

**INDIANA STATE UNIVERSITY  
Administrative Affairs Committee**

**AAC 12/13-01  
9/20/12 10:00 a.m.  
Arena B-83**

**Approved: 10/22/12**

**Present:** Eliezer Bermúdez, Glenn Dunbar, Steve Hardin, Leamor Kahanov, Feng-Qi Lai

**Ex-Officio:** Brian Kilp (Senate Liaison), Lisa Spence (Academic Affairs Liaison)

**Guests:**

1. Call to order

1.1. Convener E. Bermúdez called the meeting to order at 10:01 a.m.

2. Election of Officers: Chair, Vice-chair, and Secretary

2.1. The following offers were elected by acclamation:

Chair: E. Bermúdez

Vice Chair: Glenn Dunlap

Secretary: Steve Hardin

3. Charges 2012-2013 (See attachment)

3.1. Ongoing

3.1.1. Work with the Provost's Office to prepare the 2014-2015 (from last year) and 2015-2016 Academic Calendars

3.1.1.1. Last year's staffing report was just presented to the Trustees: "Lisa was fabulous," said L. Kahanov. E. Bermúdez urged F-Q Lai and L. Kahanov to be involved with L. Spence in the generation of this year's report. Much of the work will be done next semester.

3.1.1.2.

3.1.2. Work with the President/Provost's office to insure review of changes in non-academic administrative structure, budget, and personnel

3.1.3. Prepare updated university staffing report (In spring 2013)

3.1.4. Complete annual report of activities

3.2. New charges

3.2.1. By September 21<sup>st</sup>, please prepare slate of 4 or 5 nominees (exact number TBA) to represent the faculty body on the provost search committee. Slate will be submitted to the EC and Senate for election. Also, please develop a list of alternates (1 per nominee) to be retained by the chair of AAC (and referenced as needed, in case one or more elected members cannot serve)

3.2.2. Review proposal to convert honor's director from academic year faculty to 12-month administrative position

- 3.2.2.1. Extended discussion on this charge. The Committee needs the proposal to review.
    - 3.2.3. Consider ways to make fall and spring semester scheduling more flexible to including offering courses that start mid-semester, end mid-semester, meet for 5 or 6 weeks, etc. This could begin with the summer schedule as a model or use selected Foundational Studies courses as pilots for the fall and spring semesters.
      - 3.2.3.1. This charge was prompted by a desire for more flexibility, but there are a lot of logistics to consider. Various scenarios WERE discussed. Flexibility could make better use of our facilities in the summer. Monday night classes suffer lost hours because so many holidays fall on Mondays, as well as the semester starting on Tuesday this fall.
4. Provost Search Committee
  - 4.1. The AAC chose the following persons for the Search Committee:
    - 4.1.1. College of Arts and Sciences: Dr. Stephen Wolf; Dr. Keith Byerman, alternate
    - 4.1.2. College of Education: Dr. Catherine Tucker; Dr. Kandace G. Hilton, alternate
    - 4.1.3. College of Technology: Dr. Harry E. Minniear; Dr. W. Tad Foster, alternate
    - 4.1.4. Library: Ryan O. Weir; Marsha Miller, alternate
    - 4.1.5. The AAC made no nominations from the College of Nursing, Health, and Human Services or from the College of Business.
    - 4.1.6. S. Hardin moved, and F-Q Lai seconded approval of the nominees. The motion passed 4-0-0.
5. Other business
  - 5.1. S. Hardin will send E. Bermúdez a copy of last year's annual activity report.
  - 5.2. The President has created a budget committee. L. Kahanov said the AAC should have its duties officially changed to reflect the new reality.
  - 5.3. F-Q Lai said her colleagues asked her to ask whether there'll be another climate study.
  - 5.4. E. Bermúdez will send out another Doodle poll to determine meeting times.
6. Adjournment
  - 6.1. The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Steve Hardin  
Secretary

**Administrative Affairs Committee**

**Term ends 2013**

Esther Acree, Chair and Associate Professor, Baccalaureate Nursing Completion

Leamor Kahanov, Chair and Professor, Applied Medicine and Rehabilitation

Eliezer Bermudez, Chair and Associate Professor, Applied Health Sciences

**Term ends 2014**

Richard Baker, Assistant Professor, Aviation Technology, **Senator**

Glenn Dunlap, Professor, Art

Steve Hardin, Associate Librarian, Library Services

Fen-Qi Lai, Professor, Curriculum, Instruction and Media Technology

**Faculty Senate Executive Committee Liaison:** Brian Kilp, Professor, School of Music