

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES
November 19, 1996
Room 132 Whitewater Hall
11:00 AM

Presiding: Walter Wagor, President of Faculty Senate

Present: Avirappattu, G.; Baldwin, L.; Bandish, C.; Barton-Kriese, P.; Bergen, M.; Blake, J.; Blakey, G.; Branstrator, P.; Brown, E.; Browne, B.; Browne, C.; Clark, K.; Corder, S.; DaCosta, C.; Dalphin, J.; Dansby, J.; Dempsey, K.; D.; Fahl, D.; Fine, P.; Folkerth, M.; Frantz, D.; Fulton, D.; Gallo, E.; Goerss, B.; Jackson, D.; Jayasuriya, K.; Larger, M.; Lehman, J.; Ludlum, C.; Marling, V.; McCarty, J.; McFadden, S.; Merrill, H.; Miller, K.; Morse, M.; Nishihara, L.; Nwobodo, P.; Osborne, R.; Osgood, T.; Pandya, V.; Rankin, S.; Rao-Dev, V.; Roman-Royer, J.; Sabine, N.; Shapiro, S.; Stolle, C.; Szopa, A.; Thomas, T.; Tolley, R.; Veramallay, A.; Vincent, J.; Wagor, W.; Watkins, M.; Weber, G.; Worpberg, W.; Williamson, T.; Wyett, J.

I. Call To Order

The meeting was called to order at 11:04 am by Senate President Walter Wagor.

II. Approval of Minutes

Karen Clark moved to accept the minutes of the October 1, 1996, meeting. Michele Larger seconded. Minutes approved

III. President's Business -Walter Wagor

- A. Walter Wagor addressed the issue of book order due dates. In the Academic Handbook the order dates are listed as 10 weeks before the beginning of a semester. The Bookstore Manager, the Vice Chancellor for Academic Affairs, the Chancellor, the Faculty Senate President and Diane Lucas, book buyer, met to discuss all the factors involved in the ordering process and determined consistent/permanent deadlines for book orders. Fall book orders will be due by April 15, Spring orders due by October 1, and both Summer sessions orders due by March 1. This change will be made in the Academic Handbook.
- B. Walter Wagor gave an update on the IU East Grade Replacement Policy. The policy, as passed by Faculty Senate two years ago, was not able to be implemented due to problems with computer capabilities. UFC, through its Educational Policy Committee, is looking at the variety of policies on the various campuses and trying to determine if a compromise policy is possible for all campuses. A common policy for all campuses would alleviate problems in student transfers.
- C. There was explanation of TERA, Teaching Excellence Recognition Award, passed by the Board of Trustees last year. The Board of Trustees recommended to set aside one half of one percent of tuition money to be used to reward up to the top 25% of faculty for a teaching award recognition. The President appointed an Ad Hoc committee to make recommendations to the Board. The Presidential committee recommended a one time teaching award available for all Tenure eligible faculty with 3 years of service, adjunct faculty would be eligible if the campus so decides. Faculty would not need apply for the award and it would not be added to other awards. The response from UFC, passed at the last meeting, recommended the amount of the award to be beyond merit raises or other awards, to extend eligibility to Librarians, Emeriti faculty actively teaching and part time faculty, to eliminate the three year service requirement, and bind the award as far as possible to existing salary mechanisms

- D. Walter Wagor opened discussion of a January Faculty Senate meeting date since the first Tuesday, January 7, is prior to the beginning of classes. Judy McCarty moved to eliminate the January meeting. Suzi Shapiro seconded. Discussion. Tom Osgood suggested moving the meeting to January 14, because he did not like the idea of eliminating a Senate meeting. Rob Tolley felt that cancelling a meeting might overload Standing Committees for the February meeting since their work is on-going. Judy McCarty moved to amend her motion to change the meeting to January 14. Cathy Ludlum said that would allow time for the Agenda Committee to meet. Motion passed. The January Faculty Senate meeting will be Tuesday, January 14, 1997.

IV. Student Government - Pam Fine

- A. Pam Fine, President of Student Government, thanked everyone for their participation in the recent Jail/Bail event. She announced that the Student Academic Affairs Committee will meet with the Faculty Senate Academic Affairs Committee.

V. Standing Committees

Academic Affairs - Vandana Rao-Dev

- A. Vandana Rao-Dev brought from the AAA Committee, moved and seconded, a proposed addition to the transfer of credit statement in the Academic Handbook. She explained the addition clarifies that the decision rests with faculty and the Division Head is the final appeal. Motion passed. The approved change will be added as number 5, on page X-1.4 in the 12/91 version of the Academic Handbook.

"5. The faculty at Indiana University East have the authority to decide which courses are appropriate for transfer of credit. The Office of Admissions will refer any question of transferability to faculty in the appropriate discipline. The decision on each request will be made by the appropriate discipline faculty. A student may appeal a transfer of credit decision by petitioning the head of the relevant campus division, who has the final authority in accepting or rejecting the appeal."

Budgetary Affairs - Lora Baldwin

- A. Lora Baldwin said the committee is making revisions to the Salary Policy. One recommendation is to change the way merit policy is currently done. If there is 4% increase available, 1% is given on an equal percentage basis for inflation and 3% is divided among the merit levels in equal dollar amounts for equal merit ratings. The suggested revision is to administer the inflation amount on an equal dollar amount for all faculty. Merit increases would then be determined by percentage. The committee will hold open sessions to discuss the revisions when they are completed. Anyone is welcome to attend the regular Budgetary Affairs meetings which are held on Mondays at 1:00 in the Hayes Hall Conference Room.

Curriculum Committee - Cathy Ludlum

- A. As information items the following classes will be brought from the Master course list: Y 324 Women and Politics, Y 325 Black Politics, N120 Topics in Biology and C490 Topics in Computer Science.
- B. Two new course proposals for the IIM degree were brought, moved and seconded by the committee, for approval: I490 Trends in Integrated Management and I300 Foundations and Principles of Integrated Information Management. Both passed.
- C. The certificate in Tourism and Hospitality is being reviewed. Henry Merrill and Ginny McNeil, in Continuing Studies, are revising some parts of the program. There are discussions about including the program in the BEST Division.

Faculty Affairs - George Blakey

- A. As approved by Faculty Senate, the Faculty Affairs Committee is responsible for the Evaluation of Chairs . The committee met to review and discuss what changes need to be made in the evaluation process. The revised procedures were presented for Senate approval. George Blakey went through the changes: the evaluation would be for use by full time faculty and staff; a separate form would have to be created for adjunct faculty; peer evaluators would administer and tabulate the evaluation, and some wording changes. Discussion. Lora Baldwin suggested a clarification of "their" completed instrument. David Frantz asked how it would be determined if adjuncts would participate in the evaluation and who would create the evaluation form for them. There was discussion about the use of "verbatim" comments since some comments might reveal the evaluator. Carol Browne made a motion to change the wording in the section on tabulated results to insure anonymity. Randall Osborne seconded. Motion passed. After further discussion, Judith Roman-Royer suggested some re-wording to include "verbatim" and moved to accept the procedures document as amended. Vandana Rao-Dev seconded. Motion passed. Walter Wagon called for a vote on the entire amended procedures document. The amended document was approved and is attached to these minutes. Revised copies will be placed in the red notebooks in lounges.
- B. Bill Browne explained that the complete policy regarding clinical ranks is available in the red notebooks in the lounges. For information purposes he reviewed some of the recommendations by Faculty Affairs for implementating the Clinical Ranks policy. The issues relating to the revised document will be discussed and voted on at the December meeting. The policy will then become part of the Academic Handbook. An Open Meeting to discuss the issues will be held on Thursday, November 21, in Middlefork Conference Room, #338, from 2:00-3:00PM.

Workload Committee - Peit Nwobodo

No Report

VI. Chancellor's Business - David Fulton

- A. The Chancellor felt that education "won" in the recent election since both the President and Governor are considered to improve access and opportunities to education but the bottom line will be for the legislature to find revenues to support projects. The IU East planning process will look at the campus vision and identify campus goals. Faculty were asked to review the Long Range Planning document to determine how to implement the goals from individual perspectives. The North Central Association will be visiting the campus the end of February and all faculty and staff should know the planning process and where they fit in the mission, the vision and campus goals.
- B. The Chancellor reminded faculty that Strategic Direction Charter Proposals are due November 20. The Long Range Planning Committee will make recommendations regarding priorities. Budgetary Affairs will look at match expectations and what long range re-allocation of funds will be necessary.
- C. The Board of Trustees have asked Divisions to respond by January regarding their discussions on grading policies.
- D. The Chancellor encouraged divisions to be actively registering students since enrollment drives the budget. Also there is a need to retain students since our enrollment was down this semester.
- E. IU East was the recipient of a 21st Century Scholar Grant which is a program for 8th graders who commit to college. There will be an office in Whitewater and Tim Williams will direct the program.
- F. David reported that the budget was recommended by ICHE to be funded pretty much as requested.

George Blakey made a motion to extend the time of the meeting to finish the Senate agenda. David Chandler seconded. Motion passed.

- VII. Academic Affairs - Carol Browne
- A. Carol Browne reported that the archival procedures for faculty dossiers are being implemented and faculty should have received their documentation notebooks.
 - B. Changes to the IUE Bulletin should be given to Academic Affairs.
 - C. Faculty were encouraged to talk to their advisees about the importance of registering early for Spring semester.
 - D. Carol Browne announced four Summer Faculty Fellows - Kris Dhawale, NSM, Paul Barton-Kriese, BSS, Eleanor Turk, HFA, and Cathy Ludlum, HFA. She thanked the Research and Grants Committee for their work in selecting Summer Fellowships. Bill Browne asked when decisions might be made on sabbaticals in order to plan class coverage and schedules. They should be announced by the next Faculty Senate meeting, December 3.
 - E. The recipient of the first LEAD Center grant, M.J. Henry, was announced.
 - F. George Blakey asked whether the two Baccalaureate programs still sitting with the Commission for approval should be included in the Bulletin. The Chancellor said to include them with the notation of "upon approval".

VIII. External Relations - No Report

IX. Old Business

X. New Business

XI. *University Committees*

- A. Suzi Shapiro said the Computer Committee will be conducting a needs assessment survey and said that classes will be asked to complete them as well as faculty and staff. The committee hopes to have everyone upgraded to at least an LC.

Announcements

- A. Tammy Williamson reported that the United Way campaign was a success, raising \$11,439.50. She expressed thanks to everyone who participated. She also announced that Ed Gallo had won the "Chancellor for a Day" drawing.
- B. Jesse Dansby expressed his appreciation to all the mentors. He also announced the Campus Climate Committee presentation on Diversity in the Classroom by Neil Sabine will be on November 21.
- C. Ashton Veramallay said that BEST Division had a preliminary accreditation visit and received approval to continue.
- D. Chancellor Fulton said the IU East Christmas party will be Friday, December 20, from 6:00-8:00 PM.

XII. Adjournment

Joe Blake moved to adjourn. David Chandler seconded. Meeting adjourned at 12:27 pm.