

**INDIANA STATE UNIVERSITY  
Administrative Affairs Committee**

**AAC 12/13-02  
10/23/12 11:00 a.m.  
Arena B-83**

**Approved: 2/18/13**

**Present: Esther Acree, Richard Baker, Eliezer Bermúdez (Chair), Steve Hardin  
(Secretary), Leamor Kahanov  
Ex-Officio: Brian Kilp (Senate Liaison), Lisa Spence (Academic Affairs Liaison)  
Guests:**

1. Call to order  
Chair E. Bermúdez called the meeting to order at 11:01 a.m.
2. Approval of Minutes (See attachments)
  - 2.1. R. Baker moved, and L. Kahanov seconded, approval of the minutes AAC 11/12-08 from April 24<sup>th</sup>. The motion carried 5--0-1
  - 2.2. E. Acree moved, and L. Kahanov seconded, approval of the minutes AAC 12/13-01 from September 20<sup>th</sup>. There was discussion of including email exchanges in the documents. The motion carried 4-0-2.
3. Charge #2 - Review proposal to convert honor's director from academic year faculty to 12-month administrative position (See attachment)
  - 3.1. Some concern was expressed that the University is creating yet another administrative position. But the position has really changed, creating the need for another full-time person. L. Kahanov asked about the difference between a Director and an Executive Director. B. Kilp said the new position will be a full--time administrative position with a boost in salary. After further discussion, the Committee agreed to have B. Kilp take the following three questions to the Faculty Senate Executive Committee:
    - 3.1.1. The Committee needs job descriptions for the present and proposed positions.
    - 3.1.2. How will this position affect the Earth & Environmental Systems Department? Will it lose a faculty line?
    - 3.1.3. What is the hierarchy here? To whom will the Executive Director report?
4. How can courses that start mid-semester be implemented?
  - 4.1. E. Bermúdez noted that students can enroll mid-semester because they'd dropped a course. Right now they have no way to do that without affecting their financial aid. He's been talking with the people who do Banner about keeping track of this. Faculty members seem to be more supportive of this idea, but tracking may be a problem. Right now, it has to be done manually. If it's an option for the entire University, involving a lot of courses, there's concern. L. Spence noted there is a meeting on Friday to talk again about this. E. Acree said it's doable if done like the PE courses that stop and start during the semester. E. Bermúdez noted that students in those courses still enroll at the beginning of the semester. This is a bit different - they actually enroll mid semester, which creates logistical problems. Eastern Kentucky University does it; it helps the students a lot. L. Kahanov asked L. Spence about the limits of our system. L. Spence responded that it can do more, but it's not set up to take care of such things. Maybe it can be done if properly set up. We're also getting some external review in the financial aid area. We believe there are others who use Banner who do this. How do they do it? We need to find out.

E. Bermúdez said he doesn't think the proposal includes courses spanning more than one semester. He hopes to attend this next meeting.

5. Other business

- 5.1. E. Bermúdez asked R. Baker if he could continue reporting on the Board of Trustees like he did last year. R. Baker agreed to do so.
- 5.2. L. Spence said it sounds like the staffing report will be out November or December, about the same as last year.
- 5.3. E. Bermúdez said it's difficult to schedule the Committee's meetings. He will send out another poll for the next meeting.

6. 2011-2012 AAC Report

- 6.1. E. Bermúdez said he sent it to the Committee so that all members could see it. The Committee will need to create another one for this year. L. Kahanov asked that next year, the report include the faculty member who assists L. Spence in the staffing report so that the Faculty Senate doesn't have an issue with a faculty member not being involved. This year, the report will be compiled by L. Kahanov, Feng-Qi Lai, and L. Spence.

7. Adjournment

R. Baker moved, and L. Kahanov moved adjournment. The meeting adjourned at 11:27 a.m.

Respectfully submitted,

Steve Hardin  
Secretary