

INDIANA STATE UNIVERSITY
Administrative Affairs Committee

AAC 13/14-07
4/10/14, 2:00 p.m.
RO A-186

Approved:

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

1. Call to order
 - 1.1. Chair N. Hopkins called the meeting to order at 1:04 p.m.
2. Approval of minutes (sent by Steve earlier)
 - 2.1. AAC 14-04
 - 2.1.1.K. Wilkinson moved, and F-Q Lai seconded, approval. After several corrections were made, the minutes were approved unanimously as corrected.
 - 2.2. AAC 14-05
 - 2.2.1.S. Hardin moved, and K. Wilkinson seconded, approval. After several corrections were made, the minutes were approved unanimously as corrected.
 - 2.3. AAC 14-06
 - 2.3.1.N. Hopkins moved, and S. Hardin seconded, approval. After one correction was made, the minutes were approved with one abstention.
 - 2.4. S. Hardin will send all the approved minutes to the Committee as well as the Senate office.
3. Chair report – N. Hopkins
 - 3.1. None, due to the Chair's illness.
4. Exec. Committee Liaison report – V. Sheets
 - 4.1. The Senate Executive Committee this last week approved the addition of ex-officios to the Student Affairs Committee.
 - 4.2. The Executive Committee approved a new code of student conduct. Two elements were discussed. First: adding an amnesty clause consistent with state law. If a student is drinking but calls in a student who is too drunk, we won't hold the caller liable. Second: the passive participation requirement, which holds students accountable when they don't take action to stop something even if they don't directly participate themselves.

- 4.3. The Executive Committee proposed modifications to the requirements of what a syllabus is. The current Handbook language is vague. The changes were forwarded to the Department Success Task Force for review. Also, FAC recommends that EAPs be evaluated for the courses they teach. That recommendation has been forwarded to the Department Success Task Force as well. The AAC engaged in some discussion about evaluation for EAPs. L. Spence noted that persons in her department are teaching some 8-week courses; there's no language about teaching contracts. V. Sheets said the Executive Committee is considering whether everyone teaching a course should have a contract, even if teaching without pay.
5. Faculty-Administration Count (documents sent by Steve earlier)
 - 5.1. N. Hopkins noted that L. Spence and F-Q. Lai did a wonderful job with this report.
 - 5.2. N. Hopkins raised some issues with nomenclature. What is meant by "Instructional faculty?" Don't all faculty teach? S. Hardin pointed out librarians are faculty members who don't ordinarily teach classes. N. Hopkins said the report needs to include definitions of various terms. She also asked about "contract faculty." L. Spence noted that term is a line on the report. It appears to refer to any kind of a contract. She agreed to add a section of definitions for the various terms. She noted some help from other quarters – e.g., HR – is needed to develop the definitions.
 - 5.3. N. Hopkins said that in terms of money, she saw that when the report talked about the increase from last year to this year, it was not talking about salary increases, but increases in the salary pool. She said that wasn't clear. It appears from the report's chart that EAP got a 7.9% salary increase; really, it's an increase of the salary pool. L. Spence agreed the salary pool is what's being reported here; the way it's set up, it's not precise. So what language would you like? N. Hopkins recommended "salary pool" and "compensation pool." (Salary is salary; compensation includes total compensation including benefits.) L. Spence said she believes this is mostly about the salary pool. She agreed to change the spreadsheet and report. And to include the librarians, it was decided to use "total faculty" instead of "instructional faculty." It was also decided to call 12-month faculty members "fiscal year faculty" rather than "fiscal faculty."
 - 5.4. V. Sheets expressed appreciation for the work L. Spence and F-Q. Lai have done. He also likes the PowerPoint. But in terms of the needs of the senate, it would be good for the future to keep the various faculty types separate. He recommended that AAC do that next year. L. Spence said various faculty types can be broken out. N. Hopkins said it was too late to do that this year. L. Spence said we can make a note now as part of the minutes to break them out in the future. K. Wilkinson moved, and S. Hardin seconded, a motion to approve the report with changes. The motion was approved unanimously. N. Hopkins asked her to send the revised report to Steve as AAC Secretary ASAP; he'll forward it to the Executive Committee. V. Sheets asked S. Hardin to send Maria Wiant an email and copy Robert Guell that the report is coming.
6. Adjournment
 - 6.1. S. Hardin moved, and K. Wilkinson seconded, a motion to adjourn. The meeting adjourned at 1:55 p.m.

Respectfully submitted,

Steve Hardin
Secretary