

File 1

INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014

EXECUTIVE COMMITTEE

October 8, 2013

3:30pm, HMSU 227

AGENDA

- I. Administrative Reports:
President D. Bradley
Provost R. Williams
- II. Chair Report:
Steve Lamb
- III. Approval of the Executive Committee minutes of October 1st, 2013, (File 2)
- IV. Fifteen Minute Open Discussion
- V. COT Constitution, Randy Peters, Files 3a, and 3b
- VI. (Goal 6, Initiative 1) Enhancing the Quality of Life of Faculty and Staff; Lindsey Eberman (File 4a, and 4b).

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2013-2014

EXECUTIVE COMMITTEE

October 8, 2013

3:30pm, HMSU 227

Minutes

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

Members Absent: C. Olsen

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

Others Present: R. Peters, L. Eberman

- 1) Administrative Reports:
 - a) President D. Bradley
 - i) Homecoming Week went well, especially Tent City.
 - b) Provost R. Williams:
 - i) Thank you to all faculty who participated in Homecoming.
- 2) Chair Report: Steve Lamb
 - a) At the Board meeting I attempted to deliver a message that things were going reasonably well. They were pleased that we had so quickly established the task force.
- 3) **Motion to Approve Minutes of October 1st, 2013 of Executive Committee; B. Kilp-A. Anderson; Vote: 8-0-0**
 - a) Accompanied by a short discussion regarding the removal of verbatim discussion on Student-Faculty Ratios and replaced with a summary of points discussed.
- 4) Fifteen Minute Open Discussion:
 - a) B. Kilp: I didn't remember passing this until we looked up the Board of Trustees February meeting regarding the requirement about Instructors needed on a committee to evaluate other Instructors. That's a major time commitment for some of them, and a bit of a surprise since we told them they don't have to be on a committee.
 - i) R. Guell: When we discussed regular faculty voting rights we discussed Instructor vulnerability. At that time, one observation was that we needed a review process for Instructors and Lecturers. This is the result of that observation. FAC came up with this.

- ii) D. Bradley: I would like to see it adjusted for Lecturers. We will see that R. Williams also examines the issue and see if anything needs to be changed.
 - iii) K. Yousif: As I understood it, it was to give the instructors a voice.
 - iv) V. Sheets: The expectations are that we have them on a teaching load without service. Yes, it passed through here and through Senate, but it's obvious that there are two sides to it.
 - v) K. Yousif: Each is serving to review their own category, their own peer group?
 - vi) V. Sheets: Yes.
 - vii) D. Bradley: On a related matter I would suggest that as we incorporate more Lecturers into the role of Instructors that there will be many fewer Lecturers. I would anticipate that most will not be in that Lecturer role for as long a period as they are now. That is, if they are good and we want to keep them, we will move them into Instructor roles. The Provost is working with the Deans and Chairpersons to make this transition.
- b) R. Guell: As regards the health care rates issue; Steve asked me to do this last week. I did sit with C. Rogers after the Board meeting to make sure my numbers are correct. He verified them. (Handout attached) The body of the table is the change in premium by family structure and income class. The income numbers are meaningful because they are a combination of the break points between the old and new systems. (\$23,000 is 200% of the poverty line for an individual; \$28,500 is the old break point for the low end of insurance premiums; \$31,000 is the break point for 200% of poverty for a family of two; \$39,000 is the break point for a family of three; and \$81,000 is the break point for the old system's high premiums.) Several things have changed during this switch to this new rate system. The three-tiered system is gone. It is replaced with a poverty-line-based subsidy and ISU earnings have been replaced with family or household income level. As a result, those who make above \$81,000 will actually see a significant decrease in their premiums. The others get problematic when we start with the family income calculations. Those who received subsidies in the old system (via individual ISU income) may have other household incomes that raise them over the new lines based on 200% of poverty thresholds. For some families, specifically those earning very little at ISU who also have a low income earning spouse, the new system could result in more than \$1000 per year in higher premiums. I ask that we move the threshold to 250% of poverty level and increase the subsidy provided. That we pay for this by raising the base rate by an amount which would take those upper income individuals closer to a break-even level.
- i) D. Bradley: I will take this to the committee. I would say, though, that this change was talked about over several years by the Health Benefits Committee. I would suggest they look at this, and I what I would also suggest to Diane is they review this after they see what happens this year. Once people apply for the subsidy and they figure out what's going on they will see it. I think it should go to the Health Benefits Committee.

- ii) S. Lamb: I suspect that this analysis wasn't done as carefully as it should have been. I appreciate the suggestion that this be reviewed. I think the most rational individuals would notice that this is not equitable.
- c) T. Hawkins: I have been asked to bring this up. I am on the International Studies Advisory Committee and we are concerned that there is something systemic in ISU practice that is having the effect of discouraging study abroad. Students who are on Study Abroad programs are receiving notices about their financial aid stating they must prove that their credit hours have been earned abroad and they must submit a transcript to the institution. At times they are asked to submit these transcripts while they are still taking the class. In most cases there is insufficient time between the end of Study Abroad and the beginning of the next semester. This has the effect of delaying student's financial aid for the fall. It seems like there is no buffer in the system. Students are getting emails that can be construed as fairly hostile when they're thousands of miles away and they don't know whether they can enroll for the next semester.
 - i) D. Bradley: Have we you met with C. Baker on this issue?
 - ii) T. Hawkins: Yes. We understand that there are Federal regulations tied to financial aid, but schools are allowed to set their own policies themselves as to how to put the policy into place. ISU seems to accept only a transcript when they are allowed to accept other indicators of participation until transcripts are produced.
 - iii) D. Bradley: The real question the Financial Aid office needs to be able to verify is 'did the student study abroad at all?'
 - iv) K. Yousif: They have to fill out papers for that.
 - v) D. Bradley: There has to be proof they attended somewhere.
 - vi) T. Hawkins: Maybe the on-site coordinator can send an email. The discussion is continuing.
 - vii) R. Williams: So you're saying you hope the requirement's not a transcript?
 - viii) T. Hawkins: We would like something temporary they can use to be able to receive financial aid until the actual transcript comes in.
 - ix) D. Bradley: Perhaps they can get enough to start but not the whole amount. If the Federal Government says we made a mistake the refund doesn't come from the student but from us.
 - x) R. Guell: I ran this by R. Williams at the beginning of the semester at the request of R. Lotspeich. I have also talked to C. Baker and R. Toomey about this issue. Everyone needs to understand that the last four Financial Aid Directors have been fired for either not getting packages out in an appropriate length of time or because ISU has faced monumental fines for practices that were loose. C. Baker has done a magnificent job in Financial Aid and she has justifiable and significant discomfort regarding past practice in the Study Abroad program. The practice has been loose for a long time and, as I understand it, C. Baker's fears of Federal intrusion are not unreasonable.

- xi) D. Bradley: I just got informed by the Federal government about an audit concerning years 2004, 2005, and 2006; they go back that far. I will talk to John and see what else is possible. We don't want students to think this is not important, because it is.
- d) T. Hawkins: Can I ask the Provost to go on record to say our sabbaticals are secure?
 - i) D. Bradley: There will be sabbaticals. It would take an emergency situation for sabbaticals to be removed.
- e) R. Guell: On September 24, 2013 at a CAAC meeting I expressed what I believe to be a perfectly justified level of frustration regarding the administration's misinterpretation of the Faculty-passed document on long programs but I did so in an absolutely unjustified and unprofessional fashion. This followed a similar summer incident for which I have already apologized. Because the administration can't hold me accountable and because I participated in drafting a letter to a colleague with similar circumstances surrounding it, I have to hold myself accountable. I will.

**5) Motion to Approve the College of Technology Constitution Changes; A. Anderson-V. Sheets;
Vote: 8-0-0**

- 6) Goal 6, Initiative 1: Enhancing the Quality of Life of Faculty and Staff: Lindsey Eberman
 - a) L. Eberman: I'm a representative from the Strategic Committee Enhancing the Well-Being of Faculty and Staff. As part of our work we are surveying faculty and staff regarding the climate here at ISU. The instrument for the faculty is the Collaborative on Academic Careers in Higher Education (COACHE) and the staff instrument is from the Society of Human Resource Management. They are faculty and staff driven. The committee is made up of staff and all levels of faculty. The COACHE survey includes a three-year membership with the group. Starting in the spring there will be new programs and new measures next year. We can access unit level data as long as we have more than five observations at the unit level. It will allow us to compare our data to like institutions in the state as well as nationwide. We want to push faculty and staff to respond; COACHE's typical response rate is 56-64 percent, and though it is lengthy, 90% of people who start the survey finish it. The staff survey takes ten minutes, and we want to encourage them to take it on company time. We have talked to Vice Presidents and Provosts of various institutions around the state and some have used it for twelve years. It is recognized as something that will give us something actionable upon completion.
 - i) D. Bradley: When will this happen?
 - ii) L. Eberman: Next Tuesday and Wednesday (October 15 and 16). At this point we have tried to notify people via Deans, leadership meetings, email, etc.
 - iii) V. Sheets: I'm assuming there will be multiple reminders? Taking out 20 minutes next week will not happen with midterms. When will the next round of emails go out?
 - iv) L. Eberman: That's why I'm here...we would like someone from Faculty Senate to do a follow up reminder to encourage response rate in mid-November. It ends in January so we will have a significant amount of time to collect data.
 - v) D. Bradley: I will add it to my notices as well.
 - vi) R. Guell: I will add it to musings.

- vii) S. Lamb: I will also participate in pushing reminders.
- viii) S. Lamb: What do you see that is distinct about this?
- ix) L. Eberman: The comprehensive nature of the survey, though it doesn't measure diversity. Some may not wish to participate and that will show in the results. We will be able to compare to other universities and see whether it's on par. There are questions related to the Terre Haute community and we will be able to measure things such as bullying as well.

Motion to Adjourn Meeting 4:24pm

Non-Smokers Who Participate In Wellness Program
By Family Structure and Income Level

ISU Income in 000		Family Type				With Spousal Income Above \$16K	
		Single	Single +		Married+ Children	Married+	
			Child	Married		Married	Children
	under 23	-13	0	7	11	109	11
	23-28.5	23	0	7	11	109	121
	28.5-31	-8	11	22	-83	22	27
	31-39	-8	11	22	-83	22	27
	39-81	-8	11	22	27	22	27
	above 81	-47	-41	-30	-27	-30	-27

Smokers Who Participate In
Wellness Program
By Family Structure and Income
Level

ISU Income in 000		Family Type				With Spousal Income Above \$16K	
		Single	Single +		Married+ Children	Married+C hildren	
			Child	Married		Married	hildren
	under 23	37	50	57	61	159	61
	23-28.5	73	50	57	61	159	171
	28.5-31	42	61	72	61	72	77
	31-39	42	61	72	-33	72	77
	39-81	42	61	72	77	72	77
	above 81	3	9	20	23	20	23

File 3a

Steve and Bob,

The attached document includes the changes that were presented to the Senate Exec a few weeks ago AS WELL AS the new changes requested by Senate Exec. The old changes are in red and the new changes are in blue.

The items of particular importance for the Senate Exec are on pages 2 and 17.

This document shows all the changes since the last time the whole Faculty Senate voted on the document.

Sincerely,

Randy

Randell Peters, PhD, CSTM

**245: THE CONSTITUTION OF THE FACULTY
COLLEGE OF TECHNOLOGY INDIANA STATE
UNIVERSITY**

PREAMBLE

245.0 The purpose of this Constitution is to set forth the role that the College of Technology Faculty and its legislative body, the College of Technology Faculty Council, shall have in establishing the goals and educational philosophy of the College of Technology and in formulating and implementing the policies of the College.

ARTICLE I. THE COLLEGE OF TECHNOLOGY FACULTY

Section 1. Authority and Governance

245.1.1.1 The authority of the College of Technology Faculty to participate in the determination of the policies of the College of Technology shall be within the limitations of the University Faculty Constitution and Bylaws and the Board of Trustees in the exercise of their constitutional authority.

245.1.1.2 The Constitution and Bylaws of the Faculty of Indiana State University guarantees the Faculty of the College of Technology a representative form of government in respect to the formulation and administration of internal policy and the right to participate in the selection, evaluation, and removal of its chief administrative officer or officers. Similarly, the Faculty of each academic subdivision of the College of Technology is guaranteed the right to participate in the selection, evaluation, and removal of department chairs and program center directors.

245.1.1.3 The College of Technology shall be autonomous in matters of internal policy, subject to the provisions of the Constitution and Bylaws of the Faculty of Indiana State University and to actions of the University Faculty, the Faculty Senate, and the Board of Trustees.

Section 2. Definition of College of Technology Faculty

245.1.2.1 All appointees with academic rank in the College shall constitute the Faculty of the College of Technology. (Hereafter referred to as the "Faculty.")

| [COT Faculty 09/27/2013 vote: 39-2-14 \(55\)](#)

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| ~~2012~~ [2013](#) Constitution [Proposed voting change 4-9-13](#)

Section 3. Voting Members

~~245.1.3.1 Voting Members. Only tenured, and tenure track faculty and multi-year contract faculty members shall be voting members of the College of Technology Faculty.~~

245.1.3.1 Voting Members. Regular Faculty (as defined by the University Handbook) of the College of Technology shall be voting members.

245.1.3.1.1 Voting by Proxy is not allowed.

Section 4. Officers

245.1.4.1 The Officers of the Faculty shall be a Chair, Vice-Chair, Secretary, and Vice-Secretary, and shall be elected from the voting members of the Faculty as defined in 245.1.3 and 245.3.2.2. Faculty holding the position of Chair and Vice-Chair must be tenured. Faculty members who are departmental chairpersons may not serve as Chair or Vice-Chair of the Faculty, nor may those who hold higher administrative rank. The Officers are to be elected for one year and may serve for no more than two consecutive terms in any one office. The term of office shall begin August 1 and continue for one year.

245.1.4.2 The Officers shall be elected by the Faculty during the last meeting of the academic year, held as near May 1 as is feasible. Prior to this meeting during which the Officers and Parliamentarian of the College are to be elected, the Faculty Affairs Committee shall solicit nominations from the Faculty. The list of candidates shall be presented to the Faculty for consideration at least ten working days before the meeting. Additional nominations from the floor will be accepted during the election. (Working days are defined as regular class days during the Fall and Spring Semester.)

245.1.4.3 The Officers of the Faculty shall also serve as the officers of the College of Technology Faculty Council. (Hereafter referred to as the "Council.")

245.1.4.4 The Parliamentarian of the College, elected from the Faculty, is in addition to the elected Council members (245.3) and holds a speaking seat on the Council.

245.1.4.5 The Parliamentarian shall assure the orderly conduct of business by the procedures set forth in "Robert's Rules of Order."

245.1.4.6 A seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy by the Council. If the office of Chairperson becomes vacant before the end of the term of office, the Vice Chairperson shall assume the office of Chairperson, and the office of Vice

| Chairperson shall be vacant. Any time the office of Vice Chairperson or Secretary

becomes vacant before the end of the term of office an election shall be held to select a replacement.

Section 5. Recall of Officers

245.1.5.1 Any Officer(s) of the Faculty may be recalled for reasons of failure to perform the required duties of the office, unprofessional conduct that reflects on the Faculty, or disregard for the College Constitution. A petition bearing the names of 20% of all voting Faculty and stating the complaint will be delivered to the Chair of the Faculty Affairs Committee (FAC). The Chair of the FAC will announce the time, place, and agenda five working days prior to a meeting of the Faculty to address the complaint and take subsequent action. The date for the Faculty meeting shall be no later than ten working days following the receipt of the complaint from the Faculty. The Chair of the FAC, or a designate in cases of conflict of interest, will preside at the meeting, with the Secretary of the FAC keeping minutes of the proceedings. If the resolution of the complaint results in a recall as indicated by the approval of a simple majority of all voting membership of the Faculty, an election shall be held within ten working days to fill the vacant position(s).

Section 6. Faculty Meetings

245.1.6.1 The Faculty shall hold two regular meetings during each academic year. The first Faculty meeting shall be held during the first six weeks of the academic year. The agenda for this meeting shall include the standing committee memberships and a list of charges for those committees. The second meeting shall be held as near May 1 as is feasible. The May meeting agenda shall include the election of new Faculty Officers and written reports of standing committee activities.

245.1.6.2 Special meetings of the Faculty must be called by the Secretary at the request of the Dean of the College, the Council, or on petition of 20% of all voting members of the Faculty, or as provided in 245.5.2.1. Actions, Motions, Resolutions, Vetoes, Appeals, Legislative Proposals, Policies, or other such actions, shall be voted on as prescribed in 245.1.7.

245.1.6.3 Notice of meetings of the Faculty shall be distributed by the Secretary at least five working days in advance.

245.1.6.4 A simple majority of greater than one half of all voting members of the Faculty shall constitute a quorum.

245.1.6.5 Actions shall be confined to the passing of Resolutions and elections. Vetoes, Appeals, Policies, and Legislative Proposals shall be voted on as prescribed in 245.1.7.

- 245.1.6.6 The Secretary of the Faculty is responsible for having minutes of Faculty meetings published and circulated within two weeks after each meeting.
- 245.1.6.7 The Secretary of the Faculty is responsible for keeping the minutes of all Faculty and Council meetings, Resolutions, Procedures, Policies, Standing Committee reports, and all other such actions in a carefully prepared notebook to be stored in a repository. All documents, such as the Constitution, Policies, Promotion and Tenure, Grievance Procedure, and like items of interest to the Faculty and operation of the College, shall be made available on a designated website and be kept current.

Section 7. Faculty Vote

- 245.1.7.1 Within five working days after a meeting in which measures such as; Vetoes, Appeals, or Legislative Proposals have been introduced, the Secretary shall prepare an official ballot, per 245.1.7.2, for the purpose of a vote on the measure and deliver it to each voting member of the Faculty.
- 245.1.7.2 The form of an official ballot will be determined by the Faculty Affairs Committee. If, in the judgment of the Faculty Affairs Committee, an electronic vote is appropriate for a matter under consideration, such a vote may be taken. The Ballot must include a complete statement of the motion (including its proposer and second), and any accompanying rationale, and be distributed to the voting faculty.
- 245.1.7.3 Ballots shall be returned to the Secretary within five working days of the date on which they were delivered. ~~Ballots shall be counted, or the results reported from the Electronic Ballots, and recorded in the presence of the Council within 5 working days of receipt deadline.~~
- 245.1.7.4 Changes to the Constitution or Bylaws are adopted and become effective upon approval by two thirds of all voting members of the Faculty, as defined in 245.1.3.
- 245.1.7.5 Proposals other than those defined in 245.1.7.4 shall become effective upon approval by a simple majority of all voting members of the Faculty, as defined in 245.1.3.

ARTICLE II. LEGISLATIVE AUTHORITY OF THE COLLEGE FACULTY

Section 1. Means of Exercising Authority

245.2.1.1 The legislative authority of the Faculty will be exercised by the Council and by the committees of that body, as outlined in Article IV and the Bylaws of this Constitution. The Faculty may, however, exercise its legislative authority directly in Faculty meetings as provided for in Article I, Sections 6 and 7, and in Article II, Section 4.

Section 2. Primary Authority

245.2.2.1 Subject to the limitations of Article I, Section 1, the Faculty shall have authority to formulate policy governing:

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. The facilitation of teaching and research.
4. The structure of the College with reference to academic matters.
5. Standards for admission and retention of students.
6. Requirements for programs and the granting of academic credit.
7. Faculty conduct and discipline.
8. Faculty appointment, retention, tenure, and promotion.
9. Freedom of expression and academic freedom.
10. Aspects of student life which relate directly to the educational process.
11. The Faculty shall have the authority and the obligation to assure the necessary and proper implementation of the foregoing powers.

Section 3. Advisory Authority

245.2.3.1 The Faculty is properly concerned with and should actively participate in decisions made on other matters that may affect the educational policies for which it has primary responsibility. Therefore, the Faculty shall have authority to advise on all matters of College policy and decisions, particularly those matters dealing with:

1. Selection, evaluation, and removal of the principal administrative officers, as well as the creation or abolition of such offices.
2. College budgets.
3. Research or service obligations involving use of College resources.
4. College development and physical facilities.
5. Student conduct and discipline.
6. Sabbatical Leaves, or Leaves of Absence.

245.2.3.2 In the performance of this advisory function, it is necessary that the Faculty be apprised in advance of significant prospective actions by the Administration of the College.

Section 4. Faculty Veto

245.2.4.1 The Faculty shall have the power to veto any action of the Council. The procedure shall be as follows:

1. A Faculty meeting shall be called by written petition as provided in Article I, Section 6, or Article V, Section 2, for the purpose of discussing the Council action in question.
2. The procedure outlined in Article I, Section 7, shall be followed to determine the will of the Faculty.

ARTICLE III. STRUCTURE OF THE COLLEGE OF TECHNOLOGY FACULTY COUNCIL

Section 1. Membership

245.3.1.1 Group I. Faculty Representation. There shall be one elected voting member, (245.1.3.1), from each department in the College in addition to the Chair,

Vice-Chair, Secretary, and Vice-Secretary. These individuals constitute the voting membership of the Council. The Parliamentarian shall hold a speaking seat on the Council.

245.3.1.2 Group II. Administration Representation. The Dean, or an appointed representative, shall hold a speaking seat on the Council.

245.3.1.3 Group III. Student Representation. A full-time undergraduate student representative selected by the Student Affairs Committee shall have a speaking seat on the Council.

Section 2. Eligibility

245.3.2.1 Voting members of the Faculty, as defined in 245.1.3.1 and 245.1.4.1 above, shall be eligible for election to the Council, except as provided in the following paragraph, 245.3.2.2, and except as provided for re-election.

245.3.2.2 No voting member of the Faculty who occupies the position of an Assistant Dean, or who occupies a position determined by the Faculty Council to have administrative status equal or superior to that of an Assistant Dean shall be eligible for election to the Faculty Council

Section 3. Terms of Office

245.3.3.1 The term of office of the Faculty elected voting members from each department shall begin August 1 and continue for two years. The term of office of the student representative shall be for one year. The Secretary shall notify the departments of the status of the departmental representatives at the Spring Faculty meeting.

Section 4. Manner of Election of Representatives

245.3.4.1 Each department shall elect a representative to the Council.

245.3.4.2 A departmental seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy through a departmental election by the appropriate department.

Section 5. Officers of the Council

245.3.5.1 The Officers of the Council shall be those defined in 245.1.4.1.

ARTICLE IV. OPERATION OF THE COLLEGE FACULTY COUNCIL

Section 1. Meetings

- 245.4.1.1 The Council shall meet at least once each month of the College year at a regularly scheduled place and time. Notice of all meetings shall be distributed by the Secretary at least five working days in advance.
- 245.4.1.2 Meetings must have a quorum and minutes shall be kept.
- 245.4.1.3 Additional meetings may be called by the Chair or a majority of Council members. A meeting of the Council shall also be called to consider any specific agenda presented by 20% of all voting members of the Faculty.
- 245.4.1.4 Meetings of the Council shall be open except when the Council declares Executive Session.

Section 2. Agenda and Minutes

- 245.4.2.1 Agenda for all meetings shall be distributed to the Faculty by the Secretary at least three working days in advance, except in emergencies. The agenda shall be compiled by the Chair and Secretary.
- 245.4.2.2 Unapproved minutes of Council meetings shall be distributed to the members and attendees within ten working days after the meeting. Approved minutes shall be distributed to the Faculty within ten working days following approval.

Section 3. Quorums

- 245.4.3.1 Two thirds of the voting membership of the Council shall constitute a quorum.

Section 4. Majorities

- 245.4.4.1 For the purpose of voting on a motion, a majority is defined as a simple majority
- 245.4.4.2 A motion before the Council is passed when approved by a simple majority.

245.4.4.3 Motions for Proposed Amendments to the Constitution or Bylaws (governed by Article IX), or decisions to bring a matter directly to the floor, are passed when approved by a two-thirds majority. Proposed Amendments to the Constitution or Bylaws must then be presented to the Faculty for vote per 245.1.7.

Section 5. Channels of Legislative Action

245.4.5.1 The normal route of legislative action is: (1) The agenda is brought to the floor of the Council in accordance with Article IV, Sections 1 and 2. (2) The agenda is presented as a motion to the Council. (3) If the motion is accepted the Council assigns the agenda to the appropriate standing committee or as deemed necessary by the Council, to an ad hoc committee. (4) The standing or ad hoc committee will consider the agenda and make its recommendations and/or present its findings to the Council. (5) The Council will render its decision on the agenda. The Council will report decisions and/or recommendations to the Dean. (6) Faculty actions in the area of its primary authority with which the Dean does not concur must be reconsidered by the Council no later than the next regularly scheduled meeting following such action.

245.4.5.2 In the normal route of legislative action, a decision to reject or alter an agenda shall be final unless the decision is appealed to the next higher authority.

245.4.5.3 Exceptions to the normal route of legislative action are: (1) Resolutions without legislative significance may be considered by the Council at any time, (2) a protest from a department that an action of the Faculty or Council has encroached upon departmental autonomy may be considered directly, (3) Proposed Amendments to the Constitution or Bylaws, and (4) bringing items directly to the floor.

ARTICLE V. INTERPRETIVE AUTHORITY OF THE COLLEGE OF TECHNOLOGY FACULTY

Section 1. Jurisdiction Relative to Administration and Students

245.5.1.1 In jurisdictional disputes arising out of the exercise of the primary authority of the Faculty, the Council shall, by majority vote, express its judgment. Should the Council's judgment be ignored, modified, or rejected, the

Council shall submit the question to the Faculty as provided in Article I, Sections 6 and 7. If the Faculty decision is ignored, modified, or rejected, the question shall be carried to the University Faculty Senate for determination.

245.5.1.2 Decisions on questions of jurisdiction shall be understood to be a reaffirmation of the basic assumption in the Preamble that all groups should be afforded the greatest possible latitude for the performance of their respective roles in the operation of the College.

Section 2. Jurisdiction Relative to Departments

245.5.2.1 When a department of the College, through its Chair, protests an action of the Faculty or the Council as encroaching on the autonomy of the department, the Council shall, by majority vote, express its judgment. The Chair of the department may appeal this decision to the Faculty. In such event, the Secretary shall call a meeting of the Faculty and conduct a subsequent vote as provided in Article I, Sections 6 and 7.

ARTICLE VI. JUDICIAL AUTHORITY OF THE COLLEGE FACULTY

Section 1. Scope

245.6.1.1 The Faculty shall have judicial authority for all matters over which it has primary or advisory legislative authority as defined in Article II, Sections 2 and 3.

Section 2. Jurisdiction

245.6.2.1 A member of the Faculty, or a group of Faculty members, may file a grievance with the Council after other avenues have been exhausted.

Section 3. Procedure

245.6.2.2 Any grievance must be presented in writing to the Chair of the Faculty Council. Within twenty working days of initially receiving the grievance, the Council shall determine whether the grievance is of such a nature as to warrant a hearing. A grievance accepted for a hearing shall be transmitted by the Council to the standing committee, or appropriate ad hoc committee, within whose province the matter falls. This Committee shall examine the issue expeditiously with proper attention to due process as outlined in the Constitution of

the Faculty of Indiana State University, and present the decision in writing to the aggrieved party, or parties, immediately upon the decision, indicating the route of appeal.

| 245.6.2.3 Within ~~ten~~ twenty working days after the decision of a committee is filed, the aggrieved party, or parties, may file an appeal in writing to the Council. If action is taken on the appeal, the Council shall reach a decision by majority vote. A written report of the action shall be filed with the Dean of the College, with the committee from which the appeal was taken, and with the aggrieved party or parties. This decision may be appealed as described in the applicable section of the University Constitution.

ARTICLE VII. COMMITTEES OF THE COUNCIL

Section 1. Standing Committees

245.7.1.1 The standing committees of the Council are identified in the Bylaws of this Constitution which defines the size, composition, tenure, and duties of these committees. Standing committees are responsible to the Faculty through the Council. Meetings of the standing committees are open except when a committee declares executive session. Meeting time, date, and agenda will be distributed to the Faculty at least three working days in advance of the scheduled meeting.

Section 2. Ad Hoc Committees

245.7.2.1 The Council may for special purposes and for determinate periods create ad hoc committees to investigate and make recommendations on any matter falling under the primary or advisory authority of the Faculty.

ARTICLE VIII. GOVERNANCE AND AUTHORITY OF THE DEPARTMENTS

245.8.1.1 The Faculty of each Department is guaranteed a representative form of government in respect to the formulation and administration of internal policy; and the right to participate in the selection, evaluation, and removal of its chief administrative officer(s).

ARTICLE IX. AMENDMENTS AND BYLAWS

245.9.1.1 This Constitution and Bylaws may be amended as follows:

1. By preparation of a written statement of the proposed change signed by a two-thirds majority of the voting members of the Council (245.4.4.3) or 20 % of the voting members of the Faculty (245.1.3); and
2. By bringing the matter before the Council for initial debate; and
3. By approval of two-thirds of the voting membership at the next Council meeting; and
4. By approval of the Faculty in the manner provided in Article I, Sections 6 and 7; and
5. By approval of the University Faculty Senate.

246: BYLAWS

I. Standing Committees of the Council

- 246.1.1 The standing committees of the Council are the first echelon for conduct of the majority of the business of the Faculty, both in the area of the primary and advisory authority. They also serve as the judicial bodies for grievances falling within their provinces.
- 246.1.2 The membership of standing committees is composed, except as especially noted below, of voting members of the Faculty (245.1.3) nominated by the Council and approved by a majority of the Faculty. Administrative representatives to standing committees shall hold speaking seats.
- 246.1.3 Each standing committee shall have a predetermined number of Faculty members. Terms of service for these Faculty members shall begin upon election, but not later than October 1. Standing committee membership shall be announced at the Fall Faculty meeting (245.1.6.1). Appointment to a standing committee shall normally be for a period of two years ending September 30, with terms so staggered that approximately 50% of the membership shall carry over from one year to the next. Reappointment to a committee is not precluded.

- 246.1.4 A seat which becomes vacant before the end of the term of office for any cause shall be filled for the period of vacancy by the Council.
- 246.1.5 Each standing committee shall elect its own officers from among the Faculty in its membership. Meetings shall be open except when a committee declares executive session. Each committee shall present a written resume of its activities and attendance for the year at the Spring meeting of the Faculty
- 246.1.6 The standing committees of the Council concern themselves with matters which are of significance to the College, questions which arise between or affect several of the constituent departments, and matters which although arising within one department have an influence upon the character and welfare of the College.
- 246.1.7 Issues which pertain only to individual departments will normally be dealt with by those departments unless appealed to the Council.

II. Academic Affairs Committee

246.2.1 Membership:

Faculty members, one representing each department.
Administrative representative.

246.2.2 Duties: Formulate policy governing **Undergraduate:**

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. Structure of the College with reference to academic matters.
4. Standards for admission and retention of students.
5. Requirements for programs.
6. All courses of instruction, including those offered through Lifelong Learning; and all workshops, travel courses, and other special offerings, whether with or without academic credit.
7. Coordination of library services.
8. Convocations and all such conferences related to academic affairs.

246.2.2.1 The committee will concern itself with the educational philosophy of the College and with the relation of existing and future curricula and educational policies relating to that philosophy.

246.2.2.2 Take appropriate action in the foregoing areas as directed by the Council.

III. Faculty Affairs Committee

246.3.1 Membership:

Faculty members, one representing each department. Administrative representative.

246.3.2 Duties: Formulate policy governing:

1. Faculty appointment, retention, tenure, and promotion.
2. Facilitation of teaching and research, including teaching load.
3. Leaves of absence.
4. Freedom of expression and academic freedom.
5. Faculty conduct and discipline.
6. Professional ethics.
7. Professional growth.
8. Retirement.
9. Superintendence of Faculty elections.
10. Faculty Grievances.

246.3.2.1 Take appropriate action in the foregoing areas as directed by the Council.

IV. Graduate Affairs Committee

246.4.1 Membership:

Members of the College Graduate Faculty, one representing each department.
The College Ph.D. Coordinator.
A College Graduate program Coordinator.
Administrative representative.

246.4.2 Duties: Formulate policy governing **Graduate**:

1. Matters associated with curricula within the College.
2. Matters associated with academic credit within the College.
3. Facilitation of teaching and research.
4. Structure of the College with reference to academic matters.
5. Standards for admission and retention of students.
6. Requirements for programs.
7. Appointment recommendations to the Graduate Faculty.
8. Selection criteria for graduate assistants and graduate fellows.

246.4.2.1 Review and advise on individual cases brought to the committee.

246.4.2.2 Take appropriate action in the foregoing areas as directed by the Council.

V. External Affairs Committee

246.5.1 Membership:

Three Faculty members.
Administrative representative.

246.5.2 Duties: Formulate policy governing:

1. Gifts and bequests to the College.
2. Public relations with other Colleges (secondary and post-secondary).
3. Public relations with business and industry.
4. Consulting services by members of the Faculty.
5. Guest speakers to ISU campus.
6. College publications.
7. Social affairs.

246.5.2.1 Take appropriate action in the foregoing areas as directed by the Council.

VI. Student Affairs Committee

246.6.1 Membership:

Faculty members, one representing each department.
Two non-voting College student members (one each: full-time undergraduate and full-time or part-time graduate).¹

246.6.2 Duties: Formulate policy governing:²

1. Student safety, welfare, and rights.
2. Student organizations, social activities, and publications.
3. College scholarships, honors, and awards.
4. Student grievances.
5. Student behavior with respect to curriculum and instruction.

246.6.2.1 Take appropriate action in the foregoing areas as directed by the Council.

¹ The undergraduate student representative shall be the undergraduate student representative to the Council. The graduate student representative shall be selected by the Graduate Affairs Committee.

² As long as these are not in conflict with the Student Government Association.

VII. College Personnel Committee

246.7.1 Membership:

~~Faculty members, one representing each department . There shall be five members elected from the Faculty When Possible,~~ two shall hold the rank of Full Professor, two Associate, and a fifth of either rank.

Only Full-time, Tenured Faculty may serve.

Individuals must hold the rank of either Full or Associate Professor.

Faculty making application for promotion or leave may not serve.

Chairs and Deans may not serve.

No more than two members may be from a single Department

246.7.2 Duties:

246.7.2.1 Review and make recommendations concerning Applications for Promotion, Tenure, Annual Performance Reviews, and Leaves.

246.7.2.2 ~~Formulate~~ Recommend to the Faculty Affairs Committee changes or needed Policies governing;

1. Promotion Review
2. Tenure Review
3. Leaves Review
4. Annual Performance Reviews

VIII. Departmental Personnel Committee

246.8.1 Each Department shall have a Personnel Committee

~~246.8.1.1 Membership: Only tenured voting members of the Faculty may serve on the Committee. Department chairpersons and those who hold higher administrative positions are not eligible to serve.~~

~~246.8.1.2 Duties~~

~~To make recommendations to the Department Chairperson regarding applicants for tenure, promotion, and leaves, and regarding retention of faculty members.~~

~~To make recommendations to the Department Chairperson regarding professional performance (using criteria established in the Department, College, and the University.)~~

~~To handle other additional personnel issues in the Department as necessary.~~

~~246.8.1.3 Voting: A member of the department personnel committee must be present for discussion, in order to cast a vote on a motion.~~

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File 4a

Dr. Lamb,

I would really appreciate an opportunity to discuss with you, the faculty and staff driven assessment of campus climate. Would you be willing to allow me to speak on behalf of the Strategic Planning Committee (Goal 6, Initiative 1) to Enhance the Quality of Life of Faculty and Staff at the next Faculty Senate Executive Committee meeting? And moreover, to present this information to the Faculty Senate. We have already garnered audiences with each of the Dean's leadership teams, the Provost Advisory Committee, the Diversity Council, and Staff Council. For improved response rate, we need to continue our communication initiative.

Thank you for considering my request.

Lindsey

Lindsey E. Eberman PhD, LAT, ATC

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“Indiana State University ranks number one nationally for community engagement”

– Washington Monthly 2013 College Guide



Invitation to Participate

COACHE₂₀₁₃

the Collaborative on Academic Careers in Higher Education *at the
Harvard Graduate School of Education*

Survey of Faculty Job Satisfaction

All of your full-time faculty Results in an
intuitive, adaptable format Three years
of personalized consultation

“While some states are seeking to define ‘accountability’ by unproven (and worrisome) measures of faculty ‘productivity,’ SUNY sees its responsibility to faculty differently. We seek to foster a culture of support and success, both to recruit the best and brightest teacher-scholars to SUNY and to keep them thriving on our campuses.”

David Lavalley, Ph.D. Executive Vice Chancellor for Academic Affairs, State University of New York announcing system-wide partnership with COACHE

The Collaborative on Academic Careers in Higher Education | Harvard Graduate School of Education 8
Story Street 5th Floor, Cambridge, Mass. 02138 | www.coache.org | coache@gse.harvard.edu | (617) 495-5285



COACHE

What is COACHE?

The Collaborative on Academic Careers in Higher Education is a research initiative and membership organization driven by senior academic officers who believe that the search for best practices begins with sound data—data that make the recruitment and management of faculty talent, and their own leadership, more effective.

Under COACHE, academic leaders at over 200 colleges, universities, and systems have strengthened their capacity to identify the drivers of faculty success and to implement informed changes. Offering comparisons to self-selected peers, innovative approaches from exemplary institutions, and one-on-one consultations, COACHE is a full-service partner in improving the academic workplace.

What is included in membership?

Members receive not just a survey and analysis, but three years of support for turning data into action. This includes:

- 245.1.1.4 The COACHE survey of all full-time faculty
- 245.1.1.5 Comprehensive results in an intuitive format ready for immediate dissemination
- 245.1.1.6 Custom reports in Excel, benchmarks, peer comparisons, executive summaries, online crosstabs and raw data
- 245.1.1.7 News briefs on exemplary practices from high-performing members and on insights revealed by our analysis of nationwide results
- 245.1.1.8 Strategy sessions at the conferences where senior academic leaders convene (e.g., APLU, AAC&U)
- 245.1.1.9 COACHE researchers' expertise in using data for grantseeking, board work, and institutional change
- 245.1.1.10 Invitations to our annual—and selective—Leaders Workshop at the Harvard Faculty Club
- 245.1.1.11 Ongoing consultant-level support for the challenges academic leaders face every day

How is COACHE different?

Some faculty surveys are created primarily to produce scholarly research or to sell newspapers. Such instruments include questions with no correlating policy or practical response. With an eye toward institutional improvement, provosts helped design the COACHE survey to be *actionable* and *pivotal* in producing data that are of immediate use to academic policymakers.

The COACHE survey is also *tailored*. Although a one-size-fits-all survey of faculty and staff offers a greater degree of convenience, we know from research—and you know from experience—that pre-tenure, tenured, and non-tenure-track faculty have many different concerns about their work, lives, and productivity. These guiding principles shape a highly salient instrument: **for every ten faculty who start the survey, nine complete it in the first sitting.**

How are COACHE results being used?

COACHE has been described as a Swiss Army Knife to which academic administrators turn repeatedly for help in:

<i>Accreditation</i>	<i>Institutional research</i>
<i>Assessment & improvement</i>	<i>Professional development</i>
<i>Budget planning & requests</i>	<i>Search committees</i>
<i>Faculty retention</i>	<i>State system initiatives</i>
<i>Grant seeking</i>	<i>Strategic planning</i>

Visit www.coache.org for examples of how COACHE data are being used in these ways.

What is the cost?

In light of the search and hiring costs resulting from even a single, preventable faculty departure, the presidents, provosts and deans in the Collaborative are finding membership to be worth the investment many times over.

The total cost to participate in COACHE, however, depends on you, your institution, and your assessment strategy. Factors to consider in estimating cost include:

- 245.1.4.7 Are you a small college or a large university?*
- 245.1.4.8 Will you include your full-time, non-tenure-track faculty?*
- 245.1.4.9 Have you already participated in a COACHE survey?*
- 245.1.4.10 Will you pay the fee now or across multiple fiscal years?*
- 245.1.4.11 Are you or is someone at your institution attending a Harvard Institute for Higher Education this year?*
- 245.1.4.12 Are you a member of a system or consortium?*

Answers to these questions will help us determine how to make COACHE work within your budget.

How do I enroll?

Just call or email us to schedule a conversation about next steps, or visit www.coache.org to learn more.

coache@gse.harvard.edu or (617) 495-5285