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INDIANA STATE UNIVERSITY

FACULITY SENATE, 2019-2020

**EXECUTIVE COMMITTEE**

September 3, 2019

3:30pm, HMSU 227

Members present: S. Arvin, M. Chambers, S. Kopaczewski, K. Games, R. Guell, C. MacDonald, R. Peters, S. Phillips, V. Sheets

EX-Officio Present: President D. Curtis Provost M. Licari

Guest: B. Butwin, Laura Baines

1. Administrative Reports:
	1. President D. Curtis
		1. Good afternoon and welcome back. I thought that fall weather was here but alas it’s not. It’s good to see all of the activity around campus.
		2. Trustee Tanya Bell is to be awarded the Whitney Young Jr. award though the Boy Scouts of America, this award recognizes persons who make significant and continuing contributions in support of underserviced youth in rural and inner-city areas. This is a merit based award and not an annual award. We will honored to be there as she is recognized at a banquet next week in Indianapolis for the work she does with the Indiana Black Expo. We will certainly be pushing more information out as this is a noteworthy event. We will be placing ads in the Program and the Indiana Business Journal about how proud we are of Alumni and trustee Tanya Bell.
		3. We are getting ready to launch MVV activities. Get ready for Brad Balch to start having meetings soon. I would like to add in to the minutes about how grateful I for last week’s informal discussion about MVV and how that brought us all closer to an understanding and owning our role at Indiana State. I am looking forward that being the result as we put forth some of exercises that we will be doing this year updating the MVV so that next year we can work on rolling out a new strategic plan concept. I believe that we are all on the same page on what it means to blow it up and how our strategic plan shouldn’t need our name on it as it should be obvious that it is Indiana State University. So please listen for more information when I give my fall address.
	2. Provost M. Licari
		1. This morning we held the first of four enrollment management information sessions. It was lightly attended as the campus was returning from a long weekend and Tuesday morning at 9 am are highly utilized academic time slots. I look forward in faculty member participate in larger numbers at any of our next three upcoming meetings. These meetings will September 4 at 2pm in Dede II, September 9 at 9 am in Dede II, and September 10 at 2pm in Dede I. There is a lot going on in terms of our shifting strategies and approaches to enrollment management. It is very important for the entire campus to stay up to date on where these processes in heading. Enrollment management numbers can fall into one of four categories.

Marketing and Branding- We need to start targeting younger high school students. Reaching out to adults that have started their degree and might want to finish it. People that want a post-secondary degree. We need to find ways to let them know what ISU offers.

Admission- We have some process improvements to make. Part of the improvements can be how we communicate with applications.

Yield- Is one of the two areas that faculty have the ability to participate. They can work with families when they visit the campus. They can write engaging communication to applicants that have expressed interest in your programs. Another way is us to increase yield is to make sure that applicants are registered and ready for new student orientation. Only about 20% of our admitted applicants actually in enroll so we need to make sure we are engaging the potential students better.

Retention- Advising is a big role in this. We need to monitor the students so that we know that they are reaching their academic goals and needs. This way we can also sit down with a student when they are near graduation and guide them towards the next process

* + 1. The last item is that tomorrow (September 4th) will be FedEx takeover day. They will be working with the aviation and technology departments. This will be a thank you for f the scholarships programs that they support. We are making sure that scholarship recipients’ are paired up the FedEx executives during breakfast and lunch. We are going to have some of the FedEx employees in our classrooms so that they can see what opportunities our students have. We just want to make sure that we are thanking them for all of the support they show our students.
1. Chair Report: C. MacDonald

Good afternoon! I hope you had an enjoyable Labor Day weekend! I want to let you know that Joie has scheduled the photographer to come to our next Exec meeting, on 9/10, and to the full Senate meeting on 9/19. Please try not to be late – we would hate to have to Photoshop you in.

As your standing committees get going, please make sure that they email Joie and I with the names of their officers for the year, so we can add them as instructors in Blackboard.

We have a relatively short agenda today, but we will have an executive session once we are done with the agenda items. The rationale for our minor change here today is that when we rewrote section 146.13 Faculty Discipline and Dismissal Proceedings, the committee was renamed in this section, but not in section 146.1 which describes the standing committees, or section 146.6, which defines the committee. Thus these changes are to ensure the name of the committee is consistent throughout the Bylaws of the Faculty Senate.

If you’ve had a chance to read your email today, you will also see we are being asked for names of 5-10 nominees to serve on the Student Grievance Committee. We need to forward these by 9/13, so if we can put together a list of nominees today, great, if not, we can do so at our next meeting.

I also want to thank Dr. Curtis for her invitation to join her at the Sycamores football game on September 14, which you should now all have received. I am going, and I hope you will be able to join us.

1. Approval of August 20, 2019 Minutes File #1

Motion to approve (V. Sheets, M. Chambers): 8-0-1

* 1. C. MacDonald: B. Butwin has some additional changes to the minutes that she would like approved.
	2. B.Butwin: Most of the changes are I am asking for a mostly grammatical. I would like Title IX added before cases. I also wanted to make some of the statements clearer.

Approval of changes: 9-0-0

1. Fifteen Minute Open Discussion
	1. R. Guell: Do we have a policy about no soliciting for economic activities in or near HMSU? I believe that this filer comes close to that.

B. Butwin: Yes.

* 1. S. Phillips: At least 10 years or the ISU has been buying land to the east and the north of campus. Is there a long term plan for these properties?

D. Curtis: Nothing that is not currently in the master plan but we have stopped buying to the east and the north. We are focusing mostly from 3rd St. to the river but we are not actively buying.

 R. Guell: Are we considering selling property that we own and are not using?

D. Curtis: No. Just because there is no current activity doesn’t mean we won’t be doing something with those properties in the future.

* 1. M. Chambers: I have had faculty that are up for tenured promotion express concern about the FAD system. They feel like it is more work because they are having to hunt down URL’s that help support the activities they were involved in.

C. MacDonald: If they have the newspaper articles they can scan them in.

M. Chambers: This person has also been advised to provide email documentation about support to advisees. With our data retention policies some of these emails no longer exists.

C. MacDonald: I am sympathetic to concerns about having to change procedures but there are times we just have to.

R. Guell: There are professors that are artist that are going up for tenured promotion and FAD does not make it easy for older content to be added so we need to be responsive about those needs.

S. Phillips: In the past when artist have shows in which we didn’t review their work but whether they had a scholarly show that was of appropriate caliber to be considered for tenure.

* 1. K. Games: I have been asked by HHS faculty to express concerns about parking lot security in the lot that is south of the baseball field on Fourth Street and the Annex lot before sunrise and after sunset. On the Annex parking lot there doesn’t seem to be emergency phones.

M. Licari: I am going to ask that this get forwarded to Joe Newport so that they can add it to their yearly review.

* 1. S. Kopaczewski: The Graduate Council is wanting clarification on what is considered a new program. How many years until it’s not considered new?

C. MacDonald: They are capable of setting some of those ground rules themselves on what is new.

* 1. S. Phillips: CAAC is wanting guidance for the charge: Review progress Career Readiness in the curriculum.

C. MacDonald: I believe that is one that was carried over from last year.

S. Phillips: Maintain due diligence in tracking enrollment and graduation rates of new programs, coordinating with Graduate Council on graduate programs. I think they believe that this is part of Enrollment Management.

C. MacDonald: For both CAAC and Graduate Council the charges are ongoing for committees so that there are review processes so when we approve new programs we are following up and making sure that the programs are performing the way that was promised at the start of the program. If we keep creating programs that are under enrolled that means we are not using resources wisely.

* 1. R. Guell: What are the rules to meeting times for the standing committees?

C. MacDonald: Standing committee meeting that are scheduled close to EC meetings are not idea.

* 1. S. Kopaczewski: Why is the bi-annual review not part of the policy library as it is hard to find and every department has something different listed as far as recommendations?

C. MacDonald: It is listed on the Academic Affairs site under Faculty review.

B. Butwin: Since this is an ongoing process it isn’t listed under policies but we might be able to put a link in the policies.

* 1. C. MacDoanld: Student Grievance panel needs to populated. We need to forward 5 to 10 faculty to serve on this group.

R. Peters: Do you want us to ask the person before we nominate them?

C. MacDonald: Yes.

R. Guell: Nominations need to be university wide not just in our own college. Does the faculty need to be tenured?

B. Butwin: Reading from policy library- The Student Grievance Committee shall be comprised of three students, three faculty members, and three staff members, along with two alternates from each group. The faculty and staff members will serve rotating, three-year terms. The student members will serve rotating two-year terms. Respecting the diversity of the campus, the governance units are responsible for the nomination of five members for each vacancy, while the President is responsible for the appointment of members and alternates from nominees provided by the governance units. Student grievances involving faculty (or staff acting in a faculty role) will have a committee comprised of the three student members and the three faculty members. Student grievances involving staff will have a committee comprised of the three student members and the three staff, members. Alternate members of the student grievance committee will be utilized in the event a Committee member is unavailable for the hearing.

1. Minor Change per 145.9.14 File #2

Motion to Approve (R. Guell, S. Phillips): 9-0-0

1. Executive Session
2. Adjournment: