

Indiana State University
Faculty Senate Student Affairs Committee
September 13, 2013
9:00 a.m., Heritage Lounge, Tirey

Present: Committee: Alina Waite, Cheryl Blevens, James Buffington, Lisa Decker, Jeffrey Hauser, John Liu. Student: Logan Valentine. Ex-Officios: Amanda Knerr (Executive Director of Residential Life), April Hay (University Registrar), Craig Enyeart (Director of Student Conduct & Integrity), Joel McMullen (Assistant Athletic Director for Compliance), Josh Powers (Associate Vice President for Student Success), Rich Toomey (Assistant Vice President for Enrollment Management, Admissions and High School Relations). Guests: Linda Maule (Dean of University College), Brooks Moore (Associate Dean of Students for Student Engagement & Leadership Development).

- I. Call to Order.
 - J. Buffington called meeting to order at 9:00 a.m.
- II. Adoption of the Agenda.

Due to the need to accommodate the presenters' schedules, Items VII.10 and VII.11 will be addressed prior to VII.1. Agenda approved as amended.
- III. Introduction of Attendees.

All who were in attendance introduced himself or herself.
- IV. Approval of minutes (SAC 11/12-8, 4/10/13)

The minutes were electronically approved on 4/25/13.
- V. SAC Duties and Responsibilities from University Handbook.

J. Buffington reviewed SAC duties & responsibilities. He reminded the committee that although most charges are handed down from the Faculty Senate Exec Committee, SAC voting and ex-officio members can generate additional committee charges.
- VI. Election of Chair, Vice-Chair, and Secretary
 - a. Chair: L. Valentine nominated James Buffington to serve as chair. There being no further nominations, **J. Buffington was elected chair by acclamation. 6-0-0.**
 - b. Vice-Chair: A. Waite nominated Alina Waite to serve as vice-chair. There being no further nominations, **A. Waite was elected vice-chair by acclamation. 6-0-0.**
 - c. Secretary: Dean Maule nominated Cheryl Blevens to serve as secretary. There being no further nominations, **C. Blevens was elected secretary by acclamation. 6-0-0.**
- VII. Clarification, discussion, and assignment of Charges for 2013/2014.
 10. "Investigate the desirability of ISU's adopting a Medical Amnesty Policy [from SGA]." (*Handouts: (1) Medical amnesty policies at universities in Indiana; (2) ["Cornell article"] "Safety First: a Medical Amnesty Approach to Alcohol Poisoning at a U.S. University," by Lewis & Marchell; (3) IN Senate Enrolled Act #274, amendments to IC 7.1 concerning criminal law and procedure; and (4) ISU's "Alcohol Policy Statement for Student Related Events."*).

L. Valentine explained that additional preparation work needs to be accomplished before presenting a proposal to SAC for action. It is expected that Mr. Valentine will present a recommendation at the October 15th SAC meeting. **L. Decker will represent SAC as advisor to SGA for this charge.**
 11. "Investigate the desirability of ~~sending~~ requiring (A. Hay) midterm grades ~~to~~ of (A. Hay) all students [from SGA]."

L. Valentine expressed personal interest in this charge and is working on a proposal to be brought to the committee for action at a future time. Mr. Valentine would like for all students to receive midterm grades, alerting them to potential problems that require immediate corrective steps. Dean Maule suggested posting midterm grades before the date for Drop & Add has passed. AVP J. Powers suggested including Graduate & Professional Studies Dean Jay Gattrell in the discussion. Associate Dean Moore expressed SGA's appreciation to AVP J. Powers and to SAC for considering this charge. He also acknowledged help that L. Decker had provided. It is expected that Mr. Valentine will bring a recommendation to the October 15th SAC meeting.

1. "Identify a faculty member to serve as representative to SGA Senate meetings."
L. Valentine explained SGA meets bi-weekly, on Wednesdays at 7:00 p.m., in the Scott School of Business. He is pleased to have a full complement of senators. **J. Hauser will represent SAC at SGA Senate meetings.**
2. "Monitor international student enrollment." (See attachment 2.)
J. Buffington reviewed the report. AVP Toomey noted that his team anticipates a dip in next year's enrollment figures. The record setting numbers of Fall, 2013, were attributed to students who rushed to enroll before more stringent English language proficiency requirements went into effect. **J. Buffington will assume responsibility for the charge.**
3. "Monitor student quality measures that go beyond HSGPA, consider making recommendations regarding adjustments to admission and/or retention standards."
Indicating that this charge could have stemmed in part from University College, Dean Maule commented that students could likely benefit from "bridging" programs. AVP Toomey reported that his department is currently working on the Fall 2015 admissions policy. As an aside, AVP Toomey reported having received over 1,600 admission applications for 2014. As part of their work, AVP Toomey, AVP Powers, and Dean Maule have met with President Bradley and Provost Williams. AVP Toomey hopes to bring SAC an action recommendation for action by March, 2014. **L. Decker will represent SAC on a subcommittee peopled by Dean Maule, AVP Powers, and AVP Toomey.**
4. "Monitor scholarship GPA maintenance standards. Specifically, what are the standards for maintaining scholarships for out-of-state students receiving 125% tuition limits. Are these standards appropriate and/or are they harming Illinois-student retention in particular."
AVP Toomey provided background for this charge: His department has out-of-state marketing campaigns in place, especially targeting potential enrollees from Illinois, Ohio, and Kentucky. One significant change that has been implemented is that the high school GPA requirement was increased from 2.5 to 3.0, which will target an audience of more academically gifted students. More aggressive communication with participants concerning rules and regulations has also been enacted. AVP Toomey referred people to the Scholarship rules and regulations page for further information: <http://www.indstate.edu/scholarships/regulations.htm>. **AVP Toomey will continue to report any ongoing activity regarding this charge to SAC.**
5. "Administer the Faculty Scholarship. Investigate "fast-tracking" of scholarship winners to the Executive Committee."
J. Buffington charged SAC to act in 2013/2014, on a "fast track" recommendation for the scholarship process. **Mr. Buffington will work with Faculty Scholarship subcommittee members A. Arrington-Bey, J. Liu, and A. Waite to address this charge.**

6. "Continue to monitor late textbook purchases in 2013-2014."
Dean Maule commented that both the Faculty Senate and The Board of Trustees have passed a textbook policy. AVP Toomey will continue to monitor the issue. Educating faculty is also a key to success. Dean Maule talked about a further financial burden for some students: within certain disciplines, the required use of textbooks that incorporate expensive software. **C. Blevens will represent SAC on a subcommittee peopled by Dean Maule and AVP Toomey.**
7. "Continue to monitor current rules governing course evaluation policies and practices at department and college levels and to keep abreast of the Provost's task force investigating alternative evaluation instruments."
Associate VP for Academic Affairs Susan Powers chairs the Administration's committee responsible for this initiative. **SAC will operate as a committee of the whole if any actions are necessary.**
8. "Work with AVP J. Powers regarding a change to the Student Success Council as per proposal offered at 8/20/13 Exec Meeting. Note new titles of positions, bodies, and offices. Some are either not current or sufficiently specific in the proposal. [Priority Charge]" (See attachment 3.)
J. McMullen moved acceptance of proposal as distributed. 5-0-0. Motion passed.
9. "Complete a Year End Report and provide that to the Faculty Senate Officers."
As chair, **J. Buffington will assume responsibility for this charge.**

VIII. Setting date/time/place for next meeting.
J. Buffington announced that based on poll results, upcoming meetings are October 15, November 12, and December 3, 3:30-4:30 p.m. The location will be indicated in Outlook meeting invitations to be sent by the secretary.

IX. Administrative reports

- a. Chair. No report.
- b. Ex-Officios
 1. Residential Life: AVP J. Powers introduced the Executive Director of Residential Life, Amanda Knerr. Knerr distributed handouts related to two upcoming initiatives: (1) the booklet: "ISU Faculty/Staff's Conversation Guide: Using MAP-Works Factors as a Basis for Outreach to Students [updated for 2013-2014], along with a MAP-Works Learning Sessions [seminars and workshops] schedule, and a MAP-Works FAQ sheet. (2) a letter of invitation to participate in the "Housecalls" program, on the evening of September 18. The program's purpose is to "individually connect with each of the first-year students, to welcome them to the ISU community and to help each student form an individual connection with several faculty and staff that can help them to be successful on campus."
 2. AVP J. Powers called attention to the Board of Trustee's request for having success plans to be developed at the department level, Details of this initiative will be forthcoming.
- c. SGA. No report.

X. Adjournment
There being no further business, the meeting was adjourned at 10:21 a.m.

Cheryl Blevens, Secretary

Attachment 1

SAC Charges 2013-2014

1. Identify a faculty member to serve as representative to SGA Senate meetings.
2. Monitor international student enrollment.
3. Monitor student quality measures that go beyond HSGPA, consider making recommendations regarding adjustments to admission and/or retention standards.
4. Monitor scholarship GPA maintenance standards. Specifically, what are the standards for maintaining scholarships for out-of-state students receiving 125% tuition limits. Are these standards appropriate and/or are they harming Illinois-student retention in particular.
5. Administer the Faculty Scholarship. Investigate “fast-tracking” of scholarship winners to the Executive Committee.
6. Continue to monitor late textbook purchases in 2013-2014.
7. Continue to monitor current rules governing course evaluation policies and practices at department and college levels and to keep abreast of the Provost’s task force investigating alternative evaluation instruments.
8. **Work with AVP J Powers regarding a change to the Student Success Council as per proposal offered at 8/20/13 Exec Meeting. Note new titles of positions, bodies, and offices. Some are either not current or sufficiently specific in the proposal. [Priority Charge]**
9. Complete a Year End Report and provide that to the Faculty Senate Officers

Charge to All Standing Committee Chairpersons:

- 1) **Convene as a Taskforce on the Handbook, with the FAC chair as the chair of this taskforce. The other members will be the chairs of the standing committees. Identify all handbook inconsistencies. Focus on sections 245, 246 and all 300’s. Assign the perceived inconsistencies to the appropriate standing committees for review and amendment. (See R. Guell’s first look at a search on “Special Purpose”)**

“Special Purpose”

245.3.1.1.4 Special Purpose and Part-Time Temporary Faculty.

The special purpose and part-time temporary faculty advocate shall hold a speaking seat on the University Faculty Senate.

245.3.1.4 Other Representatives. Other persons with speaking seats on the University Faculty Senate shall include the Special Purpose Faculty Advocate and the Chair of Support Staff Council.

246.1.1.2 Special Purpose and Part-time Temporary Faculty Advocate. The

special purpose and part-time temporary faculty advocate serving on the Faculty Affairs Committee shall have the same set of privileges and duties as the administrative and student representatives on that committee.

246.5.1.3 Ex officio Member. The special purpose faculty liaison, to be appointed by the Executive Committee in consultation with Academic Affairs.

305.10 Hiring Procedures for Instructors and Lecturers. Detailed guidelines for the employment of Instructors and Lecturers are outlined in the document *Guidelines for Special Purpose Faculty and Part-Time Temporary Faculty* which is available on line and in the Office of Academic Affairs.

315.1.3 Special Purpose Graduate Faculty. An individual may be appointed for a limited period as a special purpose member of the graduate faculty. A special purpose graduate faculty member must be at least one of the following:

315.1.3.3 Special Purpose Faculty. Special purpose faculty at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or

315.1.3.5 Assignment of Special Purpose Faculty. A special purpose graduate faculty member may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. A special purpose graduate faculty member will not be granted the endorsement to chair theses/dissertations.

315.1.3.7 Reappointment. Reappointment as special purpose faculty is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

Attachment 2

Preliminary International Student Enrollment--fall 2013

Ugrad 629
Grad 297
Total 926

Enrollment changes from previous years

Fall, 2012, total: 616 – Largest since Fall, 1993, total: 646. Fall, 2011, total: 556 – Largest since Fall 1997, total: 558.

International undergraduate students increased 48 percent, 204 students – from 425 in 2012 to 629 in 2013.

International graduate students increased 26.92 percent, 63 students – from 234 in 2012 to 297 in 2013. Total international students increased 40.52 percent, 267 students – from 659 in 2012 to 926 in 2013. Worksheet by country is available; Saudi Arabia ranks first with 439; India is second with 88; UAE third, 76; China fourth, 72. SEVIS numbers will be out in mid-October; J. Buffington will send Chris McGrew a gentle reminder to send those numbers.

Note: Last year, SAC suggested that we work with the Career Center to determine which guest organizations are “international friendly.” If this determination is made, we need to share this information with international students. SAC needs to follow up on this.

Attachment 3

Report to Faculty Senate Executive Committee on a Proposed Change to the Student Success Council University Student Affairs Committee Jim Buffington, Chair September, 2013

The Charge: Work with AVP J Powers regarding a change to the Student Success Council as per proposal offered at 8/20/13 Exec Meeting. Note new titles of positions, bodies, and offices. Some are either not current or sufficiently specific in the proposal. [**Priority Charge**]

Executive Summary:

*Revised Handbook Language for Student Success Council and Membership
August 30, 2013*

The Student Success Council has been an official University Committee since 2009. It was established in July of that year by Board of Trustees action with the explicit charge of “developing and implementing both short and long term strategies to impact student retention/success.” In the years since its establishment, the array of student success initiatives has grown substantially. Following extensive discussions within the Student Success Council this Spring, the Council felt that revised language was needed to better capture its role in working in this arena.

In addition, there have been a number of positional title and role changes since 2009 and the language reflects updates to that. Finally, the Council felt it important to expand faculty participation, namely moving from one to two faculty at-large appointments and adding the Chair of Foundational Studies to the Council.

*Submitted by
Joshua Powers
Associate Vice President for Student Success
Chair, Student Success Council*

At its September 13, 2013 Meeting, SAC raised a minor concern with the size of the Council but agreed that the new language and the additional seats appeal to logic. The following proposed change to the University Handbook was approved 5-0-0.

270.11 Student Success Council. Student success is a strategic priority of Indiana State University. Student retention and degree completion, while maintaining high academic standards and challenging classroom environments, serves our ultimate goals. To that end, the mission of the Student Success Council is (1) to focus attention and energy on key issues affecting undergraduate student success by raising and forwarding a thoughtful dialogue, (2) to provide oversight for and evaluation of the university's strategic retention and completion initiatives, (3) to advise and advocate regarding policy and resource allocation in support of student success, and (4) to expect the use of data in concert with a broad, university-wide perspective to inform decision making.

270.11.1 Membership. The Student Success Council will be composed of 22 members. The members will be appointed as follows: The Associate Vice President for Student Success; six (6) Assistant or Associate Deans, one appointed from each College and the Library; two (2) faculty members at-large appointed by Faculty Senate; a representative from the Center for Student Success (formerly the Student Academic Services Center); the Director of New Student Programs; the Associate Vice President and Assistant Treasurer; two undergraduate students appointed by the Student Government Association; the Director of the African American Cultural Center; a representative from the University College; the Chair of the Foundational Studies Council; the Associate Vice President for Student Affairs; the Director of Financial Aid; the Registrar; the Executive Director of Residential Life and Housing; and the Executive Director of Career Services.

270.11.2 Chair. The Associate Vice President for Student Success shall be the Chair of the Council.