

INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014

EXECUTIVE COMMITTEE

August 20, 2013

3:30pm, HMSU 227

AGENDA (File 1)

- I. Administrative Reports:
President D. Bradley
Provost R. Williams
- II. Chair Report:
Steve Lamb
- III. Approval of the Executive Committee minutes of August 13th, 2013, (File 2)
- IV. Revisiting the Text Book Proposal, (File 3)
- V. Proposed Revisions to Handbook Language for the Student Success Council, Josh Powers (Files 4a, and File 4b)
- VI. Potential Charges, (File 5)
- VII. Dates for biennial review, Chris Olson (file 6)
- VIII. Council on Diversity, Ms. Elonda Ervin (Files 7a,7b, and 7c)
- IX. Task Force Route, Darlene Hantzis, (File 8)
- X. Fifteen Minute Open Discussion (Given your blessing, we will fit it in as appropriate, explanation given at meeting)

INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014

EXECUTIVE COMMITTEE

August 20, 2013

3:30pm, HMSU 227

Draft Minutes

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

Members Absent:

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

Others Present: D. Hantzis, R. Peters, E. Ervin, J. Powers, D. Clark

1) Administrative Reports:

- a) President D. Bradley (Not present during this portion of the meeting)
- b) Provost R. Williams
 - i) The Graduate Dean search committee is nearly complete. The first meeting will be Thursday. We will use the Parker Executive search firm. This is the same firm that was used for previous deans and the provost search.
 - ii) The College of Technology Faculty Council has procedures for naming an interim dean. There are now two candidates: G. Maughan, R. English.
 - iii) The Library and College of Technology dean search committees will be named soon and will meet on September 12th.

2) Chair Report:

- a) S. Lamb
 - i) I am pleased to report that the textbook proposal has gone well. Last week's requests for changes resulted in positive additions. We incorporated them and the administration has agreed to them. I am always pleased when T. Hawkins offers his insights on behalf of faculty.
 - ii) We have a request by K. Yousif to reorder the typical agenda so that the most important items can be dealt with early. She has a young child and it is important that she leave around 4:30. We will, therefore, move the 15 minute open to the end of a typical agenda.

3) Approval of the Executive Committee minutes of August 13th, 2013

- a) Motion to Approve: A. Anderson – C. MacDonald; vote: unanimous

4) Revisiting the Text Book Proposal

- a) Motion to Remove the Textbook Proposal from the table and to consider it in its revised form. V. Sheets – A. Anderson; vote: unanimous
 - i) C. Olsen Unanimous consent to move the word “primarily” in the second sentence. Accepted.
 - ii) K. Yousif
 - (1) Could you further describe what you imagine the justification would need to be regarding the use of software.
 - (2) R. Guell
 - (a) A short couple of sentences that talk about the value to student learning of active engagement of the material that is facilitated (in volume and variety) by the software.
 - iii) S. Lamb
 - (1) I want to thank R. Guell for his work on the structure of the document as well as Virgil and Chris MacDonald for changing the tone of the document. I also want to thank the President and Provost for the flexibility they have shown. We appreciate the time we were allowed to work through this.
- 5) Proposed Revisions to Handbook Language for the Student Success Council
- a) J. Powers
 - i) The suggested revisions to
 - (1) 270.11 reflect the new mission regarding student success and retention.
 - (2) 270.11.1 reflect updated titles and roles while increasing the number of faculty from one to three.
 - ii) S. Lamb
 - (1) We should send this immediately to SAC & FAC so that we can have a recommendation ready for September Senate agenda
 - (2) R. Guell – K. Yousif Move to charge SAC and FAC with evaluating the proposal to change the mission and composition of the committee with a notation to correct or specify more clearly the titles (AVP for Finance, there are two; the Foundational Studies Council has, or will have soon, a new name.) Vote: Unanimous
 - iii) J. Powers
 - (1) We are having a student success conference. (Handout provided.)
- 6) Potential Charges
- a) S. Lamb
 - i) Please continue to send charges to me.
- 7) Dates for biennial review,
- a) C. Olsen
 - i) We suggest giving departments flexibility in their due dates. Specifically, giving them a window of 9/3 to 9/17.
 - b) R. Williams
 - i) I have spoken with D. McKee. We can get the raises in your checks earlier if we move the November 15 date of deans to the Provost to November 7. We would deal with appeals, when decisions were reversed, by giving the raise retroactively.

- c) S. Lamb
 - i) We are going to have trouble that will result from the movement of the 60% standard to 59%. It may challenge the overarching goal of having 15%-20% named for the higher raises. It will be much easier to qualify at 59% because all you will have to do is qualify for the highest category in teaching and the middle category in research and service. We may have to revisit this issue.
- d) B. Kilp
 - i) My department received an email from our chair indicating our dean is mandating an 80-10-10 weighting scheme in our department.
 - ii) R. Guell
 - (1) If true, that violates the principles in the document. Ranges were to be allowed and faculty were to be allowed to choose their weights within those ranges. I suggest forwarding that email to the Provost.
- 8) Chairs and Recruitment & Retention
 - a) S. Lamb
 - i) Regarding the Board of Trustees concerns about accountability, it is my expectation that we will be working with the Provost and President to find mutually agreeable ways in which we can expand the role of the chair to include recruitment and retention responsibilities.
- 9) Council on Diversity,
 - a) E. Ervin
 - i) We are proposing a change to the Council on Diversity to include faculty from each college. Motion to Charge FAC with reviewing the change R. Guell – A. Anderson vote: unanimous
- 10) Task Force Route,
 - a) D. Hantzis
 - i) FAC would like to caution against any systematic change that seeks to bypass the Standing Committees. We are in favor of the creation and use of special committees but their resulting reports should still route through standing committee. Standing Committees are being asked to do more work but that is ok. The alternative is that we forgo our opportunity to have input. We generally favor things that might help productivity, such as earlier nominations for standing committees and the use of technology to enable process. If Standing Committees need to meet weekly, that's what needs to happen because we need to preserve all of the consultation rights we have for shared governance to work.
 - b) S. Lamb
 - i) Some taskforces succeed some do not. They can help bring issues to closure. We have to accept the challenge of the President's pace. The last thing we want to do is remove ownership. However, vetting in the Standing Committees is essential. We (including the administration) have done a good job on populating Taskforces with knowledgeable people. When key Standing Committee faculty are on the taskforces, the transitions go well from the taskforce to the senate goes well. Given the pressure on the administration from the Board, we have to do our work in a timely fashion but it has to follow the process.
 - ii) D. Bradley

- (1) We have, for a while, asked that committees be appointed in Spring so that they can hit the ground running in the fall and so, when needed, they can work on specific topics during the summer.
 - iii) V. Sheets
 - (1) Can we do it with the Senate elections?
 - (2) R. Guell
 - (a) Not the way they currently are. The Senate elections are in March and the officer elections are in mid-April. There is no time to seek volunteers, elect Senators and slate committees in that window.
 - iv) D. Bradley
 - (1) We have examples of wanting committees to get started quickly and having to wait until October for them to even begin the conversation.
 - v) S. Lamb
 - (1) I will ask R. Guell to give us some Constitution suggestions that we might deliver to FAC as a charge to enable the President's desire.
 - vi) Motion to Accept Committee report. A. Anderson – C. MacDonald; Vote: (unanimous)
- 11) Fifteen Minute Open Discussion
- a) R. Guell
 - i) Faculty teaching assignments and Department Meetings
 - (1) Question To the Provost: I have come to understand that there is a department where a regular faculty member or members are assigned to teach during the time of the department meeting. Would you agree that this is a disenfranchisement of their rights as faculty and that it is wrong to do so?
 - (2) R. Williams
 - (a) I would.
 - (3) Would you agree that there would be two remedies-move the class or move the meeting- but that this point only the latter is possible.
 - (4) R. Williams
 - (a) I would.
 - ii) Convocation
 - (1) I was disappointed at faculty turnout for the event and that I could not hear one articulated sentence. It was loud, but I couldn't make out what anyone was saying on any subject.
 - (2) D. Bradley
 - (a) The speakers in Hulman Center need to be replaced. They were hit by lightning over the summer. The good news is that the students could hear because the operable speakers were pointed to them.
 - b) V. Sheets
 - i) We have lab computers that need to be replaced. Can we, meaning our departments, purchase the laptops that are being replaced.
 - (1) D. Bradley
 - (a) I don't know the rules or restrictions. I would say, ask L. Spence.

- c) R. Guell
 - i) The faculty coversheets for the biennial review include data on missing 3-week attendance reports. I did all mine, but I was asked by a student to “H” one (thereby making it an honors section) and the paperwork was done after the third week. That means the datasheet is in error.
 - (1) D. Bradley
 - (a) I will tell S. Powers
 - (2) R. Guell
 - (a) I already did and there is nothing she can think of to fix it. Can we assume that data anomalies will not affect the biennial reviews.
 - (3) R. Williams.
 - (a) Single events like that will not jeopardize a faculty member’s biennial review.

12) College of Technology Constitution

- a) R. Guell – C. MacDonald Motion to Approve (No vote was taken. The motion was not acted upon)
- b) R. Peters
 - i) We have made the requested changes.
- c) D. Bradley
 - i) In your change on voting rights, why didn’t you use the term “regular faculty?”
 - ii) R. Peters
 - (1) We used the definition of regular faculty. We said tenured and tenure-track faculty and those on multi-year contracts.
 - iii) R. Guell
 - (1) You didn’t use the precise definition as specified in the handbook.
 - iv) D. Bradley
 - (1) I would prefer if you would use the definition.
 - v) S. Lamb
 - (1) That would make it more straight forward. I would request that you take it back to your colleagues to see if they will agree to that substitution.

13) Adjournment R. Guell – C. MacDonald Vote: unanimous (5:05pm)

File 3

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 Definition, 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. For the purposes of this policy the term “textbook” shall be defined as the central text associated with significant expense and shall not include readings or other ancillary and inexpensive texts.
- ~~4~~.5. 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~~.6. Chairpersons shall similarly order default texts for faculty who fail to submit orders by established deadlines.
- ~~6~~.7. Faculty shall be precluded from changing textbooks orders made under (4) - (5) for that term.
- ~~7~~.8. 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.

8-9. 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; [when there are significant pedagogical reasons \(e.g. distance vs face-to-face and regular term vs summer\) which justify shifting texts](#), 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.

File 4

From: Biff Williams
Sent: Friday, August 09, 2013 12:20 PM
To: Steven Lamb
Cc: Joshua Powers
Subject: FW: Student Success Council need

Steve,

I am forwarding this message from Josh Powers. Do you have guidance for us on how we move this forward? It is somewhat time sensitive as the new year is approaching. Any guidance is appreciated.

I apologize for sending this so late. I thought I had sent it to you and I discovered I hadn't.

Thanks Steve,

Biff

Richard B. Williams PhD, ATC

Provost & Vice President for Academic Affairs

From: Joshua Powers
Sent: Tuesday, July 16, 2013 10:21 PM
To: Biff Williams
Subject: Student Success Council need

Biff –

As you may or may not be aware, the Student Success Council Handbook language is in need of revision based on campus changes to units, the birth of University College, etc. The Council developed revised language and membership that Jack brought to Faculty Senate Exec to act on but time ran out in the spring for them to do it. I don't know what the protocol is for a revision of language to University

Committees, but as a start, wanted to be sure you were on board and then seek your counsel on how to proceed (e.g., consult with Virgil, with Steve, charge me to go converse with one of them, etc.). In the ideal world, I was hopeful that we can resolve this fairly straight forward need this summer, at least for the membership, as I'd like to get the group together as soon as possible in the fall. Your thoughts are appreciated. Attached is the revised and current language.

Thanks.

Josh

Joshua Powers

Associate Vice President for Student Success

Professor of Higher Education Leadership

(812) 237-8378; jopowers@indstate.edu

Student Success website of resources: <http://www.indstate.edu/studentsuccess/>

File 4b

Proposed Revisions to Handbook Language for the Student Success Council

April 24, 2013 draft

270.11 Student Success Council. Student success is a strategic priority of Indiana State University. Student retention and degree completion, while maintaining high academic standards and challenging classroom environments, serves our ultimate goals. To that end, the mission of the Student Success Council is (1) to focus attention and energy on key issues affecting undergraduate student success by raising and forwarding a thoughtful dialogue, (2) to provide oversight for and evaluation of the university's strategic retention and completion initiatives, (3) to advise and advocate regarding policy and resource allocation in support of student success, and (4) to expect the use of data in concert with a broad, university-wide perspective to inform decision making.

270.11.1 Membership. The Student Success Council will be composed of 22 members. The members will be appointed as follows: The Associate Vice President for Student Success; six (6) Assistant or Associate Deans, one appointed from each College and the Library; two (2) faculty members at-large appointed by Faculty Senate; a representative from the Center for Student Success (formerly the Student Academic Services Center); the Director of New Student Programs; the Associate Vice President for Finance; two undergraduate students appointed by the Student Government Association; the Director of the African American Cultural Center; a representative from the University College; the Chair of the Foundational Studies Council; the Associate Vice President for Student Affairs; the Director of Financial Aid; the Registrar; the Director of Residential Life; and the Executive Director of Career Services.

270.11.2 Chair. The Associate Vice President for Student Success shall be the Chair of the Council.

Note; Propose moving consideration of this handbook language as quickly as possible to both FAC and SAC, and ask them to expedite consideration of this manner. A joint sub-committee might work well. Josh Powers should be the administrative contact person.

Steve

Current University Handbook Language

270.11 Student Success Council. Recognizing the need for increasing student success is clearly one of the strategic priorities of Indiana State University. Improving student retention, while maintain high standards and challenging classroom environments, will serve both our students and the university well. The Student Success Council is charged with the responsibility of developing and implementing both short and long term strategies to impact student retention/success.

270.11.1 Membership. The Student Success Council will be composed of twenty (20) members. The members of the Assessment Council will be appointed as follows: The Associate Vice President of Academic Affairs; six (6) Associate Deans, one appointed from each College and the Library; one (1) faculty member at-large, appointed by Faculty Senate; one (1) representative from SASC; the Director of New Student Programs; the Assistant Treasurer and University Bursar; two students, one undergraduate and one graduate; the Assistant Vice President for Student Auxiliary Services; one (1) Staff Council representative; the Director of Student Activities and Organizations; the General Education Coordinator; the Director of Financial Aid; the Registrar; and the Director of Marketing.

270.11.2 Chair. The Associate Vice President for Academic Affairs shall be the Chair of the Council.

File 5

Potential charges

AAC

Continue with regular annual reports to the Faculty Senate on:

- 1) Staffing**
- 2) Academic Calendar**
Consider a calendar which begins classes on Monday (rather than Tuesday or Wednesday), restores a mid-semester Fall Break, and maintains the full week of Thanksgiving with no classes. If agreement can be found on such a calendar, put forward handbook language adjusting the opening of campus and faculty availability expectations.
- 3) Review of Administrative Positions**
Review of Board of Trustee minutes at each meeting when available for new administrative appointments not passed through AAC.
- 4) Continue consulting with the Part of Term Implementation Committee**

SAC

1. Identify a faculty member to serve as representative to SGA Senate meetings.
2. Monitor international student enrollment.
3. Monitor student quality measures that go beyond HSGPA, consider making recommendations regarding adjustments to admission and/or retention standards.
4. Monitor scholarship GPA maintenance standards. Specifically, what are the standards for maintaining scholarships for out-of-state students receiving 125% tuition limits. Are these standards appropriate and/or are they harming Illinois-student retention in particular.
5. Administer the Faculty Scholarship. Investigate “fast-tracking” of scholarship winners to the Executive Committee.
6. Continue to monitor late textbook purchases in 2013-2014.
7. Continue to monitor current rules governing course evaluation policies and practices at department and college levels and to keep abreast of the Provost’s task force investigating alternative evaluation instruments.

FEBC

1. Continue regular annual reports on salary and health insurance recommendations.
2. Consider the legal and economic viability (through Health Benefits committee) of allowing faculty and staff to purchase (with no university subsidy but through the university’s health insurance system) health insurance for grandchildren.

FAC

1. Select nominees for service on Awards Committees (permanent charge)
2. Maintain grievance committee pool (permanent)
 - a. Recommend that the 2013-2014 FAC prioritize completion of this charge, which should include a review of the policy that might generate revisions intended to clarify contradictory information in the Handbook (particularly about terms of service on the grievance pool), ensure stipulated training, and provide monitoring of membership changes.
3. Oversee constitutional votes and senate elections (permanent charge)
4. Propose means by which faculty governance may be made more efficient
5. The 2012-13 charges related to faculty promotion and attrition are combined.
 - a. review data relevant to concerns about faculty attrition as well as progress toward promotion to Full Professor; FAC should expect to consult data guiding the work of the strategic plan committees focused on recruiting and retaining quality faculty, the annual report on faculty diversity and the results of the President's taskforce on obstacles to promotion among other relevant sources.
 - b. Explore the assertion that ISU is experiencing an urgency of faculty attrition.
 - c. Review the Gender Disparity task force report and other documents that attempt to examine and address the pathway to promotion to Full professor at ISU. Review and respond, as warranted, to factors impacting pursuit of the rank of Professor.
6. Review proposal for distance course evaluations to be done by Quality Matters. Make recommendations as to use/control of reviews. Recommend that FAC 2013-2014 should consider a review of course evaluation as multiple revisions are under consideration or in implementation. It is possible to conclude that there is confusion around access to course evaluations, persistent discussion of benefit of adopting universal instrument, concern about absence of discussion of best practices for course evaluation, etc.
7. Further revisions in biennial review process regarding Instructors
8. Review revisions in College/Library Bylaws governing allocation of voting rights
9. Recommend that FAC 2013-2014 should consider a review of course evaluation as multiple revisions are under consideration or in implementation. It is possible to conclude that there is confusion around access to course evaluations, persistent discussion of benefit of adopting universal instrument, concern about absence of discussion of best practices for course evaluation, etc.

File 6

Hi everyone,

Looking at the schedule for the biennial review it doesn't seem necessary to change all the dates. The due date for chairs to deans is October 24 (at least on one calendar I have; another one says October 17). I propose that we simply treat the faculty-to-department date like P&T: let each unit set the first date, within a limited range. That allows chairs and committees to give faculty a bit of extra time at the beginning of the semester without jeopardizing the date for implementing raises, while also putting some pressure on committees/chairs to get this stuff done. (there's no way we should need six weeks to read this stuff and make some decisions)

So how about this for the timeline:

Faculty to Department: Sept. 3-Sept. 17, 2013 (determined within each Department)

All the other dates stay the same.

Cheers,

Chris

old

270 UNIVERSITY COMMITTEES

Policy 270 was included in the 2001 University Handbook revision and was amended by the ISU Board of Trustees as follows: Sections 270.10 and 270.11 approved by the ISU Board of Trustees on July 10, 2009; Section 270.9.2 approved on December 17, 2011.

Preamble

University committees have been established to deal with administrative policies, procedures, and issues pertaining to a variety of university-wide activities, programs, and services. Committee members are appointed by the University President, often based on counsel and advice from the appropriate vice president, and report to him through that vice president. The committee membership is composed of administrators, faculty, staff, and students.

- 270.1 Council on Diversity.** The Council on Diversity confers with the Director of Affirmative Action regarding the review of the Equal Opportunity and Affirmative Action Policy, the implementation of the Policy, and the conduct of studies related to the improvement and strengthening of the University's commitment to affirmative action.
- 270.1.1 Membership.** The committee consists of fifteen members including seven (7) faculty with representation from each academic area, three (3) members from administrative/professional staff, three (3) members from support staff, and two (2) student members (one undergraduate and one graduate student).
- 270.1.2 Nomination.** Governance bodies from the College and each of the five (5) professional schools forward names of two (2) faculty nominees for each available opening. Vice presidents forward names of two (2) nominees from administrative/professional staff for each available opening. The Support Staff Council forwards names of two (2) nominees from support staff for each available opening. The Student Government Association forwards names of two (2) undergraduate student nominees and two (2) graduate student nominees (in consultation with the Dean of the College of Graduate and Professional Studies).
- 270.1.3 Appointment.** Committee members will be appointed by the University President from the nominees after consulting with constituent groups and considering the proportion of women and minorities on the Committee.
- 270.1.4 Term.** Membership on the Committee begins September 1 of each year. All appointments of faculty, administrative/professional staff, and support staff are for three-year staggered terms.
- 270.1.5 Reappointment.** Members may be reappointed for an additional term.
- 270.1.6 Student Members.** Students are appointed for one-year terms and may be reappointed for an additional term.
- 270.1.7 Ex-Officio Members.** In addition, an Assistant/Associate Vice President for Academic Affairs, Director of Affirmative Action, Diversity Officer and Assistant Vice President for Human Resources serve as ex-officio members.
- 270.2 All-University Court.** The All-University Court serves as a body of original jurisdiction in the formal

File 7b

270 UNIVERSITY COMMITTEES

Policy 270 was included in the 2001 University Handbook revision and was amended by the ISU Board of Trustees as follows: Sections 270.10 and 270.11 approved by the ISU Board of Trustees on July 10, 2009; Section 270.9.2 approved on December 17, 2011.

Preamble

University committees have been established to deal with administrative policies, procedures, and issues pertaining to a variety of university-wide activities, programs, and services. Committee members are appointed by the University President, often based on counsel and advice from the appropriate vice president, and report to him through that vice president. The committee membership is composed of administrators, faculty, staff, and students.

270.1 Diversity Council. The Diversity Council confers with the Director of Affirmative Action regarding the review of the Equal Opportunity and Affirmative Action Policy, the implementation of the Policy, and the conduct of studies related to the improvement and strengthening of the University's commitment to affirmative action.

270.1.1 Membership. The committee consists of 29 members including seven (7) regular faculty with representation from each college area (two from the College of Arts and Sciences), six (6) members from exempt staff representing each division, three (3) members from non-exempt staff, five (5) student members (three undergraduates and two graduate students), and three (3) community members (one ISU alum).

270.1.2 Nomination. Working with the Diversity Council chair(s), the Faculty Senate forwards the name of one (1) regular faculty nominee for available openings representing each college area. The Staff Council forwards the names for each available opening of exempt and non-exempt staff members representing each division. The Student Government Association forwards names of three (3) undergraduate student nominees (one SGA member, one Greek affiliated member, and one international student association member) and two (2) graduate student nominees from the graduate student association and the Black graduate student association (in consultation with the Dean of the College of Graduate and Professional Studies).

270.1.3 Appointment. Committee members will be appointed by the University President from the nominees after consulting with constituent groups and considering the proportion of women and minorities on the Committee.

270.1.4 Term. Membership on the Committee begins September 1 of each year. All appointments of regular faculty, exempt, non-exempt, and community members are for two-year staggered terms.

270.1.5 Reappointment. Members may be reappointed for an additional term.

270.1.6 Student Members. Students are appointed for one-year terms and may be reappointed for an additional term.

270.1.7 Ex-Officio Members. In addition, the Director of Affirmative Action, Diversity Officer, African American Alumni Council, and representative from Human Resources serve as ex-officio members.

Faculty Senate Appointments

(tenure/tenure track)

For FY13-14 (8) rep from each college and library (with 2 reps from COAS)

Beginning FY14-15 (7) rep from each college and library (with 2 reps from COAS)

2012-2014 – Rhonda Impink (CONHHS)

2012-2014 – Ethan Strigas (CONHHS)

2013-2015 – Namita Goswami (COAS)

2013-2015 – NEW – COAS – Solange Lopes-Murphy – confirmed

2013-2015 NEW – COE – Mary Howard-Hamilton – confirmed

2013-2015 NEW – Library rep – Natalie Bulick – confirmed

2013-2015 Vacant – COB rep

2013-2015 Vacant – COT rep

Staff Council Appointments

(6) – one exempt from each division and University College rep

2012-2014 – Business Affairs – William Mercier

2013-2015 – Academic Affairs – Christopher Childs

2013-2015 – Graduate School – Maria Chaqra

2013-2015 NEW – Student Affairs – Kenneth Chew – confirmed

2013-2015 Vacant – Enrollment Management

2013-2015 NEW – University College – Venita Stallings – confirmed

(3) non-exempt staff

2013-2015 – Marlene Lu (College of Education)

2013-2015 – Martha Reed (Academic Affairs)

2013-2015 Vacant

SGA Appointments

(3) – yearly appointments

2013-2014 Vacant – Undergraduate – suggested SGA member

2013-2014 Vacant – Undergraduate – suggested Greek member

2013-2014 Vacant – Undergraduate – suggested International Student Association member

Graduate Student (2) – yearly appointments

2013-2014 – Sowmya Challa – Graduate Student Association

2013-2014 Vacant – Black Graduate Student Association

At-Large Presidential Appointments

Community Members (3)

2012-2014 – Jeff Lorick, Human Relations Commission

2013-2015 Kiel Majewski – C.A.N.D.L.E.S.

2013-2015 Peter Ciancore – The WILL Center

Ex-officio voting (5)

Beatrice Momanyi

Bonita McGee

Claude Grimes

Kandace Hinton – co-chair

Elonda Ervin – co-chair

****Two colors denotes new members and/or suggested changes**

Note: **2014** board will increase from 21 to 30

Note: **2015** membership will drop to **29**

File 8

Response to the charge to Propose means by which faculty governance may be made more efficient (e.g., Can taskforces appointed solely or jointly by Senate/Exec take recommendations directly to EC/Senate without re-review by Standing Committees)?

FAC discussion of this charge emphasized the need to ensure significant engagement by faculty in deliberation of governance matters. FAC does not support the creation of any new mechanisms to advance the needs of governance, but does endorse good and effective use of standing committees and appropriate use of the provision guiding the use of Special Committees.

Motion (7-0-0 April 17, 2013):

The Faculty Affairs Committee cautions against extensive use of the provision granting the Senate the authority to appoint Special Committees as a means of accomplishing the work of governance. However, special committees should be used when needed and as stipulated in the Special Committees section (245.7.2) of the University Handbook. FAC finds that the existing statement governing the operation of Special Committees allows their actions to be submitted directly to the Executive Committee or the Senate (as specified when charged) and that those actions are not necessarily subject to review by a standing committee (as specified when charged).

Special Committees should not be used as a remedy to concerns that standing committees are not producing sufficient or timely work during the academic year. If the Senate determines that the workload or the operation of standing committees is threatening the efficiency of faculty governance, effective responses that support standing committee work should be pursued. The Senate may consider (1) establishing additional standing committees (2) reassessing rosters of permanent charges to see if some could be reassigned or managed through a different mechanism (3) making explicit statements guiding operation of standing committees (e.g. frequency of meetings), (4) identifying ways to assist standing committee work (technology, committee member orientation, document templates, etc.) (5) establish standing committees before the end of each spring term, assign charges, and mandate that the first meeting of standing committees be scheduled in first full week of classes each fall.

FAC response to this charge included a review of what members felt are the relevant sections of the University Handbook, including:

245.4.5 *Channels of Legislative Action. The normal route of legislative and advisory action is for an agenda to be considered successively by a standing committee of the University Faculty Senate, by the Executive Committee, and by the entire University Faculty Senate. At each of these stages of consideration, a decision to reject or alter an agenda shall be final unless a sponsor of the agenda appeals the decision to the next higher authority.*

245.4.5.1 *Exceptions to the normal routing are:*

1. *Resolutions without legislative significance may be considered by the University Faculty Senate at any time.*
2. *An agenda presented to the University Faculty Senate for action by 50 members of the University Faculty may be considered directly.*
3. *A protest from a college that an action of the University Faculty or University Faculty Senate has encroached upon its autonomy may be considered directly.*
4. *The University Faculty Senate itself, by a two-thirds majority of those present and voting, may choose to bring any matter directly onto the floor*

246.1 *Standing Committees of the University Faculty Senate. The standing committees of the University Faculty Senate are the first echelon for conduct of almost all of the legislative business of the University Faculty Senate, both in the area of the primary authority of the University Faculty and in that of the advisory authority. They serve also as judicial bodies for grievances falling within their provinces.*

245.7.2 *Special Committees. The University Faculty Senate may for special purposes and for determinate periods create special committees to investigate and make recommendations on any matter falling under the primary or advisory authority of the University Faculty.*

245.7.2.2 *Appointment of Members. The University Faculty Senate or the Executive Committee of the University Faculty Senate may, respectively, appoint or discharge members of such special committees.*