

## Meeting 1 FC 9/11/15

Called to order 3:34 Jeff Stone absent; Present: Kathleen Dannelly, Kira Enriquez, Jennifer Grimes, Samory Rashid, Julie Dixon, Richard Fitch, Susan Kray, Paul Burkett, Raymond Dolle, Barbara Skinner, Joseph Grcic, Cody Hanson, R.B. Abhyankar, Randall Mitchell, Kevin Bolinskey, John Murray, Dennis Ballard, Bassam Yousif, Jamie Hays, Alma Anderson

R. Fitch welcomed all and thanked those present for their service; then everybody introduced themselves.

Approval of minutes from 4/29/15 R. Dolle/K. Dannelly noted that Kevin Bolinskey was present. Minutes approved with one abstention.

### Dean's Message

Year has started off well, record enrollment. Normal Hall is open. Lots of exciting things happening on campus. Student Success is on the front burner this year. Very interested in moving the needle up on graduation rate and retention persistence. Chairs have been asked to revise with faculty the student success plans. We want to make them simpler, really focusing on our juniors and our seniors. Josh Powers did an interesting presentation showing we lose 15 percent of juniors and seniors. As we revise our plans, let's think about low hanging fruit. Even something as simple as reviewing degree audits with students. Also looking at curriculum to see if there are barriers to moving forward. Trustees are very vigorous in their discussion of this.

On October 26<sup>th</sup> we will be doing an event called success in CAS. It is a full day event, we will be bringing in alums talking about why they majored in what they did, what they wish they knew then, and why they were passionate about what they did in their undergraduate days. In the afternoon we will bring in employers to say what they need from CAS graduates. The goal is to help students and empower them to major in things that speak to their passion. It shows how to couple your passion with tools offered by the university to show how you can make it work.

The Dean reminded us to complete the Blue training on-line workshop. As of Monday about half of the faculty and staff had completed it.

### Standing committee reports

AAC (R. Dolle): met for organizational meeting, Stan Buchanan is chair. Will start working through a backlog of curriculum proposals. Look forward to reviewing the BA/BS statements from departments.

AFAC (P. Burkett): hasn't met but is scheduled to meet Monday. Will work on instructor evaluation and retention policy.

Awards and Distinctions (J. Grimes): has not met.

R. Fitch read a report from the student success committee. How do we encourage students to ask questions they may have about policies and procedures regarding conflicts.

## Old Business

Chair evaluation proposal – B. Skinner moves, K. Bolinsky seconds. Discussion ensued. B. Yousif presented the thinking behind the proposal. It is mainly designed to make college policy more consistent with the new roles of chairpersons as outlined in the handbook. Also, the set of survey questions has been greatly shortened.

Then there was a discussion of questions raised from departments. S. Rashid asked if these questions take into account changes that were made at the faculty senate level. B. Yousif replied that these changes are in response to those changes from faculty senate. P. Burkett relayed some feedback from Economics faculty regarding the possibility of including questions about effectiveness of the chair in representing the department and in public relations functions. At the same time, Economics faculty had a strong feeling that there were too many questions before and welcomes the shortening of the survey. A key point is that any department can add questions to the survey at their own discretion. There was also some faculty concern about surveying the chair's effectiveness in getting items onto the department's agenda in a timely fashion – e.g., changes to bylaws, things of that sort. Again, any department is free to add questions to the question for their own review.

C. Hanson relayed additional feedback from faculty. One issue was if there is or should be a term limit for chairs, do we have discussion about that? Then there was some discussion about the wording of survey question #10 (regarding the handling of personnel issues), and about questions on which faculty may not be able to compile informed responses. R. Mitchell suggested that the ten questions are general enough to cover all departments, but that some of the questions might have more information for certain departments than others, such as music, which do a lot of communicating with outside units such as Arts Illiana, Terre Haute Symphony, and the like. Several council members pointed out that in all cases some faculty may have more informed opinions than others, e.g., in connection with questions involving budget matters, connections with other (academic and non-academic) units, etc. R. Fitch suggested that the questionnaire can be set up to include space for comments after each question which would create more room for capturing such variations.

B. Skinner indicated that History is happy with the streamlined set of questions and has no major concern with the document. There seemed to be a consensus in the council that the number of questions in the document is about right. After some minor changes in wording in the survey document (and allowance of space for comments after each questions) were proposed by way of friendly amendment, P. Burkett called the question and the document as amended was approved 13-0-0.

Announcements from the floor – J. Hays encouraged all members to come to Curriculog training on September 18<sup>th</sup>. P. Burkett moved to adjourn, C. Hanson seconded.

Meeting adjourned at 4:40.

## CAS Faculty Council Meeting 2

October 14 2015

In attendance: R.B. Abhyankar (MACS); K. Bolinsky (PSY); P. Burkett (Econ); K. Dannelly (BIO); J. Dixon (THTR); R. Dolle (ENG); K. Enriquez (ARTD); R. Fitch (CHEM); J. Grimes (CCJ); C. Hanson (LLL); S. Kray (COMM); D. Nichols (HIST); S. Rashid (PSCI); J. Stone (EES)

Ex Officio: D. Ballard (AAS); J. Murray (CAS); B. Yousif (CAS)

Absent: J. Grcic (MDS); R. Mitchell (MUS)

The meeting was called to order at 3:31. Minutes from meeting 1 were approved (K. Dannelly/S. Rashid 13-0-0).

### Dean's Message

Dean Murray urged members to attend both the rededication of Normal Hall on Friday morning and the homecoming festivities on Saturday. The departments are currently working on student success reports. The new provost is heavily interested in these, and our jobs will be judged on how we move the needle on Student Success.

Dean Murray also asked members to urge students to attend the Success with CAS day on October 26<sup>th</sup>. There is also a welcome reception for all new faculty and staff on October 21<sup>st</sup> from 5-7 on the 9<sup>th</sup> floor of HMSU. Dean Murray then asked if there were any questions from the floor.

R. Dolle asked about the prospects for lines and replacements this year? Dean Murray admitted that the chances are low. When he last met with the provost, the president didn't want to fund any searches. Each college was being allowed one or two, which were submitted last week. R. Dolle stated that he thought we had reached our FTE rules? He also asked about lines that had been promised by the previous provost. The Dean submitted three categories of lines. Criminology, Communication, and Psychology are in dire need. There are also two positions that Dean Murray believes Academic Affairs is obligated to fill. One is in Biology for the Genetics Counseling program supported as one of the Unbounded Possibilities programs, and the other is in English due to a resignation. The filling of this last one was promised in writing by the previous provost.

### Standing committees:

AAC – (R. Dolle) - met 10/7 but R. Dolle was not informed of the meeting. According to the minutes, they approved four proposals. They were sent on to CAAC but will be routed back through the Executive Committee. The BA/BS proposal was approved at CAAC, and will be presented at Senate on the 15<sup>th</sup>.

AFAC – (P. Burkett) – The committee worked on the instructor document before the council today regarding instructors, and is providing guidance to the Promotion and Tenure committee for the biennial review process.

Distinctions and Awards – (J. Grimes) – The members have been notified and are setting up a meeting time.

#### New Business

College Bylaw amendment: A proposal was brought to the members to reduce the mandatory years between service on the Promotion and Tenure Committee from five years to three years. A motion was made to approve the proposal. R. Fitch pointed out that number of faculty members in the college has been reduced, and the term of service is a three year term on a nine member committee. The terms are staggered. The proposal was approved (K. Bolinsky/R. Abhyankar 13-0-0).

Elections: Next, ballots were distributed for openings on the University Promotion and Tenure Oversight Committee and the University Leave Oversight Committee. Doug Keiser was selected for ULOC, while Jim Hughes and Jennifer Grimes were selected for PTOC.

Evaluation and Retention documents: A motion was made to approve the document shared by email (Motion to approve K. Dannelly/K. Bolinsky). The documents you received via email were approved by AFAC this year to give us guidelines for the instructors. Given that this newly defined position has more status than the previous adjunct faculty we needed a set of guidelines in place for evaluation and retention. The purpose was to provide a platform for evaluation and a protective measure to make sure our instructors are not abused. P. Burkett asked if there would be extra money with the title of Senior Instructor. Dean Murray stated that it is not clear if there will be extra pay for these instructors, so the title may be the only perk to the designation. R. Dolle pointed out that the evaluation criteria for an instructor is listed on page four of the document. It requires documented evidence of adequacy in teaching. On the next page, it states that Senior Instructors are required to exhibit highly effective teaching. K. Enriquez asked if Senior Instructors are still evaluated. R. Dolle responded that they will be eligible for the biennial review process, although right now they cannot fill the process. KB shouldn't there be language mentioned that beyond year 6 they might not be evaluated in a year when their contract comes up. Dean Murray pointed out that we don't have clear guidelines to review instructors, and we need those. They need to be general enough to apply to all departments or defaulted to if a department doesn't have their own. The senior instructor part is a snag as it is only status right now, but it's still a person that teaches 15 hours a week. P. Burkett asked members to discuss this in your department and hopefully vote on it next month.

He further stated that AFAC has grappled with how to respond to the issue of service in the biennial review process for instructors. He also stated that there are instructors that are advisors. K. Dannelly stated that Biology also has instructors working in research. R. Dolle responded that these instructors should be protected by a memorandum of understanding stating if you are advising or doing research you have a reduced load. S. Kray stated that her department has instructors who do service and the full load because they want to better themselves. This proposal doesn't prevent them from doing research,

but it prevents them from entering it into their record, correct? R. Fitch responded that this proposal would prevent them from being overburdened if they aren't being compensated for an overload. S.Kray asked if instructors who volunteer for advising or service should be told they cannot do so, to which R. Fitch responded that they should be discouraged from doing so. K. Dannelly stated that the Instructor in her department who was hired to do research is evaluated on their research by the personnel committee. Dean Murray said perhaps the job of this body is to come up with guidelines with wiggle room for the different kinds of appointments. D. Nichols stated that his understanding is that their primary job is teaching. The distinction between instructors and faculty is that they instructors are on 3 years appointments. To keep it simple, you say departments can craft requirements for individuals that are not the default. P. Burkett stated that the document that we before us handles the situations. They are hired with a certain understanding and they should be evaluated on that understanding. The memo for Promotion & Tenure says that teaching should be the primary evaluation area even if service and scholarship are involved. We just don't want the volunteering to be pressured by either departments or peers. R. Fitch said that is why we feel they should be discouraged. R. Dolle again stated that the instructor should have an MOU saying 4 courses and service or something like that is required. The motion was tabled pending discussion in the departments (R. Dolle/S. Kray 13-0-0).

The meeting adjourned at 4:25. The next meeting is November 11<sup>th</sup> at 3:30 p.m. in Stalker Hall 211.

## CAS Faculty Council Meeting 3

November 11, 2015

In attendance: R.B. Abhyankar (MACS); K. Bolinsky (PSY); P. Burkett (Econ); K. Dannelly (BIO); J. Dixon (THTR); R. Dolle (ENG); K. Enriquez (ARTD); R. Fitch (CHEM); J. Grimes (CCJ); C. Hanson (LLL); S. Kray (COMM); B. Skinner (HIST); S. Rashid (PSCI); J. Stone (EES)

Ex Officio: D. Ballard (AAS); J. Murray (CAS); B. Yousif (CAS)

Absent: J. Grcic (MDS); R. Mitchell (MUS)

Guests: J Kinne (MACS); S. Barton-Bellessa & D. Woods (CCJ)

The meeting was called to order at 3:31. Minutes from meeting 1 were approved (K. Dannelly/P. Burkett 13-0-1).

### Dean's Message

Biennial review is coming to a close; hopefully the college process will be finished by early next week. Student Success – The Board of Trustees will review at their December meeting the Student Success plans put forward by departments. There is no further news on approval of searches. Dean Murray encouraged every to attend the Night of Broken Glass events still to happen this week. The Success with CAS was not as well attended by students as the Dean had hoped it would be, but it was a very good program. Hopefully it will be repeated next year and will have better communication to students.

### Standing committees:

AAC – (R. Dolle) – The committee met November 4<sup>th</sup>. Math and Math Teaching asked to remove the B.A. option from their program. The committee approved this proposal and fast tracked it to Academic Affairs. Communication changed the minimum grade requirement for majors in Communication classes from C to C-. The committee also approved the two proposals that are here later this afternoon. B. Yousif reported that Provost Licari has tasked CAAC to look into developing a BA/BS standard for the university as a whole based on the Arts and Sciences policy.

AFAC – (P. Burkett) – AFAC has not met since the last Faculty Council meeting, but had discussion for a memo on Promotion and Tenure since we don't have current standards for reviewing instructors.

Distinctions and Awards – (J. Grimes) – James Gustafson has taken over as chair of the committee. Last year the committee did not meet until spring. We are hoping to get ahead of the game this year since we are also in charge of selecting students for scholarships. John Murray pointed out that faculty need to urge their students to fill out this fast application to make them eligible for scholarships. Academic Works will also add students who qualify for any certain scholarships will be automatically applied for this. There is a link on the scholarship form that Kelly will be sending to the students on Monday. R.

Fitch does this form automatically apply them? D. Ballard the vast majority of the awards are automatically applied if you fill out the form. If you have one that has specific standards or extra items are necessary, the student may need to do additional work. With the specificity for some of them such as where they are from, many were going unawarded because nobody was applying for them. The attempt here is to make sure that they are all awarded with the standards set forth by the donor.

R. Fitch reported that the Student success has met twice. Subcommittees were formed to consider goals 1-6 of the Strategic Plan. They will evaluate each goal and recommend that the goal to continue as is, be modified, be added to a departmental operational baseline budget, or retire the goal if it was met or no longer pertains. They are meeting today to go over some of the subcommittee findings.

New business was moved up on the agenda for the convenience of the presenters of curricular items.

Shannon Barton-Bellessa and DeVere Woods presented changes to the Criminology and Criminal Justice major. The revision will put the department in better compliance with the recommendations of their largest accrediting body. R. Dolle asked if the inclusion of the report writing course would replace ENG 305T. D. Woods responded that it would not, the course is being added to help address a long-term problem with the writing of our graduates. We have heard of this problem from employers, and believe it is our problem to solve when it involves the quality of our program. It's not a problem limited to ISU, so after a series of discussions between Dean Murray and D. Woods, this is how the department has chosen to address this problem. C. Hanson inquired if the 9 additional credits might discourage students from pursuing a minor in something that might improve their job performance. D. Woods replied that he personally encourages many of our majors to take minors in Spanish in particular. CCJ students tend to take many more hours in their discipline so he does not think this will have that effect. B. Skinner pointed out that CCJ was listed by Dean Murray as one of the high needs departments as far as new faculty. Does the department have the faculty to do this? D. Woods replied that Dean Murray has already stepped up and helped them get an instructor to help teach the writing courses. The others we will most likely use adjuncts to teach. S. Barton-Bellessa pointed out that this revision was driven in part from assessment data. Students have to demonstrate that not only can they write but orally present their information, and the lack of training in the juvenile delinquency area was very apparent. The proposal was approved (J. Dixon/S. Kray 13-0-0).

J. Kinne presented the changes to the Masters in Computer Science. They are proposing two concentrations. One is an Academic concentration heavy in theory for folks going into Ph.D. programs or tech companies, and the second is a professional concentration designed to give anyone some skills and job training. The second one is the academic concentration. Our current students are probably 10% academic students and 90% professional. All students who have applied this year are being accepted and will be enrolled into the professional concentration if it is approved.

After J. Kinne was dismissed, discussion ensued. K. Bolinsky pointed out that they don't seem to have a clear plan on how to offer the courses. J. Stone asked if the bulk of the teaching concentration would be aimed at the 90% in the professional concentration or the 10% in the academic concentration. R. Abhyankar stated the 10% will be doing more research, less regular coursework and more independent

studies. The remaining 90% might be folks who don't have a undergraduate degree in computers but have a degree in a technological type of field and this will help them get a job. Dean Murray pointed out that admitted students would still have to meet the Graduate School standards. R. Abhyankar said the decision of the department was to try to get more students and hopefully get better students. K. Dannelly pointed out that Biology does something similar with their thesis and non-thesis option students. Students completing the track without a thesis are typically the pre-professional students who didn't get into professional schools. The thesis students do research. The program was approved (R. Dolle/B. Skinner 8-3-2).

Old Business

College Instructor Evaluation and Retention document (from AFAC)

The Instructor Evaluation and Retention document was untabled.

R. Fitch asked representatives for any feedback they had received from their departments. S. Kray reported that two instructors from her department responded that they are extremely concerned they won't get credit for extra work they are already doing. They feel they have a career path at stake, and the document is designed to put road blocks in front of them. CH stated that it was also brought up in his department that the requirement that an instructor be on the review committee is not possible if they instructors are not allowed to do service. The frustration in his department was that instructor contracts are renewed each year if needed, and this seems like lip service. P. Burkett agreed with that point and stated that we are regularizing contingent labor. IF we are serious about workloads we can't have people be teaching five courses and serving on committees, doing research, and such. We need to see where people are being exploited we can't allowed that to happen. S. Kray said that she is hearing from these instructors that they would be oppressed by not letting them serve on these committees. P. Burkett stated that the instructors would then need a release. R. Fitch stated that the first concern of this document is to make sure that our instructors are not exploited. K. Bolinsky re-stated the problem that multi-year folks on three year appointments might not be evaluated on the year that their contract is up for renewal. The proposal was re-tabled due to time constraints (R. Dolle/C. Hanson 12-0-0).

The meeting adjourned at 4:55. The next meeting is December 9<sup>th</sup> at 3:30 p.m. in Stalker Hall 211.

## CAS Faculty Council Meeting 4

December 9, 2015

In attendance: R.B. Abhyankar (MACS); K. Bolinsky (PSY); P. Burkett (Econ); J. O'Keefe (BIO); J. Dixon (THTR); R. Dolle (ENG); R. Fitch (CHEM); J. Grimes (CCJ); C. Hanson (LLL); S. Kray (COMM); B. Skinner (HIST); S. Rashid (PSCI); J. Stone (EES)

Ex Officio: D. Ballard (AAS); J. Murray (CAS); B. Yousif (CAS)

Absent: K. Enriquez (ARTD); K. Bolinsky (PSY); J. Grcic (MDS); R. Mitchell (MUS)

Guests: none

The meeting was called to order at 3:35. Minutes from meeting 4 were approved with a friendly amendment to the adjournment time (B. Skinner/S. Rashid 10-0-1).

### Dean's Message

Dean Murray urged faculty members to attend commencement on Saturday, including a reception in Stalker Hall beginning at 9:00. He also informed the group that Mary Kahl has resigned as Chairperson of Communication as of December 31. Debra Israel will be Interim Chair starting January 1. Dean Murray is still looking for participants for the planning committee for the CAS sesquicentennial event happening this fall. He also urged members to volunteer their services for the President's Scholar interviews on January 23<sup>rd</sup> and 30<sup>th</sup>. R. Dolle asked for recent developments in the BA/BS initiative. Dean Murray told members it is on hold at the Provost's level, as the Provost has asked CAAC to draft a university wide policy. The previous Provost did not feel this was necessary, but Dr. Licari does. We asked all along if this should be university wide, and were told no. Now that it has reached the Provost, he has said it should be. CAAC has been charged with tweaking the language to make it university wide. R. Fitch asked that B. Yousif give us an update from CAAC when available.

### Standing committees:

AAC – (R. Dolle) – The committee met in November and December. No proposals were reviewed that warranted coming to Faculty Council. EES changed credits on ENVI 389L lab to zero. This course is a place holder course as students take a fieldwork course at another campus over the summer. Computer Science changed credits on two courses and changed the total of electives to keep the total the same in various programs. AAC members expressed concern with 4 credit courses, as they could create a problem with scheduling and with the teaching load. Chemistry and Physics, English, and Art put forward proposals to classify their degrees as either a BA or a BS.

AFAC – (P. Burkett) – The committee is working on a proposal from K. Byerman to regulate the policy for joint appointments, as well as reviewing a document on the college's website regarding teaching and

workload. Since this document did not go through governance, and since it does not treat contract instructors, the committee has decided to review it.

Distinctions and Awards – (J. Grimes) – The committee has not met. Dean Murray stated that the committee would need to work soon on awarding scholarships. He told J. Grimes that Kelly Wright in the Student Academic Affairs office is who they will need to liaison with.

#### Old Business

The discussion on instructors and their evaluations was untabled. R. Fitch asked if any members had further input from their department. S. Kray stated that some instructors in her department are very concerned that they will be excluded from voluntary service but want it recognized. She also said that there are some who are concerned about being pressured to do much more than they are required to do, which also involves full-time teaching. She further stated that what this discussion has brought forward is that their instructors have very little understanding of what they are required to do. They said it would be very helpful to have a document with the standards, and for them to be oriented to that. R. Fitch expressed concern about faculty feeling pressured to go above their contractual obligations. P. Burkett stated that he thought that any evaluation of over 15 hours of workload would violate the University Handbook. S. Kray asked if something was built into the policy saying that committee service is expected. P. Burkett said it was his understanding that they have the right to serve, but are not expected to. If an instructor is doing committee work, s/he should have an MOU clearly demarcating her/his 15 hour workload. R. Dolle pointed out that the policy says where appropriate, which he took to mean they are not teaching 15 credits. If an instructor is teaching 15 credits, they should either have a release or not serve on this committee. C. Hanson asked if this meant no instructors would be on the committee if none had a release. R. Fitch replied that at this point, any instructor serving on such a committee should have an MOU. He also said that Faculty Senate needs to look at this document; it's not something we as a body can get done. R. Fitch agreed to summarize the discussion and other issues in a memo to Faculty Senate, which will be vetted by all Faculty Council Executive Committee members. The proposal was re-tabled (R. Dolle/P. Burkett 11-0-0).

#### New Business

Elections were held to fill spots left temporarily vacant by sabbaticals. Andrea Arrington was selected to serve on Academic Affairs, and Lisa Phillips was selected to serve on Promotion and Tenure.

The meeting was adjourned at 4:27.

## CAS Faculty Council Meeting 5

January 13, 2016

In attendance: R.B. Abhyankar (MACS); K. Bolinsky (PSY); P. Burkett (Econ); R. Dolle (ENG); K. Enriquez (ARTD); R. Fitch (CHEM); Amanda (MDS); S. Kray (COMM); R. Mitchell (MUS) B. Skinner (HIST); S. Rashid (PSCI); J. Stone (EES); C. Hanson (LLL);

Ex Officio: D. Ballard (AAS); J. Murray (CAS); B. Yousif (CAS)

Absent: K. Dannelly (BIO); J. Dixon (THTR); J. Grimes (CCJ)

Guests: none

The meeting was called to order at 3:38. Minutes from meeting 5 were approved with a friendly amendment to the adjournment time (R. Dolle/B. Skinner 11-0-2 ).

### Dean's Message

Dean Murray announced that Anne Foster is the Acting Chair of History, and Debra Israel is the Interim Chair in Communication. This year's Community Semester theme is From Theory to Practice. The first Community Semester event is A Night at the Museum is from 6-8 on the 20<sup>th</sup> in the Science building. The schedule of events will be posted on our website. Dean Murray will be giving the Founders Day address January 27<sup>th</sup> at 1:30 in Tirey. Dean Murray also reminded members that interviews for Presidential Scholars are happening on January 23<sup>rd</sup> and 30<sup>th</sup>. Faculty are still needed to assist with these interviews.

### Standing committees:

AAC – (R. Dolle) – Not met.

AFAC – (P. Burkett) – Meeting scheduled for next week.

Distinctions and Awards – (J. Grimes) – no report given. The Dean's Office is readying the memo to send to all faculty regarding the faculty awards.

### Old Business

Discussion ensued regarding the memo sent to the Faculty Senate Executive Committee regarding consideration and clarification of the handbook regarding instructors. RF move we submit the memo to Fac Sen Exec for consideration and clarification of the handbook regarding instructors. Cody seconded. C. Hanson stated this his department thought memo was thorough and mentioned the questions that they had. R. Dolle clarified that we are basically sending this memo saying the process as written won't work. Dean Murray stated that clarification of the workload requirement and the contradictory requirement that they would serve on committees needs clarification. R. Fitch said that we are not

solving the problem, just bringing it to the attention of Faculty Senate. S. Kray stated that it would be best if instructors be removed from the biennial review process. R. Fitch reiterated that the 15 hour requirement is directly at odds with the desirability of service on review committees. Dean Murray stated that instructors have been allowed to participate in the biennial review if they want to, and they would supposedly want to if they would be competitive for the top space and would get a bump in pay. Once they reach senior instructor status, they would go to a biennial review. P. Burkett asked if instructors have to have senior status to go to the biennial review? Dean Murray replied that they do not. B. Yousif stated that if instructors want to be defined as exceptional, they have to go through the biennial review process. D. Ballard asked if instructors that do research should an advantage by default, or should it not be counted at all? R. Fitch stated as we discussed last semester, those whose jobs require research should have a different classification. For our purposes in the college we need to have a cohesive process in the college. R. Dolle reminded members that once an instructor goes into the biennial review process, if they are found to not be meeting expectations, they must have an improvement plan. R. Fitch pointed out that technically instructors can't be found as not meeting expectations if there are no expectations. The memo was approved for delivery to Faculty Senate Executive Committee sent forward (R. Fitch/C. Hanson 10-0-1).

#### New Business

R. Fitch has been tasked with finding faculty members to serve on the evaluation committee for John. He said that the service is anonymous, so anyone interested should email him. The committee will have three faculty members, one chairperson, and one staff member. R. Dolle pointed out that the process memo has issues. P. Burkett said that the anonymity is hard to understand. P. Burkett expressed concern that the last time we had a review of the dean we heard nothing back about the results. At least a summary would be helpful. R. Fitch said he will ask the Provost and disseminate the relevant information. R. Fitch also announced that a memo soliciting nominations for the standing committees should be distributed by the end of the week. There is a memo coming about the standing committee elections by the end of the week.

The meeting was adjourned at 4:05. The next meeting will be February 10<sup>th</sup>.

## CAS Faculty Council Meeting 6

February 10, 2016

In attendance: R.B. Abhyankar (MACS); K. Bolinsky (PSY); P. Burkett (Econ); R. Dolle (ENG); K. Enriquez (ARTD); R. Fitch (CHEM); S. Kray (COMM); B. Skinner (HIST); S. Rashid (PSCI); J. Stone (EES); C. Hanson (LLL); J. Dixon (THTR); J. Grimes (CCJ)

Ex Officio: D. Ballard (AAS); J. Murray (CAS); B. Yousif (CAS)

Absent: K. Dannelly (BIO); R. Mitchell (MUS); A. Lubold (MDS);

Guests: none

The meeting was called to order at 3:32. Minutes from meeting 6 were approved (B. Skinner/S. Rashid 11-0-1).

### Dean's Message

The Community Semester is going well. The final event will be a TED-style talk event. We just finished our three week attendance reporting and mid-term grades which are expected in a timely manner. We have moved forward on the Sesquicentennial committee, and will meet on that the next week or two. Another committee is discussing globality in our college. R. Dolle requested an update on the BA/BS revision. Dean Murray stated that the process itself has been approved, and proposals are moving through the curricular process. He then asked for statements from the floor. C. Hanson stated that he and his family really enjoyed the Night at the Museum, and the science departments did a wonderful job.

### Standing committees:

AAC – (R. Dolle) – Met Friday at 3:30 and approved the following proposals: Science Education in Middle School Science, Middle School Science Minor, Psychology Major, and Psychology Minor. The Psychology major raised questions about 4 credit courses as to scheduling and workload.

AFAC – (P. Burkett) – Worked on the proposal that's here today. They are also working on a document about scheduling and workload. R. Dolle added that the committee is claiming faculty should do a 9 credit load, assuming they have 3 hours of research.

Distinctions and Awards – (J. Grimes) – The committee received academic works training on Friday. This looks really amazing and should expedite the process. This should make it much easier. J. Grimes also asked about the faculty award process. It was suggested that a reminder might need to go out given that the deadline is approaching soon. A second reminder was sent out before the meeting was over.

Student Success Council – meets today, should have a report for the next meeting.

## Old Business

There was no old business.

## New Business

Proposed joint appointment policy – Professor Byerman in English wanted a joint appointment with Multidisciplinary Studies and found there was no college policy. The Faculty Council Executive Committee asked AFAC to work on this. Multidisciplinary Studies now has joint appointments structured into their bylaws. As we live in an era of scarce resources, departments might also think of sharing a line with another department. The document before you is more of a general framework, it doesn't try to micromanage. R. Dolle pointed out that joint appointments are not mentioned in the University handbook. P. Burkett responded that as long as we aren't in disagreement with the handbook, it's not a problem. Dean Murray stated that it would seem the document would define joint appointments then talk about all the situations from them such as Promotion and Tenure, FTE's, and the like. He has discussed this with Provost Licari. Ultimately it will have to be approved by Academic Affairs and it might not be approved. R. Fitch this hopefully will prompt the Senate or Provost to create a policy if ours doesn't work. Dean Murray said that since there isn't a university policy, it could be turned down. We aren't referring to someone who is a 1.0 in one department with an MOU to teach in another, but someone who is a .5 .5 FTE. He also stated that affiliated faculty is a term used mostly in Multidisciplinary Studies with Gender Studies, and African American studies where someone has a home department. R. Fitch stated that the document lays out how a joint appointment is set up, and in the third paragraph states that an MOU is required. He then asked for comments from the council. K. Bolinsky stated that he would like to see more detail on how reviews are going to work. For example, what happens if a faculty member has a joint appointment and the departmental decisions differ? B. Skinner stated that for the purpose of an evaluation we shouldn't assume that it would be carried out jointly by two departments. The person has a PhD in one area, so their research department should really be the one carrying out most of the review. Teaching would be split, but research and service would be from their home department. This should be specified in each person's MOU. P. Burkett said the assumption of AFAC was that the MOU would specify the department that would do the evaluation for each jointly appointed faculty member, as well as divide the responsibilities. Dean Murray asked if something needs to be added to this document on what we hope to accomplish with joint appointments. D. Ballard pointed out that SCHs are reported back to their home department, but the home department also pays for that person to teach all their courses. R. Fitch reiterated that this document's purpose is to give a guide for joint appointments since we have nothing at the time. J. Stone asked if it would be simplest to make it a 51/49 split in the MOU instead of 50/50? A motion was made to adopt as college policy and move the policy to Academic Affairs and/or Faculty Senate as appropriate (B. Skinner/K. Bolinsky), but the action was ultimately tabled (S. Rashid/B. Skinner 12-0-0). R. Fitch asked Council members to consider the document, take it to their departments for discussion, and then we will bring it back next month. R. Fitch pointed out that notices were sent last month about openings on college committee slots. We have had a good amount of response, and a ballot will be brought to next month's meeting. R. Fitch also pointed out that he will be on sabbatical next year, so

he cannot serve as Chairperson again. He implored members to consider serving on the Executive Committee.

The meeting was adjourned at 4:37. The next meeting will be March 9<sup>th</sup> at 3:30 p.m. in Stalker Hall 211.

## CAS Faculty Council Meeting 7

March 9, 2016

In attendance: R.B. Abhyankar (MACS); K. Bolinskey (PSY); P. Burkett (Econ); R. Dolle (ENG); K. Enriquez (ARTD); R. Fitch (CHEM); S. Kray (COMM); R. Mitchell (MUS); B. Skinner (HIST); S. Rashid (PSCI); J. Stone (EES); C. Hanson (LLL); J. Dixon (THTR); J. Grimes (CCJ)

Ex Officio: D. Ballard (AAS); J. Murray (CAS); B. Yousif (CAS)

Absent: K. Dannelly (BIO); A. Lubold (MDS);

Guests: Virgil Sheets

The meeting was called to order at 3:35. Minutes from meeting 7 were approved (B. Skinner/S. Rashid 13-0-0).

### **Dean's Message:**

We are moving forward Sesquicentennial Committee. Also, the CAS Globalization Task Force has met twice and is moving along nicely. No searches have finished yet. The Biology faculty are in the process of selecting an internal person to be their chairperson. Dean Turman, from Health and Human Services has resigned his position and will be returning to a faculty position; Provost Licari is in the process of selecting an interim. My Spring Address is Thursday, April 7<sup>th</sup> at 3:30 p.m. in HMSU, Dede III.

### **Standing committees:**

AAC – (R. Dolle) We have not met.

AFAC – (P. Burkett) – We have been revising the CAS Mission Statement. Working on the criteria for Senior Instructors.

Distinctions and Awards – (J. Grimes) – Everything is under review right now.

Student Success Council: Input on the new strategic plan. Continue to decipher ways to improve student success. Josh Poers encourages students to complete the NSSE.

### **Old Business**

S. Rashid and B. Skinner moved to reconsider the Faculty joint appointment policy: Discussion of the primary department, and how to split so that there is actually a home department.

B. Skinner suggested to leave the policy somewhat vague so departments can best determine their needs, and define it in the MOU. Be sure to have a home department stipulated in the MOU, including details of sharing responsibilities between the departments.

P. Burkett: The practical details (computer, and administrative help, etc.) would be taken care by the home department. AFAC is going to go back to the drawing board and work on it again in the fall.

A motion was made to send the document back to AFAC for revisions (B. Skinner/S. Rashid. Move to approve, K. Bolinsky/R. Dolle Second. (Approved 13-0-0).

### **New Business:**

Curricular proposal from Psychology: AAC approved to add 5 hours to the major by increasing 3-4 credits, and eliminating 201. With a 4 hour course, there potential problems for teaching loads.

Virgil: This new proposal came out of three places, 1) Meeting with faculty colleagues in institutions in the Midwest. 2) Survey of 500 ISU and IU graduates about how they are doing and what skill set they feel they need. 3) Was an advisory meeting about experiences.

1. Psych 201 from the major. In comparison to other schools, we are very heavy in research methods and statistics. When students transfer majors or from Ivy Tech, they end up having to take a prerequisite for this class. It also turns out there is a considerable overlap between 201 (lecture) and 376 (practice).
2. The adding of a Diversity and Ethics course is a recognized component to the degree according to APA standards. Many of our students were in positions where they felt that interacting and resolving ethical dilemmas would be helpful.
3. Added health psychology to our core offerings.
4. Increasing credit hours in those two courses may come with some complications, but a 3 hour model is too constricting with the experience we want the students to have with SPSS. The faculty wants to move back to a 4 credit model. We understand that it crosses blocks, but we will make it a late afternoon course, so it's less likely to interfere. We also understand the issue of taking up class space. Faculty workload should be a departmental decision as we can make appropriate accommodations for our faculty.
5. K. Bolinsky taught 305 in the past as a 4 hour course, but that extra 20-25 minutes in class at the end of the afternoon will probably free up some time for all of us because students won't need to make an extra trip to our offices. When we went from 4 to 3 hours, I didn't change the content, I just taught faster.

R. Dolle stated that he is concerned about the practicality of increasing requirements at a time of diminishing resources. What is the current FTE in Psychology? V. Sheets replied that there around 30 FTEs. We are trading 201 for 305, and the Health Psychology class is one we already teach. For any given faculty member, it will probably be only one extra hour, and not two. R. Dolle noted that Curriculog currently lists the major as a BA/BS, to which V. Sheets replied it should read as a BS.

Discussion:

The rationale makes sense.

Well thought through with good discussion with outside institutions and graduates

Motion to approve the curriculum proposal (B. Skinner/S. Rashid 13-0-0)

New College Mission Statement: P. Burkett

P. Burkett made a motion to approve the new College Mission Statement, seconded by J. Grimes.

Discussion:

B. Skinner observed that the statement is trying to include too many things in one sentence.

S. Kray added the statement seems to focus on identifying the non-traditional and in doing that, it seems to exclude the traditional.

### **Existing Mission Statement**

The central mission of the College of Arts and Sciences is to provide students with a nationally recognized, contemporary education in the liberal arts and sciences. The College fosters an environment that advances innovative and integrative inquiry and engagement, builds on faculty expertise and institutional heritage, and involves students as collaborators in enhancing and developing the public good.

### **Proposed Mission Statement**

The College of Arts and Sciences provides a contemporary education in the liberal arts and sciences that prepares undergraduate and graduate students to meet the challenges of local, national and global citizenship in the 21<sup>st</sup> century. Our curriculum supports innovative teaching, experiential learning, and community engagement. The College promotes scholarship, creative activity, and service by faculty and students.

Motion to accept as amended (B. Skinner/K. Bolinsky 13-0-0).

### **Results of Committee Elections:**

#### **Committee: Academic Affairs Committee:**

Social and Behavioral Sciences: Rick Lotspeich (Economics)

Natural Science and Mathematics: Rob Noll (Chemistry and Physics)

At-Large:

Joe Grcic (Philosophy)

S. Gonzalez-Gorman (Political Science)

#### **Committee: Administrative and Faculty Affairs Committee:**

Social and Behavioral Sciences: Paul Burkett (Economics)

Natural Science and Mathematics: Jeff Kinne (Math and Computer Science)

#### **Committee: Distinctions and Awards Committee:**

Natural Science and Mathematics: Qihao Weng (Earth and Environmental Systems)

At Large:

Stan Buchanan (Political Science)

#### **Committee: Student Grade Appeals Committee:**

Joe West (Chemistry and Physics)

Kathleen Heath (Earth and Environmental Systems)

### **Criteria for Senior Instructor:**

R. Dolle observed that the current University Policy is that after six years, an instructor is eligible to apply for Senior Instructor; which comes with a 10% pay raise. The problem is that we have had no real policy at the college level.

Our new document basically pulls details from the University Handbook that are relevant to Senior Instructors. S. Kray commented that "sustained record of success over their entire employment" is too broad. After some discussion, it was motioned and approved to leave in "sustain" and remove "entire".

(S. Kray moved to adopt the policy as amended; seconded by B. Skinner 13-0-0)

The Dean's office will send the amended document to the departments.

### **FLOOR:**

R. Fitch: Next month is our last meeting of the term, and this is my last meeting as the chair.

We also need to elect a new Executive Committee, which is elected by the new Faculty Council.

Move to adjourn: S. Kray and B. Skinner

Adjourned at 4:50 p.m.

Faculty Council #8

April 13, 2016

In attendance: Susan Kray (COMM); K. Bolinsky (PSY); A. Lubold (MDS); R. Mitchell (MUS); K. Enriquez (ART); J. Stone (EES); C. Hanson (LLL); R. B. Abhyankar (MACS); S. Rashid (PSCI); B. Skinner (HIST); P. Burkett (ECON); R. Dolle (ENG); R. Fitch (CHPH);

Ex officio in attendance: J. Murray (CAS); B. Yousif (CAS); D. Ballard (CAS)

2016-17 representatives in attendance: D. Nichols (HIST); A. Rafiey (MACS); B

The meeting was called to order at 3:32. The minutes of the previous meeting were approved (BS/SR 11-0-1).

Dean Murray congratulated Joy O'Keefe and Crystal Reynolds, winner of this year's Educational Excellence awards. Searches in Computer Science, Criminology and Criminal Justice, and English are complete or nearly complete. Biology is almost done. Communication just got started with their search but are very optimistic. The Community Semester closing event is tonight at 7 p.m. Three faculty members will be giving CAS talks (similar to TED talks). We will show talks from Isaac Land, Brad Venable, and Catherine Steding. They will be there to answer questions and celebrate the community semester. Dean Murray also urged members to attend this weekend's morning Commencement ceremony. R. Dolle asked Dean Murray about the prospect of English filling their vacated faculty position. Dean Murray responded that the Provost wants to have a one year person, then we advocate for a search while the one year person is in the position.

AAC – R. Dolle stated that the committee met and approved the elimination of the MS for Science Education Licensure, and approved the Multidisciplinary Studies programs that we will hear today.

AFAC – P. Burkett stated there was nothing to report today

D&A – J. Grimes reported that one award that previously was not in the system was being finished. Other than that their work is complete.

Student Success – no report.

New Business – Executive Committee elections. R. Fitch went over the responsibilities of the executive committee. The solicitation for nominations then went out. P. Burkett nominated himself as Secretary. K. Bolinsky nominated himself for vice chair. B. Skinner nominated R. Dolle as Chair. Nominations were closed. The slate was approved (SR/JG 13-0-0).

Ballots were circulated for elections for the Promotion and Tenure Committee.

## Curricular Proposals

Multidisciplinary Studies – Social Justice and Sociology. A. Lubold spoke about the Social Justice and Sociology Concentration in the Multidisciplinary Studies Major. The goal of Multidisciplinary Studies is to be a hub or incubator for new programs that bring together cross disciplines. This new concentration has a strong Sociology component. Students can take courses in sustainability, human rights offerings, non-profit leadership. We are transitioning to a service economy where a lot of these jobs are what our students will be taking. This will help them get into positions where they can create change and do good. They will also have a lot of options for internships. The foundation is in sociology but tailored to students interest. R. Fitch asked if there are programs similar to these at other institutions. A. Lubold responded there are no other programs like this in the state. She further stated that the department has been recruiting for the concentration, and have many high school students very interested in it. R. Fitch asked if the department has the personnel to offer the courses? A. Lubold responded Sociology and the Multidisciplinary Studies courses will be taught within the department, along with a couple of Philosophy and General Studies courses. We definitely have the folks to teach it and we have the student interest in it. J. Wurtz pointed out that there are also a good number of Foundational Studies Upper-Division Integrative Electives in this program, so they are regularly offered courses

W. Ganis then spoke about the Arts Management Concentration in the Multidisciplinary Studies major. Many students want to be more involved in the arts, but realize they will not be making their livings as an artist. We have been helping students find museum jobs in a somewhat ad-hoc way. We want to do this in a more thoughtful process. We are also concerned with the community and being a good neighbor to the city and the surrounding area. This will also help students with their path to graduation. The Certificate in non-profit business would also fit well with this program. It will start as a small cohort, but we hope to grow it. R. Fitch asked about the job market for your graduates. W. Ganis said there are dozens of jobs in the state and hundreds across the state. Many arts organizations that we are trying to get our students in front of have programs to teach the employees coming to them the more business side of the program, scheduling, fundraising and the like, as it is not information they are getting in college. This will give our students a leg up in finding jobs.

Both new concentrations in the Multidisciplinary Studies Major were approved (B. Skinner/K. Bolinsky 13-0-0).

T. Piechocinski presented the Music Studies Minor. He stated that the Music Business Studies major has been around since around 1977. We were multidisciplinary before it was a thing. We have done well with the major, and think it is time to offer a Music industries Studies minor. This will broaden what we can offer on our student's resumes and CVs and broaden their chances of finding a position. We have designed this minor mainly for three groups. About forty percent of students who start as Music majors can't handle the rigors of being a Music major. We hope that this minor will be a great way to give them a very viable minor when they go out. The second group is Business majors. Statistically a large number of students on campus have had a significant exposure to music in their high schools, but don't pursue that when they come to university. Business students already take the business core, so with just a few more courses they can get the minor. Third, ISU students who are into music but are taking

other majors will also benefit from this minor. S. Rashid asked if there are programs similar to this at Bloomington. R. Mitchell stated that there are only three other programs similar to this one (but smaller) in the state. P. Burkett asked why the minor would be in Multidisciplinary Studies when the major is in Music. R. Mitchell replied that it was originally put forth as a Music program, but the Dean's Office felt it should begin in Multidisciplinary Studies. He said it is there hope that the program will grow in Multidisciplinary Studies and eventually come back to be housed in the School of Music.

SR do they do similar things like this in Bloomington? RM the only other programs like this are small ones in Evansville, Anderson and (one).

The Music Industry Studies Minor was approved (R. Mitchell/A. Lubold 13-0-0).

The following faculty members were elected to serve on the Promotion and Tenure Committee: Steve Lima, Veanne Anderson, and Keri Yousif.

K. Bolinsky thanked R. Fitch for his two years of service as Faculty Council Chairperson. The meeting was adjourned at 4:33 p.m.