

INDIANA STATE UNIVERSITY
Administrative Affairs Committee

AAC 13/14-03
11/14/13, 1:00 p.m.
UH 111

Approved: 12/5/13

Present: Richard Baker, Steve Hardin (Secretary), Nora Hopkins (Chair), Leamor Kahanov, Feng-Qi Lai, Victoria Pachauer (student representative)
Ex-Officio: Virgil Sheets (Senate Liaison), Lisa Spence (Provost Office's Liaison)
Guests: Linda Maule, Susan Powers

1. Call to order
 - 1.1. Chair N. Hopkins called the meeting to order at 1:02 p.m.
2. Approval of the minutes for the meeting of 10/17
 - 2.1. R. Baker moved, and F-Q Lai seconded, approval of the minutes.
 - 2.2. The corrected minutes were approved 7-0-1.
3. Chair report
 - 3.1. N. Hopkins emailed Steve Lamb about the Committee's decision on the changes to Karl Burgher's position. The Executive Committee discussed it. The Executive Committee told the Provost it was approving the change to Burgher's position. We should receive a public notice soon.
 - 3.2. N. Hopkins went to the AAUP forum yesterday. The head of the AAUP chapter at West Lafayette was there. At Purdue, the faculty considers it appalling that they are at a 1:4 ratio of administrators to faculty members. N. Hopkins thinks it would be good for ISU to shoot for Purdue's ratio.
4. Exec. Liaison report
 - 4.1. V. Sheets said he did not have much to report at this time. Susan Powers was at the Executive Committee's previous meeting to talk about degree maps. Action items this time include changes in the selection and removal of department chairs given the extension of voting rights to non-tenure track faculty. Curriculum items are also to be discussed.
5. Academic Calendar issues:
 - 5.1. Having a one day Fall break- Susan Powers will be here for this
 - 5.1.1. S. Hardin moved, and F-Q Lai seconded, invitation of Susan Powers and Linda Maule to the table.
 - 5.1.2. N. Hopkins said we've lost fall break, and this year we lost fall break and the first day of classes too. She said back when the decisions were made that this was a bad idea. She sees her students are tired. V. Pachauer said students wouldn't be as drained if they had

another break - maybe a three-day weekend. N. Hopkins said the Committee should revisit the issue of when the fall semester starts. If we started on Monday instead of Wednesday, we'd restore the lost day of instruction and have one more day we can give off as a break day on a Monday or Friday. When we discussed this in Senate, Josh Powers said he needed those two days to discuss things with incoming freshmen. L. Maule said a handbook change would be helpful. Faculty members don't return until Thursday, which makes scheduling fall welcome activities difficult. It would be helpful if we could push back the date when the faculty arrives. Students need the fall orientation and for faculty members to be involved with it. Students need time on campus before classes start to get oriented. She said she doesn't care when classes start, but we need time when classes aren't in session to meet with students. N. Hopkins said rather than setting a specific date, we should say the faculty should return to campus a specific number of days before the start of the semester. S. Powers noted that if students are brought back earlier, their housing and meal costs are increased. L. Maule responded that if the University retains more students as a result, it could be worth it. S. Powers noted that half of the first-year class now participates in Donaghy Day, which is more than participated under the older schedule. L. Spence asked when the students would move in under the modified scenario. L. Maule noted many places have their students move in the weekend before the week before classes, giving them a week without classes. N. Hopkins asked V. Sheets if the only real issue is the handbook language. Could it be changed? V. Sheets sent a message on the question. N. Hopkins said perhaps this change could be made more quickly than in the regular cycle. S. Powers noted that if we change the dates of classes for the fall semester, they'll all have to be taken out of Banner and put back in. N. Hopkins said the weeklong proposal would be voluntary for other than freshmen. It would be good for international students, too, as an opportunity for community building. S. Hardin mentioned his undergraduate college did it this way; he found it beneficial.

5.2. Part-of-term courses-Susan Powers and Linda Maule will be here for this

5.2.1.N. Hopkins invited L. Maule to report on how part-of-term courses have been handled up to now. L. Maule said they were mostly in the College of Nursing, Health and Human Services. When she came aboard as University College Dean, we started offering an 8-week UNIV 101. Then we introduced a part-of-term class in the History Department which starts at the 6th week. The course is going relatively well. All the courses fill. With the University College, we're keeping track of drops; the new policy for 21st Century Scholars is that they must have successfully completed 36 credit hours in their first academic year. If they drop down to 12 hours in a semester, they have to make it up in the remaining semester or summer. So how can we help them in these situations? The scholarship is what's permitting them to pay for their education here. N. Hopkins asked L. Maule if she had talked to other departments about this situation. L. Maule said another UNIV 101, UNIV 102 and UNIV 103 will be created. The Library is interested in offering an information literacy class; library faculty members are working on that. The Office of Information Technology is also interested in setting up a course to help students do college. Other departments are interested in offering 10-week or 8-week courses. The courses could be used to deploy faculty members when other courses don't make. L. Kahanov asked if the scholarship runs for four years only or until the students graduate. L. Maule said it lasted four years only. L. Kahanov noted if the students take remedial courses, they have to take extra hours. L. Maule said if we can get them stabilized through the third semester, the rest seems to sort itself out. Many of the 21st Century Scholars think their scholarship covers

everything; they can get in trouble thinking it covers more than it does. L. Kahanov said she'd hate to see them in a situation where they have six hours at the end that they can't afford to take. L. Maule responded that situation could be handled. We need more robust offerings like math - courses that won't just retain them but help them progress toward their degrees and graduate in four years. S. Powers added that one reason the students can't register for other later courses, but can for PE, is that we're awarded financial aid based on the credit hours they're planning to take. Technically they're not full time students until that eight-week course starts, and therefore technically not entitled to financial aid. The only way to check it right now is by hand. They're working on how to get parts of a term into the system. We also want to be able to turn registration off and on so we don't have to hand-register them. This situation can also affect students' refunds. We have to set up Banner to handle all those pieces.

5.2.2.N. Hopkins said this committee is interested in how all this affects the calendar. She said she knew about the UNIV 101s only because she talked with L. Maule. N. Hopkins said she didn't know if other faculty know about all this and can offer good advising on these items. S. Powers said they'll have parts-of-term ready to go in the summer of 2015. It's a project involving hundreds of hours' work. L. Maule said they're piloting it next year outside the standard structure. N. Hopkins said that as we're piloting this, we have to do enough work to ensure the people who are talking to the students know about this. L. Spence said she was thinking about things being done in terms of sending out targeted messages. L. Maule said the classes we have are already at capacity. Her issue is capacity. Historically, it's been the advisor who's told students to drop one course and take another. She agreed with N. Hopkins that instructors should know about this too; it'll be expanded to include hundreds of students. S. Powers said students are sometimes told to drop a course because it's not salvageable for them, but upon more reflection with the instructor, it is salvageable. N. Hopkins said she understood the desire to salvage a course, but for many math classes, if they're failing at week four, they're already in trouble. L. Maule said the faculty did a very nice job this year talking to students. But she believes it's up to the instructor to convey the situation to students. We have students who drop and shouldn't, and others who don't and should. She said she needs to communicate better with instructors to coach them to tell students what their grade really means. N. Hopkins asked about a situation in which someone needs to drop two classes and pick up two part-of-term courses. Will that work? S. Powers responded it will, if the student can fit it into his or her schedule. N. Hopkins noted that when we look at summer courses, we have traditionally not allowed students to enroll in more than six credit hours without permission. Is it reasonable to put them in that position? L. Maule asked whether it is reasonable to impose a limit. N. Hopkins responded that even if a limit is not imposed, it's something we should track. L. Maule said another response is that we may want to think about our freshman grading period. It's hard to have conversation when you have only seven working days for a student to meet with all of his/her instructors, get signatures, etc. N. Hopkins said she got the sense that whatever we do here, it won't be in the 2014-15 calendar. V. Sheets pointed out the Committee is working two years ahead. L. Maule said if the Committee can start thinking about this, it would be awesome.

6. Faculty Administrator count (we may not get to this at this meeting)
7. L. Maule announced that as of this morning, 75% of our eligible freshmen were registered for classes.
8. Next meeting

8.1. The next meeting will be 12/5/13 at 1:00 p.m. in UH 111.

9. Adjournment

9.1. The meeting was adjourned at 1:54 p.m.

Respectfully submitted,

Steve Hardin
Secretary