

INDIANA STATE UNIVERSITY
Administrative Affairs Committee

AAC 13/14-05
1/30/14, 1:00 p.m.
RO A-186

Approved: 4/10/14

Present: Steve Hardin (Secretary), Nora Hopkins (Chair), Feng-Qi Lai
Absent: Richard Baker, Leah Nellis (Vice Chair), Victoria Pachauer (student representative), Kelly Wilkinson
Ex-Officio: Virgil Sheets (Senate Liaison), Lisa Spence (Provost Office's Liaison)
Guests:

As there was no quorum, these are unofficial minutes.

1. Call to Order
 - 1.1. Chair N. Hopkins called the meeting to order at 1:05 p.m.
 - 1.2. There being no quorum, no motions could be approved. .
2. Approval of the minutes from the November meeting
 - 2.1. There being no quorum, the minutes could not be approved.
 - 2.2. S. Hardin sent the wrong draft of the previous meeting's minutes. He will send the correct version.
 - 2.3. N. Hopkins asked S. Hardin to include the list of absent members in the minutes. That change has been reflected in this set of minutes.
3. Chair's report
 - 3.1. N. Hopkins said she was contacted by Steve Lamb about the calendar. It will be brought up later. He wants the Committee to draft language to change the date when faculty must be back for the fall semester. Having the flexibility in the Handbook would be good.
4. Executive Committee Liaison report
 - 4.1. V. Sheets said the Executive Committee discussed the issue which Bob Guell shared in his 1/29 "musings" email, which said in part, "On the Long Program review process set up last year, the administration has agreed with the officers and CAAC to allow for the understanding that directed foundational studies taken in the Junior Level Composition area and in the Upper Division Integrative Electives (UDIEs) area would not count as credit hours taken in the major. As a practical matter this means that programs in the College of Business who take BEIT 336 (instead of the more generic English 305) and program across all colleges who take major-directed UDIEs would not have to cut as many hours out of their programs than they would have had to in order to comply with the 71 hour limit. This was done with the understanding that Exec would convey to CAAC the importance of the 6-semester rule (that may require

programs to re-think their highly sequenced set of courses.) We have and will continue to convey this message. The President also made a request in the realm of Foundational Studies and the learning objectives in these two areas of the program. We need to gain a more concrete understanding of this request before we proceed.” The Executive Committee also approved the merger of CIMT (the Curriculum, Instruction and Media Technology Department) and EESE (the Elementary, Early and Special Education Department). N. Hopkins asked what's magic about the number 71. V. Sheets replied there was a lot of discussion about that; President Bradley really pushed it. V. Sheets didn't know where the president got it. It's a little more than two years; he wants people to be able to finish a major in six semesters or less. N. Hopkins asked about the majors that asked for a waiver for the 120-hour rules. V. Sheets said the Higher Education Commission approved degree programs that involve more than 120 hours. The understanding is that the majors will apply for that waiver. Maybe there is an exemption automatically granted. He sees merit in us verifying that an exemption should be granted and looking at them more closely. He agrees that ideally people should be able to change majors in their first year. But sometimes it's not clear that there's a valid reason for that. Accreditors sometimes tell us, "You need this..." and our solution is to create a new course; maybe that's not the most efficient response. Also, if someone changes majors, they've already fulfilled some foundational studies requirements; they shouldn't have to go back and retake those courses. N. Hopkins said if someone wants to change from philosophy to a science, they will have to take a different math class. V. Sheets said he's not saying it's never justified; but are there cases in which it may not be. N. Hopkins said that if the faculty reviews it and says it's OK to require taking two courses for Foundational Studies, the administration will say later that it isn't OK. She said she thinks the president's only focus is getting students out in four years. V. Sheets said the state is driving us in a way that it never has before, rightly or wrongly. N. Hopkins said she doesn't mind the state having that focus; she minds our administrators having that as their only focus. V. Sheets said the Faculty Senate tries to balance that.

5. Faculty/Administrator Count

- 5.1. L. Spence said the file has information on salaries and FTEs, summary and details.
- 5.2. She added they take the raw numbers out of the report. She takes last year's report, subtracts and adds columns; makes sure the formulas are good, pulls in the raw data and lets the program calculate the values in the columns in the four worksheets. In the past, she's given it to Leamor Kahanov and Richard Lotspeich to provide a frame of reference. Then she turns it over to this committee and the analysis has been done.
- 5.3. F-Q Lai agreed to work with L. Spence on this project.
- 5.4. N. Hopkins asked how people performing faculty and administrative duties are accounted for. L. Spence said she didn't know. She added they could probably figure it out from the data, but she didn't know the answer off the top of her head.

5.5. N. Hopkins asked L. Spence to provide older reports.

6. Calendar issues

6.1. N. Hopkins said she wants to draft language to the effect that faculty need to be on campus four working days before the beginning of class. But over winter break, Steve Lamb told her that administrators found that Study Week is the week right after Thanksgiving. So no one could give tests in that week. Some administrators say if Thanksgiving is happening as late as possible, rather than giving people the full week off, we should revert to taking three days off that week and giving people one or two days off as the fall break. But that doesn't solve the issue that for the remainder of the semester after Thanksgiving, you can't give tests before finals. She thinks it would be better to have the semester start one week later; then you have two weeks after Thanksgiving. That will push the dates on which we have grades due but you can creatively address the issues. Further discussion ensued about whether students will come for Thanksgiving week. N. Hopkins said we should start the spring semester with the University having four days. So for the next AAC meeting, she'll send members a list of actions to vote on.

7. Meeting schedule for the semester

7.1. Members put on the chalkboard the dates on which they were unavailable.

7.2. Possibilities include Monday and Friday from 8:00 a.m. to 11:00 a.m., Monday and Friday from 12:00 p.m. to 5:00 p.m., Tuesday from 1:00 p.m. to 2:00 p.m., Wednesday from 2:00 p.m. to 3:00 p.m. and Thursday from 11:00 a.m. to 2:00 p.m. N. Hopkins still must check with people who did not attend the meeting. Her preference is 2:00 – 3:00 on Wednesday.

7.3. N. Hopkins will tell us what time we settle on and who the alternate is (Leamor Kahanov has resigned).

7.4. N. Hopkins hopes to have another meeting in about two weeks.

8. Adjournment

8.1. The meeting was adjourned at 1:41 p.m.

Respectfully submitted,

Steve Hardin
Secretary