

**ACADEMIC SENATE MEETING MINUTES**  
**March 19, 1999**

Present: S. Agarwal, P. Aghimien, S. Ahire, S. Anderson, A. W. Bartholomew, D. Barton, J. Blodgett, L. Blodgett, C. Brown, E. Bruning, R. Calvin, L. Chen, K. Clark, R. Clark, H. D. Cohen, J. R. Colborn, R. Cook, R. Cordell, J. Davis, J. Detlef, T. Dobrzykowski, D. Duff, L. Fisher, M. Fox, L. Fritschner, P. Furlong, L. Garber, S. Gerencser, K. Gindele, J. Good, J. Gottwald, G. Hadley, M. Heck, P. Henry, J. P. Herr, G. Huitink, K. Jackson, P. Joray, N. Karakatsanis, K. Karl, B. Kern, K. Knauss, B. Knowles, M. Lee, J. Lewis, E. Lucal, E. Lyons, M. Makielski, V. T. Mawhinney, G. McGuire, G. Mettetal, E. Mooney, P. Moore-Whitesell, R. Muralidharan, F. Naffziger, A. Naylor, G. Nazaroff, P. Newcomb, P. Nietch, S. Opasik, R. Osborn, M. Pettengill, C. Quinn, V. Riemenschneider, T. Ross, T. Ryan, A. Sabbaghi, S. Sage, M. Scanlon, E. Scarborough, P. Schnur, R. Schreiber, K. Smant, K. Smith, C. Sofhauser, Y. Song, C. Sutton, J. Swanda, D. Van Auken, D. Vollrath, L. Walker, K. Waters, L. Williams, D. Wisler-Dietrich, B. Wrenn, S. Woodrich,

**I. OIT Report**

The Information Technologies Committee requested that Associate Vice Chancellor Aune be provided time to report on OIT activities from time to time during the year. (See Attachment A for report).

Questions and Answers: P. Furlong asked whether there was any progress in getting a student directory on-line. K. Aune said they were working on inserting that into the Group-wise directory.

**II. Administrative Reports**

1. Acting Vice Chancellor Richmond Calvin, See Attachment B.
2. Academic Affairs Report, Acting Vice Chancellor John Lewis, See Attachment C.

Questions and Answers:

L. Garber asked about the status of the student activity building in the legislature. J. Lewis said he thought it was on track and looked encouraging. D. Cohen asked whether one of the focii of the task force on recruitment, admission, and retention, was "How do we get better students?" J. Lewis said yes.

- C. Chancellor Kenneth Perrin gave his report at a special meeting last Friday so he could be present with his family for his grandson's surgery.

## II. Presiding Officer

- A. The meeting was officially called to order at 10:33 a.m.
2. The minutes of the February 19<sup>th</sup> meeting were approved as published in the Academic Senate folder of the shared drive:  
(Condor/Shared, Vol W\AcadSenate\SenateMin\Senateminutes)

**III. Memorial Resolution for Librarian Emeritus Harlin by Professor Knowles and Swanda.** Professor Swanda presented the resolution. Donna's son, John, was present for the presentation of this memorial resolution. (See Attachment D.) A motion was made (J. Swanda) and seconded (R. Calvin) to adopt the resolution. Motion carried.

## IV. Old Business

- A. President Riemenschneider informed the body that a reporter from the South Bend Tribune had asked whether Senate meetings were open. President Riemenschneider was informed by the IU attorney that the Senate meetings were closed. T. Ross asked whether the faculty as a whole could vote on this issue and moved that meetings be open. The motion was seconded by L. Garber. Motion carried. For clarification, D. Cohen asked, "Could the community vote to close a particular meeting if they chose?" President Riemenschneider answered yes.
- B. Post tenure review report from Faculty Welfare Committee.  
(The report was distributed before the last faculty meeting.)  
President Riemenschneider announced that the "Guiding Principles for Faculty Review" passed by the UFC at its February meeting would be presented for approval to the Board of Trustees at their meeting next week. Since the Principles were going to be presented at the March Trustees meeting, the chair of the Bloomington Faculty Council decided to delay presenting the Bloomington Misconduct Policy until the April meeting. He had presented them to a Trustee Committee at the February meeting and the committee was concerned with the number of hearings and the length of time. President Riemenschneider stated he did not feel the time line and number of hearings was unreasonable. Rather the number of hearings and time line (approx. 1 -2 years) was required to ensure due process. He stated he felt the plan was defensible and, if approved, he would be willing to appear before the Trustees to defend it. He also stated he thought there was some advantage in going ahead (e.g., we would meet the trustees deadline by having a plan by the end of the year, and we don't always have to follow Bloomington). P. Schnur moved and P. Joray seconded to adopt the policy.

Discussion:

Regarding item 5D on page 6 (emergency instances when the Chancellor can

intervene), J. Lewis asked, "How would the Chancellor know there is an emergency?" J. Lewis stated he thought we should add a provision in which the Dean could inform the Chancellor as to whether an emergency exists. V. Riemenschneider said he assumed that Dean's have that authority. D. Cohen stated we have a strategic situation with the trustees regarding a sensitive issue. "Because the trustees have yet to approve a series of principles, we would be passing a process which we probably would not be passing unless the trustees had pushed us, and now we don't know what the trustees are pushing us with. I'm not sure we put ourselves in a good strategic position until we know what the principles are." V. Riemenschneider responded that it was his understanding that the trustees have pretty much agreed to the principles passed by the UFC, and the delay of passing the principles is more the fault of the Chair of the UFC, and not the Trustees. S. Gerenscer stated that at our last meeting the UFC representative said there may be a strategic advantage to passing policy after Bloomington. P. Joray said we discussed this at the Executive Committee Meeting. It appears that Bloomington is going to pass the same document, so the advantage of having ours the same as theirs would still exist. Although there is some possibility that it may end up being different, and that the Trustees may decide to change the principles. In identifying the worst case scenario, R. Schrieber stated he thought presenting this proposal and having them disapprove was better than not presenting anything at all and missing the deadline. P. Herr suggested we present and have them react to it rather than the other way around. D. Cohen felt this was not something we should be first on and moved to postpone definitely to the April meeting because we would still have time to meet the Trustees deadline (seconded by Bushnell). Motion carried.

#### **IV. New Business**

##### **A. Non-tenure Track Faculty**

(Please check the report of the UFC committee on the web at:  
[www.indiana.edu/~ufc/circulars/97-98/U9-98.htm](http://www.indiana.edu/~ufc/circulars/97-98/U9-98.htm)

V. Riemenschneider said he was not sure this was on the March or April UFC agenda.

P. Furlong commented on the "break down" in the efficiency of the UFC meetings.

J. Lewis asked whether there was pressure to complete this before the end of the year and whether it would be possible to ask for more time. D. Cohen requested that President Riemenschneider ask that it not be put on the UFC agenda until the campuses have had a chance to review it.

##### **B. FN grade proposal**

This is a new proposal for a system wide grade that would indicate the student did not attend class. You would be required to include a date of last record of participation. A University wide Federal "A133" audit was conducted in 1996-97 of all programs receiving federal funds. The report of that Audit included a finding of "Lack of an Acceptable Unofficial Withdrawal Policy for all Campuses". An Unofficial

Withdrawal is a student who ceases to attend classes and fails to notify the school that he/she is officially withdrawing. For a student to be receiving student aid the student must be in attendance. There is a federally defined aid refund period and if a student quits attending during the period, the university must return a portion of the funds as defined by the attendance dates. Therefore, the new grade will require a "date of last participation" in addition to the FN. This date will be the last record you have of a student being in class or participating in class requirements. Using the present procedures, could result in a considerable loss of federal dollars that the University would have to return. The N would not appear on the official academic records but would appear on internal records. This will be voted on at the next UFC meeting, therefore we need to know the will of the faculty. It was moved (R. Calvin) and seconded (D. Vollrath) to accept the proposal.

Discussion:

In response to several questions, President Riemenschneider clarified that the biggest change in the policy is that faculty would need to know whether the grade was an earned F or an attendance F. Keeping attendance would not be required. However, when faculty give a grade of F, they must supply the last date of attendance on record which could be an exam or an assignment that was turned in. T. Mawhinney asked the consequences of the new policy for irresponsible students who stop showing up. V. Riemenschneider stated that this policy would penalize students. If they attend the whole semester and get an F, the University pays, if they stop attending, then the money is recovered from the students. T. Ryan asked if there was such a thing as a WFN? President Riemenschneider said he was not sure how to answer. P. Furlong asked what happened to students who get an FN and drop below the hour requirement for financial aid, do they lose financial aid? R. Calvin said yes. D. Cohen noted that supplying a date would not be as big a problem for us because of our relatively small classes as it would be for Bloomington and Indianapolis. S. Gerenscer suggested that since this is one more thing that faculty will have to do at the end of the semester, maybe we could use this as a reason to argue for a longer period to turn in grades. J. Gottwald asked if there would be any liability for a faculty member who puts down the wrong date, and the student challenges it. President Riemenschneider answered you would have to use the date of record. Hearing no further discussion, President Riemenschneider moved to the question. Motion carried.

## **VI. Reports**

- A. Report on Student Activities Building, The Trustees failed to act on the plan at their last meeting, the report by Randy Landsberg, Director of Facilities Management, must be delayed.
- B. President's Report, Professor Riemenschneider
  - 1. Ballot report:
    - The amendments to the Constitution, Article X. Dismissal, Section 2 Procedures

all passed by exceeding the required two-thirds majority of votes cast. The amendment to Article VII, Section 7B that revised the definition of the Curriculum Committee passed by exceeding the two-thirds majority of votes cast.

The officers of the elected in the March election are: Suzanne Konzelmann, Vice-President; Constance Deuschle, Secretary; and the three at large members of the Executive committee are Peter Bushnell, Hossein Hakimzadeh, and Gwynn Mettetal. I am embarrassed to admit that I forgot to put the UFC representative on the ballot. I hope, since Nanci Yokum was running unopposed, that we can consider her elected.

The Faculty Board of Review for 1999-2000 consists of: Brenda Knowles, Kirk Mecklenburg, John Russo, Scott Sernau, Cynthia Sofhauser. The newly elected members of the Promotion, Tenure and Reappointment Committee are: Gretchen Anderson, Rosanne Cordell, and Curtis Leggett.

The three new members of the Athletics Committee are: Randall Isaacson, Marian Pettengill, and Tom Vander Ven.

2. Report of UFC Agenda topics.
  - a. A topic that will appear on the UFC agenda is a proposal for revising the University Research Policy Committee. There was considerable discussion by the UFC agenda committee earlier this year since many members of the agenda committee felt the committee should serve in a policy advisory function and, instead, was being used as a technical advisory committee.
  - b. Vice President for Research Walker has found that the present committee arrangement does not work the way they had planned when the ad hoc committee issued its report in 1996 that set up the present structure. VP Walker is recommending two changes: One, instead of having co-chairs as it presently has, the committee should have a single chair, with the chair alternating between IUPUI and Bloomington representatives. One person in charge of shepherding the committee's work and keeping track of the matters under consideration. The co-chair arrangement has not worked very well.
  - c. Two, the Liaison Committee and the Tech Transfer Advisory Committee would be eliminated and the functions of the latter would be reassigned to the URPC.
  - d. Please check the UFC web site for circular U4-97 and if you would like your representatives to take a specific position on the proposal, please send an email to Tom Mawhinney, Paul Joray and I. We need your input to know how to vote on this issue.

3. Congratulations to the new IUSB FACET members, De' Bryant, Peter Bushnell, Rosanne Cordell, Cynthia Sutton. Also, congratulations to William Frascella, the 1999 Lundquist Faculty Fellow.
4. Comments from the floor
  - P. Herr made suggestion that we restructure senate meetings so that all reports are put on an electronic bulletin board and meeting time is devoted to policy issues.

Meeting adjourned at 11:43 a.m.

## VII. Attachments

- A. **Report on OIT Activities to IUSB Faculty Senate, Kirk C. Aune, Ph.D., Associate Vice Chancellor for Information Technologies** (This report is available Online at: [http://www.iusb.edu/~kaune/facsen\\_r/index.htm](http://www.iusb.edu/~kaune/facsen_r/index.htm).)

1. Focus for Today

- Computer Upgrade Status (Faculty/Staff)
- Network Status (Internet Bandwidth & Dial-in Access)
- Support Services Status (HelpDesk)

2. Computer LifeCycle Status

- 5.5 years in 1995
- 3.3 years today
- Requires regular attention (\$360,000/year)

*In 1995, the computer upgrade status was once every 5 2 years. The upgrade status is 3.3 years today. OIT is shooting for 3 years. That is, you would have a new computer on your desk once every three years. The current upgrade status costs \$360,000 per year. The amount of money in the budget for upgrades is \$150,000. Thus, we=re short about \$110,00. But we get augmentations on a regular basis through salary savings.*

3. Internet and Dial-in Access

- Current T1 Internet access saturated
- Additional T1 in testing this week
- 31 + 9 + 5 dial-in modems
- Adding 10 modems within a month.
- IPX routing (H:, O:, W: at home)

*There is 4 to 6 times as much traffic on the internet as there was 4 years ago. Two T1s should be in service by the end of next week meaning we will have 10 times the capacity that we did 4 years ago. You may be getting a busy signal when dialing into the modems. There are 3 pools, 31 for main campus for 3 hour sessions, 9 in an express pool, and 5 in Elkhart. There will be 10 modems added to the express pool within a month and we're adding an upgrade to our telephone switch where all the 19 and the 31 can be in one rotary pool. We think this should address the delays you may have experienced. A lot of people have been concerned about their home directories on their computers at home. The H, O, and W drives can generally be obtained if you dial into the pool of 9, but there is a 30 minute limit. He is hopeful that the IPX routing will make these directories available at home within the next two weeks.*

#### 4. HelpDesk

Daily Volume: 23 in; 20 out; 4 hrs/call  
Student consultant Triage/Excess Volume  
Professional Staff, Mon - Thu  
Professional Staff, Mon - Fri

*A year ago we were handling 40 calls a day on the average and falling behind about 20 calls per day. This was during the peak of the conversion. Currently we are averaging about 23 calls per day and dealing with 20. So, we're slipping behind at a rate of about 3 calls per day. It takes a bout 4 hours dispose of the average call to the Help desk. Which means we are slipping behind at a rate of about 12 hours per day. However, a lot of those problems go away with time. The delays are the source of frustration for both you and us. We dealt with this problem first by having student consultants triage the problems. In the summer we started putting two professional staff on the Help Desk for most of the day Monday through Thursday, and a student on Friday. Hopes to add another professional staff person to the queue so that a professional person is at the Help Desk on Friday as well. This will allow the staff some rotation out of the Help Desk and into the field.*

### **B. Student Services Report, Acting Vice Chancellor Richmond E. Calvin**

1. The Office of Campus Diversity announces that March is Women=s History and Disability Awareness Month.  
Planned events are:
  1. Tuesday, March 23 at 5:00 p.m. in NS158: "What the World Would be Like Without Affirmative Action".
  2. Saturday, March 27, 9:00 a.m.-3:00 p.m. in the cafeteria:  
"We All Chase the Same Dreams, but Have Different Ways to Get There."

Please encourage your students to attend.

2. On Tuesday, March 23 and Wednesday, March 24 Career Management Services is offering "Choosing a Major" workshops.  
March 23, 8:30-9:30 a.m. - A122  
4:00-5:00 p.m. - A120  
March 24, 11:30 a.m. - 12:00 noon - A122  
4:00-5:00 p.m. - A120
3. **Table Talk:**  
The next session of Table Talk is scheduled for Tuesday, March 23, in the cafeteria located in the Administration Building. Please join us from 11:30 a.m.-1:00 p.m. for a discussion on "Alcoholism and Binge Drinking". The next topic on Wednesday, April 7, will be "I Am Not a Feminist, But . . ."
4. On Saturday, March 27, there will be a Disability Awareness conference in the Administration Building from 9:00 a.m.-5:00 p.m. Please contact mark Dosch for information.
5. The Freshman Division recently met with departments across the campus regarding placement recommendations and the effects of such recommendations on our students. A summary of the meeting is available from the Freshman Division.

**New Student Orientation Dates:**

Sunday, May 23 1:30-4:00 p.m.

Monday, June 14 1:30-4:00 p.m.

Sunday, July 18 1:30-4:00 p.m.

Monday, August 18 5:30-8:00 p.m.

This year Student Affairs has developed means by which faculty may become more involved with incoming students.

6. **Advising Consultant:**  
Karen White, Director of Freshman Division, has been selected as consultant to evaluate the advising system at IUE at Richmond.
7. IUSB Women's Basketball Team participated in the NAIA National Tournament. They won the conference championship for the second consecutive year.
8. Wednesday, March 24, the Counseling Center will begin to distribute surveys to assess awareness of Counseling Center services, and possible obstacles to utilizing those services.
9. Wednesday, April 7, from 12 noon until 1:00 p.m. in room NS09, Bruce Cook, addiction's specialist, will give a presentation on: "Social Drinking, Problem



Drinking, or Alcoholism". All students, staff, and faculty are invited. Please encourage students to attend.

10. Thursday, April 8, from 9:00 a.m.-7:00 p.m. the Counseling Center will provide free alcohol abuse screening as part of National Alcohol Screening Day.

### **C. Academic Affairs Report, Acting Vice Chancellor John Lewis**

1. During the past two weeks, a total of 16 budget hearings were held on campus. The managers of the major accounts, academic and otherwise, presented their budget requests in hearings attended by representatives of the Senate Budget Committee and the Ad Hoc Budget Committee representing the professional staff, the clerical staff, the service-maintenance staff, and students. Mary Ann Zemke, chief financial officer, and I co-chaired these hearings. I would like to thank the faculty members on the Senate Budget Committee for their willingness to participate in these often lengthy sessions. No final decisions can be made about next years's budget until the state legislature completes its work later this spring.
2. Next Thursday, Chancellor Perrin will attend a special meeting of a committee of the IU Board of Trustees at IU East, in Richmond. He has been asked to report on IUSB's efforts to enhance student retention and persistence. The Trustees want reports from all campuses, I believe; they are starting next week with IUSB because we are seen to have made important progress in retention. IUPUI will also be reporting at this first session.
3. Speaking of retention, the long-awaited IUSB Task Force on Recruitment, Admissions, and Retention will hold its first meeting later today.
4. As I suppose you all know, two more candidates for the position of Vice Chancellor for Academic Affairs will be on campus next week. I hope you will all find the time to join one or another of the group meetings with Dr. Alfred Guillaume and Dr. James Pula, and then share your assessments of them with the search and screen committee.
5. IUSB's Third Annual Undergraduate Research Conference is convening as we speak; nine students will report on their research projects. I encourage you to drop in before the conference adjourns at 2:30 this afternoon. They are meeting Wiekamp Hall, room 1175.
6. A week from today, on March 26, Al Wertheim from the IU Office of Research and the University Graduate School, will be at IUSB to discuss external funding possibilities with interested faculty. Erika Zynda will send out more details by e-mail later today.
7. Lastly, I am very pleased to announce that Elizabeth Mooney, Adjunct Lecturer in

Sociology, has been awarded Merit Status upon the recommendation of the Associate Faculty Advisory Committee. Betty Mooney will be recognized for this distinction, along with other associate faculty members who have served IUSB for many years, at an Associate Faculty Recognition Reception at the end of next month.

#### **D. Memorial Resolution for Librarian Emeritus Harlin**

Donna Belat Harlan was born on December 19, 1926, in Columbus, Ohio. After she was graduated in 1944 from Charleston High School in Charleston, West Virginia, she matriculated at Stephens College, Columbia, Missouri, where in 1946 she earned an Associate of Arts degree in Aviation. In 1948, Donna received a Bachelor of Arts degree in political science from Morris Harvey College in Charleston, West Virginia, and the Master of Library Science degree from Columbia University, New York, New York, in 1950.

Donna's first academic appointment was with the University of Pittsburgh Libraries. She also worked for the West Virginia Library Commission; the Michigan State Library; the Federal Reserve Bank of Chicago; the Racine, Wisconsin, Public Library; and the U.S. Army Map Service.

In 1966, Donna joined the faculty of Indiana University South Bend as the Head Librarian, a position she held until 1977. Donna in 1974 was granted tenure and the rank of Associate Librarian. In 1978, she served as Interim Executive Secretary of the Resources and Technical Services Division of the American Library Association (ALA). She in addition served as the Deputy Executive Director of the Association of College and Research Libraries of the ALA in 1982-1983. After 24 years of meritorious service at IUSB, she retired in 1990 as Associate Librarian Emeritus.

Donna's colleagues at IUSB, her fellow professionals, and the students and community patrons whom she assisted recognized Donna as a true lover of books and scholarly works. They marveled at her encyclopedic knowledge of the reference component of librarianship. Those who worked with Donna in the early days of IUSB in particular remember her pioneering and creative efforts to build the present impressive collection housed today in the Schurz Library. She had inherited a collection that was weak, shot through with gaps, and wholly out of balance. Despite severe financial and personnel limitations, Donna worked diligently and efficiently to remedy these deficiencies and to build a library almost from scratch. Colleagues conjure up her patiently moving the library's books from one postage-stamp size room to another, a process she replicated until something like a library finally emerged. They applaud her decades-long championing of the need for a free-standing library, a quest that culminated in the construction of the Schurz Library. They emphasize that without Donna's single-mindedness and her consummate ability to overcome the system-wide inertia that often plagues such projects, the Schurz Library might yet be unrealized. They recall her boldness in turning over much of the acquisition process to faculty members both on and

external to the Library Committee, despite what might have been the customary wisdom at the time. They furthermore view her commitment, dedication, and devotion to the library as one of the pillars on which IUSB's academic programs rest. Above all, they remain mindful of the sheer force of her personality--her unflagging smile, her infectious laugh, and her unfailing good humor--that, especially as IUSB struggled to become a first-rate University, fostered a sense of collegiality and respectfulness that survive her passing. Put differently, Donna's generosity of spirit and bigheartedness--she never met a stranger--forged connections between people and made IUSB the hospitable and inviting place it is today.

Donna's service to others went beyond these on-campus endeavors. In the community, she participated in a wide range of civic, professional, and religious organizations. For instance, from 1975 to 1977, she served the City of South Bend as a member of the Mayor's Commission on the Status of Women, including a term as the President of this body in 1976-1977. She also was a founding member of the Planning Commission and the first Executive Committee of the State of Indiana Area 2 Library Services Authority (ALSA2), North Central Indiana's multi-type library cooperative. Moreover, she used her many talents in behalf of the American Association of University Professors, the American Association of University Women, the American Library Association, Church Women United, the First United Methodist Church, United Methodist Women, and the Society of American Archivists.

During her retirement, she added to this impressive record of volunteerism and continued to read voraciously. Donna also honed her love of politics and all things international through trips to China and Africa.

Donna's multifacetedness and *joie de vivre* made her unexpected death all the more profound for her friends and colleagues here at IUSB and those far and near. Memories of her numerous exemplary qualities--her zest for life, her gusto, her abiding spirituality, her celebration of the accomplishments of others, her authenticity, her deep capacity for friendship that made her the confidante of many, and her passion for learning leave a void that will be difficult to fill. To each of us privileged to know her, she gave immeasurable gifts, a legacy of friendship, professionalism, and service that we cherish and hold dear. We can honor her memory in no more fitting fashion than to emulate her many admirable traits.

Donna's husband, Harold O. Harlan, whom she had married on April 28, 1951, in Charleston, West Virginia, preceded her in death on December 12, 1961, as did her son, Harold O. Harlan, Jr., who died on January 15, 1958. Donna's death on December 25, 1996, is most keenly felt by her son John B. Harlan; her daughter-in-law, Mary Clark Harlan; her aunt, Bela Ayers Woodruff; her first cousins Karl Cring Ayers and Susan Ann Woodruff Fry; and her many dear friends throughout the world.

BE IT RESOLVED, THEN: that the Indiana University South Bend Academic Senate and the entire IUSB community acknowledge our collective loss; that we extend our

deepest sympathy and sincerest condolences to her family; that this resolution be recorded in the Minutes of the Academic Senate; and that a copy of this resolution be sent to her family.

Indiana University South Bend

March 19, 1999