

Indiana State University
Faculty Senate Student Affairs Committee
January 17, 2014

1:30 p.m., Federal Hall, Room 222, Scott School of Business

Present: Committee: Alina Waite, Alma Anderson (Exec Liaison), Cheryl Blevens, James Buffington, Lisa Decker, John Liu. Ex-Officios: April Hay (Registrar), Craig Enyeart (Director of Student Conduct & Integrity), Josh Powers (Associate Vice President for Student Success), Nolan Davis (Associate Vice President for Student Affairs), Rich Toomey (Assistant Vice President for Enrollment Management, Admissions and High School Relations). Guests: Susan Powers (Associate Vice President for Academic Affairs), Logan Valentine (SGA President).

I. Call to Order)

The meeting was called to order at 1:32 pm.

II. Adoption of the Agenda

Charges 8, 10, and 11, and reports given by Dr. Josh Powers will be moved to the top of the agenda following approval of the minutes.

III. Approval of Minutes (SAC 13/14:4, 12/3/2013)

Move approval as distributed: Anderson/Waite. **Motion passed: 5-0-0.**

IV. Charges for 2013-2014

1. Faculty representative to SGA Senate meetings. J. Hauser.

No report.

2. Monitor international student enrollment; investigate whether foreign consulate policy changes are having a negative effect on international enrollment; investigate the extent to which ISU is fulfilling its obligations to international students. J. Buffington.

Mr. Buffington asked Dr. Susan Powers to share her thoughts on what SAC's involvement should be on the issue of ISU's obligations to international students. The Saudi government would like to see the creation of a position responsible for advising students on academic issues. Dr. Powers said there are several people working on this issue. Understanding that Faculty Senate has charged SAC to monitor such activities, she will provide Mr. Buffington with updates that he will then pass along to SAC members.

3. Monitor student quality measures that go beyond HSGPA, consider making recommendations regarding adjustments to admission and/or retention standards. L. Decker/R. Toomey/J. Powers/L. Maule.

Mr. Toomey will provide Mr. Buffington with a written summary of recent activity. Mr. Buffington will share that summary with SAC members and forward the report to the Senate Executive Committee as an information item.

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. R. Toomey.

Mr. Toomey will provide Mr. Buffington with a written summary of recent activity. Mr. Buffington will share that summary with SAC members.

5. Administer the Faculty Scholarship. Investigate “fast-tracking” of scholarship winners to the Executive Committee. A. Arrington-Bey/J. Liu/A. Waite.

Mr. Liu reported that letters to the students will be distributed soon. Mr. Buffington said he’d forwarded a report of the “fast-tracking” issue to the Faculty Senate. He asked Ms. Anderson to monitor its progress through the Executive Board and the full Senate. Dr. Susan Powers offered her assistance if needed.

6. Continue to monitor late textbook purchases in 2013-2014. C. Blevens/ R. Toomey/L. Maule.

Dr. Susan Powers said that this issue has been linked to a “Textbook Oversight” committee she is chairing. This committee’s work is related to policy 310.1.12 Textbooks, as listed in “ISU Policies, Faculty Duties and Responsibilities.” The committee will begin meeting next week. She will provide timely updates to SAC.

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. J. Buffington.

Dr. Susan Powers indicated that this past fall, the Course Evaluation Task Force piloted the use of Blackboard as a course evaluation tool. They will meet in the near future to determine how well that worked. As work on the charge continues, SAC will be given updates. In spite of popular belief, there is no actual language for evaluation in the University’s handbook. Dr. Powers is in the process of changing that. She will send a summary to Mr. Buffington who will share it with SAC as a first draft for a proposed policy change to the University Handbook.

8. Work with AVP J Powers regarding a change to the Student Success Council as per proposal offered at 8/20/13 Exec Meeting. J. Powers.

Dr. Josh Powers reported that the Faculty Senate approved the Student Success Council at their January 16, 2014, meeting.

9. Complete a Year End Report and provide that to the Faculty Senate Officers. J. Buffington.

No report.

10. Investigate the desirability of ISU’s adopting a Medical Amnesty Policy. L. Valentine/L. Decker/C. Enyeart.

Mr. Enyeart provided the following report: “As requested I am providing an update on the ISU Medical Amnesty (ISU ASAP) proposal submitted for consideration by the Student Government Association. During an SGA discussion with ISU General Counsel, Melony Sacopulos, it was suggested the proposal be submitted as a procedural update rather than a policy requiring Board of Trustee approval. The procedural change

would affect how conduct matters are processed at Indiana State University which is the primary responsibility of Student Conduct and Integrity. In January, this new procedure will be utilized by Student Conduct and Integrity as we process conduct complaints/reports. Students will be notified of the procedural change through the marketing efforts of SGA, several social media postings, an email through Communications Today and several other avenues. Student Conduct and Integrity is currently reviewing the *Code of Student Conduct* and intends to include ISU ASAP as part of the updated Code which will require Board of Trustee approval. The conduct management software currently allows for tracking of any case identified to fit the ISU ASAP criteria. The Assistant Dean of Students for Student Advocacy will also be involved to ensure compliance with any educational requirements students must successfully complete as part of ISU ASAP. His staff has already applied the amnesty policy twice in recent weeks.

11. Investigate the desirability of sending midterm grades to all students. L. Valentine/J. Hauser.

Mr. Valentine presented a draft of "Grading Policy Proposal," a student-driven document he has been working on for several months. Discussion ensued. Mr. Valentine was given several ideas on how to proceed with getting faculty buy-in, one of which was to give strong consideration to changing his "policy" proposal to a statement of principle. Other suggestions were to reach out to the Faculty Senate, the college deans, and department chairs since the policy directly affects the actions of faculty. Mr. Buffington asked Mr. Valentine if he would work with Dr. Josh Powers on such a document. He said he would and with plans to have such a document prepared for consideration at SAC's next meeting.

12. Charge to All Standing Committee Chairpersons: 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. J. Buffington.

No report.

13. Investigate proposed revisions and updates to the Code of Student Conduct. C. Enyeart.

Mr. Enyeart provided the following report: The Division for Student Affairs is currently reviewing the Code of Student Conduct to propose revisions and updates SAC will need to be a part of this process and he requested students as well as faculty from SAC participate as active members of the Policy Review Committee chaired by Student Conduct and Integrity. To date, Student Conduct has been reviewing the current code, national standards, peer institutions as well as changes in criminal law since May of 2013. Knowing a great deal needed updated since the last full Code review was completed more than a decade ago, Student Conduct utilized national partners and areas of expertise to build the foundation of the new Code of Student Conduct prior to involving other stakeholders. Dr. Matthew Gregory, Associate Dean of Students at Louisiana State University reviewed an initial draft and provided invaluable feedback. The Division of Student Affairs met to discuss the current proposal and make recommendations. We have a great foundational draft to bring before the Policy Review Committee for continued development. With the Board of Trustees scheduled to meet in February, he intends to bring together the Policy Review Committee with the hope

members of the committee will have ample time to review the draft. They would meet several times in January to finalize a draft for Board of Trustee approval. Knowing the process, the Board of Trustees will accept the draft for public comment and will then vote to accept or reject any proposal when they meet in May 2014. Mr. Enyeart will forward copies of the current and proposed Code of Student Conduct to Mr. Buffington who will distribute them to SAC.

V. Administrative reports

A. Chair. J. Buffington.

No report.

B. Ex-Officios

a. Dr. Josh Powers (Associate Vice President for Student Success) provided SAC with a brief overview of the success of fall to spring student retention (statistics are up). He also noted that department chairs and department student success planning teams were meeting today (and yesterday) to discuss and share what had been developed to date (sample enrollment, retention, completion, and post-college achievement initiatives that are planned/being considered by departments are attached as ATTACHMENT ONE to these minutes). He also mentioned that the NSSE 2013 data is now up and on a very robust website through the IR office:

<http://irt2.indstate.edu/ir/index.cfm/main/surveys/nsse>.

b. Dr. Susan Powers (Associate Vice President for Academic Affairs) talked about changes to the summer 2015 schedule.

C. SGA

No report.

VI. Open Discussion

No report.

VII. Adjournment

The meeting was adjourned at 2:59 pm.

ATTACHMENT ONE

Sample Planned Goals or Action Steps from Departmental Student Enrollment and Success Plans – Jan 2014

Enrollment

1. Form a communications strategy committee composed of faculty, staff and students to develop complementary strategies and implementation plans for our website, social media, phone and tablet platforms (apps), and hard copy materials.
2. Use outreach activities and community engagement activities in K-12, between 1-4 times a year to recruit future students.
3. Recruit students by having faculty with strong teaching evaluation(s) indicators teaching discovery-based courses.
4. Do presentations at Open Preference courses
5. Working to engage advisory committee members in professional recruitment initiatives
6. Support campus entities such as Office of Admissions by participating in recruitment and yield days on campus (preview days, majors in minutes, etc.)
7. Develop an orientation process for transfer students
8. Complete construction of a new Department of Communication website, to include updated information on the activities of the department, new department faculty, and the new curriculum.
9. Execute an on-campus poster campaign to promote the Communication minor.
10. Increase recruiting efforts of Ivy Tech student graduates through contact with advisors and program directors and provide information about our program.
11. Create a systematic approach (a protocol) for working with admitted students: an agreed-upon (and shared) arrangement of who to contact first, second, and so on; an agreed-upon set of materials to share; contact people for campus visits.
12. Promote the program through our contacts with ISU's College Challenge teachers.
13. Recruitment & Retention Committee will create promotional video for website.
14. Pursue an aggressive recruitment plan that includes advertising in journals published by ISSMA, IMEA, ACDA, The Instrumentalist, and the World Youth Symphony in Indianapolis.
15. The Accounting Program Faculty will execute a call campaign to admitted students who have declared accounting with a minimum SAT of 1000.

Retention

1. Actively acknowledge and encourage students who have done well in the first semester taking required CD courses with a letter of congratulations signed by the Program Director and mailed to their home addresses by February 1.
2. Meet with students at mid-term who are getting a C- or lower in any of their classes. Reach out to struggling advisees to discuss potential actions for improvement.
3. Examine AHS Exit Survey for information related to retention.
4. Support (4) student organizations with faculty members
5. Work with CoT staff to promote weekend and evening advising hours
6. Utilize freshmen/sophomore academic probation program through the CoT
7. Create CoT themed housing through residential life
8. Survey prior BE majors, now elsewhere on campus, to determine why they changed programs to determine if the department should make changes to address needs.
9. Identify opportunities within the “Intro” classes for CM, SFTY, and IAD to work together on cross-discipline exercises.
10. Develop an advising structure to transition students from University College to departmental advising.
11. Orientation for 2nd year students who have completed University College
12. Poll junior-senior majors and minors: ask what they wished they’d known and what advice they’d give new students; share this information with lower-division majors and minors.
13. Increase the percentage of lower level (100 and 200) courses that have Supplemental Instructors.
14. Provide training to Supplemental Instructors to help them become more effective SI’s.
15. Require Blackboard for record keeping and grade display for all 100 level courses.
16. Follow-up with majors who achieved “deficient” midterm grades via email or in-person meetings.
17. Strengthen our History Club and Phi Alpha Theta chapters.
18. Analyze D/W/F rates to determine ways to improve this rate for 3 to 5 classes.
19. Increase visibility for Philosophy Great Ideas student club.

20. We are going to develop presentations in BUS 100 and BUS 311 courses each semester to let students know about the careers and opportunities in financial investment management and financial planning.
21. We plan to connect freshmen students identifying with majors in the department to upperclassmen in the same major in a mentoring relationship.

Completion

1. Graduate committee to review course rotation to insure that offerings are consistent with an on time degree completion program and that courses within each program are offered at times and in sufficient numbers to allow students to maintain a full 9 credit load if desired.
2. Modify the four year program plans (elementary education and special education) to ensure that students are able to acquire all of their major courses within seven semesters.
3. Explore ways to integrate more of the program content so there are fewer directed foundational studies courses in the programs.
4. Ask students who are changing their major or leaving the university to complete a program evaluation to identify issues and needs
5. Require the use of advisor evaluations for all students in order to collect feedback for advisement improvement
6. Create and distribute a monthly Communication Department newsletter. Alert students to new course offerings and feature one career “spotlight” per month.
7. To develop distance versions of some of our core requirements that might be offered during the summer or academic year that would create greater flexibility for students.
8. To conduct exit interviews with students who leave the major.

Post-College Achievement

1. Provide information to Juniors who are interested in pursuing graduate work in speech-language pathology with information disseminated during mandatory-attendance meetings regarding the importance of preparing to take the GRE, writing biographical/purpose statement, and identifying appropriate graduate programs.
2. Require all students to register with the Indiana State University Career Center by the beginning of the Spring semester of their Junior year.
3. Contact industries for consulting and applied research projects
4. Create a Built Environment Lecture Series which invites industry leaders to share experiences with students and faculty.
5. Develop relationship with CAS liaison in the Career Center to build a comprehensive internship base.
6. Develop and implement a strategic plan for outreach to other majors and colleges to encourage students to minor in History or African and African American Studies. The skills we teach—critical reading and thinking, research and analysis, use of evidence and persuasive argumentation, written and oral communication—are hallmarks of a university education.
7. Promote internship opportunities to students as a means of connecting them with practitioners in the field and gaining valuable work experience.