

INDIANA STATE UNIVERSITY
FACULTY SENATE
CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE

CAAC 2013-2014
Larry Rosenhein, Chair
December 10, 2013
MINUTES #10

Members Present: D. Bolinsky, K. Bolinsky, S. Kiger, R. McGiverin, D. Malooley, L. Rosenhein, B. Skinner, K. Ward

Student members:

Ex-officio: L. Brown, D. Collins, K. Harris, L. Maule, S. Powers

Executive Committee Liaison: R. Guell

Absent: A. McLeod, E. Strigas

Guests: Kevin Bolinger

L. Rosenhein called the meeting to order at 12:33 PM.

1. A motion to approve the Minutes of Meeting #9 (12-3-13), as amended, was made and passed, 6-0-2, (Kiger/Skinner).
2. Merger of CIMT and EESE: L. Rosenhein distributed a written motion for discussion. K. Bolinger presented a rationale for support requests for departmental merger. (Dated 12-10-13, Attached). He stated that the members of the departments were sought for input and also expressed concern over the timeline especially the wording of "sufficient time." Following discussion, a motion to approve the following was made and passed 5-3-1, (Rosenhein/K. Bolinsky):

Motion: Approval of the proposal for merger of the CIMT and EESE departments, to be accompanied by the commentary below.

The motion above should be considered an acceptance of the fact that the two departments involved have agreed to this change and that it is desired by the administration, rather than an endorsement of the plan. In evaluating program changes, considerations used by CAAC generally involve establishing whether the change is beneficial to the university, and whether proper procedures, as defined in the CAPS manual, have been followed. Due to the lack of detail about how the departments will be restructured (in particular, there is no MOU at this time), and the absence of faculty input as to the rationale for the change, it is difficult to judge the net benefit of merging the departments. Neither can we

validate the process, due to the unusual nature of the path that led to this proposal (section 226.2 of the Handbook) and the very short time we were given to act on it.

As this proposal moves through levels beyond CAAC, we urge that every effort be made to ensure that sufficient time and resources, as outlined in the December 9, 2013 “*Rationale for support requests for departmental merger, CIMT/EESE*” document from the departments, are granted to the departments to facilitate the most effective transition and the establishment of a well-functioning merged department.

We are pleased to learn that the administration agrees that section 246 of the Handbook will not be used in the future for externally-initiated restructurings since they more appropriately fall under the recently-approved section 352. CAAC and the Executive Committee should work to draft additional language for the CAPS manual to include a clearly-defined process when section 352 is used to effect structural changes.

3. The time for next semester for the committee to meet was determined to be on Monday, 3:30-5:00 PM in Myers Technology TC 101E. The next meeting will be on January 13, 2014.
4. Continuation of Senate Charge #3: Implement the high credit hour/long time to completion policy passed by the Faculty Senate in 2012-2013. S. Powers is compiling a spreadsheet of the responses from the departments. These will become a major task next semester.
5. Old Business: L. Rosenhein discussed the 30 Credit Core Transfer. It appears to be a block transfer without respect to grades. If a course by course transfer is used, then the grade policy of “C” or better will be applied. Should this difference exist or will it be a standard that grades will no longer count. It appears that if a transfer course is a prerequisite or a major requirement, the department can still require a grade standard.
6. The Committee adjourned at 1:34 PM

Respectfully Submitted
David J. Malooley, Secretary

Four Attachments: (Nine pages total)

Rationale for support requests for departmental merger, CIMT/EESE, 12-10-13 (2 pgs.)
Department Unification memo, 10-9-13 (1 page)
Letter, RE: Unification... 10-3-13 (4 pgs.)
BCOE Congress Minutes, 10-14-13, (2 pgs.)

12-10-13 CAAC

Rationale for support requests for departmental merger, CIMT/EESE

The departments of CIMT and EESE, in response to a merger request made to the Board of Trustees in May of 2013 would like the following conditions to be considered by faculty governance before recommendations are made to the Board of Trustees regarding the proposed merger of the two departments. Our initial request accompanying our positive vote in support of a merger included three areas of concern; (1) that the current administrative support given to each of the departments not be diminished within a larger combined department, (2) that adequate resources would be allocated for program support within a larger department, and (3) that the departments be given adequate time to restructure for a smooth transition to a single department. Provost Biff Williams has asked that we provide a stronger rationale for these requests.

First, our current administrative support structure includes three assistants with very distinct duties and skill sets. The current administrative assistant in CIMT has a well-developed understanding of the graduate programs that CIMT offers and is invaluable to the graduate faculty who work in the department. The two administrative assistants in EESE operate distinctly as well. One is the primary assistant to the chair, supporting faculty alike, in program and curricular issues as well as scheduling. The second administrative assistant in EESE manages both faculty travel for professional development as well as practicum visits for their many clinical experiences. EESE has clinical experiences in many of their courses and hundreds of students each semester which need to be placed in schools and managed in a departmental data base. She also supports the TOTAL semester program; managing applications.

Second, our requests for resources included extra monetary support for planning for the merger and supporting program continuity. Provost Williams has indicated that the initial requests were beyond what could be provided by the administration and we ask only that some funds be considered to support faculty buy-outs to help the new combined department chair manage the five distinct programs within the departments.

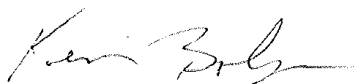
Third, our initial request for a merger date of fall of 2015 was based upon a careful consideration of the many tasks necessary to support a smooth transition to a single department. Given the additional departmental duties thrust upon all departments for the spring 2014 semester (dashboard reports, student retention plans, philanthropy case sheets, etc) it is unlikely that we can manage to develop a new department in one semester and be ready to function optimally by fall of 2014. Some of the things that must be worked out prior to a merger include:


1. Synchronization of promotion and tenure procedures. Each department has their own processes and procedures and these must be synchronized in a way that protects the interests of faculty in both departments. Similarly, it is important to establish how a P & T committee in a combined department be created so as to represent the interests of both departments.
2. Dashboard reports which have established separate metrics for the coming year will need to be adjusted to reflect one department.
3. Opportunities for shared k-12 courses and curricular changes need to be explored and developed. Point five of past Provost Maynard's request to the Board of Trustees establishes a

rationale based on the experiences of some of the EESE faculty related to middle and high school programs and possibility of the merger leveraging this resource. If we are to truly consider this option we will need time to discuss co-teaching models, new course development and possible curricular changes.

4. Point seven of past Provost Maynard's rationale to the board of trustees speaks to the combined department's ability to develop new and innovative approaches to graduate education. Currently CIMT is re-working their masters and doctoral programs; establishing different criteria for admission and developing at least one new online program. Additional time is needed to address some areas of concern in the existing programs; this time would be compromised by the need to quickly merge within one semester of planning.
5. EESE is in year two of a two year ICHE grant which has a buy-out for the chair and another faculty member through December 2014 and requires administrative work of the two assistants in the department.
6. Student faculty ratio targets for the two departments are discrepant and need to be aligned in careful consideration of the higher number of clinical experiences in EESE and the graduate program workload in CIMT. Point six of Provost Maynard's memo to the board of trustees cites the ability of EESE faculty to share the workload for doctoral student advising and committee chairing. Course scheduling and work load for EESE faculty who will be sharing in this duty needs to be considered as it is in CIMT currently.

If we move forward with a merger as soon as the fall of 2014 we will be one department in name only. Essentially it will be two departments with one chair. If the "synergies" that Dr. Maynard mentions in his rationale to the board are to be achieved, significant planning time is absolutely necessary. Along with the administrative reports due in the spring, the CIMT department is currently trying to develop at least one online master's program and develop and implement a marketing program for all of their graduate programs, while EESE is going to market a newly approved online master's program to over 30,000 teachers in a data base created last semester. These initiatives will be compromised by the additional need to merge the departments on a tight one semester time table.



12/10/13 

Kevin Bolinger, Interim Department Chair CIMT

TO: CAAC

FROM: Elementary, Early, and Special Education *Deana Luatutu*
Curriculum, Instruction and Media Technology *Kevin Boly*

DATE: December 9, 2013

RE: Departmental Unification

EESE and CIMT concur with the request for a merger and are seeking approval from CAAC. The details for the merger will be worked out with the Dean of the Bayh College of Education, Dean Kandi Hill-Clarke, and Provost Biff Williams.



Department of Elementary,
Early and Special Education

Terre Haute, Indiana 47809
812-237-2840
Fax: 812-237-8208

Date: October 3, 2013

To: Dr. Kandi Hill-Clarke
Dean, Bayh College of Education

Dr. Richard Williams
Provost and Vice President for Academic Affairs

RE: Unification of the Department of Curriculum, Instruction, & Media Technology with the
Department of Elementary, Early Childhood, and Special Education.

A combined faculty meeting was held on Monday, September 23, 2013 to consider a merger of the departments of Elementary, Early Childhood and Special Education and Curriculum Instruction and Media Technology, as directed by Provost Williams and Dean Hill-Clarke. The departments were directed to review the previously presented proposal for merging as originally composed by then Provost Jack Maynard by October 15, 2013. Three options were considered and deliberated at this meeting. Those options were:

1. Forward a notice to the Dean and the Provost by October 15, 2013 that the departments were not in favor of a merger, with rationale.
2. Forward a notice to the Dean and the Provost by October 15, 2013 that the departments were willing to merge with a basic outline as to an administrative structure along with a statement of additional supports needed to facilitate the merger and a basic timeline through which tasks associated with the merger would be accomplished.
3. Forward a notice to the Dean and the Provost by October 2, 2013 that the departments would request an extension of time in order to consider the proposed merger with specific timelines through which the departments would accomplish specific tasks required for planning a successful merger.

Twenty-three faculty and staff, representing a majority of the faculty and staff from both departments, were in attendance. Seventeen of the twenty-three attendees voted to support option two above.

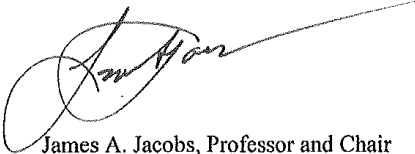
A Program Unification Committee consisting of faculty and staff representatives from both departments was created. This committee subsequently met on several occasions to respond to the outlining and drafting of information requested in option two above. The committee's efforts and recommendations were forwarded to all faculty and staff after each meeting with a request for response regarding the committee's work. Subsequent meetings of this committee considered each response received and modified previous work as deemed appropriate.

The Program Unification Committee is now providing you with the information outlined in option two above as attachment A. This document delineates the administrative structure and supports that will be required to facilitate a successful merger of the two departments. A timeline for the merger is also *specified*, concluding with a formal merger of the existing two departments to become effective at the beginning of the fall semester of 2015.

Additional planning work will begin after the departments receive confirmation that the Board of Trustees supports the proposed administrative positions; additional resources and merger timeline.

Thank you in advance for your consideration of this matter,

For the Program Unification Committee



James A. Jacobs, Professor and Chair
Program Unification Committee
Department of Early Childhood, Elementary and Special Education and,
Department of Curriculum, Instruction and Media Technology
Bayh College of Education
Indiana State University
401 N. 7th Street
Terre Haute, IN 47809

CC: Chris McDonald
BCOE Congress Chair

Funding Request for Proposed EESE/CIMT Department Merger

Assumptions are based upon full operational merger to occur at the beginning of the 2015-2016 academic year.

1. Planning Resources

One merger planning coordinator from each department with (1) course buyout in Spring 2014, Fall 2014, Spring 2015, Fall 2015	\$6000 per semester	\$24,000
Stipends for faculty summer planning Summer 2014, Summer 2015.	\$2000 per faculty per summer term	\$24,000
Five combined faculty all day working retreats (each working retreat will be used to invest all faculty in the merger process and give feedback on planning committee's work).	\$1800 per retreat	\$9,000
Planning Resources subtotal		\$57,000

2. Operational Resources (Per academic Year)

Three Administrative assistant upgrades to student services II	Avg increase, \$1.50 per hour for a combined 5850 work hours annually	\$8,775
Maintain 10 Graduate Assistantships in combined department (Graduate assistantships provided by School of Graduate Studies).	N/A	N/A
Five course buyout per semester for program coordination	\$3000 per buyout	\$30,000
Two student workers @20 hours each (Currently one student worker is employed, additional student worker represents an actual increase of \$4800)	\$2400 each student per semester	\$9,600 (\$4,800)
Chairperson Stipend Chair (stipend and buyout remain the same)	\$8,000 per academic year	\$8,000
Chairperson 2 course release	\$6000 per semester	\$12,000
Release of one chair position (one chair buyout added back into budget)	-\$8,000 stipend -\$12,000 release	(\$20,000)
Net funding increase annually		\$23,575

Notes:

1. An additional one time budget request must be provided for anticipated expenses associated with the acquisition of supplies, material, printed material and related items associated with the change of the combined department name.



Bayh College of Education Congress

Monday, October 14, 2013

Unapproved Minutes

Members Present: W. Barratt, D. Quatroche, J. Jacobs, M. Howard-Hamilton, M. Nail, F. Lai, S. Davis, M. Hare, L. Nellis, Associate Dean Collins (ex officio), Dean Hill-Clarke (ex officio)

Members Absent: C. MacDonald

1. Meeting was called to order at 3:03 pm by S. Davis.
2. Minutes for September 9, 2013 were approved. Motion passed (Quatroche, Jacobs; 8-0-0).
3. New Business
 - a) CDCSEP Program Proposal – Clinical Mental Health Counseling M.S.

Dr. Catherine Tucker shared information regarding the proposal for revisions to the M.S. Clinical Mental Health Counseling program. Associate Dean Collins confirmed that all necessary consultation forms have been obtained and that needed syllabi have been submitted. The proposal was approved. (Barratt, Lai; 7-0-2).
 - b) BCOE Scholarship and Awards Committee

A motion was made (Quatroche, Jacobs) to review and discuss the proposed language regarding for the BCOE Constitution. M. Howard-Hamilton suggested adding a listing of awards/scholarships for which the committee is responsible. Associate Dean Collins requested that a general reference to any newly established awards also be included. A motion was made (Barratt, Quatroche) to table the discussion to allow expansion of the proposed language.
 - c) Merger of EESE and CIMT Departments

A motion to accept the presented letter from the EESE and CIMT Program Unification Committee passed (Howard-Hamilton, Nellis; 9-0-0). J. Jacobs provided a brief historical background of the proposed merger and the unification committee's decision. K. Bollinger clarified the role of the BCOE Congress and noted that Faculty Senate will also be reviewing the proposal before submitting for Board of Trustee approval at the December meeting.

4. Old Business
None
5. Faculty Senate Representative Report
None
6. Dean's Report
No update from Dean Hill-Clark was provided. Associate Dean Collins requested that the Congress Secretary work with her to facilitate distribution of upcoming meeting agendas and materials and posting of approved minutes until a replacement for S. Weir is identified.
7. Chair's Report
None
8. Open Discussion
None
9. Meeting was adjourned at 3:28 p.m. (Jacobs, Howard-Hamilton; 9-0-0).

Respectfully submitted by,
Leah Nellis
Congress Secretary