

**PLEASE BRING COPIES OF TASK FORCE REPORTS
ON LISTSERV**

**Agenda
Indiana University East
Faculty Senate
Middlefork Hall 124
December 8, 1998
11:00 - 12:15**

- I. Call to Order - Michael Foos

- II. President's Report - Michael Foos
Announcements

- III. Faculty Task Forces
 - A. Academic Long Range Planning - Susy Shapiro
 - B. Committee Assessment - Lora Baldwin
 - C. Curriculum Review - Sue McFadden
 - D. Professional Development - Neil Sabine
 - E. Program Assessment - Walter Wagor

- IV. Announcements

- V. Adjournment

INDIANA UNIVERSITY EAST
FACULTY SENATE MEETING
TASK FORCE REPORTS
December 8, 1998
Room 124, Middlefork Hall
11:00AM

Presiding: Michael Foos, President of Faculty Senate

Present: Baldwin, L.; Blakefield, M.; Blakey, G.; Branstrator, P.; Brown, E.; Browne, B.; Browne, C.; Clark, K.; Corder, S.; Dalphin, J.; Englert, L.; Fell, M.; Folkerth, M.; Foos, M.; Foos, C. Ludlum; Fulton, D.; Goble, C.; Goerss, B.; Helton, E.; Henry, M.; Hufford, L.; Humphries, P.; Kauffman, J.; Lang, B.; McFadden, S.; Nishihara, L.; Osgood, T.; Pentz, M.; Rao, V.; Roberts, D.; Sabine, N.; Smiley, K.; Stolle, C.; Stolz, C.; Szopa, A.; Tolley, R.; Veramallay, A.; Vincent, J.; Wagor, W.; Watkins, M.; Weber, G.;Wyett, J.

Absent: Acton, K.; Barton-Kriese, P. (Sabbatical); Bergen, M.; Blake, J.; Bolyard, C.; Carter, R.; Chandler, David; DaCosta, C.; Dempsey, K.; DeSantis, K.; Dhawale, K.; Fitzgerald, E.; Hampton, B.; Hertzog, R.; Jackson, D.; Jayasuriya, K.; Lafuze, J.; Larger, M.; Marling, V.; Matika, J.; McCarty, J.; Morse, M.; Osborne, R.; Pandya, V.; Rains, J.; Rankin, S.; Rivard, T.J.; Roman-Royer, J.; Shapiro, S.; Scott, W.; Stanforth, D.; Sundaram, D.S.; Thomas, T.; Turk, E.; Walterman, F.; Wilde, J.;

I Call to Order

The meeting was called to order at 11:10 am by Faculty Senate President, Michael Foos. He noted there was not a quorum present.

II. Announcements

A. President Foos encouraged participation in the IU East Annual Fund Drive. currently being conducted. He added that Faculty Senate activities are funded through money raised.

B. The President announced plans for a Faculty Senate "Get Together" at the Leland Hotel. This social event, planned to help everyone get ready for the coming semester, will be on Friday, January 8, from 5 - 7pm.

C. President Foos said today's order of business is Task Force Reports. The Reports are all available on the Listserv

III. Task Force Reports

A. Committee Assessment Task Force - Lora Baldwin

The Committee met once and agreed not to schedule further meetings, but to conduct its business through the Listserv. The report is an accumulation of responses to questions sent out for faculty input - Are there too many committees? - Should they be dissolved? - Do we need Standing Committees? Some of the responses discussed and questions raised included:

- Standing Committees are OK and do not need to be changed
- Committees need to do year end reports
- Some committees are too large and it is difficult to schedule times when everyone can meet
- Should the Tuesday time slot for Senate be set aside for Standing Committees to meet? Should the time be lengthened? Most people were in favor of setting the time for Senate from 11-12:15 on Tuesdays and setting aside that time for Standing Committee meetings on non Senate Tuesdays.

- Should Divisions be prevented from meeting at this time? Should there be a time set for Division meetings? No
- Should people be rewarded somehow for attending meetings? Or punished in some way for not attending?
- Should there be smaller committees? Yes
- Should only tenured faculty chair Standing Committees? Should Chairs be permitted to serve on Workload, Budgetary Affairs or other Standing Committees? No consensus could be reached.
- Should attendance be taken and those not attending be dropped from the committee?
- The Task Force discussed the committee preference procedure. Should faculty rank the top five(5) committees they want? Does there need to be Divisional representation on all committees? Many task force members liked the idea of ranking committees and also removing the words "willing to serve" as an option to committee choice. Many favored change in the way Nominating Committee surveys faculty for committees in which they are interested.
- Should we switch to a representative Senate? This item received a lot of favorable responses. If the switch is made to a representative Senate would it be necessary to have divisional representation of all committees?

The Task Force recommended that:

all committees do year end reports

existing time on Tuesday 11-12:15 should be set aside for Standing Committees

committees be smaller in size

Nominating Committee revise the current Committee Preference Form

B. Academic Long Range Planning Task Force - Susy Shapiro

Task Force members initial thinking was what to take into account in doing academic long Range Planning and it came up with a long list. They decided to try to address specific questions:

1. How should faculty participate in academic LRP?
 - On committees within divisions, between divisions
 - Faculty should be part of LRP. Need some flexibility in planning
2. Is there a need for long range planning of the academic component of the university?

Yes
3. Is there long range planning for the academic component of the university?
 - Communication between Chairs, Curricular issues
4. Is there a place in our committee structure to make, implement, and review long range academic plans?

LRP would give more responsibility

 - Coordinate faculty committees (Not Faculty Senate Committees)/with external relations for their input
5. How do we see the academic component of this campus in twenty years?

- Will there be different structures for classes - trimesters? weekend college? Writing across curriculum?

6. How should we decide what academic programs will be on this campus twenty years from now?

- Faculty/Administrative group to address shared resources, collaboration

7. Who will make those decisions?

- Division Chairs, Divisions, LRP Committee

8. When will decisions be made about the future of the academic component on this campus?

- Cannot answer

9. Should this task force make these decisions or determine who should make these decisions?

- Task Force can only recommend, cannot make decisions in plan.

Diane Roberts asked why Task Force cannot make decision.

Susy said it needs administrative input and the Task Force could not make decisions for Divisions..

11:30 am - President Foos announced that a quorum was present

C. Curriculum Review Task Force - Sue McFadden

The Task Force met several time. The main task was to define curriculum. There were many different opinions and they could not answer specific questions because they dealt with issues of faculty governance. They briefly discussed the concept of Curriculum review but there needs to be some consensus. There are four concepts of curriculum - the designed curriculum, the expectational curriculum, the delivered curriculum and the experienced curriculum. All are important, but the Task Force addressed only the designed curriculum which refers to the content which is delivered. Courses need to be reviewed and approved in a format involving faculty and administrators. Curricular development requires input from faculty in other disciplines and in some cases even other campuses. Curricular decisions should be based on long range plan developed collaboratively between faculty and administrators.

The Task Force recommends a faculty wide idea of curriculum review Questions remaining - would it be appropriate to audit programs every 10 years for appropriateness, should a general education requirement be developed, how to review curriculum

D. Task Force on Professional Development - Neil Sabine

The Task Force met three time to define professional development in general terms and for P & T. Discussion among Task Force members agreed that professional development is valued at IU East and should be encouraged.

- They asked what are the characteristics of professional development and should they be uniform with other IU campuses. The use of Boyers report was discussed but no consensus could be reached. The Boyer report uses a broader definition of scholarly work.

- There was suggestion that things not counting for professional development could be packaged to count for something else.

- Consistency between divisions regarding professional development criteria was discussed and how to assess the quality of the work.
- The sharing of scholarly work was also discussed, but it was difficult to rank the quality of the work.
- There was some discussion that pedagogical research should be separated from work in the discipline and not be considered as equal to work in the discipline, but the task force could not agree.
- Some members felt the policy regarding professional development should be revised, others felt it was fine the way it was.
- There was some concern discussed about pre and post tenure professional development in regard to monitoring work done once tenure is achieved. Walter Wagor questioned the term Professional Development. Does it mean scholarly work or professional development such as attending conferences and should they be separated? Should faculty just "keep up" with information or produce something?

Neil Sabine commented that teaching should be separate from scholarly work.

- There was a suggestion that a time be set apart for faculty to share professional development with each other - such as a day or over a week-end. Susy Shapiro felt that was a great idea.

An issue to be considered in the future might be a way to determine how a professional development plan is going and is it adequate.

E. Program Assessment Task Force - Walter Wagor

The Task Force met several time and consulted literature on accreditation standards to determine "best practice". Their report recommended adoption of:

Program Assessment Philosophy,
 Standards for program Assessment, and
 Procedure for Program Assessment at IU East.

The report also recommended the continuation of the Task force to develop benchmarks and examples of best practice for Division and program assessment. A report from the Task Force would be submitted to Senate in April 1999. The recommendation also included the appointment of a broader based task force to review assessment across the campus and for non academic programs.

Mary Fell asked if the Task Force would subsume the work of the current Assessment Committee. Walter Wagor said they are two different entities. The Task Force has not yet completed its work of defining best practice in Division and Program Development and looking at non academic programs. The Assessment Committee focuses on academic programs. Mary Fell suggested the Task Force continue on a temporary basis until it completes its work. Then another Task Force should be formed to take a broader look across the campus and at non academic areas.

Diane Roberts said some program assessments , such as the committee for student learning, would not be affected. She also suggested 5 year assessments of divisional programs not having external reviews. Walter Wagor said that the Task Force wanted to come up with a procedure for Division accreditation so there would be the same information and set of knowledge for all Divisions. Cathy Ludlum Foos asked about the recommendation of 5 year reviews of Divisions as listed in the report. Walter Wagor said the review would replace, not add to, the previous review.

General Comments on the Report

George Blakey commented on the first Task Force report recommending consideration of a representative Senate. He said that 5 years ago he had voted against a representative Senate because he felt Senate was the only place to get together to discuss and share idea. Now it seems that Senate meets and never gets through the business. Things are rushed and there is limited time to share thoughts. General meetings with general discussion is not working well and things are not getting done. He has changed his opinion on a representative Senate.

Vandana said that given what George had said in the earlier part of his statement, she did not support the idea of a representative senate. The Senate was still the only place where a person could voice an independent opinion. First, a representative senate would not help increase involvement or participation and second, it may not be efficient either, because more time may have to be spent talking to the representatives. She suggested cutting back on other committee meetings to save time rather than move to a representative Senate.

Mary Fell said the Listserv was a good idea and greater use of electronic communication in whatever type Senate evolved would be helpful.

Vandana agreed, adding that some people do not like meetings but would use e mail. Perhaps work could be conducted in other ways.

Neil Sabine felt Senate is a forum for faculty and much of what is presented at Senate are announcements , not voting issues.

Walter Wagor said it is not a Senate of the whole - Senate meeting are representative because people attend.

Diane Roberts commended the Task Forces for their work. There was discussion of ideas, likes and dislikes, but where do we go from here? They could provide discussion for Academic Affairs.

Cathy Ludlum Foos said much time is taken for voting and suggested that one meeting be set aside each semester to discuss issues not addressed during the year.

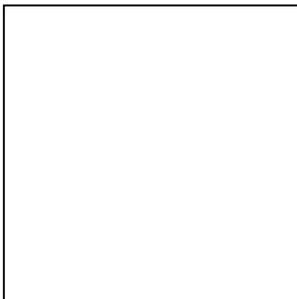
Greg Weber commented on the problem of a lack of a quorum and asked about using proxy votes. Walter Wagor said that there is currently a provision allowing proxy votes by faculty not attending the meetings. However, if changes are made to a voting item, the proxy is no longer valid.

Bill Browne asked if the Task Forces would continue in Spring.

President Foos said each Task Force could discuss whether or not to continue. This will be addressed at an upcoming Senate meeting.

President Michael Foos thanked everyone for their participation.

Meeting adjourned at 12:15.



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URL: <http://www.iue.indiana.edu/senate/senmin/min981208.html>

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