# 13

INDIANA STATE UNIVERSITY

FACULTY SENATE, 2019-2020

**EXECUTIVE COMMITTEE**

February 4, 2020

3:30pm, HMSU 227

Members present: M. Chambers, K. Games, R. Guell, S. Kopaczewski, C. MacDonald, R. Peters, V. Sheets

Absent Members: S. Phillips

EX-Officio Present: President D. Curtis; Provost M. Licari

Guest: B. Butwin

1. Administrative Reports:
   1. President D. Curtis-
      1. Thanks to the Faculty Leadership that worked on the initial draft of the Mission, Vision, and Values Statement. This is the first chance that I have had to see any of you since I reviewed it. I was having a hard time thinking of the correct words to use when we worked within the workshops with Brad Balch, but when I read the statement I knew right away it was ISU. I see within the words arrows that will point us to the phase creating the new Strategic Plan. We will be taking this to the Board of Trustees in February as an informational item.
      2. The new draft of the tobacco policy has been sent out. I am happy to have conversations about it. We are filling in gaps to cover vaping. We will be slowly removing the smoke stations around campus starting with the ones that are used the least. According to our wellness program the use of tobacco has gone down so fewer people will be impacted by these steps. We will be submitting the Tobacco and Vaping Use Policy as an informational item at the February meeting of the Board of Trustees as well.
      3. We are going to be hosting the Executive Committee (EC) for the Student Government Association (SGA) tonight at Condit House. These are a very enthusiastic group students and I look forward to seeing what they will do in the future. Last night I got a message from former SGA member Steve Lamb that stated they were going to call it for Bernie in Iowa. It’s enjoyable to see what our former student leaders are doing after they leave Indiana State University.
   2. Provost M. Licari
      1. The draft of the Higher Learning Commission (HLC) assurance document is posted on the Academic Affairs website. We will be making a formal announcement and releasing a survey for feedback from the campus community. The document is a draft and as we continue to work on it so that it will begin to take a better shape. Tomorrow we will present it to the President’s Council so that they can examine the document to make sure we are meeting the recommendations from the 2010 Assurance Report.
      2. J. Trainor and I will be presenting the enrollment management strategies with the President’s Council tomorrow as well. Past meetings have provided us with great information. We have been presented with ideas on how to combat some of the looming demographic declines. As you know it’s not just the decline in demographics but also the increase in competition. We have our work cut out for us but we are in a good place.
2. Chair Report: C. MacDonald
   1. As a reminder, the Open Forum on Institutional Transformation is this Thursday, February 6 at 3:30 in Dede III, and I hope that you will all attend. Please let me know if you cannot. I will begin by presenting the data on demographic changes, and why we need to make changes, then we will break into groups to discuss the institutional transformations that we can make to help ensure the future of ISU, as well as our institutional non-negotiables. We will ask each group to record their thoughts, then forward them to me so that we can compile them for the Taskforce that is likely to be formed. If you can attend, I will ask you to help, by serving as a scribe for one of the groups.
   2. We have received the revised Campus Tobacco Policy, which I am going to recommend we send to FAC and SAC. We have also received the motion on salary recommendations from the Faculty Economic Benefits Committee. It should be noted that the duties of this committee are described in the University Faculty Bylaws (section 146.4.2) as “This committee analyzes and evaluates faculty salary and benefits policies and practices and makes recommendations.”
3. Approval of October 29, 2019 Minutes -- File #1

Motion to approve M. Chambers, V. Sheets: 7-0-0

1. Fifteen Minute Open Discussion
2. Software update
   * 1. K. Games- In the college of Health and Human Services (HHS) we are having issues with our emails being red-flagged after the most resent software update. We have to regularly send out emails with nine digit numbers along with some of the language that we use have caused issues. There is also a delay in sending and receiving emails that is impacting us. Is there a way that OIT can provide us with a list of proper language?
     2. V. Sheet- There is no way for us in the HHS areas to be able to avoid every keyword. When students have issue that they need looked into I want them to send me their 991 numbers. That helps me find the information faster.
     3. R. Guell- It should be a simple fix as Social Security numbers don’t start with a nine.
     4. K. Games- There are also online documents that require the 991 number that it won’t let us save. As we become more digital this is going to cause issues.
     5. M. Chambers- If it won’t let us save 991 numbers this will cause issues for me as I need to use it to save a records in curriculum petitions for students.
     6. M. Licari- You should be able to save documents with 991 numbers. This will be a Lisa Spence-Bunnett item.
     7. K. Games- The document that wouldn’t save did come from the graduate school.
3. University ID’s
4. C. MacDonald- This is more of a statement than a question. I have a really old ID that doesn’t have an expiration date on it. I have been told that we can get our picture updated for free but it will cost us to get a new ID. Since this can be used as document for identification purposes such as getting on planes shouldn’t it have an expiration date?
5. R. Guell- It used to be able to get you on planes. It won’t work for that anymore.
6. C. MacDonald- There has been no prompt for me to get a new and if I could get it replaced for free I would get a new. At this time no one has said that I am in trouble for having such an old card, I just get a lot of strange looks. It would be nice if there was a way to track expired ID’s and for there to be a way for them replaced without cost to the employee.
7. Medical Emergencies

Motion to Charge SAC to investigate guidance or policies related to appropriate responses to medical incidents occurring in the classroom R. Guell, M. Chambers: 7-0-0

1. S. Kopaczewski- We have several students that have seizure disorders that happen from time to time while in the classroom. I feel like there is little training on the proper way to handle these situations. Students that know the effected student try to take over and handle the situation. Telling us what the effected student wants to happen, such as not wanting medical help to be called. I was wondering if there is syllabus language that needs to be used. Is there a policy on what the faculty and students need to be doing?
2. B. Butwin- This has come up before and we can’t take chances. We have to call for the medical professionals.
3. M. Chambers- There is paperwork for students that have learning disabilities that they sign. It states that messages can be sent to their professors to discreetly let them know about the issue. Is there any way this can be done for these students?
4. R. Guell- This something that we could charge SAC into looking at, but I also believe that there should be a conversation with SGA.
5. 955 Campus Tobacco Policy File #2

Motion to send to FAC and SAC with addition of prescription modifiers R. Guell, M. Chambers: 7-0-0

* + 1. C. MacDonald- I would like to send this forward to FAC and SAC but there some places were the syntax needs to be cleaned up.
    2. R. Guell- In section 955.3.2 I would like the word “prescribed” added in between “inhaler” and “device”. I don’t want to make room any loopholes if marijuana would become legal in Indiana.
    3. B. Butwin- That is why we added legal but I am okay with this addition.
    4. S. Kopaczewski- The word “prescription” wouldn’t cover the over the counter items like the Primatene Mist Inhaler.

1. FEBC Motion On Salary Recommendations File #3

Motion to acknowledge receipt of report R. Guell, R. Peters: 7-0-0

* + 1. R. Guell- Do you want us to break down the report or just receive it is?
    2. C. MacDonald- I would say just receive it as most of it isn’t within the privy of committees charges.
    3. R. Guell- What is within the privy of their charge is wrong. To the one year suspension of “the Bradley Model” did not create any internal or external compression issues. It is simply not true that there are compression issues at Indiana State.
    4. V. Sheets- I would be nice if we could let them know that the report was wrong.
    5. C. MacDonald- I can informally let them know what issues we found.

1. Liaison Reports
   1. AAC – No report.
   2. AEC – No report.
   3. CAAC –Met today. They reviewed the FS Quantitative Literacy Array. The UCC Chair gave a presentation. They voted on a discussion of language for prevention of students having a minor in the same major and a request to have language be added to the catalog directly by ORR. Winnie will contacting EC to this added to the agenda and wants S. Powers be at the meeting to discuss her role in the process.
   4. FAC – Met Thursday. The committee is up for the charge of examining the Biennial Review Process.
   5. FEBC – No report.
   6. GC – Meeting Wednesday.
   7. SAC – No report.
   8. URC – Currently reviewing the spring application cycle.
2. Adjournment 4:07 pm