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INDIANA STATE UNIVERSITY

FACULTY SENATE, 2015-2016

EXECUTIVE COMMITTEE

August 25, 2015, HMSU 227, 3:30pm

Draft Minutes

Members Present: C. MacDonald, J. Conant, T. Hawkins, L. Brown, E. Hampton, D. Hantzis, S. Lamb, C. Paterson, V. Sheets

Members Absent: none

Ex-Officio Present: President D. Bradley, Provost M. Licari

Ex-Officio Absent: none

Guest: C. Enyeart, W. Banks

1) Administrative Reports:

a) President D. Bradley

- i) I just got back from a press conference called to announce the *Washington Monthly* rankings. These were very positive. ISU is number one in the category of community service and number two in service hours donated by faculty, staff and students. We have risen from 30th to 20th overall and hold the highest ranking in Illinois and Indiana. In terms of “bang for the buck”, ISU continues to be a good value. We ranked in the top 20 percent of the group and placed number two in Indiana.
- ii) The Board of Trustees is meeting this week. The trustees are especially concerned with degree-simplification and career-readiness issues. In addition, we had some grievances filed this spring between faculty and students. These were resolved, but there is need for follow-up work. My review of the Handbook suggests that we will need to make some changes in the way grievances are handled on campus, especially at the department and college level. I also believe we need a default grievance policy at the university level in the event that college procedures are inadequate or non-existent. M. Licari and C. MacDonald will set up a grievance task force to look at these issues.
- iii) There seems to be good news on enrollment. We will know for sure on Thursday at the BOT meeting.

b) Provost M. Licari

- i) I will be making a presentation to the Trustees regarding student-success measures taken to date. The strategic planning process for the university is in its early stages. We are now putting together a steering committee. C. MacDonald and T. Hawkins have graciously volunteered to serve on it. Over the next two weeks we will also be working on populating the key-question subcommittees that will be responsible for the substance of the plan. Potential leaders of these subcommittees are being contacted to see if they can volunteer their time. We are hoping to maximize participation and input from the ISU community. The entire university needs to be engaged in the process.
- ii) And, in a follow up on the comments made by President Bradley about the Grievance Task Force, we are looking for someone from Student Affairs to serve.

2) Chair Report: C. MacDonald

- a) The change that we passed last time to 245 regarding the University College is a Constitutional change, and we will consider an additional Constitutional change today regarding the term of service for Exec members. The process for these is that they will be presented at the Senate meeting on Thursday, but not be voted on until the next Senate meeting in September. If they are approved by 2/3 of those present, we will need to create a Qualtrics survey within 2 weeks so that all regular faculty can vote on them. They will have 2 weeks in which to vote. To pass, they will need approval by a majority of those voting AND at least 40% of the total number of the Regular Faculty. I would like to ask V. Sheets to help put together the necessary Qualtrics survey.
 - i) V. Sheets: Do we have a Senate account? It would be nice to not have to start over.
- b) You will have received notice about the On the Way to Wellness Health Screenings. Participation in the screenings will entitle employees to a \$30 per month discount on health premiums. Employees will receive a \$50 per month discount on health premiums for Employee/Spouse or Full Family coverage if BOTH the employee and Spouse/Partner participate in the screenings. You need to take a quick health survey before you will be allowed to sign up for your appointment. Let me encourage you to take the survey and get signed up, so you can focus on more important things.
 - i) D. Bradley: Those who have self-identified as smokers and are on remediation plans should know that those plans end in December.
- c) Title IX Committee Nominations
 - i) The Office of Equal Opportunity is seeking qualified candidates for appointment to the Title IX Committee. The Title IX Committee is comprised of twelve (12) representatives of ISU faculty and staff. Title IX Committee members – working in panels of three - are responsible for reviewing cases involving alleged violations of ISU's Policy Prohibiting Sexual Misconduct, Intimate Partner Violence, and Stalking where a student is the respondent. Title IX Committee members must participate in an

initial training session and additional training sessions throughout the academic year. Please use this link to nominate a colleague or yourself:

https://indstate.qualtrics.com/jfe/form/SV_byCdreXmqYITDMh. *Nominations must be submitted by Sunday, August 31st, 2015.*

d) We also mentioned last week the *It's on Blue* Training. It was recommended that we have a statement in our syllabi for students, and now we have one – it has just gone out to Deans, so I suspect they will be forwarding it shortly to you, if they haven't done so already.

i) **RECOMMENDED BLACKBOARD/ SYLLABUS STATEMENT REGARDING STUDENT DISCLOSURES OF SEXUAL MISCONDUCT**

Indiana State University fosters a campus free of sexual misconduct including sexual harassment, sexual violence, intimate partner violence, and stalking and/or any form of sex or gender discrimination. If you disclose a potential violation of the sexual misconduct policy I will need to notify the Title IX Coordinator. Students who have experienced sexual misconduct are encouraged to contact confidential resources listed below. To make a report or the Title IX Coordinator, visit the Equal Opportunity and Title IX website: <http://www.indstate.edu/equalopportunity-titleix/titleix>

The ISU Student Counseling Center – HMSU 7th Floor; 812-237-3939
www.indstate.edu/cns

The ISU Victim Advocate – Trista Gibbons; HMSU 7th Floor; 812-237-3939 (office), 812-230-3803 (cell); trista.gibbons@indstate.edu

Campus Ministries - <http://www2.indstate.edu/sao/campusministries.htm>;

United Campus Ministries 812-232-0186
www.unitedcampusministries.org
ucmminister2@gmail.com

321 N 7th St., Terre Haute, IN 47807

For more information on your rights and available resources:

<http://www.indstate.edu/equalopportunity-titleix/titleix>

**Optional additional statement – Please see me if you want more information about the confidential resources.*

3) Approval of Minutes of August 18, 2015

a) Motion to approve as amended, (V. Sheets, C. Paterson), Vote: 9-0-0

4) Fifteen Minute Open Discussion

a) T. Hawkins: I would like to raise a question that has been asked annually: the faculty travel budget in CAS has remained flat at \$133,000 for at least sixteen years. Is that appropriate considering that faculty demands for travel has gone up? More people are looking for travel money, even though the amount available has not been adjusted—even

for inflation. Many of my colleagues in the History Department attend 1-2 conferences per year. Can we consider increasing the amount at the college or more appropriately, at university level? If an across-the-board increase is not feasible, could the Provost's Office provide a competitive pool of money as a supplement to college allocations?

- i) M. Licari: Have you talked to your dean? Your dean must be the first place to go. I have reviewed funding for travel. There is something in the provost office. But, the amount of funds available for each department is uneven across campus. CAS has a larger overall amount. There is a lot of sorting out I need to do.
 - ii) D. Bradley: I'm not sure how college budgets are set, but my assumption is that the dean makes the decision on percentage for travel. It is not a university decision.
 - iii) M. Licari: Which is why you need to talk to the dean first.
 - iv) D. Bradley: The dean could have chosen not to increase, but increase elsewhere.
 - v) T. Hawkins: I don't know how dean's budgets are set. I can say that in the past the provost has provided supplemental travel money. It's been an issue, at least for us, for a long time. We all want our faculty to have these kinds of opportunities. They need to be able to travel.
 - vi) M. Licari: I don't disagree, but it needs to start with deans first. My philosophy is that I want them to manage their college and remain accountable. I'd like to start the conversation there.
 - vii) S. Lamb: I do know we have receive in years past, as Tim notes, a travel budget that has come from the provost office. I also know we have been called on year after year after year to put money back into the pot.
 - viii) D. Bradley: \$100,000 is not much money for 250 faculty.
- b) C. Paterson: At the last meeting, we discussed the BR process. I received a troubling e-mail from a chairperson who sent me the procedures from the last cycle. We have an issue, and it cannot be overlooked.
- i) M. Licari: S. Powers told me we have had one workshop.
 - ii) C. MacDonald: We had an open forum, and a variety of faculty attended.
 - iii) D. Bradley: Perhaps this chairperson didn't attend the academic affairs retreat. Everyone at that meeting knew the rules have changed.
 - iv) M. Licari: When Susan gets back in the office, I will talk with her.
 - v) C. MacDonald: I can't imagine how the chair doesn't know. There's only so much I can do.
 - vi) D. Hantzis: I agree with C. Paterson. C. MacDonald did a good job at the forum. It is clear to me that people do not read the document the same way. There needs to be training for committee members. We need guidance.
 - vii) M. Licari: What training is needed? Department chair or peers?
 - viii) D. Hantzis: Both. And this time it counts. We've redeveloped the policy, but we have had no training in two years.
 - ix) D. Bradley: It was clear at the retreat that this training should have happened in April.

- x) C. MacDonald: One reason it didn't happen is the FAD. It was not ready at the time.
- xi) J. Conant: I don't recall much consideration of the review process. We worked on the procedures. We did not consider the need for training the reviewers.
- xii) D. Hantzis: It's in the FAC review recommendations.
- xiii) S. Lamb: It is critical that those doing the reviews have the agreed definitions in front of them and that they do not go outside those parameters. I've seen the trouble this can cause. It seems to me that S. Powers included definitions in the last round of emails?
- xiv) D. Hantzis: Yes.
- xv) S. Lamb: I thought so. I've reviewed them, but I don't see where we give our individual rankings? There is no spot.
- xvi) C. MacDonald: You place a number beside each section.
- xvii) V. Sheets: We discussed the BR at the CAS chairs' retreat: The chairs are confused about the degree we can do edits. We know we can mechanically edit the report as a Word file, but are we supposed to? Are we allowed to delete a column? Specifically, the grade distribution column?
- xviii) Chris: I will ask Susan for clarification.
- xix) S. Lamb: I have 6 sections of MBA 612. We need to condense the information we are given. I've got mine down to 5 lines, with a line devoted to each course. It seems reasonable to edit out distributions for many courses. There is a lot of empty space. We need to make it digestible.
- xx) V. Sheets: Sometimes the academic affairs data is wrong.
- xxi) C. MacDonald: I have also raised that kind of concern
- xxii) D. Hantzis: B. Yousif told us at the BR forum that CAS is telling faculty to put release time for administrative assignments under the teaching category. This is where we need training. The BR is not a workload audit.
- xxiii) T. Hawkins: That was re-iterated yesterday.
- xxiv) L. Brown: Departments also need their own criteria.
- xxv) D. Bradley: If your department has not set its own criteria, use university ones.
- xxvi) S. Lamb: Colleagues, I pushed hard to work with the university guidelines. I spent hundreds and hundreds of hours developing them. I feel they were well designed. If you ask faculty to design duplicate policies with small changes, they will be overwhelmed in paperwork.
- c) D. Hantzis: Handicapped parking is limited because of construction. It is being blocked on 6th St., and so three parking lots are unreachable. Available spaces decline when we remodel anything.
- d) Bradley: where is 6th St. blocked?
- e) C. MacDonald: We did raise the issue of parking to Mike during our Monday meeting.
- f) D. Bradley: Unfortunately, there are a lot of individuals with placards. We need to remind people that if they need help or need a ride that they can always ask public safety.

There's no doubt that construction is a problem, but this is intermittent. With construction blocking a street for half a day, I think public safety will do everything they can. We have more handicapped spaces than the law requires. How far away is it reasonable for parking to be? One of the consequences of Normal Hall's renovation is the reduction of spaces behind the old career center. Those are not going to be available, but there are spaces on Chestnut. We will try to work with the Shriners.

- i) D. Hantzis: It would be great if the spaces on Chestnut are painted and identified.
- g) D. Hantzis: I was disappointed that a Bible verse was engraved in the 500 Wabash Building. On another issue, after the last EC meeting, I sent Chris a couple of suggestions regarding charges for a possible task force. These are concerns about degree mapping that fit under CAAC but also came up in FAC discussions. It can be a nightmare when departments don't offer the courses that are on the map. S. Powers wanted FAC to compel departments to follow their plans. When the maps break down, there is a significant negative domino effect on staff and students. I would like to see a centralized process, not one specific to each college.
 - i) M. Licari: It has to be coordinated. The purpose is for students to get through programs on time.
 - ii) D. Hantzis: I know CAS has an online petition for exception to a degree requirement-waive or substitute a course. Some students don't know about the petition because it is submitted by the advisor and available to faculty on MyISU. Advisors might know (even in the same department). So, students benefit from the petition option differently based on their advisor, often. It often takes many weeks to learn the status of petitions. The process needs to be simplified to allow students, advisors, chairs, even deans to submit a petition and it needs to be standardized, accessible, and trackable, with a clear and reasonable time-frame for action and coding action to student audit.
 - iii) L. Brown: I haven't had any problems. Petitions usually take one week
 - iv) D. Hantzis: Usually the advisor submits the petition, then the dean and chair signs. Every college has their own process.
 - v) M. Licari: We need one process. At my previous institution, every student had answers to core substitutions and would know within 10 days. Using paper forms made them talk to their advisor.
 - vi) D. Hantzis: Five years ago we stopped teaching a course and created a different one. It was never coded in DARS or in MySam. We have to fill out a petition for every student. It's ridiculous.
 - vii) D. Bradley: This is in some ways similar to the issue with department and college policies. We have devolved authority so far down that information seems to get lost.
 - viii) S. Lamb: I do worry about moving authority out of the department office, especially when there are so many unique paths students can take in certain programs.
 - ix) D. Hantzis: This could be a charge for a task force.

- x) D. Bradley: Could I suggest as a first step that we work with Mike to remove stumbling blocks to degree completion. There are probably others that could be added to the list.
 - xi) M. Licari: This is clearly an unnecessary hurdle for students.
 - h) L. Brown: I have been approached by a couple faculty members who have had trouble with the IRB. Applications are not being processed in a timely fashion. A colleague submitted something on 25 June and received a reply on 14 July—one that was not very polite. She resubmitted on 22 July and has not yet heard any word. She thought that since she started the process plenty early, she'd be able to do her research. It discourages her and her students.
 - i) C. Paterson: Were they given a stipend for summer work for IRB? I was a member of the committee a while back, and we received a summer service stipend. Are faculty still given a stipend?
 - ii) J. Conant: It's not only a summer problem.
 - iii) D. Bradley: how is the committee populated?
 - iv) C. MacDonald: I'm not sure how it's populated; it's not a Senate committee.
 - v) E. Hampton: Various colleges participate.
 - vi) D. Hantzis: there are nine members, including a community representative.
 - vii) L. Brown: There is no one from technology or COB.
 - viii) C. MacDonald: We will take a look at the IRB.
- 5) Template for final report of standing committees
- a) D. Hantzis: I have an Excel document, but it is not yet posted to Blackboard. My recommendation is to import initial charges into the spreadsheet and provide it to committees.
- 6) Constitutional Change: 245.3.5.4 Term of Service
- a) C. MacDonald: I meant to get it done last year. I did receive a suggested amendment, which we can accommodate by unanimous decision once a motion is made. The rationale is that it makes more sense for people who need to plan for the upcoming year to be in place earlier.
 - b) Motion to approve (E. Hampton, C. Paterson), Vote: 9-0-0
 - i) D. Bradley: We've been talking about this for a long time. It would be helpful.
 - ii) C. MacDonald: B. Guell suggested that we move the date to after the last board meeting of the year.
 - iii) D. Bradley: BOT will have its final meeting every other year in June.
 - iv) C. MacDonald: Will they have it approximately the same time in June?
 - v) D. Bradley: It usually ends up about mid-June. Next year we probably won't have a meeting. BOT elects its new officers in May.
 - vi) C. MacDonald: B. Guell proposed two possibilities.

- vii) D. Bradley: Make it with the May Board meeting or something. Make it simple. The June meeting is not significant.
- viii) C. MacDonald: The original dates in the proposal were simple.
- ix) D. Hantzis: B. Guell's concern was that the outgoing chair speak at the last BOT meeting.
- x) D. Bradley: They discuss issues that carry over, not the cleanup stuff. The earlier the better for the meeting. An issue on May 10 is probably going to go through the summer. I want people at the table in the summer.
- xi) C. MacDonald: As a courtesy, I'd like to attend the final BOT meeting.
- xii) S. Lamb: June 1 to May 31 works fine. This is the original language.
- xiii) D. Hantzis: Does this affect standing committee terms of service?
- xiv) C. MacDonald: I considered it. That would increase everyone's workload. We should leave things where they are.

7) Code of Student Conduct

- a) C. MacDonald: We now invite C. Enyeart and W. Banks to the table.
 - i) C. Enyeart: I will keep it brief. In June the BOT passed this policy prohibiting sexual misconduct. The Code of Student Conduct now incorporates what the BOT and SGA passed.
 - ii) C. MacDonald: Anyone have questions?
 - iii) C. Paterson: I would like to say it was well put together.
 - iv) C. Enyeart: We have a great team.
 - v) S. Lamb: It is very clear.

8) Informational Report on the College of Technology Promotion, Tenure and Evaluation Standards

- a) S. Lamb: Don't we send this to FAC?
- b) C. MacDonald: Yes.
- c) V. Sheets: And to PTOC?
- d) D. Hantzis: P&T Guidelines go to PTOC. Virgil has a good idea. Shouldn't we also generate a spreadsheet for PTOC?
- e) C. MacDonald: We will send them a letter that we expect to receive updates.
- f) M. Licari: Chris, we need to draft those letters.

9) Liaison Reports: AAC, AEC, CAAC, FAC, FEBC, GC, SAC, URC

- a) C. MacDonald: We are reinstating these reports this year to get a sense of where the charges are in committee. Charges were sent out last week, and I would like to have this a regular part of our meetings.
- b) E. Hampton: Have chairs received the names of liaisons?
- c) C. MacDonald: Conveners were sent the list.

- d) S. Lamb: Sometimes they have not concerned themselves with the availability of liaisons.
- e) C. MacDonald: I used the letter you gave me as a model.
- f) V. Sheets: FAC is meeting right now to elect officers.
- g) T. Hawkins (AAC): I received an e-mail from our chair asking about availability. The meeting time hasn't been resolved.
- h) C. Paterson (AEC): nothing to report.
- i) L. Brown (CAAC): Our meetings will be on Thursdays from 12:30-2PM with the first meeting on 3 September.
- j) S. Lamb (FEBC): nothing to report.
- k) E. Hampton (GC): nothing to report.
- l) D. Hantzis: SAC convener sent a Doodle poll to all 23 members of that committee.
- m) J. Conant(URC): nothing to report.

10) Adjournment: 4:42 pm