

Indiana State University
Faculty Senate Student Affairs Committee
September 8, 2014
8:15 a.m., Federal Hall, Room 222, Scott School of Business

PRESENT: Committee: Azizi Arrington-Bey, Cheryl Blevens, Lisa Decker, John Lui,
Chris Olsen, Lisa Phillips, Alina Waite;
Ex-Officios: Craig Enyeart, April Hay, Amanda Knerr, Linda Maule,
Joel McMullen, Josh Powers, Susan Powers, Rich Toomey
SGA Students: Dan Dooley, Olivia Finley

I. Call to Order

Chair Cheryl Blevens called the meeting to order at 8:17am.

II. Introduction of Attendees

All attendees introduced themselves.

III. Adoption of the Agenda

C. Blevens called for additions to the agenda. C. Blevens added a review of the meeting schedule to the agenda. The agenda was accepted with the addition. (McMullen/Waite).

Motion passed 4-0-0.

IV. Minutes of the August 19, 2014 meeting

C. Blevens called for additions and/or corrections to the meeting minutes. There were no corrections and/or additions. The minutes were accepted as presented.

(Decker/McMullen). **Motion passed 4-0-0.**

V. Charges for 2014-2015

1. **Priority:** Review HB section 310 changes suggested by the Departmental Success Taskforce. (attached as "F-6 Taskforce..")

The committee had an open discussion about advising and evaluations.

The committee concluded that they would like additional information about the items below, prior to making a recommendation to the Faculty Senate:

- Requesting a clear list that defines what the different departments and colleges do structurally related to advising and how faculty are rewarded for advising.
- Requesting a definition that looks at the distinction for advising and scheduling.
- Feedback from the university about adopting an institutional model for advising (professional advising model).
- Uniform definition of expectation and rewards.

J. Powers agreed to gather information about what the advising structures of the different departments and colleges at ISU.

2. Identify a faculty member to serve as representative to SGA Senate meetings.
Charge completed: Lisa Decker appointed as representative effective 8/19/2014.
3. Monitor international student enrollment.
C. Blevens agreed to work with R. Toomey to monitor international student enrollment.
4. Evaluate (from a student's perspective) the Taskforce recommendation that student evaluation of courses be made universal.
L. Phillips agreed to evaluate the Taskforce recommendation that student evaluation of courses be made universal.

5. Work with the Sexual Violence Prevention and Response Coalition to review policy and proposals (A. Janssen-Robinson).
 - L. Decker agreed to review policy and proposals for this charge.
6. Conduct analysis and make recommendations regarding Academic Coaching.
 - C. Blevens will acquire additional information about Academic Coaching.
 - L. Phillips agreed to make recommendations regarding Academic Coaching.
7. Continue to monitor student quality measures that go beyond HSGPA, consider making recommendations regarding adjustments to admission and/or retention standards.
 - C. Blevens and C. Olsen will monitor this charge. R. Toomey agreed to forward bi-weekly data to assist in monitoring this charge.
8. Administer the Faculty Scholarship. Investigate “fast-tracking” of scholarship winners to the Executive Committee.
 - Committee appointed August 19, 2014: Azizi Arrington-Bey, John Liu, Lisa Phillips, Alina Waite.
9. Produce an annual report by 8/1/15.

V. Administrative reports

A. Chair

- a. No report.

B. Ex-Officios

- a. J. Powers shared information about professional development opportunities related to advising for faculty. Success X will take place Tuesday, October 14, 2014 from 4:00-8:00pm. The second annual Student Success Conference will be October 16, 2014 from 8:00am – 4:00pm.
- b. A. Hay noted 3-week attendance is available for faculty input. Reminder that midterm reporting is not interim reporting and includes all students.
- c. S. Powers shared that work is being done on course evaluations and establishing questions that can be used university wide.
- d. J. McMullen announced that this academic year there are about 450 athletes. Their current focus is submitting the NCAA student success report.
- e. R. Toomey encouraged all to let students that have been experiencing financial aid delays know that the state has releases a new set of funds and state disbursements should be in the process.

C. SGA

- a. D. Dooley shared SGA’s big initiative is focused on using Blackboard as an information tool for all students.

VI. Meeting Times

It was agreed that the third Monday at 8:15am is a good time to meet.

VII. Adjournment

The meeting was adjourned at 9:32am.

ISSUE ONE

Taskforce on Departmental Success Recommendations

310.1 Teaching Responsibilities. Teaching assignments will depend on the departmental schedule requirements, the nature of courses taught, and on non-teaching assignments. **When considering the requirements for courses in this section, the nature of the course should be taken into consideration. Thus, dissertation hours would not require a syllabus, textbooks, final examinations or course evaluations; while independent studies courses may or may not, again depending on their nature.**

ISSUE TWO

Current Language

310.1.3 Methods of Instruction. Specific or uniform methods of instruction are not prescribed. Faculty are expected to adapt their methods to the nature and content of each course. Selection and organization of content of particular courses and the development of departmental curricula are faculty responsibilities. Teaching method is the responsibility of the individual faculty member. The quality of his/her teaching will be given high priority in the faculty evaluation process. Faculty are encouraged to avail themselves of the services of the Center for Instructional Research and Teaching, which provides an array of opportunities for faculty to continue their professional development as teachers.

Proposed Reading

310.1.3 Methods of Instruction. Specific or uniform methods of instruction are not prescribed. Faculty are expected to adapt their methods to the nature and content of each course. Selection and organization of content of particular courses and the development of departmental curricula are faculty responsibilities. Teaching method is the responsibility of the individual faculty member.

310.1.3.1 Course Evaluations. The quality of teaching will be given high priority in evaluation processes. **Multiple methods of evaluation are appropriate, but all courses must be evaluated by students using a common pool of items selected by the university, college, and department, as appropriate; faculty are encouraged to supplement with items that assess the unique characteristics of their courses. Course evaluations may be collected in person or via the web by a departmental representative uninvolved in instruction or grading of a particular course. Summary results of the evaluations for each section will be made available to the relevant Department Chair and are also available to the appropriate academic Dean(s).**

310.1.3.2. Instructional Evaluation. Evidence of teaching effectiveness is required in the pre-tenure and post-tenure/biennial review process of regular faculty . **While faculty are encouraged to include peer and chairperson evaluations in their review documents, student evaluations as referenced above (310.1.3.1) must be included. Similarly, departmental reviews of student instructional evaluations shall be submitted and considered in the annual review of others (e.g., EAP) with teaching assignments.**

310.1.3.3 Faculty **and others who teach are further** encouraged to avail themselves of the services of the **Faculty Center for Teaching Excellence**, which provides an array of opportunities to to facilitate professional development of teachers.

ISSUE THREE

Current Language

310.1.5 Grade distributions for all academic departments are available each semester. All faculty members should be in a position to justify grades. Final grades should be assigned with regard to class work on which students are given definite grades. It is advisable to make clear the basis of grade assignments early in the term.

Proposed Revision

310.1.5 Grades and Standards. **Setting standards and grading in classes is the responsibility of the faculty, and individual faculty members should be in a position to justify their grades. The basis of course grades shall be outlined in the syllabus as specified in 310.1.2.1 (above). Student grades on all assignments will be posted in the time-frame specified in the syllabus (normally not to exceed two weeks unless otherwise specified, see 310.1.2.1) on the university's instructional computer system (currently Blackboard). Final grade distributions for all academic departments are available each semester.**

ISSUE FOUR

310.1. 9. Role of Academic Advisors.

Students are urged to discuss academic problems with their academic advisors. Academic advisors assist in planning students' programs each semester and provide the advisement personal identification number (PIN) required to complete the registration process. Students are responsible for becoming familiar with the requirements of degree programs and to seek help from academic advisors whenever necessary. Faculty advisors provide information about the curricula of their departments as well as the general education program and graduation requirements of the University. Faculty advisors may review grade reports, keep records of the progress of their advisees, and alert advisees of deficiencies. Advisors arrange for conferences as needed with students having academic difficulties. Faculty office hours for advising appointments must be posted by advisors and recorded in their departmental offices.

310.1.9.1. Evaluation of Advising

Faculty serving as academic advisors are expected to include evidence of their advising success in their annual (pre-tenure) or biennial (post-tenure) review. Evidence may include peer or chair observations, but must also include evaluations by advisees that may be obtained on-line via the university's course evaluation system (see 310.1.3.2). Evidence of advising success will be included in overall evaluations of their teaching or service, according to the policy of their department.

ISSUE FIVE

310.1.14 Class Attendance and Reports. Faculty members are expected to assume the following responsibilities:

- A. Announce attendance requirements to each class and inform students of the consequences of absences from class.
- B. Give students an opportunity to meet class obligations, based upon an evaluation of the student's reason for absences.
 - a. **It is expected that students will not be penalized for absences protected by law (e.g., jury duty, court subpoena), required military obligations, or those associated with academic requirements of other departments (e.g., participation in a conference) or university-sponsored athletic events in which the student is a participant when appropriate documentation is provided. It is up to the student to make arrangements with the faculty to turn in or make up any graded assignment that is missed; faculty may require that assignments be turned in prior to any excused, planned absence.**

- b. Absent students, however, may lose attendance or participation points when absent from class for any reason not protected by law.
- C. Permit only students listed on the class roster to attend class.
- D. Keep students on class listings unless officially dropped.
- E. Report nonattendance of any student ~~on the mid-term grade rolls.~~ as required by institutional policy and state/federal regulations (e.g., 3-week attendance reports; midterm or final-grade reports).

ISSUE SIX

Current Language

310.1.16 Office Hours. Faculty members should post their names and office hours on or near their office doors. Academic departmental offices shall normally be open each weekday from 8:00 a.m. to 11:45 a.m. and from 12:45 p.m. to 4:30 p.m.

Proposed Revision

310.1.16. Office Hours. Faculty shall be regularly available in their departmental/program offices for consultation with chairs, colleagues or students according to the needs of their department/program and courses of instruction. Faculty serving as academic advisors may have additional availability requirements (see 310.1.9.1). Regular faculty members shall notify the departmental chair of their office hours and shall post their hours on or near their office doors. Faculty teaching only distance courses should make themselves available to their students regularly through electronic means and notify students of their availability. Academic departmental offices shall normally be open each weekday from 8:00 a.m. to 4:30 p.m, excluding a break for lunch.

310.1.17. Telephone/Email. To facilitate their academic duties, ISU provides all faculty members with email and telephone access. During academic terms in which they are under contract, faculty are expected to respond to inquiries by students or others in a timely fashion except on weekends university holidays, or when other duties (university-recognized travel) or exceptional circumstances prevent. When they are not under contract, faculty shall relay inquiries relating to their professional duties to the Chair or other designee as soon as feasible (unless for personal reasons, they choose to respond themselves).

ISSUE SEVEN

To be added to the biennial review document (under Definitions & Guidelines: 1. Teaching & Librarianship):

It is the presumption that all faculty members will meet minimum requirements of professional standards and behavior particularly as they concern the treatment of students, their instruction, and their evaluation. These standards are outlined in the University Handbook provisions under teaching responsibilities. No faculty shall be eligible for “Meets Expectations” or “Exceeds Expectations” in biennial review who demonstrates a chronic and willful neglect of these standards.

To be added to the biennial review document (under Definitions & Guidelines):

4. Advising. For those assigned academic advising duties, evidence of advising success must be included in the biennial review materials and will be evaluated in assessment of teaching or service according to the bylaws of the individual units. No faculty member who willfully or chronically fails to meet assigned advising responsibilities (described in 310.1.9) shall be considered as meeting expectations in the respective (teaching or service) category.