

**File 1**

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2013-2014

February 13, 2014 3:30pm, Dede III

**Agenda**

- I. In Memoriam: Dr. Mary Lois Nardini, Dr. Eurico Ferreira
- II. Administrative Reports: President D. Bradley, Provost R. Williams
- III. Chair Report: S. Lamb
- IV. Staff Report: K. Buchholz
- V. Part-Time/Temporary Faculty Advocate Report: M. Mohran
- VI. SGA Report: L. Valentine
- VII. Approval of the Senate Minutes of January 16, 2014 (**File 2**)
- VIII. Fifteen-Minute Open Discussion
- IX. **Pending Approval by Executive Committee:** FAC Response to Charge to Review Suggested Revisions in the Policy Governing Outside Employment, Guell's Alternative: D. Hantzis (**File 3a, 3b, 3c**)
- X. CIMT/EESE Merger: K. Bolinger, L. Rosenhein (**File 4, 4a**)
- XI. Review of Active Shooter/Campus Emergency Procedures: J. Newport, D. McKee

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2013-2014

February 13, 2014 3:30pm, Dede III

**Minutes**

Members Attending: A. Anderson, C. Ball, K. Berlin, S. Buchanan, J. Conant, R. Fairchild, C. Fischer, R. Guell, E. Hampton, M. Haque, M. Harmon, T. Hawkins, B. Kilp, S. Lamb, K. Lee, C. MacDonald, D. Malooley, S. McCaskey, M. Miller, A. Morales, C. Stemmans Paterson, D. Richards, M. Schafer, R. Schneirov, V. Sheets, E. Strigas, B. Yousif, K. Yousif

Members Absent: T. Alberts, L. Borrero, N. Hopkins, R. Lugar, C. Olsen, C. Tucker

Ex-Officio Present: Provost R. Williams, K. Brauchle, R. English, S. Frey, K. Hill-Clarke, L. Maule, M. Mohran, J. Murray, J. Turman

Ex-Officio Absent: President D. Bradley, K. Buchholz

Guests: K. Bolinger, L. Eberman, D. Hantzis, D. McKee, J. Newport, J. Powers, L. Rosenhein, L. Spence

1. In Memoriam:

a. Dr. Mary Lois Nardini

Dr. Mary Lois (Richwine) Nardini was born in Evansville, Indiana on October 10, 1931. She graduated from Evansville Central High School at age 16 and moved to Terre Haute to attend Indiana State Teacher's College, where she was Homecoming Queen in 1949. She received her Bachelors in 1952 and returned to obtain a Masters in 1965, after which she began teaching in the College of Education. She obtained her Doctorate in 1973 at Southern Illinois University in Carbondale while balancing university teaching and family responsibilities. In 1978 Dr. Nardini earned tenure as a Professor of Educational Foundations and Media Technology. She retired from the University in 1992.

In her 27 years at ISU, Dr. Nardini served on or headed countless university committees and boards; was a member, co-chair, or chair of many state and national educational organizations; and authored, co-authored, or edited numerous periodicals and articles pertaining to the use of media in education. In addition, she gave of her time and talent to many Wabash Valley organizations, including Prairieton United Methodist Church, the American Heart Association, and Vigo County Multiple Sclerosis Society, among many others. She is remembered by

her students as a kind, gentle woman who was well-respected and made a lasting impression on those with whom she shared her passion for education.

She is survived by her two daughters, Lynn Williams of Terre Haute and Jane Williams of Charlotte, North Carolina, and two grandchildren. They have requested that in lieu of flowers, donations be made to Foundation ISU in her memory to build a scholarship fund for a College of Education student who demonstrates both academic promise and financial need, consistent with her passion for teaching and steadfast commitment to her students.

THEREFORE, BE IT RESOLVED that the Faculty Senate of Indiana State University express to Dr. Nardini's family its sincere sympathy and condolences, and that it further express its appreciation for her years of service and dedication to her students, the College of Education, and to the University.

BE IT FURTHER RESOLVED that this testimonial be placed in the minutes of the Faculty Senate and that a copy be transmitted to her family.

b. Dr. Eurico Ferreira

Dr. Eurico J. Ferreira, aged 75, passed away on Thursday, January 2, 2014 in Indianapolis, Indiana. Born in Brazil, the son of Maria and Orlando Ferreira, he is survived by his mother, Maria; sister, Maria; children, Ana, Eurico Jr., and Claudio; and grandchildren, Sebastian, Daniel, Sofia, and Nathaniel.

He received his BS in Mechanical Engineering from the Federal University of Brazil, his MBA from the Pontifical Catholic University of Rio de Janeiro, Brazil, and his Ph.D. from the University of South Carolina. He started his career in America with Clemson University in South Carolina where he served as an Assistant/Associate Professor from 1981 to 1991.

Eurico moved to Terre Haute when he joined Indiana State University in 1991 in the School of Business as Associate Professor of Finance and was promoted to full Professor in 1996. He was perhaps one of the most prolific and accomplished scholars, garnering many awards and accolades in his 22 years with ISU, including the Theodore Dreiser Distinguished Research and Creativity Award, the Financial Management Association's Outstanding Advisor Award, and the Exemplary Scholarship Faculty Recognition Award from the Scott College of Business.

Eurico was a respected Finance Professor at Indiana State University, dedicating endless time to the development of his students and to the College of Business. Through student organizations, he took students on regular trips to the New York Stock Exchange and the Chicago Board of Trade. Besides being a scholar of the first order, he served the College of Business on virtually every standing committee at some point in his career, as well as numerous search committees and special assignments such as his diligence in maintaining the CRSP database. He also brought prodigious global exposure to the College, and was always a staunch

advocate, as recently as this past summer, when he brought a class of top-quality MBAs from Brazil for a week of intensive study at the Scott College of Business. He showed great concern for protecting the quality and rigor of the finance major and expended much vigor and passion advancing those concerns.

Eurico was also an accomplished athlete from childhood, having played soccer at the professional level in his youth, and despite what was perhaps a career-ending injury, sustained almost as high a level of passion and dedication to ballroom dancing long after his days on the field were over.

The Scott College of Business acknowledges Dr. Eurico Ferreira's dedication to enriching the lives of so many and bringing out the best in those whose lives he touched.

THEREFORE, BE IT RESOLVED that the Faculty Senate of Indiana State University express to Dr. Ferreira's family its sincere sympathy and condolences, and that it further express its appreciation for the years of service and dedication to his students, his department, the College of Business, and the University.

BE IT FURTHER RESOLVED that this testimonial be placed in the minutes of the Faculty Senate and that a copy be transmitted to his family.

2. Administrative Report: Provost R. Williams
  - a. The President sends his regrets that he cannot be here.
  - b. We have had candidates in for the Dean of the College of Technology and have received information from the committee; hopefully a decision will be made this week.
  - c. There are three candidates coming in next week for Library Dean. We are excited about the pool of candidates we have. I encourage all of you to come to the open forums, more so than for other colleges, for this influences all parts of campus.
3. Chair Report: S. Lamb: No Formal Report
4. Staff Report: K. Buchholz: Absent
5. Part-Time/Temporary Faculty Advocate: M. Mohran: No Formal Report
6. SGA Report: L. Valentine
  - a. We are actively engaging in conversations with Provost Williams regarding the policies that he has asked the deans to review.
  - b. We have also been working with J. Powers regarding the Faculty Advising Conversations. The next dates are February 20<sup>th</sup> and 21<sup>st</sup> at George's Café on Cherry Street from 8:15-9:30am.
  - c. I have been able to be very active with SAC this year; Dr. Powers and I have put together a proposal for the Handbook that we hope will encourage faculty and students to create an atmosphere in the classroom in which everyone can engage.
  - d. Student Organization Funding has been finalized and we have funded 53 different organizations.

- e. The SGA elections are set for March 25<sup>th</sup> and 26<sup>th</sup>. The President/Vice President Debate is set for March 5<sup>th</sup> at 7:00pm in Dede II.
  - f. The Forest is now at 917 members. We had over 2,200 students attend the Wichita State men's basketball game. We hope to continue to build that tradition.
  - g. The Sycamore Leadership Coalition is still at 23 members. Four of them will be heading to Texas A&M for the COSGA Conference. The entire group will be going on a leadership retreat to French Lick in two weeks. We are planning to fund a Fun Run in April for those of us who cannot quite handle a 5K.
7. Approval of the Senate Minutes of January 16, 2014
8. Fifteen-Minute Open Discussion
- a. M. Miller: I would like to echo what the Provost said about the search for the Library Dean; I urge you to come to the open forums, 1:30-2:30 each day. We haven't had a national dean search in 11 years. Many things have changed, both within the profession and within your Library, your campus living room. Many more things might be changing! Come with questions large and small. I urge students especially to come with questions. I appreciate that there are many demands on your time, but I cannot emphasize enough how important this search and its result is going to be.
9. Review of Active Shooter/Campus Emergency Procedures: J. Newport, D. McKee
- a. J. Newport presented a review of the campus warning devices available which will activate during a campus weather emergency or an active shooter situation, including: the All-Hazards Siren, the Alertus Emergency Messaging System, VOIP telephones in all classrooms, Rave text messages, a voice-recorded warning system in all residence halls and many campus buildings, the ISU information line, and ISU live television.
  - b. J. Newport also outlined several measures faculty can take in their classrooms before an emergency occurs, including making sure the VOIP phone is turned all the way up, becoming familiar with the locks on the doors, considering escape routes and hiding places, and making sure personal devices have the Rave messaging system.
  - c. The "Run, Hide, Fight" procedure was also covered, as well as basic instruction on locking classroom and office doors and what to expect from police officers during an active shooter situation.
  - d. J. Newport also actively discouraged concealed carry among students and staff on campus; he reported that there are "a handful" of firearms confiscated every semester, and that anyone who wishes to retaliate in an active shooter situation may well be mistaken for the shooter themselves and be injured or killed by responding officers.

- i. R. Schneirov asked whether there should be an “official position” regarding the carrying of concealed firearms on campus, similar to the recent HJR6 issue.
- ii. L. Valentine reported that during several recent SGA meetings the topic of concealed carry has been hotly debated, but ended officially against concealed carry among students on campus.
- e. D. Malooley inquired about the availability of Alertus on tablets and smartphones as well as desktops and laptops; L. Spence reported that due to differences in operating systems between computers and smartphones/tablets, the Rave text message alerts would be the only message to come through, while the Alertus will automatically “take over” the computer screen.
- f. Faculty, staff, and students are encouraged to visit the Public Safety page at [www.indstate.edu/pubsafety/](http://www.indstate.edu/pubsafety/) for additional information.

*Secretary’s Note: For the sections that follow, inadequate notes exist to generate a precise account of the minutes. Because Secretary Guell was the author of the Executive Committee motion and wanted to actively participate in the discussion, he failed to take adequate notes of the exact statements. The administrative Secretary was unable to recover her notes for these sections. As a result, what follows is an imprecise summary of the motions and points made with attribution where possible.*

**10. Motion to Approve Change to Section 503 (Outside Employment) of the Handbook:  
B. Kilp, A. Anderson: Vote: 8-15-0**

- a. D. Hantzis:
  - i. FAC has been working on this charge since October. We took the Executive Committee’s suggested language and found that when we tried to consider the ramifications, that specificity led us to too many problems. That is why FAC returned with a recommendation to make only a minor modification to the existing Handbook language. We would like to make the following points regarding the issue:
    1. We were concerned with the language regarding when a faculty member could not teach elsewhere. The notion of “clearly subpar” teaching we found troublesome.
    2. We agree that there should be a policy forbidding a faculty member from having two tenure-track, full-time positions.
    3. We recognize that there exists legitimate concerns regarding conflict of interest and conflict of obligation and that the latter can compromise the quality of the work for ISU.
    4. We should celebrate the outside activities of our faculty as they represent a positive contribution of our faculty.
    5. There should be no reference whatsoever to part-time faculty.

6. The place to resolve performance issues for faculty is in the annual and biennial review.

- b. **Motion to Amend A.Anderson, R. Fairchild; Vote: 21-2-4**
  - i. R. Fairchild: The faculty of the College of Nursing, Health and Human Services wish to substitute new language for 503.1.2 regarding clinical practice.
  - c. M. Harmon: Who is making the determination whether consulting is interfering with faculty work? I serve on FAC and agree with the original FAC position that what really matters is whether or not you are doing your job, not why.
  - d. A. Morales: The document specifies four areas of outside work. Why these four?
  - e. C. Stemmans-Paterson: What motivated the rule regarding a three-credit hour allowance for outside teaching?
    - i. R. Guell: I wanted some allowance for those who wanted freedom to teach but wanted to acknowledge the University's interest in having faculty members committed to ISU students. I, honestly, fell back on my own experience teaching an extra Rose-Hulman class. Three hours was doable, but exhausting.
    - ii. D. Malooley: It should be one course rather than three hours. We, and those we might teach for, have four-hour lab courses.
  - f. B. Yousif: I agree with the FAC position that the issue is the performance of the faculty member and not why.
  - g. R. Williams: From the perspective of the administration, the Biennial Review process review clearly shows us that we are not adequately identifying those whose performance is falling short. Relying on the existing process to make that identification isn't realistic.
    - i. S. Lamb: The Biennial Review only identifies those who are "God Awful" and doesn't address those that are simply subpar.
  - h. **Motion to refer the Outside Employment portion to FAC; T. Hawkins, A. Morales: Vote 6-21-0**
    - i. D. Hantzis: I would like to reiterate two points: if FAC gets this back, we remain opposed to language referring to limits on part-time faculty and would support inclusion of language forbidding dual full-time appointments.
- 11. **Motion to Approve the Executive Committee Recommendation to the Board of Trustees on their Request for Comment on a Merger of CIMT and EESE; D. Malooley, M. Harmon; Vote: 24-0-0**
  - a. **The Executive Committee of the Faculty Senate, in response to the Board of Trustees request for opinion on the merger of CIMT-EESE expresses the following:**
    - i. **We agree with the vote of the faculty that they should merge.**



### File 3a

Steve, Chris, and Bob,

Attached please find a motion approved by the Faculty Affairs Committee at our meeting Monday, February 3. The motion responds to the charge we were given to review and recommend revisions, if necessary, in the University policy governing "outside employment."

The rationale statement we wrote to accompany the motion suggests some of the nature of our deliberations. As you know, we addressed this charge in October and were asked to return to it. Our response reflects the best thinking we have on the subject at this point.

We did not elaborate the policy. We did not specify a punitive response. We recommend restricting the regulatory process to full-time faculty and staff and only to work undertaken for compensation. (We chose not to specify that similar regulations should apply to faculty work undertaken as volunteer. You may remember that the concern was shared by at least one member of the Executive Committee when it was discussed in October. We are concerned that faculty may be committing extraordinary amounts of time to community service activities in a climate that supports those activities without the stigma sometimes associated with extra-compensated activities and that those choices may also compromise the performance of their positional duties.)

We hope our motion makes clear our conclusion that the primary place concerns about faculty and staff performance should be addressed are the routine (annual and biennial) performance evaluations. Compromised performance is a legitimate concern, regardless of the reason.

We are aware that our motion may not address the concern that prompted the charge. However, we could not, in our deliberations, arrive at any policy that would prevent any employee from engaging in additional work, only one that recognizes that if such activity compromises expected performance it will figure in employee review. This addresses the university's legitimate interest in such activity. Our motion does not establish a mechanism by which the institution would respond to employee activity that it believes conflicts with institutional mission. It seems to us that such a "conflict of interest" policy and the delineation of its implementation would be elsewhere in our governing documents. We are aware that efforts to define conflict of interest and, especially to identify activities that constitute conflict and then penalize them, have proven to be challenging to many universities.

Best wishes,  
Darlene

### File 3

#### **FAC Response to charge to review suggested revisions in the policy governing outside employment.**

##### Summary of recommended revisions:

Substitute “notification” for “authorization” and specify to whom and in what manner the notification is given;

include “compromise the quality of performance” as a consideration along with “conflict with the performance”

Rationale. Members of FAC spent more time than was perhaps warranted or is reflected in this motion considering this charge. We appreciated the guidance provided by the Executive Committee, including a draft of a possible revision of the current policy (copied below). In October, we sought more direction from the Executive Committee about the impetus for the revision in the policy. Our continued deliberations generated the following responses:

1. the current policy governing compensated work undertaken by full-time ISU faculty and exempt staff is close to what it should be;
2. the current policy appropriately avoids creating a policy of punitive response for undertaking such actions; employee review policies and processes function as the mechanisms by which any warranted response to compromised performance should be made;
3. under no circumstances should Temporary faculty (full or part-time) be included in any policy that limits access to additional employment.

Our revisions expand the rule by citing possible conflict with the performance of one’s assigned duties and the possible compromise of the quality of that performance as eventualities to which the university may respond. We concluded that employees of the Institution may choose to undertake work for multiple reasons, and at multiple points in a career, and should be allowed to do so. The appropriate action required of any full-time employee who undertakes outside employment should be notifying her/his supervisor, rather than seeking authorization. Notification appropriately acknowledges the potential for conflict with or compromise in

performance of duties specific to the University. Our deliberations affirmed that the appropriate response to any compromised performance of assigned duties is to be made through established annual and/or biennial reviews.

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Motion: The Faculty Affairs Committee recommends the following revision of the current policy statement governing “Outside Work or Other Employment” (section 503.1 of the University Handbook (Approved February 3, 2014 with a vote of 4-0-0)

503.1 Outside Work or Other Employment. Commercial activities, private employment, or other work performed outside the University for remuneration by Regular Faculty and Exempt Staff should not be undertaken without prior written notification by the employee to the immediate supervisor. Such activities must not conflict with or compromise the quality of the performance of the employee’s University assignment. Should such outside work or other employment require absence from work during the employee’s regular University work schedule, vacation, if applicable, or leave without pay should be used, in accordance with policies governing those options (ref. University Handbook 515, 545.2, respectively).

503.1.1 Additional Compensation. Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

Current Handbook Language

503.1 Outside Work or Other Employment. Regular appointments to the Faculty and Exempt staff require full-time service to the University. Commercial activities, private employment, or other outside work for remuneration should not be undertaken without prior authorization. Such activities must not conflict with the performance of the University assignment. Should such assignments require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

503.1.1 Additional Compensation. Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

Executive Committee proposed revision

**Amended**

**503.1 Outside Work or Other Employment.** Appointments to the Faculty and Exempt staff of Indiana State University require service commensurate to the appointment.

**503.1 Outside Work or Other Employment by Part-Time Faculty** Part-time faculty are expected to make themselves available to Indiana State University students in a manner commensurate with their appointment.

**503.1.1 Teaching** If the primary means of earnings for the part time faculty member is teaching, the part-time faculty member shall divulge to the department chairperson all teaching assignments (s)he has at all institutions at the time of their offer. Once a signed contract is in force, the part-time faculty member may add assignments at other institutions as long as the total credit hours assigned will remain 18 or less and as long as they inform Academic Affairs through their department chairperson. Once a signed contract is in force, the part-time faculty member must seek approval of their dean, through their chairperson, if the total credit hours assigned will exceed 18.

**503.2.1 Other** If the primary means of earnings for the part-time faculty member is not teaching, but does constitute full-time employment, the part-time faculty member shall teach not more than 3 credit hours unless expressly authorized by their dean as requested through the chairperson.

**503.2 Outside Work or Other Employment by Full-Time Faculty** Regular Faculty and full-time benefits-eligible lecturers are expected to provide service to Indiana State University as their primary focus. As such they shall not engage in commercial activities, private employment, other outside work for remuneration, or excessive volunteer work

such that there is a substantive lack of availability to their students, or their faculty colleagues or where there is a clear conflict with the interests of the University.

**503.2.1 Consulting** Faculty are encouraged to engage in consulting work with or without remuneration so long as doing so does not inhibit their full-time work with students and colleagues. Those engaged in such consulting shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.2 Clinical Work** Faculty in certain service disciplines that require licensure, may be required to engage in clinical work with or without remuneration and doing so at the level required by the licensing entity shall be considered appropriate outside employment. Those engaged in such clinical shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.3 Entrepreneurship** Faculty may own and operate businesses so long as doing so allows them to maintain appropriate availability to their students and colleagues. Those engaged in such businesses shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.4 Teaching** Full-time faculty may teach, at most, three credit hours per semester, for other universities at either the request of their dean or after the signed approval of their dean. The dean shall only deny the request to teach at another university if there exists

- a) a clear conflict of interest in terms of competing for students.
- b) a clearly stated concern that doing so would harm Indiana State University students as a result of the reduced availability of the faculty member.
- c) a clear record of subpar performance by the requesting faculty member in their regular appointment.

**503.3 Outside Work or Other Employment by Exempt Staff** Commercial activities, private employment, or other outside work for remuneration should not be undertaken without prior authorization. Such activities must not conflict with the performance of the University

assignment. Should such assignments require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

**503.3.1 Additional Compensation.** Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

### **File 3c**

**503.1 Outside Work or Other Employment.** Appointments to the Faculty and Exempt staff of Indiana State University require service commensurate to the appointment.

**503.1 Outside Work or Other Employment by Part-Time Faculty** Part-time faculty are expected to make themselves available to Indiana State University students in a manner commensurate with their appointment.

**503.1.1 Teaching** If the primary means of earnings for the part time faculty member is teaching, the part-time faculty member shall divulge to the department chairperson all teaching assignments (s)he has at all institutions at the time of their offer. Once a signed contract is in force, the part-time faculty member may add assignments at other institutions as long as the total credit hours assigned will remain 18 or less and as long as they inform Academic Affairs through their department chairperson. Once a signed contract is in force, the part-time faculty member must seek approval of their dean, through their chairperson, if the total credit hours assigned will exceed 18.

**503.1.2. Other** If the primary means of earnings for the part-time faculty member is not teaching, but does constitute full-time employment, the part-time faculty member shall teach not more than 3 credit hours unless expressly authorized by their dean as requested through the chairperson.

*503.1.3. Standards for Approving Exceptions For part-time faculty members with a history of satisfactory performance in the classroom and appropriate availability to students, it is expected that deans will approve the requests.*

**503.2 Outside Work or Other Employment by Full-Time Faculty** Regular Faculty and full-time benefits-eligible lecturers are expected to provide service to Indiana State University as their primary focus. As such they shall not engage in commercial activities, private employment, other outside work for remuneration, or excessive volunteer work such that there is a substantive lack of availability to their students, or their faculty colleagues or where there is a clear conflict with the interests of the University.

**503.2.1 Consulting** Faculty are encouraged to engage in consulting work with or without remuneration so long as doing so does not inhibit their full-time work with students and colleagues. Those engaged in such consulting shall advise the Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.2 Clinical Work** Faculty in certain service disciplines that require licensure, may be required to engage in clinical work with or without remuneration and doing so at the level required by the licensing entity shall be considered appropriate outside employment. Those engaged in such clinical work shall advise Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.3 Entrepreneurship** Faculty may own and operate businesses so long as doing so allows them to maintain appropriate availability to their students and colleagues. Those engaged in such businesses shall advise Academic Affairs, through their chairperson, of the nature of the work and the time commitment necessary to complete the work.

**503.2.4 Teaching** Full-time faculty may teach three credit hours per semester for other universities *but must inform Academic Affairs and their Dean through their chairperson. Such faculty may teach more than three credit hours for other universities* at either the request of their dean or after the signed approval of their dean. The dean shall only deny the request to teach at another university if there exists

- a) a clear conflict of interest in terms of competing for students.
- b) a clearly stated concern that doing so would harm Indiana State University students as a result of the reduced availability of the faculty member.
- c) a clear record of subpar performance by the requesting faculty member in their regular appointment.

**503.3 Outside Work or Other Employment by Exempt Staff** Commercial activities, private employment, or other outside work for remuneration should not be undertaken without prior authorization. Such activities must not conflict with the performance of the University assignment. Should such assignments require absence from work during the regular work schedule, vacation, if applicable, or leave without pay should be used.

**503.3.1 Additional Compensation.** Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra

compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

*Senate Colleagues; We had quite a debate at the Executive Committee meeting on Tuesday, February 11, concerning **outside employment**. The FAC version did not pass (vote 4-4-1). A revised version of R. Guell's position did pass (5-3-1). In order that you may have a clean version of Guell's revised motion to study, I am sending you this information. Also included, at the end of this document, is that which presently exists in the handbook, and then the FAC motion which did not pass. Frankly, the handbook information, and the failed FAC motion already exists in the set of materials you have been given, but they are somewhat buried.*

### **R. Guell's revised motion.; Passed Ex. Committee (5-3-1)**

**503.1 Outside Work or Other Employment.** Appointments to the Faculty and Exempt staff of Indiana State University require service commensurate to the appointment. Regular Faculty and full-time benefits-eligible lecturers are expected to provide service to Indiana State University as their primary focus. As such they shall not engage in commercial activities, private employment, other outside work for remuneration, or excessive volunteer work such that there is a substantive lack of availability to their students, or their faculty colleagues or where there is a clear conflict with the interests of the University.

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**503.3 Additional Compensation.** Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

### **Current Handbook Language**

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503.1.1 Additional Compensation. Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

**FAC Motion (Failed to Pass the Ex. Committee), (4-4-1)**

Motion: The Faculty Affairs Committee recommends the following revision of the current policy statement governing “Outside Work or Other Employment” (section 503.1 of the University Handbook (Approved February 3, 2014 with a vote of 4-0-0)

503.1 Outside Work or Other Employment. Commercial activities, private employment, or other work performed outside the University for remuneration by Regular Faculty and Exempt Staff should not be undertaken without prior written **notification** by the employee to the immediate supervisor. Such activities must not conflict with **or compromise the quality** of the performance of the employee’s University assignment. Should such outside work or other employment require absence from work during the employee’s regular University work schedule, vacation, if applicable, or leave without pay should be used, in accordance with policies governing those options (ref. University Handbook 515, 545.2, respectively).

503.1.1 Additional Compensation. Only under unusual circumstances will there be extra compensation for fiscal year Exempt staff paid from funds managed by ISU. Such extra compensation requires the approval of the appropriate vice president. Approval must be granted before the project or activity is undertaken.

**Motion to Send to the Senate the Following Recommendation: R. Guell-C. MacDonald; Vote: 9-0-0**

1. The Executive Committee of the Faculty Senate, in response to the Board of Trustees' request for opinion on the merger of CIMT-EESE expresses the following:

a. We agree with the vote of the faculty that they should merge.

b. We agree with the department that they be allowed more time than the Provost has allowed for the execution of that merger with regard to bylaws, curriculum, promotion and tenure standards, and resource allocation.

c. We agree with the Provost that some resources may be required to implement the merger and carry the new combined mission forward but that those specified in previous documents are not realistic. We will rely on the Provost and Dean to offer details when the formal merger paperwork is complete.

**Proposers should consult with the dean's office prior to the development of the proposal. all proposals can be supported.**

**F-2 PROGRAM PROPOSAL FORM**

<p>Department: <u>CIMT and EESE Department Unification</u></p> <p>College: <u>Bayh College of Education</u></p> <p>Contact Person: _____</p> <p>Phone: _____ Email: _____</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>Degree Level: _____ CIP Code: _____ M          Code: _____</p> <p>Program Title: _____</p> <p>Proposed New Program Title: _____</p> <p>Track or Concentration Area, If Applicable: _____</p>
<p><b>CHECK ALL THAT APPLY</b></p> <p><input type="checkbox"/> Graduate</p> <p><input type="checkbox"/> Undergraduate</p> <p><input type="checkbox"/> New Program</p> <p><input type="checkbox"/> Existing Program</p> <p><input type="checkbox"/> Change of Title</p> <p><input type="checkbox"/> Revision</p> <p><input type="checkbox"/> Suspension</p>	<p><input type="checkbox"/> Elimination</p> <p><input type="checkbox"/> Reactivation</p> <p><input type="checkbox"/> Major</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Licensure Only</p> <p><input type="checkbox"/> Other(specify)_____</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:**

**Rationale for Change (check all that apply and provide rationale):**

- Outcomes assessment results
- Accreditation/licensure changes
- Other

**Describe**

Approval/Review Signatures

Date Vote

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

- |   |                          |                 |               |                    |
|---|--------------------------|-----------------|---------------|--------------------|
| 1. Department/unit curriculum committee-CIMT  | <u>[Signature]</u>       | <u>9/23/13</u>  | <u>17-2-4</u> | ) joint dept. vote |
| 2. Department/unit curriculum committee-EESE  |                          |                 |               |                    |
| 3. Department chair-CIMT  | <u>Keri Boly</u>         | <u>12/3/13</u>  |               |                    |
| 4. Department chair-EESE  | <u>Dean Zuster</u>       | <u>12/3/13</u>  |               |                    |
| 5. College Representative   | <u>Leah M Nellis</u>     | <u>10-14-13</u> | <u>9-0-0</u>  |                    |
| 6. Academic Dean  | <u>Kandi Hill-Clarke</u> | <u>12/2/13</u>  |               |                    |
| 7. Associate VP for Academic Affairs  | <u>[Signature]</u>       | <u>1/14/13</u>  |               |                    |
| 8. Dean's Office, College of Education<br>(Programs that lead to educator licensure)  |                          |                 |               |                    |
| 9. Teacher Education Committee<br>(Programs that lead to educator licensure)  |                          |                 |               |                    |
| 10. Dean, College of Graduate and Professional Studies  |                          |                 |               |                    |
| 11. CAAC or Graduate Council  | <u>L. Reinken</u>        | <u>12/10/13</u> | <u>5-3-1</u>  |                    |
| 12. Senate Executive Committee<br>(New programs, major revisions so program is substantially new, or proposals with major policy implications. Determined by CAAC or Graduate Council.) |                          |                 |               |                    |
| 13. Faculty Senate<br>(New programs, major revisions so program is substantially new, or proposal with major policy implications. Determined by CAAC or Graduate Council.)              |                          |                 |               |                    |
| 14. Provost   |                          |                 |               |                    |

Publication Dates:

Proposal: \_\_\_\_\_

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

**Rationale for support requests for departmental merger, CIMT/EESE**

The departments of CIMT and EESE, in response to a merger request made to the Board of Trustees in May of 2013 would like the following conditions to be considered by faculty governance before recommendations are made to the Board of Trustees regarding the proposed merger of the two departments. Our initial request accompanying our positive vote in support of a merger included three areas of concern; (1) that the current administrative support given to each of the departments not be diminished within a larger combined department, (2) that adequate resources would be allocated for program support within a larger department, and (3) that the departments be given adequate time to restructure for a smooth transition to a single department. Provost Biff Williams has asked that we provide a stronger rationale for these requests.

First, our current administrative support structure includes three assistants with very distinct duties and skill sets. The current administrative assistant in CIMT has a well-developed understanding of the graduate programs that CIMT offers and is invaluable to the graduate faculty who work in the department. The two administrative assistants in EESE operate distinctly as well. One is the primary assistant to the chair, supporting faculty alike, in program and curricular issues as well as scheduling. The second administrative assistant in EESE manages both faculty travel for professional development as well as practicum visits for their many clinical experiences. EESE has clinical experiences in many of their courses and hundreds of students each semester which need to be placed in schools and managed in a departmental data base. She also supports the TOTAL semester program; managing applications.

Second, our requests for resources included extra monetary support for planning for the merger and supporting program continuity. Provost Williams has indicated that the initial requests were beyond what could be provided by the administration and we ask only that some funds be considered to support faculty buy-outs to help the new combined department chair manage the five distinct programs within the departments.

Third, our initial request for a merger date of fall of 2015 was based upon a careful consideration of the many tasks necessary to support a smooth transition to a single department. Given the additional departmental duties thrust upon all departments for the spring 2014 semester (dashboard reports, student retention plans, philanthropy case sheets, etc) it is unlikely that we can manage to develop a new department in one semester and be ready to function optimally by fall of 2014. Some of the things that must be worked out prior to a merger include:

1. Synchronization of promotion and tenure procedures. Each department has their own processes and procedures and these must be synchronized in a way that protects the interests of faculty in both departments. Similarly, it is important to establish how a P & T committee in a combined department be created so as to represent the interests of both departments.
2. Dashboard reports which have established separate metrics for the coming year will need to be adjusted to reflect one department.
3. Opportunities for shared k-12 courses and curricular changes need to be explored and developed. Point five of past Provost Maynard's request to the Board of Trustees establishes a

rationale based on the experiences of some of the EESE faculty related to middle and high school programs and possibility of the merger leveraging this resource. If we are to truly consider this option we will need time to discuss co-teaching models, new course development and possible curricular changes.

4. Point seven of past Provost Maynard's rationale to the board of trustees speaks to the combined department's ability to develop new and innovative approaches to graduate education. Currently CIMT is re-working their masters and doctoral programs; establishing different criteria for admission and developing at least one new online program. Additional time is needed to address some areas of concern in the existing programs; this time would be compromised by the need to quickly merge within one semester of planning.
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6. Student faculty ratio targets for the two departments are discrepant and need to be aligned in careful consideration of the higher number of clinical experiences in EESE and the graduate program workload in CIMT. Point six of Provost Maynard's memo to the board of trustees cites the ability of EESE faculty to share the workload for doctoral student advising and committee chairing. Course scheduling and work load for EESE faculty who will be sharing in this duty needs to be considered as it is in CIMT currently.

If we move forward with a merger as soon as the fall of 2014 we will be one department in name only. Essentially it will be two departments with one chair. If the "synergies" that Dr. Maynard mentions in his rationale to the board are to be achieved, significant planning time is absolutely necessary. Along with the administrative reports due in the spring, the CIMT department is currently trying to develop at least one online master's program and develop and implement a marketing program for all of their graduate programs, while EESE is going to market a newly approved online master's program to over 30,000 teachers in a data base created last semester. These initiatives will be compromised by the additional need to merge the departments on a tight one semester time table.



12/10/13 

Kevin Bolinger, Interim Department Chair CIMT

TO: CAAC

FROM: Elementary, Early, and Special Education *Deana Lustrack*  
Curriculum, Instruction and Media Technology *Kevin Boyle*

DATE: December 9, 2013

RE: Departmental Unification

EESE and CIMT concur with the request for a merger and are seeking approval from CAAC. The details for the merger will be worked out with the Dean of the Bayh College of Education, Dean Kandi Hill-Clarke, and Provost Biff Williams.

Date: October 3, 2013

To: Dr. Kandi Hill-Clarke  
Dean, Bayh College of Education

Dr. Richard Williams  
Provost and Vice President for Academic Affairs

RE: Unification of the Department of Curriculum, Instruction, & Media Technology with the Department of Elementary, Early Childhood, and Special Education.

A combined faculty meeting was held on Monday, September 23, 2013 to consider a merger of the departments of Elementary, Early Childhood and Special Education and Curriculum Instruction and Media Technology, as directed by Provost Williams and Dean Hill-Clarke. The departments were directed to review the previously presented proposal for merging as originally composed by then Provost Jack Maynard by October 15, 2013. Three options were considered and deliberated at this meeting. Those options were:

1. Forward a notice to the Dean and the Provost by October 15, 2013 that the departments were not in favor of a merger, with rationale.
2. Forward a notice to the Dean and the Provost by October 15, 2013 that the departments were willing to merge with a basic outline as to an administrative structure along with a statement of additional supports needed to facilitate the merger and a basic timeline through which tasks associated with the merger would be accomplished.
3. Forward a notice to the Dean and the Provost by October 2, 2013 that the departments would request an extension of time in order to consider the proposed merger with specific timelines through which the departments would accomplish specific tasks required for planning a successful merger.

Twenty-three faculty and staff, representing a majority of the faculty and staff from both departments, were in attendance. Seventeen of the twenty-three attendees voted to support option two above.

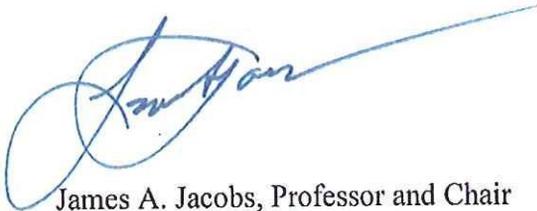
A Program Unification Committee consisting of faculty and staff representatives from both departments was created. This committee subsequently met on several occasions to respond to the outlining and drafting of information requested in option two above. The committee's efforts and recommendations were forwarded to all faculty and staff after each meeting with a request for response regarding the committee's work. Subsequent meetings of this committee considered each response received and modified previous work as deemed appropriate.

The Program Unification Committee is now providing you with the information outlined in option two above as attachment A. This document delineates the administrative structure and supports that will be required to facilitate a successful merger of the two departments. A timeline for the merger is also *specified*, concluding with a formal merger of the existing two departments to become effective at the beginning of the fall semester of 2015.

Additional planning work will begin after the departments receive confirmation that the Board of Trustees supports the proposed administrative positions; additional resources and merger timeline.

Thank you in advance for your consideration of this matter,

For the Program Unification Committee

A handwritten signature in blue ink, appearing to read "James A. Jacobs", with a long, sweeping underline that extends to the right.

James A. Jacobs, Professor and Chair  
Program Unification Committee  
Department of Early Childhood, Elementary and Special Education and,  
Department of Curriculum, Instruction and Media Technology  
Bayh College of Education  
Indiana State University  
401 N. 7<sup>th</sup> Street  
Terre Haute, IN 47809

CC: Chris McDonald  
BCOE Congress Chair

## Funding Request for Proposed EESE/CIMT Department Merger

Assumptions are based upon full operational merger to occur at the beginning of the 2015-2016 academic year.

### 1. Planning Resources

One merger planning coordinator from each department with (1) course buyout in Spring 2014, Fall 2014, Spring 2015, Fall 2015	\$6000 per semester	\$24,000
Stipends for faculty summer planning Summer 2014, Summer 2015.	\$2000 per faculty per summer term	\$24,000
Five combined faculty all day working retreats (each working retreat will be used to invest all faculty in the merger process and give feedback on planning committee's work).	\$1800 per retreat	\$9,000
Planning Resources subtotal		\$57,000

### 2. Operational Resources (Per academic Year)

Three Administrative assistant upgrades to student services II	Avg increase, \$1.50 per hour for a combined 5850 work hours annually	\$8,775
Maintain 10 Graduate Assistantships in combined department (Graduate assistantships provided by School of Graduate Studies).	N/A	N/A
Five course buyout per semester for program coordination	\$3000 per buyout	\$30,000
Two student workers @20 hours each (Currently one student worker is employed, additional student worker represents an actual increase of \$4800)	\$2400 each student per semester	\$9,600 (\$4,800)
Chairperson Stipend Chair (stipend and buyout remain the same)	\$8,000 per academic year	\$8,000
Chairperson 2 course release	\$6000 per semester	\$12,000
Release of one chair position (one chair buyout added back into budget)	-\$8,000 stipend -\$12,000 release	(\$20,000)
Net funding increase annually		\$23,575

**Notes:**

1. An additional one time budget request must be provided for anticipated expenses associated with the acquisition of supplies, material, printed material and related items associated with the change of the combined department name.



**Bayh College of Education Congress**

**Monday, October 14, 2013**

**Unapproved Minutes**

Members Present: W. Barratt, D. Quatroche, J. Jacobs, M. Howard-Hamilton, M. Nail, F. Lai, S. Davis, M. Hare, L. Nellis, Associate Dean Collins (ex officio), Dean Hill-Clarke (ex officio)

Members Absent: C. MacDonald

1. Meeting was called to order at 3:03 pm by S. Davis.
2. Minutes for September 9, 2013 were approved. Motion passed (Quatroche, Jacobs; 8-0-0).
3. New Business
  - a) CDCSEP Program Proposal – Clinical Mental Health Counseling M.S.

Dr. Catherine Tucker shared information regarding the proposal for revisions to the M.S. Clinical Mental Health Counseling program. Associate Dean Collins confirmed that all necessary consultation forms have been obtained and that needed syllabi have been submitted. The proposal was approved. (Barratt, Lai; 7-0-2).
  - b) BCOE Scholarship and Awards Committee

A motion was made (Quatroche, Jacobs) to review and discuss the proposed language regarding for the BCOE Constitution. M. Howard-Hamilton suggested adding a listing of awards/scholarships for which the committee is responsible. Associate Dean Collins requested that a general reference to any newly established awards also be included. A motion was made (Barratt, Quatroche) to table the discussion to allow expansion of the proposed language.
  - c) Merger of EESE and CIMT Departments

A motion to accept the presented letter from the EESE and CIMT Program Unification Committee passed (Howard-Hamilton, Nellis; 9-0-0). J. Jacobs provided a brief historical background of the proposed merger and the unification committee's decision. K. Bollinger clarified the role of the BCOE Congress and noted that Faculty Senate will also be reviewing the proposal before submitting for Board of Trustee approval at the December meeting.

4. Old Business  
None
5. Faculty Senate Representative Report  
None
6. Dean's Report  
No update from Dean Hill-Clark was provided. Associate Dean Collins requested that the Congress Secretary work with her to facilitate distribution of upcoming meeting agendas and materials and posting of approved minutes until a replacement for S. Weir is identified.
7. Chair's Report  
None
8. Open Discussion  
None
9. Meeting was adjourned at 3:28 p.m. (Jacobs, Howard-Hamilton; 9-0-0).

Respectfully submitted by,  
Leah Nellis  
Congress Secretary

Approved: 1-13-14

CAAC #10

INDIANA STATE UNIVERSITY  
FACULTY SENATE  
CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE

CAAC 2013-2014  
Larry Rosenhein, Chair  
December 10, 2013  
MINUTES #10

Members Present: D. Bolinsky, K. Bolinsky, S. Kiger, R. McGiverin, D. Malooley, L. Rosenhein, B. Skinner, K. Ward

Student members:

Ex-officio: L. Brown, D. Collins, K. Harris, L. Maule, S. Powers

Executive Committee Liaison: R. Guell

Absent: A. McLeod, E. Strigas

Guests: Kevin Bolinger

L. Rosenhein called the meeting to order at 12:33 PM.

1. A motion to approve the Minutes of Meeting #9 (12-3-13), as amended, was made and passed, 6-0-2, (Kiger/Skinner).
2. Merger of CIMT and EESE: L. Rosenhein distributed a written motion for discussion. K. Bolinger presented a rationale for support requests for departmental merger. (Dated 12-10-13, Attached). He stated that the members of the departments were sought for input and also expressed concern over the timeline especially the wording of "sufficient time." Following discussion, a motion to approve the following was made and passed 5-3-1, (Rosenhein/Bolinsky):

K.

Motion: Approval of the proposal for merger of the CIMT and EESE departments, to be accompanied by the commentary below.

The motion above should be considered an acceptance of the fact that the two departments involved have agreed to this change and that it is desired by the administration, rather than an endorsement of the plan. In evaluating program changes, considerations used by CAAC generally involve establishing whether the change is beneficial to the university, and whether proper procedures, as defined in the CAPS manual, have been followed. Due to the lack of detail about how the departments will be restructured (in particular, there is no MOU at this time), and the absence of faculty input as to the rationale for the change, it is difficult to judge the net benefit of merging the departments. Neither can we

validate the process, due to the unusual nature of the path that led to this proposal (section 226.2 of the Handbook) and the very short time we were given to act on it.

As this proposal moves through levels beyond CAAC, we urge that every effort be made to ensure that sufficient time and resources, as outlined in the December 9, 2013 "*Rationale for support requests for departmental merger, CIMT/EESE*" document from the departments, are granted to the departments to facilitate the most effective transition and the establishment of a well-functioning merged department.

We are pleased to learn that the administration agrees that section 246 of the Handbook will not be used in the future for externally-initiated restructurings since they more appropriately fall under the recently-approved section 352. CAAC and the Executive Committee should work to draft additional language for the CAPS manual to include a clearly-defined process when section 352 is used to effect structural changes.

3. The time for next semester for the committee to meet was determined to be on Monday, 3:30-5:00 PM in Myers Technology TC 101E. The next meeting will be on January 13, 2014.
4. Continuation of Senate Charge #3: Implement the high credit hour/long time to completion policy passed by the Faculty Senate in 2012-2013. S. Powers is compiling a spreadsheet of the responses from the departments. These will become a major task next semester.
5. Old Business: L. Rosenhein discussed the 30 Credit Core Transfer. It appears to be a block transfer without respect to grades. If a course by course transfer is used, then the grade policy of "C" or better will be applied. Should this difference exist or will it be a standard that grades will no longer count. It appears that if a transfer course is a prerequisite or a major requirement, the department can still require a grade standard.
6. The Committee adjourned at 1:34 PM

Respectfully Submitted  
David J. Malooley, Secretary

Four Attachments: (Nine pages total)

Rationale for support requests for departmental merger, CIMT/EESE, 12-10-13 (2 pgs.)

Department Unification memo, 10-9-13 (1 page)

Letter, RE: Unification... 10-3-13 (4 pgs.)

BCOE Congress Minutes, 10-14-13, (2 pgs.)

12-10-13 CAAC

#### **Rationale for support requests for departmental merger, CIMT/EESE**

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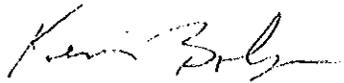
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12/10/13 

Kevin Bolinger, Interim Department Chair CIMT

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Curriculum, Instruction and Media Technology *Kevin Boyle*

DATE: December 9, 2013

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More. From day one.

Department of Elementary,  
Early and Special Education

Terre Haute, Indiana 47809  
812-237-2840  
Fax: 812-237-8208

Date: October 3, 2013

To: Dr. Kandi Hill-Clarke  
Dean, Bayh College of Education

Dr. Richard Williams  
Provost and Vice President for Academic Affairs

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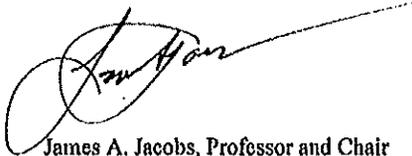
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Thank you in advance for your consideration of this matter,

For the Program Unification Committee



James A. Jacobs, Professor and Chair  
Program Unification Committee  
Department of Early Childhood, Elementary and Special Education and,  
Department of Curriculum, Instruction and Media Technology  
Bayh College of Education  
Indiana State University  
401 N. 7<sup>th</sup> Street  
Terre Haute, IN 47809

CC: Chris McDonald  
BCOE Congress Chair

**Funding Request for Proposed EESE/CIMT Department Merger**

Assumptions are based upon full operational merger to occur at the beginning of the 2015-2016 academic year.

**1. Planning Resources**

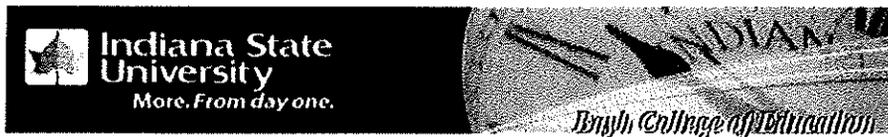
One merger planning coordinator from each department with (1) course buyout in Spring 2014, Fall 2014, Spring 2015, Fall 2015	\$6000 per semester	\$24,000
Stipends for faculty summer planning Summer 2014, Summer 2015.	\$2000 per faculty per summer term	\$24,000
Five combined faculty all day working retreats (each working retreat will be used to invest all faculty in the merger process and give feedback on planning committee's work).	\$1800 per retreat	\$9,000
Planning Resources subtotal		\$57,000

**2. Operational Resources (Per academic Year)**

Three Administrative assistant upgrades to student services II	Avg Increase, \$1.50 per hour for a combined 5850 work hours annually	\$8,775
Maintain 10 Graduate Assistantships in combined department (Graduate assistantships provided by School of Graduate Studies).	N/A	N/A
Five course buyout per semester for program coordination	\$3000 per buyout	\$30,000
Two student workers @20 hours each (Currently one student worker is employed, additional student worker represents an actual increase of \$4800)	\$2400 each student per semester	\$9,600 (\$4,800)
Chairperson Stipend Chair (stipend and buyout remain the same)	\$8,000 per academic year	\$8,000
Chairperson 2 course release	\$6000 per semester	\$12,000
Release of one chair position (one chair buyout added back into budget)	-\$8,000 stipend -\$12,000 release	(\$20,000)
Net funding increase annually		\$23,575

**Notes:**

- 1. An additional one time budget request must be provided for anticipated expenses associated with the acquisition of supplies, material, printed material and related items associated with the change of the combined department name.**



**Bayh College of Education Congress**

**Monday, October 14, 2013**

**Unapproved Minutes**

**Members Present:** W. Barratt, D. Quatroche, J. Jacobs, M. Howard-Hamilton, M. Nail, F. Lai, S. Davis, M. Hare, L. Nellis, Associate Dean Collins (ex officio), Dean Hill-Clarke (ex officio)

**Members Absent:** C. MacDonald

1. Meeting was called to order at 3:03 pm by S. Davis.
2. Minutes for September 9, 2013 were approved. Motion passed (Quatroche, Jacobs; 8-0-0).
3. New Business
  - a) CDCSEP Program Proposal – Clinical Mental Health Counseling M.S.

Dr. Catherine Tucker shared information regarding the proposal for revisions to the M.S. Clinical Mental Health Counseling program. Associate Dean Collins confirmed that all necessary consultation forms have been obtained and that needed syllabi have been submitted. The proposal was approved. (Barratt, Lai; 7-0-2).
  - b) BCOE Scholarship and Awards Committee

A motion was made (Quatroche, Jacobs) to review and discuss the proposed language regarding for the BCOE Constitution. M. Howard-Hamilton suggested adding a listing of awards/scholarships for which the committee is responsible. Associate Dean Collins requested that a general reference to any newly established awards also be included. A motion was made (Barratt, Quatroche) to table the discussion to allow expansion of the proposed language.
  - c) Merger of EESE and CIMT Departments

A motion to accept the presented letter from the EESE and CIMT Program Unification Committee passed (Howard-Hamilton, Nellis; 9-0-0). J. Jacobs provided a brief historical background of the proposed merger and the unification committee's decision. K. Bollinger clarified the role of the BCOE Congress and noted that Faculty Senate will also be reviewing the proposal before submitting for Board of Trustee approval at the December meeting.

**4. Old Business**

**None**

**5. Faculty Senate Representative Report**

**None**

**6. Dean's Report**

**No update from Dean Hill-Clark was provided. Associate Dean Collins requested that the Congress Secretary work with her to facilitate distribution of upcoming meeting agendas and materials and posting of approved minutes until a replacement for S. Weir is identified.**

**7. Chair's Report**

**None**

**8. Open Discussion**

**None**

**9. Meeting was adjourned at 3:28 p.m. (Jacobs, Howard-Hamilton; 9-0-0).**

**Respectfully submitted by,  
Leah Neills  
Congress Secretary**