

**INDIANA STATE UNIVERSITY
Administrative Affairs Committee**

**AAC 11/12-05
1/24/12 7:30 a.m.
NB 416**

Approved: 2/28/12

Present: Esther Acree (Chair), Eliezer Bermúdez, Steve Hardin (Secretary), Leamor Kahanov, Feng-Qi Lai, Yasenka Peterson
Ex-Officio: Kevin Bolinger, Senate Liaison
Guests: Lisa Spence

1. Call to order
 - 1.1. Chair E. Acree called the meeting to order at 7:33 a.m.
 - 1.2. New member Yasenka Peterson was introduced.
2. Additions to agenda – none.
3. Approval of minutes
 - 3.1. E. Bermúdez moved, and F-Q Lai seconded, approval of the minutes. The minutes were approved 5-0-1.
4. Board of Trustees report – Richard Baker
 - 4.1. Richard stuck in New York – no report
5. New Business
 - 5.1. None
6. Old Business
 - 6.1. Civility policy from the Faculty Senate Executive Committee – Kevin Bolinger
 - 6.1.1. K. Bolinger reported the Executive Committee has endorsed it and sent it to Faculty Affairs
 - 6.1.1.1. Discussion: E. Acree noted no consequences are spelled out for infractions. S. Hardin and Y. Peterson argue for a range of sanctions. Some Committee members observed the language seems vague. E. Bermúdez wondered about a person with good pre-tenure reviews, good reviews by students, and good research, but poor civility. He noted the AAUP says the tenure process should not be tied to civility, but still, an uncivil person's incivility may be reflected in their service.
 - 6.1.1.2. The Committee told K. Bolinger that it wanted a charge forwarded to FAC for a range of consequences for violations, as well as a list of exemplars for incivility. These agreements raised the question of the process; where do complaints go? L. Kahanov wondered whether there would be much difference from the grievance policy already in place. K. Bolinger asked if the preference is to have a chain of arbitration. The Committee said yes. L. Kahanov also noted the sexual harassment policy puts harassment in the eye

of the beholder. K. Bolinger asked if the Committee is comfortable with that. He said the behavior would have to be “persistent.” At this point, he had to leave; he asked Committee members to send him recommendations.

6.1.1.3. Further discussion: F-Q Lai noted we’re all educators; if we have a problem with a member of our department, we should speak to the chair, who meets with both of us. L. Kahanov noted sometimes people have bad days; the uncivil behavior must be consistent over time. She does not want to create undue issues of people “tattling” on others for perceived snubs. L. Spence said the use of words like “response” and “consequences” suggests someone in authority should intervene in these cases. Could the Committee insert a line about “educating” people in this area? “b” was eliminated because it was considered too vague. It should be reworded to “not engage in persistent discourteous or unprofessional behavior.” L. Spence said that it’s been suggested that students have available to them the option of going through the student judicial process. L. Kahanov said that if a student has a problem with a faculty member that affects their grade, they go through student judicial. E. Bermúdez agreed that we need some sort of policy.

6.1.1.4. E. Acree said she will send the new “b” to K. Bolinger and indicate we had other discussions, including possible mediation with HR, as well as talking with the chair and the other person to see if the uncivil behavior is persistent. The educational aspect should include awareness and response by the appropriate people. Students should go through proper channels.

6.2. Staffing report

6.2.1.E. Acree asked Y. Peterson to join the subcommittee working on it.

6.2.2.L. Kahanov said we should review the new document from Diane McKee for the next meeting.

6.2.3.L. Spence volunteered to sit down with Rick Lotspeich to develop a step-by-step guide to analyzing the data.

7. Meeting days and times—Tuesday at 7:30 seems good

7.1. K. Bolinger has to leave for an 8:00 a.m. class.

7.2. E. Acree noted that no matter when we meet, there will be scheduling problems

7.3. L. Spence suggested trying this time a few times and seeing how it works

7.4. Next meetings: February 28, March 27, April 24. All Tuesdays at 7:30 in NB 416 unless otherwise indicated

8. Adjournment

8.1. The meeting was adjourned at 8:31 a.m.

Respectfully submitted,

Steve Hardin
Secretary