

Agenda
Indiana University East Faculty Senate
Middlefork Hall 124
November 3, 1998
11:00 - 12:15

- I. Call to Order - Michael Foos
- II. Approval of Minutes - October 6, 1998
- III. President's Report - Michael Foos
Announce:
 - Associate Faculty Representatives
 - Honorary Degree Nominations
- IV. Student Government Announcements
- V. Faculty Committees
 - 1. Nominating - Ed Brown
Board of Review
 - 2. AAA - Kumara Jayasuriya
Progress Report
 - 3. Budgetary Affairs - Lora Baldwin
Progress Report
 - 4. Curriculum - Cathy Ludlum Foos
Information Item - NSM
New Course Proposal - IIM 1430, IIM 1450
 - 5. Faculty Affairs - Jerry Wyett
Progress Report
 - 6. Workload - Joe Blake
Information Items
- VI. Chancellor - David Fulton
Trustees Meeting
Affirmative Action Plan Draft
- VII. Academic Affairs - Diane Roberts
Review of Academic Affairs Office
- VIII. Enrollment Services - Ben Young
Unofficial Withdrawal
Student Recruitment
- IX. Old Business
- X. New Business
- XI. University Committees
UFC Educational Policy Committee
- XII. Task Forces
- XIII. Announcements
- XIV. Adjournment

**INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES
November 3, 1998
Room 124, Middlefork Hall
11:00 AM**

Presiding: Michael Foos, President of Faculty Senate

Present: Acton, K.; Baldwin, L.; Blake, J.; Blakefield, M.; Blakey, G.; Branstrator, P.; Brown, E.; Browne, B.; Carter, R.; Chandler, Dianne; Corder, S.; Dalphin, J.; DaCosta, C.; DeSantis, K.; Englert, L.; Fitzgerald, E.; Folkerth, M.; Foos, C. Ludlum; Foos, M.; Fulton, D.; Goerss, B.; Hamilton, S.; Helton, E.; Henry, M.; Hertzog, R.; Jackson, D.; Jayasuriya, K.; Kauffman, J.; Lang, B.; Lehman, J.; Lemmons, P.; Matika, J.; McFadden, S.; Morse, M.; Osgood, T.; Pentz, M.; Rankin, S.; Rao, V.; Rivard, T.J.; Sabine, N.; Scott, W.; Shapiro, S.; Smiley, K.; Stanforth, D.; Stolle, C.; Stolz, C.; Sundaram, D.S.; Szopa, A.; Tolley, R.; Veramallay, A.; Vincent, J.; Wagor, W.; Watkins, M.; Wilde, J.; Wyett, J.; Young, B.
Absent: Barton-Kriese, P. (Sabbatical); Bergen, M.; Bolyard, C.; Browne, C.; Chandler, David; Clark, K.; Dempsey, K.; Dhawale, K.; Fell, M.; Goble, C.; Hufford, L.; Humphries, P.; Lafuze, J.; Larger, M.; Marling, V.; McCarty, J.; Nishihara, L.; Osborne, R.; Pandya, V.; Rains, J.; Roman-Royer, J.; Thomas, T.; Turk, E.; Walterman, F.; Weber, G.;

I. Call to Order

The meeting was called to order at 11:09 by Faculty Senate President, Michael Foos.

II. Approval of Minutes

Cathy Ludlum Foos made a correction to the minutes in V., D. 3., to change "Since 1500" to "Since 1800", in the H108 and H109 courses. And in V., D. 4, the first sentence, to replace "new course requirement" with "new course proposal". Minutes approved as corrected.

III. President's Report - Michael Foos

A. The President welcomed two elected Associate Faculty Representatives for Fall 1998 - Bob Lang and Wayne Klusman.

B. The President asked Senate members to consider names to be submitted for Honorary Degrees. Candidates should have played a significant role in Indiana, Indiana University or IU East and can be either widely known or locally outstanding.

IV. Student Government - Kristina Smiley

Kristina Smiley reported the results of Student Government elections. The new Senators are: Lisa Dollar, Theresa Miller, Greg A. Hignite, Joshua Bales, Todd Clemens, Charlene Ervin and David Westover. The new Freshmen appointees are; Kevin Anderson, Brandi Pierce and Josh Silvers. Current members are: President-Jeremy Hill, Vice President-Stephen Anderson, Treasurer-Brian Benner, Secretary-Carrie Stewart, Senators-Sarah Watson and Kristina Smiley.

V. Faculty Standing Committees

Nominating Committee - Ed Brown

A. Mary Ann Morse said it is necessary to complete the election for the Faculty Review Board. In voting at the October 6 meeting Marilyn Watkins received a majority of votes cast. Two members need to be elected from the slate of five names, Susy Shapiro, Ron Carter, Mary Ann Morse, Eleanor Turk and T.J. Rivard, determined as the top vote getters. Ballots were distributed. Joe Blake asked if it was Constitutional to select the slate from the top vote getters and if Senate voted to do it that way. Mary Ann Morse said other elections had used the same method. President Foos asked if someone wanted to make a motion to accept the slate. Cathy Ludlum Foos moved to accept the slate as presented. Jerry Wyett seconded. The motion was approved.

AAA Committee - Kumara Jayasuriya

A. Kumara reported that the Committee met a couple of times and is working on the following issues:

a. The committee will work with Vice Chancellor Young to determine an unofficial withdrawal plan.

b. The role and responsibilities of the AAA Committee.

c. An admissions policy.

d. A student complaint policy and student academic complaint policy.

Walter Wagor asked what kinds of student complaints will be addressed. Kumara said academic complaints will need to be submitted in writing.

Budgetary Affairs - Lora Baldwin

A. Lora Baldwin said the committee will be meeting with Chancellor Fulton on November 5th to discuss issues.

B. The committee is working on defining operating procedures for the committee.

Curriculum Committee - Cathy Ludlum Foos

A. A proposal from the NSM Division to revise the baccalaureate degrees was brought as an information item. The committee felt the changes were not substantive since the first track toward the degree was unchanged and the second track allows students more flexibility in selecting core courses to relate to their specific area of interest, but the credit hours required remain the same. Tom Osgood asked if possible low enrollment in organic chemistry classes would be addressed. Peggy Branstrator said they are now offered every year and this will allow them to be offered on alternate years. Walter Wagor said he looked in the Bulletin and some changes appeared to have different credit hour requirements from the first track and asked if this needed to be voted on. Cathy Foos said the differences were less than a concentration. Bob Hertzog asked if it was appropriate for the Curriculum Committee to determine what is substantive and what isn't. Peggy Branstrator said there were no changes in the degree requirements, just in the support courses. She added that there are no 4 credit Chemistry courses. Walter Wagor felt that it was not an information item but a change in a core requirement and should be voted on by the Senate. He made a motion stating that the proposed changes are of substantive nature and need to be voted on by the Faculty Senate. Seconded. Discussion. Tom Osgood said changes need to be reported and recorded somewhere for publication. He also asked what was considered substantive. Bob Hertzog was concerned how the decision is made regarding what determines substantive or not and does there need to be a policy on how these decisions are made. Jerry Wyett said he felt the Curriculum Committee discussed the issue and brought its decision to the Senate. Joe Blake said the word substantive needs to be looked at. Motion to require a vote on revisions to NSM degree did not pass. Mary Folkerth called for a division - hand count of the votes. Motion did not pass 27 no, 13 yes.

Nominating Committee reported that T.J. Rivard had been elected to Faculty Review Board by a majority vote. Another election was necessary to select the third new member of the committee between; Susy Shapiro, Ron Carter, Mary Ann Morse and Eleanor Turk. Walter Wagor asked for the names of continuing members on the committee. Michael Foos replied George Blakey and Jane Vincent. Ballots were distributed.

Curriculum Committee (cont.)

B. Two additional courses for the IIM degree were brought, moved and seconded by the committee, for Senate approval - IIM430 Data Analysis and Decision Support Systems, and IIM450 Legal & Social Aspects of Information Technology. I450, which has been taught as a topics course, was brought as an elective with the possibility of becoming a required course. Both courses approved.

C. Bob Hertzog made a motion to ask the Curriculum Committee to clarify a procedure to determine how substantive issues are determined and to have this procedure approved by Faculty Senate . Joe Blake seconded. Motion passed.

Nominating Committee reported that there was not a majority of the votes for one candidate in the Faculty Review Board election. Since two candidates had votes in double digits and two candidates received votes in single digits, the committee moved that the single digit candidates be removed and the election be held between the top two candidates.

Nominating Committee motion passed. The vote was between Mary Ann Morse and Susy Shapiro. Ballots were distributed.

Faculty Affairs - Jerry Wyett

A. Jerry Wyett reported that, in addition to the issues mentioned at last month's Senate meeting, the committee will work on: a policy for review of Chairs and the Vice Chancellor; discussion of the issues of persons on Sabbatical participating in committee work; and discuss the draft of performance standards and criteria for P&T which was distributed by Vice Chancellor Diane Roberts.

Workload - Joe Blake

A. The committee is continuing to review the workload section of the Academic Handbook.

B. A credit banking proposal will be placed on the listserv.

C. The results of reassigned time have been received from the BSS, NSM and BEST Divisions.

VI. Chancellor's Business - David Fulton

A. The Chancellor reported on the Trustees' Meeting.

a. The 18-20 funding package was adopted as presented.

b. The Associate BSS degree proposal passed by the Trustees and will be forwarded to the higher Ed Commission.

c. There was discussion of criteria for Trustee approval of new degree programs and the difficulty of intercampus transfers.

d. Myles Brand received the Defense of Academic Freedom Award from the AAUP Chapter for his support of tenure in the University.

B. The draft of an Affirmative Action Plan will be given to Division Chairs and will be available in building lounges. The plan explains goals and what IU East is trying to achieve. When the plan is approved, money will be set aside for recruitment of African Americans and minority faculty in searches.

The Nominating Committee reported that Mary Ann Morse had been elected to the Faculty Review Board. Ed Brown thanked the Nominating Committee for their work. He added that the committee would be working on a proposal to streamline the election procedures.

VII. Academic Affairs - George Blakey

A. George Blakey reported on the review of the Academic Affairs office. He thanked people for their response to the first questionnaire and said a second questionnaire will be distributed. This questionnaire will have the same questions but different answers. He noted that with the addition of a Vice Chancellor for Information Technology some responsibilities will be removed from the Academic Affairs Office. Questionnaires were distributed to voting faculty.

VIII. Enrollment Services - Ben Young

A. Unofficial Withdrawal - Pat Lemmons, Director of Financial Aid

Pat Lemmons reported that IU East has been cited for non compliance with the Federally mandated requirement that institutions determine the last date of a student's class attendance and report that information to the Financial Aid Office so that they may determine a federal refund calculation. Therefore, class rosters will be distributed for the first nine weeks of the semester. The instructor will mark those students attending or not attending and return the rosters to the Student Records Office. The Financial Aid office will then determine from the rosters which students need to repay financial aid.

Ron Carter said that the AAA Committee had submitted a proposal which put the responsibility on the student. The committee proposed that students on financial aid would present a form to the instructor to verify weekly attendance and then submit the form to the Financial Aid Office.

Walter Wagor added that IU East has a no class cut policy in the handbook.

Ben Young said that not all students are on financial aid the first day of class. He added that IU East is responsible to determine the date when a student stopped attending class. Attendance data through the first nine weeks determines repayment.

Kumara said AAA will meet with Ben Young and bring a proposal to the Senate next month. Jerry Wyett asked why attendance is only tracked for nine weeks. Anne Szopa said that some students may have legitimate excuses for class absences.

B. Student Recruitment - Jana Lehman, Director of Admissions

Jana Lehman reported on strategies being used in recruitment of students. The Office of Admissions has compiled regional demographics. Markets being targeted include high school juniors and seniors, New Castle and Connersville students, employers with tuition waiver programs, increased activities for K-10, Associate degree students, minority students, senior citizen, and the general public. Quality improvements such as the Compass programs have improved the process of placement testing. Campus visitations, participation at College Fairs, and involvement of alumni in student recruitment will also be scheduled. Jana showed the new IU East information flyer/postcard which will be distributed.

Ben Young said there is a month by month plan for Student Recruitment and meetings are held with the Admissions office to monitor progress.

IX. Old Business

X. New Business

XI. University Committees

A. Cathy Ludlum Foos reported for the Educational Policies Committee. The committee has been reviewing the transferability of credits among campuses. If a course has the same title, number, credits, description, etc., it should transfer between Indiana University campuses.

Cathy will put the Cronin Report on Distributive Education on the Listserv. The committee will review TERA and ask for input.

B. Walter Wagor said the UFC Faculty Affairs Committee is looking at Post Tenure Review. They are attempting to draft a broad philosophy and standards so that individual campuses can adapt it to their individual needs.

C. Mary Folkerth reminded faculty that Library Mini Grant requests must be submitted by November 12.

XII. Task Forces

A. The Program Assessment Task Force sub committees are looking at the purposes of program review and what evidences and guidelines should be used to assess the data collected.

XIII. Announcements

A. Ashton Veramallay announced that \$8,500 has been raised in the United Way Campaign to date and encouraged people to send in their pledges.

B. Dianne Chandler said that November is Open Enrollment month. Since the PCN healthcare plan is being discontinued those people will have to enroll in another plan. Representatives from University Benefits office will be on campus Friday, November 5th to explain options and Tax Saver enrollment. The enrollment deadline is November 24.

C. Chancellor Fulton reported that Vice Chancellor Roberts is doing well following her surgery and plans to be back in a couple weeks. She appreciated the cards and good wishes everyone sent.

XIV. Adjournment

Jerry Wyett moved to adjourn