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INDIANA STATE UNIVERSITY

FACULTY SENATE, 2016-2017

**EXECUTIVE COMMITTEE**

January 31, 2017

3:30 p.m., HMSU 227

Members Present: L. Brown, J. Conant, R. Guell, D. Hantzis, T. Hawkins, B. Kilp, C. MacDonald, L. Phillips

Members Absent: S. Lamb

Ex-Officio Present: President D. Bradley, Provost M. Licari

Ex-Officio Absent: None

Guests: B. Butwin, J. Park, C. Paterson

1) Administrative Reports

- a) President D. Bradley: Monday is ISU Day at the State Legislature. There will be 40-50 students going with poster presentations. Typically, the governor and others have come by. There was going to be a resolution honoring J. McNichols. The resolution will happen, but not this Monday. The House budget should be available for review the week of February 13. This is a week later than I had hoped, but with a new governor, things slow down a bit.
- b) R. Guell: I would like Exec to endorse the President's 1-30 statement on international students and travel.
  - i) Motion to endorse statement (R. Guell, D. Hantzis). Vote: 8-0-0.
  - ii) D. Hantzis: I was really happy to see how strong the language was. My sense is that people are having increased anxiety and may not be sure where to go.
  - iii) D. Bradley: That's why it's not only for the students from those seven countries. We do not have many from those countries, but I had a student from Russia who was concerned about going home.
  - iv) R. Guell: I would say that our international students ought not to get on planes if they want to ensure getting back in August.
  - v) D. Bradley: This is an issue for those holding dual citizenship. They are considered citizens of the least favorite country.
  - vi) D. Hantzis: I like how clear your statement is, and I am glad we endorsed it. This is such an emotional intrusion that it could impact the workday for staff as well.

- c) Provost M. Licari: In regards to searches, I'm seeking an AVP of Development. We'll be doing airport interviews next week and bringing candidates to campus after that. Candidates for the BCOE dean will be on campus in February. We should have VP of Enrollment Management candidates in late March and HHS and CAS dean candidate's right after that in early April. There will be a lot of visitors on campus in the spring. Please encourage your colleagues to attend open fora to make sure we get good feedback from the campus.
- d) M. Licari: The P&T taskforce met yesterday. C. MacDonald had hammered out some text. We massaged it a little bit and will bring it to FAC for consideration. Our expectation is that they bring something to Exec fairly quickly so that we can have a "reading" at the March Senate meeting, followed by a vote in April. Optimistically, the Board of Trustees could have it in May. This text is built in a way to reflect the conversation and concerns that we've heard around this table over the past months. There shouldn't be any surprises.
  - i) T. Hawkins: That's the tentative plan. We intend to devote a Senate meeting for discussion.
  - ii) R. Guell: How many lines of 305 would you touch? If it's a large number, Senate will want time to go line by line.
  - iii) C. MacDonald: I don't know the exact number, but there are several new short paragraphs and a line added here and there to a number of other paragraphs. What FAC will do with it, too, I don't know.
  - iv) R. Guell: Having walked down this road as Senate chair with D. Hantzis as FAC chair, it took many meetings and many levels. I don't know if we're talking ten lines or 400 lines.
  - v) C. MacDonald: Closer to 10 than 400.
  - vi) D. Hantzis: Are policies being changed? Or is it clarification, with things being elaborated?
  - vii) C. MacDonald: A little bit of both, but the majority is clarification.
  - viii) M. Licari: We're not inventing things that we haven't considered in the past.

2) Chair Report: T. Hawkins

- a) We are, to paraphrase the Chinese curse, living in "interesting times." In this challenging climate, it is critical that we come together to embrace and defend the values that our university holds dear. One of these values is inclusiveness, and I would like to express my appreciation to the president for his decision to sign the DACA petition and his thoughtful letter to our international students and scholars. These words and actions carry real weight and link us to the larger community of educational institutions whose collective voice will, hopefully, have a meaningful impact on the national debate currently taking place.
- b) Our Agenda today is largely action free. J. Park is here to answer questions about the FEBC report on Temporary Faculty Pay and Benefits. We then need to approve the membership and timetable for the Special Committee on Faculty Culture. Next, C. MacDonald and C. Paterson will walk us through their Online Biennial Review Training. And, finally, B. Butwin is here to provide updates on legal policies that will likely reach our table this semester.

- c) Looking ahead to next week, C. MacDonald has made some revisions to the Overview of Faculty Governance document. I will ask for an endorsement of this. FAC has brought forward proposed language on Community Engagement and Experiential Learning for Section 210.2 (Vision) of the Handbook. We can act on that. And, the odds are good that the Department of Communication will appeal the CAAC vote regarding their BA proposal to “the next highest authority”, which is their right under Section 245.4.5. That is us. Operating under that assumption, Exec will need to be prepared for a serious review of the program. I consider this a sensitive matter and do not take lightly the way in which this proposal will end up before us. In fact, the particular merits of the program are only one of the issues that will be wrapped up in our deliberations. I have asked S. Powers to make the material available to Exec on Curriculog as soon as possible—it should appear no later than tomorrow. I hope and expect that we can act on the appeal openly and professionally.
- d) Finally, D. McKee has informed me of minor increases to parking fees that will be taken to the Board in February. The details are:
  - i) The Student/Staff surface lot only - \$134 (current is \$130)
  - ii) Remote lots - \$74 (current is \$72)
  - iii) Garage - \$267 (current is \$260)
  - iv) Motorcycle - \$70 (current is \$68)
- e) R. Guell: Communication – could you tell us who you are going to ask/invite to be present at that meeting? If we want somebody in addition that, do we send the invite ourselves or since it’s an open meeting do you send the invitation?
  - i) T. Hawkins: I was going to send specific invitations to the chair of Communication, the chair of CAAC, and the CAS dean.
  - ii) R. Guell: I can imagine who offered the objections at CAAC level. I believe whoever it was ought to be invited to represent their own view.
  - iii) T. Hawkins: I will issue the invitation to all the members of CAAC.
  - iv) D. Hantzis: I am pretty sure the chair of our curriculum committee would like to attend. I would encourage EC members to read the minutes of CAAC. There was an email discussion as well, but it has not been posted or appended to any approved minutes.
  - v) B. Kilp: That was well before the real discussion happened. They were going to vote via email over the break. That was all that was. I hope this isn’t going to be about going after a person. Instead, we should consider whether their objection has merit or not.

3) Approval of Executive Committee Minutes

- a) Motion to approve minutes from 1-17-17 (L. Phillips, C. MacDonald). Vote: 8-0-0.

4) Fifteen Minute Open Discussion

- a) B. Kilp: As far as I know, there hasn’t been an announcement about positions. There is growing cynicism that is fairly understandable, especially when CAAC just approved another program that will need positions.
  - i) M. Licari: I don’t think there needed to be a campus-wide announcement. The deans know.

- b) B. Kilp: Can you tell us when a decision will be made about instructors? Whether someone will get instructors after the reviews are complete?
  - i) M. Licari: Very soon. We are sifting through that information as we speak. We are looking at all of our instructors and their appointments, and having conversations about who is going to be renewed and who won't.
  - ii) R. Guell: So, if a department has an instructor who is not going to be renewed, will it be a scramble for FTE by lecturers?
  - iii) M. Licari: We have to move in a direction of increased reliance on lecturers and a decrease in instructors. It's not as simple as just swapping people out. There are conversations about determining needs.
  - iv) J. Conant: I'd ask about the Terre Haute labor market. It's hard to find full time and impossible to find part time lecturers in some disciplines.
  - v) M. Licari: I understand that. The deans have raised that concern as well. In addition to that, the concern is the size of the department. If you have one instructor you have to replace, it's easier to replace than four. We want to do this in a way that is the least disruptive.

#### 5) FEBC Item

- a) Temporary Faculty Pay and Benefits Report
- b) J. Park: One of the charges of FEBC is to do the temporary faculty pay and benefits studies from the previous academic year. One of the issues is there is no comparison data. We contacted the 19 peer institutions which were used for our health insurance benefits studies. Fifteen out of 19 responded. The average minimum pay rate per credit hour is \$788 and ranges from a \$500 minimum to \$1264 maximum. Some institutions pay higher than this per credit hour. What we report here is based on minimum pay rates. The majority have a minimum pay rate lower than ISU. Four are higher. This is a draft, confidential report and FEBC has yet to make the final report. We do not want to release the names of these institutions yet because we have to get their approval first.
- c) R. Guell: These are minimum salaries. I assume that most of them are in a place like a Handbook or policy document. Did you ask for or receive any effective minimum salaries? If one has a handbook that they have ignored for years, they may be paying something different.
- d) J. Park: Many provided additional information. We found that they have different minimum pay based on discipline. Some have a university-wide policy for setting rates, and others have rates based on college. Some haven't changed it in years, but others review often. We found that some minimum pay rates are a function of the temporary faculty degrees or experience. For example, someone with a Ph.D. may get higher pay than someone with a Masters. There's no universal policy.
- e) D. Hantzis: I think this is the beginning of good information since we have so little. I applaud contacting other institutions and appreciate the time it took to do so. I believe our temporary faculty colleagues would be interested in the variance in part-time Lecturer pay at ISU and what rationale explains the differences. Also, future comparative data sets might include the percent of temporary faculty at the comparison universities. It would also be helpful to see a discussion of the actual pay rather than the minimum pay.

- f) J. Park: We talked about the other variables to collect to expand the study. As of now, FEBC decided we will stop here. FEBC does not have enough resources to carry out the suggested level of study.
  - g) R. Guell: I do think it would be important to D. Hantzis' point the salaries per credit hour basis and source it to the college within the institution. The variance that does exist is probably by the college.
- 6) Exec Item—Special Committee on Faculty Culture
- a) T. Hawkins: As the Senate has now voted to create this committee, we need to staff it and set a time frame.
  - b) Motion to appoint Brian Bunnett, Barbara Eversole, and Dave Nichols to the Special Committee on Faculty Culture and charge them to submit to the Faculty Senate a white paper on the topic by the end of the Spring Semester 2017 (T. Hawkins, D. Hantzis).  
Vote: 8-0-0.
  - c) D. Hantzis: I would like them to know that I am happy to volunteer to be a resource.
- 7) Online Biennial Review Training Update
- a) C. MacDonald: Most of the topics are based on changes to the Biennial Review process last year. We also felt that people needed reminders about a couple of parts that were not changed. For those of you who have done the human subjects CITI training, it is similar to that. It takes about 20 minutes to complete. Some of the questions are fairly simple if you took the time to read the material. We did not resolve what the pass rate score should be. Last year we agreed that everyone had to complete some kind of training. I think it would be a good idea to have a cut-off score for this.
    - i) D. Hantzis: In the sexual harassment training you had to go back and fix your mistake before going on. I think this was a good thing, better than a pass rate.
    - ii) C. MacDonald: There is a way to get an unlimited amount of tries.
    - iii) D. Hantzis: These are all instrumental questions. Did we decide to treat faculty who were promoted to senior instructor the same as those promoted to full professor.
    - iv) C. MacDonald: We may have, but it's not currently in the text.
    - v) D. Hantzis: There is a place for interpretation.
    - vi) R. Guell: At a minimum, to avoid confusion, an interpretation between now and then by the Officers should be made.
    - vii) D. Bradley: If you want that to be the interpretation of the language, then so be it.
    - viii) C. MacDonald: I won't put anything in the training that is not in the document.
  - b) C. MacDonald then presented the qualtrics training model.
  - c) T. Hawkins: When it is ready, I will ask that we endorse the final version ahead of the BR training session scheduled for later in the semester.
- 8) University Counsel
- a) K. Butwin: We are currently working on the following issues: an updated FERPA policy will be placed online; a Sponsored Programs policy regarding data management and security is nearly ready; individual faculty should not be signing institutional contracts; and, if a law enforcement officer knocks on your office door and wants to get information about a student, you can call the General Counsel or the ISU Police. The website will be

adjusted to reflect this. We want to make it clear to our students, including our international students, that faculty will not disclose visa information.

9) Adjournment: 5:04 p.m.