

**Indiana State University
Administrative Affairs Committee
Annual Report to the Faculty Senate, 2012-2013**

The 2012-2013 Administrative Affairs Committee (AAC) held four meetings this year. In addition, it had two discussions and approval via e-mail.

Membership and attendance of the meetings is listed below:

Esther Acree	1
Richard Baker	3
Eliezer Bermúdez (Chair)	4
Glenn Dunbar (Vice Chair)	2
Steve Hardin (Secretary)	3
Feng-Qi Lai	3
Leamor Kahanov	3

Ex-Officio members were: Lisa Spence (Associate Vice President, Academic Affairs and Chief Information Officer, Office of Information Technology) – Academic Affairs Liaison
Brian Kilp Faculty - Senate Executive Committee Liaison.

The AAC addressed the following charges:

#1: Continue with regular annual reports to the Faculty Senate on:

1.1 Staffing

L. Kahanov, L. Spence and F-Q. Lai took the lead on analyzing the data and preparing the staffing report. The Committee concluded this charge at its final meeting on April 8, 2013. The report was presented to the Senate Executive Committee by L. Kahanov and E. Bermúdez. L. Kahanov presented the report to the Faculty Senate.

1.2 Academic Calendar

The AAC reviewed and approved three different versions of the Academic Calendars for Fall 2014, Spring 2015, Summer 2015, Fall 2015, Spring 2016, and Summer 2016. The office of Academic Affairs responded to our suggestions and the Faculty Senate suggestions and modified the academic calendar to reflect our comments and suggestions. The Academic Calendar was presented to the Senate Executive Committee and the Faculty Senate by E. Bermúdez.

1.3 Review of Administrative Positions

Review of Board of Trustee minutes at each meeting when available for new administrative appointments not passed through AAC.

#2: By September 21st, please prepare slate of 4 or 5 nominees (exact number TBA) to represent the faculty body on the provost search committee. Slate will be submitted to the EC and Senate for election. Also, please develop a list of alternates (1 per nominee) to be retained by the chair of AAC (and referenced as needed, in case one or more elected members cannot serve)

Two slates of four faculty candidates were proposed on September 20, 2013. Four Colleges were represented: Arts and Sciences, Education, Technology and the Library. The Faculty Senate Executive Committee rejected both slates. On September 26, 2013 the AAC via e-

mail created and approved a third slate of four faculty to serve on the provost search committee. The Executive Committee and Faculty Senate approved the slate. The slates were presented to the Faculty Senate Executive Committee by E. Bermúdez.

#3: Review proposal to convert honor's director from academic year faculty to 12-month administrative position

The AAC reviewed the Provost's proposal and approved it.

#4: Consider ways to make fall and spring semester scheduling more flexible to including offering courses that start mid-semester, end mid-semester, meet for 5 or 6 weeks, etc. This could begin with the summer schedule as a model or use selected Foundational Studies courses as pilots for the fall and spring semesters

This charge is ongoing. E. Bermúdez attended four meetings with the Part of Term Implementation Committee. This committee has three major goals: 1) Administrative – to amend the schedule of classes to accurately reflect a model which ensures compliance with financial aid Title IV requirements; 2) Student Success – to ensure access to students who drop classes after interim grading to be able to add courses mid-term and stay on track; 3) Enrollment – to provide access to non-traditional student populations who need more flexible scheduling, such as adult degree-completers. The committee proposed to implement a two eight (8) week sessions on Fall 2014.