

Indiana University South Bend  
Meeting of the Academic Senate  
20 September 2002

**Members Present:** W. Bartholomew, E. Bender, E. Bennion, C. Borshuk, D. Bryant, J. Bushong, L. Chen, K. Clark, J. R. Colborn, N. Colborn, L. Collins, R. Cook, R. Cordell, P. Cress, S. Cress, L. Dekker, T. Demmon, J. Detlef, W. Feighery, L. Fisher, B. Fong-Morgan, M. Fox, P. Furlong, S. Gerencser, J. Good, J. Gottwald, G. Gould, A. Guillaume, G. Hadley, C. Harrington, M. Heck, J. P. Herr, J. Hinnefeld, J. Hurst, P. Joray, N. Karakatsanis, B. Kern, W. Knight, K. Ladd, L. Lambert, L. Lamont, M. Lee, I. Levine, J. Lewis, E. Lucal, E. Maher, D. Marr, G. McGuire, J. McIntosh, D. McMillen, G. Mettetal, J. Meyer, J. Mucha, R. Muralidharan, F. Naffziger, S. Norton, S. Opasik, C. Quinn, C. Rios, E. Roth, M. Russo, A. Sabbaghi, S. Sage, P. Saksena, M. Scanlan, A. Schnabel, R. Schreiber, C. Schult, B. Schwartz, R. Schwartz, S. Sernau, M. Shafii-Mousavi, F. Shan, K. Smant, D. Smith, Kenneth Smith, R. L. Smith, M. Tetzlaff, G. Vaidyanathan, D. Vollrath, D. Vrajitoru, L. Walker, M. Washburn, L. Williams, S. Winicur, N. Yokom

(Thanks to the generosity of the Indiana University Credit Union, coffee, tea, and light snacks were available during the half hour preceding the meeting.)

The meeting began at 10:02 a.m.

#### I. Administrative Reports and Introduction of Visiting Faculty

Senate President Roy Schreiber called on Vice Chancellor Guillaume for his comments. The vice chancellor called our attention to, and read parts of, this morning's editorial in the South Bend Tribune praising IUSB. He also announced the names of visiting faculty for this academic year, as well as two administrative appointments.

Schreiber confessed that both his vision and his memory for names of acquaintances are weakening, and he begged our indulgence when he occasionally fails to call on a member by name, either because he cannot see the member clearly or because he has blocked on the member's name. He also asked that no one sit anywhere near the front of the hall!

A video presentation by Chancellor Mae Reck, taped earlier in the week, was played:

Chancellor Reck apologized for being unable to attend today's faculty meeting. She said that the format of her remarks, when she is able to attend, will be to bring some points of view that we may be interested in knowing, and then ask for comments and questions. Since she could not take questions and comments today, she invited us to send her comments by email or direct them to Roy Schreiber, or to put questions to Vice Chancellor Guillaume.

The chancellor explained that today she would be attending a meeting of the IU Board of Trustees, and it is an important meeting for IUSB, so it is essential that she be there. There would also be a retreat on Wednesday [Sept. 18] at which President Brand's "Six Priorities for IU" draft would be discussed. These are (1) excellence in undergraduate education, (2) advance diversity and accessibility, (3) state engagement, (4) focus on research, with an emphasis on the life sciences, (5) ensure that all of IU is focused on the same goals, and (6) improved resource base. Each of these contains initiatives to be discussed at the retreat. Reck said these priorities coincide with our priorities and that she feels comfortable with them and with the initiatives in Brand's draft. She will share more information about the initiatives when they are finalized. The trustees will also be discussing IUSB's fountain, which she is looking forward to dedicating. It is a little over budget, so she needs to explain that to the Facilities Committee to make sure the trustees are informed. The bridge for our campus may also be discussed; we are in the process of finalizing details in that matter.

The chancellor mentioned that President Brand will give an address to the university on Tuesday, Sept. 24, from 2:30 to 3:30. It will be telecast in Northside 38. She has invited the Academic Cabinet and the Senate Executive Committee to join her in viewing the address, and she invites all senate members who can to join them for this occasion. There will be a discussion afterward.

The chancellor has been meeting with the Senate Executive Committee, and will continue to do so monthly. She has also met several times with its president, Roy Schreiber. She will be meeting with the Senate Budget Committee on Oct. 11. We are all concerned about the budget and the budget process on this campus. Information about the process needs to be made public in an understandable form, so that everyone is comfortable with it. Vice Chancellor Zemke is working on the budget process, and she and the chancellor will be sharing information about it with the Budget Committee. The process should be finalized sometime this fall.

The chancellor has met recently with the Senate Research and Development Committee. She will strongly support their work. She has asked them to give her a plan to recognize research and scholarship on this campus, perhaps by setting aside a day for the campus to focus on research. She will meet soon with the Senate Athletics Committee. We all want to have strong athletic programs, and we must make sure our scholarship program for the athletes is secure.

The chancellor has been meeting twice a month with the Academic Cabinet and has been learning interesting things about the campus from the deans. She also meets once a month with each dean individually. They have discussed searches for faculty and new deans; advertisements for these have just gone to the Chronicle of Higher Education. They have also discussed protocols for internal candidates in searches, as well as associate faculty and lecturer positions. There will also be searches for a Vice Chancellor for Information Technology and a Vice Chancellor for Public Affairs. They have discussed the need for an Institutional Studies

director, and the chancellor will be looking for funds for such a position. Communication and its importance has been another topic of discussion.

In her address at the All-Campus meeting in August, the chancellor set forth her parameters of engagement for the campus: communication, team work, integrity, civility, respect, and commitment. We need to remember those at all times when we communicate with each other. Using them as a springboard, the Academic Cabinet members have come up with a set of parameters for communicating with each other, and members will lead their units to formulate similar parameters of engagement.

Opening other avenues of communication, the chancellor has begun breakfast meetings with staff and faculty. Also, in October she will begin having a monthly two hour "open door", when members of the campus can drop in without an appointment to talk with her. She has initiated the Campus Update, which we are all receiving. It contains a campus calendar of events for convenient reference.

The chancellor reminded us of the approaching Installation [Friday, September 27]. No one should feel obliged to cancel any classes; that is a matter for your discretion. She expects that department offices will be closed for the event since it will last only a couple of hours. The dedication of the Student Activities Center will also take place, as a kind of finale for the occasion. In addition, IUSB Fest will be that weekend.

On October 4 the Campus Directions Committee will be holding public fora. The participation of the faculty is needed, so please attend. Members of the wider community are also being invited.

The Chancellor's Medal reception has tentatively been scheduled for Oct 16. The dedication of the Raclin School of the Arts is definitely scheduled for Nov. 10.

The chancellor has invited Don Hossler [from Bloomington] to our campus. He is in charge of the new PeopleSoft program, about which there are many questions and concerns on our campus. He will try to come in early November. The date will be announced when it is firm.

The chancellor recently had a luncheon meeting with Ginny Calvin, who heads up IVTech. They talked about forthcoming articulation agreements between the two campuses. We will continue to work closely with IVTech.

The chancellor thanked those who were able to participate in dialogue with Alice Chandler, the consultant on administrative structure for the campus. The draft of her report should be arriving on campus shortly. It will be shared with the campus.

Chancellor Reck apologized once more for being unable to attend today, but said that she looks forward to attending the October 18 meeting of the Senate.

## II. Announcements

Schreiber reminded us that the deadline for ordering caps and gowns for the Installation is Monday, Sept. 23.

## III. Constitutional Amendment

Schreiber opened discussion of a proposed amendment to the Senate Constitution. The amendment would increase the responsibilities of the Senate Admissions Committee to include changes in the admissions and advising procedures, and it would change the committee name to "Committee on Admissions and Advising." It would also modify the area of authority of the Committee on Academic Affairs. The amendment has been formulated and is moved by the Senate Executive Committee.

Proposed Amendment:

A. The Committee on Academic Affairs shall have authority over [omitted: admission and retention of students, probation,] cheating, plagiarism, grading, registration, class scheduling and University calendars.

L. The Committee on Admissions and Advising

Committee Responsibilities:

The Committee on Admissions and Advising shall monitor all aspects of admission, advising, retention, academic probation, dismissal and readmission at IUSB. Additional responsibilities shall include:

1. Setting standards, policies and procedures governing admission to IUSB.
2. Making policy and procedural recommendations to the academic units governing advising, academic probation, dismissal and readmission to IUSB.
3. Making policy and procedural recommendations to the Academic Senate governing advising, academic probation, dismissal and readmission to IUSB.

Committee Membership:

1. Eight faculty members, with voting privileges, shall serve two year staggered appointments with four persons appointed each year. The faculty appointments shall be made by the Academic Senate Executive Committee. Each IUSB School and College should have a faculty representative.
2. Three administrative members, with voting privileges, shall serve one year renewable appointments made by the Academic Senate Executive Committee. The appointments, drawn from recommendations of the administrator of the unit, shall be from the Registrar's Office, Admissions Office and the Office of the Vice-Chancellor for Academic Affairs.

3. One student member, with voting privileges, shall serve a one year renewable appointment made by the IUSB Student Government Association.
4. The chairperson shall be a faculty member elected by the committee members at the first meeting of each academic year.

#### Discussion of the Proposed Amendment

Comment: the amendment would be a welcome step because it reflects the recent increased faculty involvement in student advising. The faculty need a mechanism to monitor academic policies as they affect advising. Coordination between the various schools on campus is also sometimes necessary, even though advising is primarily the responsibility of the individual schools. The faculty also need to be able to legislate new policies for advising and admissions. Here are some matters that need attention:

(1) Currently we have no way to compel students to seek academic advising, and many students -- even freshmen -- deliberately go without, so that probably no academic unit achieves even a 50% rate per semester; this is an academic issue. (2) Policies involving probation and academic forgiveness, which are the responsibility of the individual schools, should probably be coordinated across campus. (3) The deadline for registering classes comes well after classes have begun, and I'm not sure that's a good idea; I would prefer to see it earlier in August [for fall semester]; faculty have a considerable stake in that issue. (4) Retention issues have been a concern recently, and a committee on Admissions and Advising would be an ideal place to discuss this matter and perhaps propose new policies. (5) The new PeopleSoft program mentioned by Chancellor Reck has many people on campus concerned about what it will mean for our campus. (6) How do we recognize faculty who spend lots of time with advising? One concern I have about the proposed amendment is that the SASS (Student Academic Support Services) office should be represented on an Admissions and Advising committee because they are the hub of the advising process and should have a crucial role in advising the committee.

Comment: I am in agreement with the direction of the amendment but question the consistency of the proposed voting rights with rules stated elsewhere in the constitution. I recommend that non-faculty members of the committee be required to seek voting rights in accord with constitutional rules. This seems particularly important in light of recent erosion in faculty governance in favor of administrative or administratively-appointed committees. I propose that we strike "with voting privileges" from items 2 and 3 under the heading Committee Membership.

On behalf of the Executive Committee, Doug McMillen, author of the amendment, accepted the proposed wording as a friendly amendment.

Schreiber reminded us that when discussion of the amendment is concluded, a mail ballot will be sent out to all members asking whether they approve the amendment.

Correction: "with voting privileges" needs to be struck from item 1 as well.

Question: I am not clear about the division of duties between the two affected committees. [Tape unintelligible, but the question was answered to the satisfaction of the person asking.]

Question: Are librarians eligible for membership on the proposed Admissions and Advising committee? What are the eight units from which the "eight faculty members" [item 1, Committee Membership] are to be drawn? It seems that there are at least nine units.

Answer: There are six schools and colleges (Arts, Business, Education, Liberal Arts and Sciences, Nursing and Health, SPEA), each of which must be represented; two additional faculty members will then be chosen from the library, social work, labor studies, etc.

Proposal: that the amendment be changed by removing the provision for a representative from the Registrar's office, replacing that office with the SASS.

The proposal was accepted for the Executive Committee by McMillen as a friendly amendment.

Proposal: remove the wording calling for an "SASS" representative; direct the VCAA to choose a student services representative (to avoid specifying any particular proper name for that administrative office).

Several members suggested wording for that proposal. The final form was as follows:

2. Three administrative members shall serve one year renewable appointments made by the Academic Senate Executive Committee. The appointments will be drawn from recommendations made by the Vice Chancellor for Academic Affairs.

A motion was made to close debate. The motion carried without dissent. A ballot on the proposed amendment will be sent to each member of the Senate.

#### IV. Reports on SMART and recycling

Schreiber called on Andy Schnabel to make these reports, which follow.

In 1995 the Academic Senate passed a resolution to put IUSB in compliance with Indiana House Bill 1240 (1990), which mandated severe reductions in waste production and restrictions on the disposal of recyclables. The Senate Resolution called for (1) campus-wide recycling of aluminum, glass, corrugated cardboard, all grades of paper, and hdpe 1&2 plastic; (2) appointment of a recycling coordinator, establishment of a recycling committee, and creation of a network of recycling representatives throughout the campus; (3) funding from sale of recyclables and from external grants; (4) a drastic increase in the number of collection bins, with collection of recyclables accomplished by the custodial staff; (5) development of programs for reduction of source materials (e.g., using less paper), purchasing materials with recycled content, and making the university more energy efficient.

The ad hoc Committee on Recycling was formed in January 1996. Its current faculty members are Deborah Marr (chair), Robert Pope, Dave Vollrath, and Andy Schnabel. It needs more faculty members, especially from buildings not represented (e.g., Wiekamp), and more student members. There is still no campus-wide recycling coordinator, nor is there a network of recycling representatives in different buildings.

We are currently recycling cardboard and all grades of paper, books, catalogues, and other glue-bound volumes (semi-annual basis), hdpe 1 & 2 plastic, aluminum cans, overhead transparencies, and ink jet printer cartridges. New materials to be collected this year are glass bottles (cafeteria only), computer diskettes, and CDs.

Accessibility to recycling containers and education about these programs still varies from building to building, but one of the goals of the committee this year is to educate as many IUSB people about the program as possible, and to make all types of recycling easy for everyone.

Some funding sources have been found: \$5,000 in-house from the Budget Committee; \$5,000 matching funds from the St. Joseph County Solid Waste Management District; \$18,000 over 3 years from the Indiana Department of Environmental Management; nearly \$1,000 annually from aluminum cans; about \$100 annually from printer cartridges.

Currently under discussion is the use of 30% recycled paper for photocopying and printing in the library, OIT labs, College of Liberal Arts and Sciences, and UCET. Students now have limits on the number of pages they can print during a semester in the public computer labs. Faculty also have limits, and they are somewhat lower because faculty usually do not do extensive printing in the public labs.

The committee will push for source reduction of materials. For example, huge numbers of IUSB Bulletins and Schedules of Classes are being routinely printed, even though large numbers are discarded unused. The committee also urges that all balloting by (e.g.) the Senate be done electronically, and that all committees consider conducting as much business as possible electronically (becoming "e-committees").

The committee hopes to make some awards this year to individuals or groups that make exceptional progress in energy use reduction, recycling, etc.

(End of the report on recycling.)

Question: can the committee do anything to get rid of the nasty little cigarette butt collectors located at the entrances of all the buildings?

Answer: that is not under the control of the Committee on Recycling.

Question: what happens to old campus computers that are taken out of service?

Answer: Some are sold; others are carted away.

Question: how is the printing page limit being implemented?

Answer: pages are charged to the account under which a person logs in. When a document is printed, the user gets a screen message telling them how much of their quota they have used. The quotas were set by the Senate Information Technologies Committee. If users reach their limit, they can request that the limit be increased.

Question: can the printers in the labs be made to print on two sides of the paper?

Answer: this is not done because duplex printing tends to cause paper jams.

Exhortation: Don't have your students print out your notes from ONCOURSE; take your ONCOURSE notes to the IUSB Copy Center and have the copies sold by the bookstore.

Report on SMART (Student/Mentor Academic Research Teams):

This IUSB program has supported more than 150 projects in fields such as business, science, liberal arts, education, and health sciences. The SMART committee distributes the funds. Current members are Gretchen Anderson, Eileen Bender, Neovi Karakatsanis, Marta Makielski, Steve Norton, Monica Tetzlaff, Erika Zynda, Mark Royer. A representative from Arts and proposals from Arts would be welcome.

There are four separate ongoing grant programs:

- (1) Research expense funds (for supplies, travel, copying, etc.) up to \$500;
- (2) Travel grants for students to travel to conferences, workshops, etc.
- (3) Internship grants for travel and other expenses related to an off-campus research internship;
- (4) Summer Fellowship Grants - salary for faculty members to support 5 or 10 weeks of research during the summer; \$1500 to \$3000 for three to four students each summer.

For this fall:

- (1) Juniors and seniors can apply (by Oct. 4) to attend a 1-day workshop in Bloomington on Oct. 11 on "Securing your future: grad school and you." The program targets students from groups under-represented in grad schools.
- (2) NCUR2003 (National Conference on Undergraduate Research) in Salt Lake City in March. The committee will hold a special competition to select 6 to 8 students to receive travel and registration funds. Applications are due by Nov. 1.
- (3) The IU Undergraduate Research Conference 2002 will be held on Friday, Nov. 8, at IUPUI. The committee will fund all students who apply to attend. The application deadline is Friday, Sept. 27.

## V. Adjournment

11:10 a.m.

Schreiber: I will entertain a motion to adjourn.

(The meeting instantly adjourned.)

Minutes by W. Knight  
Secretary of the Academic Senate