Minor  <input checked="" type="checkbox"/> Certificate  <input type="checkbox"/> Licensure Only  <input type="checkbox"/> Other(specify)_____</p> <p style="text-align: right;"><b>RECEIVED</b>  <b>FEB 05 2013</b>  <b>Academic Affairs</b></p>
<p>1. For revision, reactivation, and new programs submit all applicable forms in this packet. For suspension or elimination, complete the brief summary and submit F-3 only.</p> <p>2. Proposals for new degree programs must include the application required by the Indiana Commission for Higher Education.</p> <p>3. All proposals should also be submitted via electronic media in Microsoft Word format, with signature page scanned.</p>	

**In the space provided, please insert your summary (abstract), information on student learning, proposed catalog copy, and side-by-side comparison of the old and new programs (see Appendix III of the CAPS Manual.)**

**Brief Summary:**

The proposed Certificate in Safety Management is designed for students enrolled in an ISU Graduate Program (except for Occupational Health and Safety majors) who want to study and apply the principles of workplace safety and US governments regulations for occupational safety in their professional career.

The Certificate will be awarded only to students who have completed their major Graduate Program and 12 hours of required courses in the Safety Management Program.

The proposed Certificate in Safety Management includes the following web courses (3 hrs each):

SFTY 606, Human Factors/Ergonomics in Safety Management, is a hybrid course (web and lecture) covering Human Factors and Ergonomics in Safety Management. The course is an inquiry into the physiological, behavioral, and environmental variables which affect occupational health and safety. (Elective)

SFTY 608, Safety Legislation, Litigation, and Compliance, is a web course representing a guideline of organizational and legislative aspects of Industrial Health and Safety to maintain accident protection and prevention in buildings, industrial and construction sites. (Required)

SFTY 610, Safety Inspections, Assessment, and Control, is a web course designed to prepare students for the development and administration of health and safety programs in the workplace. The primary focus of the course is on fundamental principles and concepts of the theory and application of safety management methods and techniques to develop Occupational Safety programs for a variety of industries to comply with US government regulations and standards. (Elective)

SFTY 616, Administration Methods and Procedures for Occupational Safety Management Programs, is a web course representing an overview of the concepts and methodology of supervisory methods and techniques to develop leadership qualities, to promote human relations, and to upgrade contributions of employee personnel involved in various types industrial safety programs. The course is designed to prepare students for the development and administration of industrial safety programs in the workplace and impart an understanding of the development and use of safety program to improve the safety performance of an organization. (Elective)

SFTY 627, Safe Transportation and Management of Hazardous Materials, is a web course representing guidelines of organizational and legislative aspects of handling of hazardous materials at workplace to maintain accident protection and prevention by establishing effective management of hazardous materials use, storage, transportation, and disposal. (Elective)

SFTY 628, Fire Science and Protection Systems, is a web course representing an overview of the concepts and methodology of fire protection methods and techniques. The course is designed to give students a guideline of organizational and engineering aspects of fire protection and prevention. Emphasis is placed on the basic concepts of recognition, evaluation, and control of fire hazards in buildings, industrial and construction sites. (Elective)

SFTY 630, Foundations of Occupational Safety and Health Management, is a web course covering the foundation of occupational health and safety management. The course provides an understanding of the fundamental concepts in accident theory and prevention. There is an emphasis on the identification and development of comprehensive occupational health and safety management programs. (Required)

**Student Learning. How have the results of student outcomes assessment and program or accreditation review been used on the proposed change? How will this change increase student learning and program effectiveness?**

The proposed Certificate in Safety Management Program will prepare students to carry or share responsibilities in occupational safety management for various industries.

Upon successful completion of the proposed Certificate in Safety Management program, students will be able to understand (use):

- Federal Acts and regulations for occupational safety.
- Importance of accident prevention to the safety professional.
- The impact of federal regulations of accident prevention and fire protection.
- Safety and environment and fire protection standards.
- Procedure for recordkeeping and reporting in industrial safety.
- Employer and employees responsibilities and rights.
- Industrial Hygiene recognition, evaluation, and control procedures.
- Recognition of solvents, dust, vapors, mists, and fume hazards.
- Evaluation of airborne contaminant hazards.
- Selection, care, use, and maintenance of personal protective equipment.
- Application safety inspection and audit fundamentals and concepts and terms associated with safety inspection and audit.
- Identification major occupational and fire hazards at facilities.
- Identification and application safety management program elements, procedure, and implementation at different levels of organization.
- Major safety requirements for records and documentation, OSHA Forms for log of work-related injuries and illnesses and injury and illness incident report.
- Effective methods, key techniques, procedures, and documentation for conducting safety training.
- Major safety requirements for OSHA Hazard Communication Standard.
- Safety training program elements, procedure, and implementation.
- Methods used in the evaluating and assessing safety program effectiveness.
- Criteria for identification of hazards to health, life, materials, and the environment.
- Legislation pertaining to hazardous substances and wastes and definitions pertaining to these substances with respect to the law and code of federal regulations.
- Different types of chemicals with respect to hazard nature, characteristics, and controls for corrosives, organics, plastics, resins, oxidizers, explosives, water reactive materials, etc.
- Classification of materials according to United Nations and DOT Hazard Classes.

- Regulations for shipping, packaging, and labeling hazardous materials.
- OSHA requirements, standards, and regulations on hazard identification and methods of engineering and administrative control in areas containing hazardous materials.
- Concepts of human factors.
- Effects of worksite conditions on human body systems.
- Cognition and information processing.
- Learn displays and controls that can affect anthropometry in workspace design.

**Proposed Catalog Copy:**

Certificate in Safety Management is a group of four courses (12 hours combined) representing fundamental principles and concepts of the accident prevention theory and application of safety management. The courses include organizational and legislative aspects of health and safety, methods available for improving workplace health and safety through effective communication, and human factors and ergonomics to maintain accident protection. Methods and techniques give guidelines to development occupational safety programs. The Certificate includes the following:

Required courses:

SFTY 608, Safety Legislation, Litigation, and Compliance, (3 hours)

SFTY 616, Administration Methods and Procedures for Occupational Safety Management Programs, (3 hours)

Elective courses:

Choose two electives from the following:

SFTY606, Human Factors/Ergonomics in Safety Management, (3 hours)

SFTY 610, Safety Inspections, Assessment, and Control, (3 hours)

SFTY 627, Safe Transportation and Management of Hazardous Materials, (3 hours)

SFTY 628, Fire Science and Protection Systems, (3 hours)

SFTY 630, Foundations of Occupational Safety and Health Management, (3 hours).

**Please Insert a Side-by-side Program Comparison.**

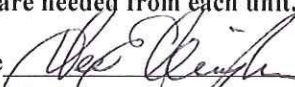


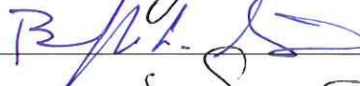



OLD PROGRAM		NEW PROGRAM	
Course Prefix and number	Credit hours	Course Prefix and number	Credit hours
		SFTY 608	3
		SFTY 616	3
		2 elective courses:	
		SFTY 606	3
		SFTY 610	3
		SFTY 627	3
		SFTY 628	3
		SFTY 630	3
TOTAL HOURS		TOTAL HOURS	12

**Please insert any important and pertinent minutes/notes from committee meetings about this proposal.**

Approval/Review Signatures

Date Vote

If more than one unit is involved, signatures are needed from each unit.

- 1. Department/unit curriculum committee  12-11-12 10-0-0
- 2. Department chair  13 Dec 12
- 3. Dean's Office, College of Education  
(Programs that lead to educator licensure) \_\_\_\_\_
- 4. College Representative  1/22/13 5-0-0
- 5. Academic Dean  2.4.13
- 6. Associate VP for Academic Affairs  2/14/13
- 7. Teacher Education Committee  
(Programs that lead to educator licensure) \_\_\_\_\_
- 8. Dean, School of Graduate Studies  4/23/13
- 9. CAAC or Graduate Council  4/23/13 (7-0-0)
- 10. Senate Executive Committee  
(New programs, major revisions so program is substantially new, or proposals with major policy implications. Determined by CAAC or Graduate Council.) \_\_\_\_\_
- 11. Faculty Senate  
(New programs, major revisions so program is substantially new, or proposal with major policy implications. Determined by CAAC or Graduate Council.) \_\_\_\_\_
- 12. Provost \_\_\_\_\_

Publication Dates:

Proposal: FEB 18 2013

Approval: \_\_\_\_\_



F-3 DARS REPORT FOR PROGRAMS

Must be completed before dean's approval so changes can be made.

Attach this form to the program proposal form and submit to the Office of Degree Audit and Transfer, Erickson Hall 235.

(Completed by the Unit)

Department: Built Environment

Contact Person: Boris Blyukher

Course/Program: Certificate in Safety Management

I. DARS (Completed by Office of Degree Audit and Transfer) **Completed**

Transfer articulation  
(If present, detail sent to dean and attached to proposal)   K  

Degree Audit  
Includes major/minor/other requirements/general education  
(If present, detail sent to contact person and attached to proposal)   K  

Comments:

Cindy Otto  
DARS Director

1/28/13  
Date

F-4 Program/Course Consultation Form

The proposing unit is required to provide evidence that it has consulted with all units that would be affected by a course or program change or would have a logical interest. The DARS office will provide a list of all programs that require or recommend a course. Please attach this sheet to a copy of the proposal when it is forwarded to the dean's office. If no response is received within 14 days, send an email message to the chair(s) of departments that would logically have an interest in this change and attach a copy of the email message and consultation form with the proposal.

To: Cindy Crowder Date: 11/30/12

From: Safety Management

Program/Course Title: Safety Certificate

This form serves the purpose of providing information as a courtesy and avoiding duplication. Please take this opportunity to review the enclosed curriculum proposal and to comment upon it in view of your unit's offerings.

Have no reservations concerning this course or program:  
\_\_\_\_\_

Have the following reservations/suggestions concerning this course or program:  
\_\_\_\_\_

Chairperson: Cindy Crowder

Department: HRD & Performance Technologies

Signed: Cindy Crowder Date: 12-5-12

Responses from proposing unit:  
\_\_\_\_\_

## F-7 LIBRARY REPORT

Required for new and substantially changed programs, new and substantially changed graduate courses, and courses in which the University may not have adequate library resources (new topics, varied formats).

Department: Built Environment

Course Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Program Title: Certificate in Safety Management

Course Title: \_\_\_\_\_

### Attached to this report is a:

- Bibliography completed by the department that identifies the critical books, journals (including electronic journals), multimedia (including videotapes, CD's, DVD's, computer simulations, etc.), research resources, and databases essential to support the curricular changes for this course/program. After reviewing this bibliography, the Library and the Department will develop a plan for obtaining future resources.

### If distance education (course, program, or part of a unit)

- Plan for meeting the library needs of distance education students (including searching databases, delivery of materials, library tutoring, etc.)

Alberto Conner

Dean, Library Services

12/14/12  
Date

### Comments:

\_\_\_\_\_

## F-8 FINANCIAL/STAFFING RESOURCES REVIEW CHECKLIST

This form must be completed for new courses and for program revisions (not for elimination, banking, or suspension). Attach additional information if needed.

New program proposals must be submitted using *Guidelines, Policies, and Procedures for Developing New Academic Program Proposals from the Indiana Commission for Higher Education*, available at [http://www.che.state.in.us/academics/program\\_guidelines.pdf](http://www.che.state.in.us/academics/program_guidelines.pdf).

Proposed Course/Program Title: Certificate in Safety Management

Department: Built Environment

1. Will the proposal require additional faculty, including special purpose or temporary faculty?

No       Yes

If yes, indicate the source of funds

Department reallocation       College reallocation  
 External funds, specify source

Year 1	Year 2
\$ _____	\$ _____
\$ _____	\$ _____

Other, describe

\$ \_\_\_\_\_      \$ \_\_\_\_\_

2. What additional supplies and expenses are required?

No       Yes      If yes, what is the source of funds?

\$ \_\_\_\_\_      \$ \_\_\_\_\_

Department       College       External funding (specify)

3. Will additional equipment and/or space be required?

No       Yes

If yes, indicate the source of funds

Department       College       External funding (specify)

4. Will it require additional undergraduate and/or graduate assistant(s)?

No       Yes

If yes, indicate the source of funds

Department       College       Graduate Studies       External funding (specify)

5. Will it require additional computer equipment, software, or classroom technology?

No       Yes

If yes, state what and indicate the source of funds

Department       College       Office of Information Technology  
 External funding (specify)

6. Will it require additional classrooms, remodeling, or other space?

No       Yes

If yes, indicate the source of funds for laboratories and specifics on space needs and how this will be met.

7. Provide projected enrollments by year 3 and year 5.

What are your plans for student recruitment?

10

Describe additional resource needs and implications:

If external funds will be used, describe and specify how long funds are available.

The signatures below confirm that sufficient resources to support the proposal will be committed by the department and college.

Robert E. Engler  
 Department Chairperson  
[Signature]  
 Dean

13 Dec 12  
 Date  
2-4-13  
 Date

Certificate in Safety Management Program

**Plan for meeting the library needs of distance education**

1. Working with library liaison.
2. Use electronic database and interlibrary loan.

Program: **Certificate in Safety Management** (To Form F-7, Library Report)

### **Bibliography for Certificate in Safety Management**

- SFTY 606, Human Factors/Ergonomics in Safety Management (Elective)

Required Textbook:

Wickens, C.D., J.D. Lee, Y. Liu, & S.E.G. Becker. 2004. An introduction to human factors engineering, 2nd Edition., Pearson Prentice Hall, Upper Saddle River, NJ. ISBN:0-13-183736-2.

- SFTY 608 - Safety Legislation, Litigation, and Compliance ((Required))

Required Textbook:

Code of Federal Regulations 29 CFR, Part 1910 General Industry (OSHA Regulations, Late Editions)

- SFTY 610, Safety Inspections, Assessment, and Control (Elective)

Required Textbook:

29 CFR, 1910 OSHA, General Industry Regulations (OSHA Regulations, Edition 2012), Publisher: MANCOMM  
Website: <http://www.Mancomm.com>  
ISBN 59959-351-3

- SFTY 616, Administration Methods and Procedures for Occupational Safety Management Programs (Required)

Required Textbook:

Legal Liabilities in Safety and Loss Prevention, Second Edition  
A Practical Guide (2011). Author: Thomas D. Schneid.  
Publisher JONES & BARLETT LEARNING: Sudbury, MA  
ISBN-13: 9780763779849  
ISBN-10:0763779849

- SFTY 627, Safe Transportation and Management of Hazardous Materials (Elective)

Required textbook:

Leonard, J. E. and Robinson, G. D., 2002, Managing Hazardous Materials, Institute of Hazardous Materials Management: Rockville, MD.

- SFTY 628, Fire Science and Protection Systems (Elective)

Required Textbook:

Fundamentals of fire protection for the safety professional/ Lon H. Ferguson and Christopher A. Janicak. ~~Proposed for a Council on Research & Creativity~~ of The Scarecrow Press, Inc., 2005.

**Objective:** To create a single unified Council for Research & Creativity that will assist in the development of relevant policies and procedures that relate to faculty and student scholarship, as well as ensure the continued delivery of two independent grant programs: University Research Grants and the Arts Endowment. The proposed CRC will also receive and comment on annual reports on research administration, compliance issues, and student participation in scholarly activities.

**Required Textbook:**

**Rationale:** The current 2006 Safety and Health for Engineers, 2nd Edition, Wiley and Sons, Inc. Hoboken, NJ, ISBN 13-078-00471-29100-3, ISBN 10-0471-29100-7 does not necessarily provide an effective mechanism for highlighting the important role scholarship plays in the lives of the university, its faculty, and our students. Additionally, the proposed unification of two related standing committees will streamline the current governance structure while ensuring the independence of the two critical grant programs: University Research Grants and the Arts Endowment Grants.

The proposed committee would replace 246.8 in the University Handbook with the text below and delete 246.10.

## 246.8 Council for Research & Creativity

### 246.8.1 Membership

246.8.1.1 Faculty Representation. Nine (9) with at-least three (3) members of the faculty from departments constituting the performing, visual, literary, and interpretative arts and three (3) members with prior extramural funding.

246.8.1.2 Administrative Representation. Provost and Vice President for Academic Affairs, Deans of the colleges, including the Dean of the College of Graduate and Professional Studies, and the Dean of Library Services, and the chairpersons of the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC).

246.8.1.3 Student Representation. One (1) graduate and one (1) undergraduate student with at least one of the students pursuing a major or minor in the performing, visual, literary, and interpretative arts or a related field.

246.8.2 Duties. The purpose of the council is to enhance scholarship, research, and creative activity at the university and to advise the administration on relevant policies. The committee shall:

246.8.2.1 Recommend the establishment or change of University policies and procedures related to scholarship, research, & creativity.

246.8.2.2 Administer the Arts Endowment Fund, University Research Fund, and such other

research funds as may be designated by the University administration.

246.8.2.3 Annually review a summary of the activities of the university's extramural grant activity, major scholarly initiatives, and any compliance issues (IRB, IACUC, and anonymous summaries of research misconduct) and provide faculty feedback.



## File 6

### UNIVERSITY FACULTY SENATE STANDING COMMITTEES 2013-2014

#### **Administrative Affairs Committee**

##### **Term ends 2015, AAC**

Nora Hopkins, Asst Professor, Mathematics & Computer Science, **SENATOR**

Leah Nellis, Asst Professor, Adams Fac Fello, CD & Coun, School, & Ed Psych

Kelly Wilkinson, Professor, Mgt, Info Systems and Bus Ed

##### **Term ends 2014, AAC**

Richard Baker, Asst. Professor, Aviation Technology

Steve Hardin, Assoc. Librarian, Library Services

Leamor Kahanov, Chair & Professor, Applied Medicine & Rehabilitation

Feng-Qi Lai, Professor, Curriculum, Instruction & Media Tech.

##### **Alternates for AAC**

Maureen Johnson, Asst Professor, Dept of Applied Health Sciences

Jennifer Ryan, Asst Professor, History

Linda Sperry, Chair & Professor, CD & Coun, School, & Ed Psych

#### **Arts Endowment Committee**

##### **Term ends 2015, AEC**

Michael Jackson, Asst Professor, Theater

Cinda May, Asst Librarian Chair Spec Coll, Library Services

Aaron Morales, Asst Professor, English, **SENATOR**

##### **Term ends 2014, AEC**

Steve Gruenert, Chair & Assoc. Professor, Dept. of Educational Leadership

Robyn Lugar, Associate Professor, Social Work

Catherine Tucker, Asst. Professor, CD & Coun., School, & Ed Psych, **SENATOR**

Keri Yousif, Dir & Asst Professor, Languages, Literatures, Linguistics, **SENATOR**

##### **Alternates for AEC**

Tina Kruger Newsham, Asst Professor, Dept of Applied Health Sciences

Heather Rayl, Asst Librarian, Library Services

#### **Curriculum and Academic Affairs Committee**

##### **Term ends 2015, CAAC**

Sue Kiger, Chair & Asst Professor, Curriculum, Instrctn, & Media Tech

Dave Malooley, Asst Professor, Electronic & Computer Engin Tech, **SENATOR**

Larry Rosenhein, Asst Professor, Chemistry & Physics

Ethan Strigas, Asst Professor, Kinesiology Recre & Sport, **SENATOR**

### Term ends 2014, CAAC

Jeffrey Decker, Asst Professor, Acct, Fin, Insur & Risk Mgmt  
Rolland McGiverin, Librarian, Library Services  
Alister McLeod, Asst Professor, Applied Engineer & Tech Mang  
Barbara Skinner, Asst Professor, History  
Kevin Ward, Instructor, Communication

### Alternates for CAAC

Andreas Kummerow, Instructor, Baccalaureate Nursing Completion  
Joe West, Asst Professor, Chemistry & Physics

## Faculty Affair Committee

### Term ends 2015, FAC

Susan Frey, Chair & Asst Librarian, Library Services  
Darlene Hantzis, Professor, Communication

### Term ends 2014

Lindsey Eberman, Asst. Professor, Applied Medicine & Rehabilitation  
Mike Harmon, Professor, Acct., Fin., Insur. and Risk Mgmt., **SENATOR**  
Jolynn Kuhlman, Professor, Kinesiology Recreation & Sport  
Marsha Miller, Librarian, Library Services, **SENATOR**  
John Pommier, Chair & Professor, Kinesiology Recreation & Sport

### Alternates for FAC

Betty Phillips, Professor, Languages, Literatures, Linguistics  
Anna Viviani, Asst Professor, CD & Coun, School, & Ed Psych

## Faculty Economic Benefit Committee

### Term ends 2015, FEBC

Shelly Arvin, Asst Librarian, Library Services  
Don Richards, Professor, Economics  
James Smallwood, Professor, Applied Engineer & Tech Mang

### Term ends 2014, FEBC

Stan Buchanan, Associate Professor, Political Science  
Jin Park, Asst. Professor, Acct, Fin, Insur and Risk Mgmt  
Cat Paterson, Professor, Applied Medicine & Rehabilitation, **SENATOR**  
Jennifer Ryan, Asst. Professor, History

### Alternates for FEBC

Jeff Kinne, Asst Professor, Mathematics & Computer Science  
Farman Moayed, Asst Professor, Built Environment

## **Graduate Council**

### **Term ends 2015, GC**

Tad Foster, Professor, Human Res Devel & Perf Tech  
Alvaro Gurovich, Asst Professor, Applied Medicine & Rehabilitation  
Peggy Weber, Assc Professor, Social Work

### **Term ends 2014, GC**

Will Barrett, Professor, Dept. of Educational Leadership  
Karen Evans, Assoc. Librarian, Library Services  
Rusty Gonser, Assoc. Professor, Biology  
Eric Hampton, Assoc. Professor, CD & Coun, School, & Ed Psych, **SENATOR**  
Derek Kingsley, Asst. Professor, Kinesiology, Recreation & Sport  
Liz O' Laughlin, Professor, Psychology

### **Alternates for GC**

Stephen Aldrich, Asst Professor, Eath & Environmental Systems  
Carrie Ball, Asst Professor, CD & Coun, School, & Ed Psych, **SENATOR**

## **Student Affairs Committee**

### **Term ends 2015, SAC**

Lisa Decker, Assc Professor, Criminology & Criminal Justice  
Shaun Grammer, Asst Professor, Applied Medicine & Rehabilitation, **SENATOR**

### **Term ends 2014, SAC**

Azizi Arrington-Bey, Asst. Professor, Built Environment  
Cheryl Blevens, Asst. Librarian, Library Services  
James (Jim) Buffington, Assoc. Professor, Mgmt Info. Sys. & Bus. Ed  
Jeffrey Hauser, Asst. Professor, Aviation Technology  
John Liu, Assoc. Professor, Acct., Fin., Insur. and Risk Mgmt

### **Alternates for SAC**

Rebecca Hinshaw, Asst Professor, Elementary, Early, & Special Ed  
Alina Waite, Asst Professor, Human Res Devel & Perf Tech

## **University Research Committee**

### **Term Ends 2015, URC**

Tim Demchak, Assc Professor, Applied Medicine & Rehabilitation  
Barbara Eversole, Asst Professor, Human Res Devel & Perf Tech  
Jennifer Latimer, Assc Professor, Earth & Environmental Systems

### **Term ends 2014, URC**

Kathryn Bauseman, Assoc. Professor, Elementary, Early, & Special Ed  
Chris Fischer, Assoc. Professor, History, **SENATOR**  
Mandy Reid, Assoc. Professor, English

Carolyn Wallace, Assoc. Professor & Dir Ct Sci Ed, Biology

**Alternates for URC**

Deb Israel, Assc Professor, Economics

Richard Kjonaas, Professor, Chemistry & Physics

## File 7

### All University Committee Nominees for 2013-2014 Academic Year

#### **Assessment Council**

Kim Bodey, Assc Professor; Kinesiology Recre & Sport

Elizabeth O'Laughlin, Professor; Psychology

Bassam Yousif, Assc Professor; Economics

Dr. Lamb and Dr. Sheets,

I was looking through the files for next week's EC meeting. On File 7, All University Committee Nominees, Bassam Yousif is still listed as a nominee for the Assessment Council. According to Ruth Cain, Bassam is already the CoAS representative to the Assessment Council.

Tami

#### **Athletics**

Kim Bodey, Assc Professor; Kinesiology Recre & Sport

John Conant, Chair and Professor; Economics

Katherine Lee, Assc Professor; English

Jack Maynard, Professor; Educational Leadership

Joe Sanders, Professor; Acct, Fin, Insur and Risk Mgt

#### **Council on Diversity**

Leslie Barratt, Chair and Professor; Languages, Literatures, Linguistics

Ann Chirhart, Assc Professor; History

#### **Faculty Dismissal**

Kim Bodey, Assc Professor; Kinesiology Recre & Sport (term ends 2018)

John Conant, Chair and Professor; Economics (term ends 2018)

#### **Parking, Traffic and Personal Safety**

Rhonda Impink, Assc Professor; Social Work

Jeanne Sowers, Assc Professor; Applied Medicine & Rehabilitation

#### **Student Success Council and Strategic Enrollment Management**

Cheryl Blevens, Asst Librarian; Library Services

Kathryn Berlin, Asst Professor; Dept of Applied Health Sciences

Dan Clark, Assc Professor; History

John Conant, Chair and Professor; Economics

Tim Mulkey, Assc Professor; Biology

Joe West, Assc Professor; Chemistry & Physics

**University Archives**

Dianna Cooper-Bolinskey, Asst Professor; Social Work

Cinda May, Assc Librarian Chair Spec Coll; Library Services

**University Health Benefits**

Bob Huckabee, Associate Professor Emeritus; Criminology & Criminal Justice

Terrance Parks, Professor Emeritus; Economics

## **Draft Proposal on Textbooks (August 8, 2013)**

### Proposed Handbook Language:

**310.1.12 Textbooks.** Textbooks and other materials are primarily selected by the faculty to promote student learning. Because there are affordability and course outcome issues that must be considered, the selection of textbooks and other materials must be selected in accordance with the foregoing policies as well as departmentally-approved policies. The departmental chairperson is responsible for selection facilitation and implementation in accordance with the provisions of this section. The goals of these textbook policies are to comply with applicable laws, facilitate student procurement of textbooks, address textbook affordability, and ensure instructional quality.

#### **310.1.12.1 Selection, Ordering , & Conflict of Interest**

1. The course schedule for a term will be published by October 1 and March 1; and Textbook and non-sharable required materials selection deadlines will be October 15 and March 15 (for Spring; and Summer and Fall terms respectively).
2. It is the responsibility of administrators and department chairpersons to make resource allocations and course assignments so as to facilitate timely adoptions.
3. All textbook and materials orders will be placed through the academic department. The chairperson will review for compliance with these policies and supervise the placing of orders
4. Department committees will designate default texts for all courses taught at least annually following established departmental procedures. Default texts will be ordered by chairpersons in cases of late decisions, resignations, illnesses, and late faculty appointments and/or assignments. Chairpersons shall select a text for sections with no assigned instructors when no default has been identified. Ordinarily default texts should be chosen by faculty most responsible for teaching a course although faculty teaching subsequent courses in a program also hold interest in the teaching of lower-level classes. It is expected that the default textbook will be among those used for another section of the course if any.
5. Chairpersons shall similarly order default texts for faculty who fail to submit orders by established deadlines.
6. Faculty shall be precluded from changing textbooks orders made under (4) - (5) for that term.
7. Except in cases where a department has an approved policy regarding a common textbook for a multi-section course, individual faculty who are deemed by the Chairperson likely to teach a section of a multi-section course for every term of the selection period may choose alternative textbook(s) and materials as long as they do not exceed the cost of the default selection(s) and the order is made by the deadline.
8. To minimize possible conflict of economic interest in textbook selection, recommendations for selection of basic or supplementary textbooks authored by ISU faculty must include the approval of the department chairperson or the responsible dean, if appropriate. A statement must accompany such recommendation indicating (a) that no other textbooks containing material

appropriate to the course are available, or (b) that if other textbooks are available, the textbook selected is deemed most appropriate.

### **310.1.12.2 Adoption periods.**

The standard selection period for a textbook is based upon the type of course offering as established below

1. A minimum of three years (or the publication life of the edition of the text whichever is shorter) for courses offered annually in which the text has resale value.
2. No minimum selection period will exist for texts for
  - a. contemporary issues or special topics courses taught under a common course prefix and number.
  - b. E-books or other text forms where there is no resale value and/or where there will be no opportunities for used texts because of the textbook form.
3. Exceptions to the selection periods will be granted by the chairperson when significant changes have occurred in the discipline; when the previously chosen text fails to promote student learning; or when new texts become available at a lower net cost to students. Chairpersons will document and report these exceptions to the academic dean. Other exceptions may be granted at the agreement of the chairperson and dean. The provost shall be informed of all exceptions.

### **310.1.12.3 Other (non-sharable) Required Materials.**

1. Non-sharable required materials include products or services that
  - a. students must purchase as a required element in the course
  - b. cannot be shared by students nor, once used, transferred to another student
  - c. cannot be accessed through a shared university system or license
  - d. cannot be purchased except through the bookstore or other specified provider.
2. Costs of required purchases of non-sharable materials must be justified and reported to the chairperson and approved by the Provost. Once approved, such materials may continue to be used in subsequent semesters as long as the cost remains at or below 125% of the initially-approved amount.
3. The process and timeline for selection of non-sharable resources shall follow that of textbooks.

**310.1.12.5 Advisory Committee.** The Indiana State University Textbook Advisory Committee shall assist the faculty in meeting the above goals by dealing with special issues that may arise, providing education to the faculty on selection alternatives and textbook affordability initiatives, providing education to students on textbook purchase, rental, e-books, etc., and assessing the effectiveness of textbook selection policies in keeping textbooks more affordable.

- a. The Textbook Advisory Committee is composed of one regular faculty member from each College, a library representative, a business/finance representative, a bookstore representative, a records/registration representative, and a SGA representative. The Associate Vice President for Academic Affairs shall chair the committee. The members of the committee are elected to staggered three-year terms by the faculty of their respective colleges or appointed by the appropriate vice-president.
- b. The committee will meet at least twice annually to assess the effectiveness of the University's textbook selection policies and to recommend any modifications that will result in improvements. The committee will submit an annual report of their findings to



the Provost and Vice President of Academic Affairs and the Faculty Senate Executive Committee.

**Recommendation:** Approve the new policy on Textbooks effective Jan 1, 2014.

### **An Even Shorter Draft Proposal on Textbooks**

#### Proposed Handbook Language:

**310.1.12 Textbooks.** Textbooks and other materials are primarily selected by the faculty to promote student learning. Because there are affordability and course outcome issues that must be considered, the selection of textbooks and other materials must be selected in accordance with the foregoing policies as well as departmentally-approved policies. The departmental chairperson is responsible for selection facilitation and implementation in accordance with the provisions of this section. The goals of these textbook policies are to comply with applicable laws, facilitate student procurement of textbooks, address textbook affordability, and ensure instructional quality.

**310.1.12.1** To comply with federal and state regulations, Indiana State University shall establish deadlines and procedures for the selection of textbooks and non-sharable required materials for upcoming semesters.

1. The course schedule for a term will be published by October 1 and March 1; and Textbook and non-sharable required materials selection deadlines will be October 15 and March 15 (for Spring; and Summer and Fall terms respectively).
2. It is the responsibility of administrators and department chairpersons to make resource allocations and course assignments so as to facilitate timely adoptions.
3. Department committees will designate default texts for all courses taught at least annually that will be used in cases of late decisions, resignations, illnesses, and late faculty appointments and/or assignments and when the need arises, the department chairperson will implement those decisions. In such cases where no default text has been chosen, but an instructor has been assigned, the department chairperson will order the text for that course.
4. Chairpersons shall similarly order the default texts chosen text for faculty who fail to submit orders by established deadlines.
5. Faculty shall be precluded from changing textbooks orders made under (2) - (3) for that term
6. In order to facilitate compliance with these policies, all textbook and materials orders will be placed through the academic department. The chairperson will review for compliance with these policies and supervise the placing of orders.

**310.1.12.2** The standard selection period for a textbook is based upon the type of course offering as established below

1. A minimum of three years (or the publication life of the edition of the text whichever is shorter)for courses offered every semester in which the default text has resale value.
2. No minimum selection period will exist for default texts for

- a. contemporary issues or special topics courses taught under a common course prefix and number.
  - b. E-books or other text forms where there is no resale value and/or where there will be no opportunities for used texts because of the textbook form.
3. With appropriate justification, exceptions to the selection periods must be approved
- a. Regular exceptions will be granted by the chairperson when significant issues have occurred in the discipline such that the existing text is obsolete or inaccurate; convincing evidence is presented that the chosen text fails to promote student learning; or newly available texts or modalities of delivering texts become available at a lower net cost to students. Chairpersons will document and report these exceptions to the academic dean.
  - b. Other exceptions may be granted at the agreement of the chairperson and dean.
  - c. The provost shall be informed of all exceptions.

**310.1.12.3** The department chairperson shall take an active role in facilitating appropriate consideration of options and timely decisions for the department.

- 1. If a single faculty member is deemed by the chairperson likely to teach all sections of a course during the selection period, that faculty member shall choose the textbook(s) for the course.
- 2. If multiple faculty members teach sections of a course during the selection period, the department faculty members most commonly teaching the course shall choose the default textbook(s) for the course, using selection criteria and voting rules established by the department.
- 3. Except in cases where a department has an approved policy regarding a common textbook for a multi-section course, individual faculty who are deemed by the Chairperson likely to teach a section of a multi-section course for every term of the selection period MAY choose alternative textbook(s) and materials as long as they do not exceed the cost of the default and the order is made by the deadline.
- 4. To minimize suggestions of conflict of economic interest in relation to textbook selection, recommendations for selection of basic or supplementary textbooks authored by ISU faculty must include the approval of the department chairperson or the responsible dean, if appropriate. A statement must accompany such recommendation indicating (a) that no other textbooks containing material appropriate to the course are available, or (b) that if other textbooks are available, the textbook selected is deemed most appropriate.
- 5. With appropriate justification, exceptions to the selection plan must be approved by the department chairperson and academic dean and the provost shall be informed of all exceptions.

**310.1.12.4** The Use of Non-sharable Required Materials must also be taken into consideration as a cost to students.

4. Non-sharable required materials include any product or service that
  - a. students must purchase as a required element in the course
  - b. cannot be shared by students nor, once used, transferred to another student
  - c. cannot be accessed through a shared university system or license
  - d. cannot be purchased in any way except through the bookstore or through the content provider
5. Faculty may only adopt non-sharable required materials in a course when they affirm to the chairperson that the use of these materials directly, concretely, and consequentially impacts the likelihood of success in the course.
6. Department Chairpersons will assemble the list of such courses and, for each, write a brief justification that includes an estimate of the net cost to students. The Provost (acting on behalf of the Board of Trustees) must approve the courses for which Non-sharable Required Materials are selected. So long as the cost of those materials remains at or below 125% of the level specified in the approval request, renewals of approval will be granted without further justification.
7. In addition, the foregoing policies apply to them
  - a. The deadlines for the selection of non-sharable required materials shall coincide with the selection of textbooks.
  - b. Faculty adopting non-sharable required materials shall make these selections through the department chairperson.

**310.1.12.5** The Indiana State University Textbook Advisory Committee shall assist the faculty in meeting the above goals by dealing with special issues that may arise, providing education to the faculty on selection alternatives and textbook affordability initiatives, providing education to students on textbook purchase, rental, e-books, etc., and assessing the effectiveness of textbook selection policies in keeping textbooks more affordable.

- a. The Textbook Advisory Committee is composed of one regular faculty member from each College, a library representative, a business/finance representative, a bookstore representative, a records/registrar representative, and a SGA representative. The Associate Vice President for Academic Affairs shall chair the committee. The members of the committee are elected to staggered three-year terms by the faculty of their respective colleges or appointed by the appropriate vice-president.
- b. The committee will meet at least twice annually to assess the effectiveness of the University's textbook selection policies and to recommend any modifications that will result in improvements. The committee will submit an annual report of their findings to the Provost and Vice President of Academic Affairs and the Faculty Senate Executive Committee.

**Recommendation:** Approve the new policy on Textbooks effective Jan 1, 2014.