

FACULTY SENATE MEETING WILL BE HELD IN MIDDLEFORK 124

Agenda

Indiana University East Faculty Senate
Middlefork Hall 124
March 2, 1999
11:00 am- 12:15 pm

- I. Call to Order - Michael Foos
- II. Approval of Minutes - December 8, 1998 and February 2, 1999
- III. President's Report
Commencement Events
- IV. Student Government
- V. Faculty Committees
 1. Nominating - Ed Brown
Vote - By-law Proposal
 2. AAA - Kumara Jayasuriya
Vote - Admission Policies and Procedure
 3. Budgetary Affairs - Lora Baldwin
Information
 4. Curriculum Committee - Cathy Ludlum-Foos
Information Items
Vote - IIM Curriculum Changes
 5. Faculty Affairs - Robert Hertzog
Information
 6. Workload - Joe Blake
Information Item - Report on Administrative Reassigned Time
Introduction - Draft of Revisions to Workload Section of Academic
Handbook (Circular E12-99)
Introduction - Draft of Banking Policy (Circular E13-99)
- VI. Other Committee Reports
UFC - Post Tenure Review - T.J. Rivard
- VII. Chancellor - David Fulton
Information Items
- VIII. Academic Affairs - Diane Roberts
Information Items
- IX. Enrollment Services - Ben Young
Information Items
- X. Old Business
- XI. New Business
- XII. Announcements
- XIII. Adjournment

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES

March 2, 1999

Room 132, Whitewater 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.; Dalphin, J.; Englert, L.; Fahl, D.; Fitzgerald, E.; Folkerth, M.; Foos, C. Ludlum; Foos, M.; Fulton, D.; Goble, C.; Goerss, B.; Hamilton, S.; Helton, E.; Henry, M.; Hertzog, R.; M.; Humphries, P.; Jackson, D.; Jayasuriya, K.; Kauffman, J.; Lafuze, J.; Larger, M.; Matika, J.; Morse, M.; Osgood, T.; Pandya, V.; Pentz, M.; Rains, J.; Rankin, S.; Rao, V.; Rivard, T.J.; Roberts, D.; Shapiro, S.; Stanforth, D.; Stolle, C.; Stolz, C.; Szopa, A.; Tolley, R.; Turk, E.; Veramallay, A.; Wagor, W.; Watkins, M.; Watson, S.; Weber, G.; Wilde, J.; Wyett, J.; Young, B.

Absent: Barton-Kriese, P. (Sabbatical); Bergen, M.; Bolyard, C.; Carter, R.; Chandler, David; Clark, K.; Corder, S.; DaCosta, C.; Dempsey, K.; DeSantis, K.; Dhawale, K.; Fell, M.; Hampton, B.; Hufford, L.; Marling, V.; Matika, J.; McCarty, J.; McFadden, S.; Nishihara, L.; Osborne, R.; Roman-Royer, J.; Sabine, N.; Scott, W.; Sundaram, D.S.; Thomas, T.; Vincent, J.; Walterman, F.

I. Call to Order

The meeting was called to order at 11:05 am by Faculty Senate President, Michael Foos.

II. Approval of Minutes - December 8, 1998 and February 2, 1999

Vandana Rao noted a clarification in her remarks in the the December 8, 1998 Minutes to read:

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.

In the February 2, 1999, Minutes, section VIII., B., Laverne Nishihara is not a member of the Vice Chancellor's Office Review Committee.

Cathy Foos noted in Section V., D., 1, that only two courses were activated by BEST, the G480 had already been activated in May 1997.

Minutes approved as amended.

III. President's Report - Michael Foos

A. President, Michael Foos announced two upcoming events, Honors Day on April 25th at 2:00 pm, in Civic Hall, and Commencement on May 14th at 5:00 pm, in Tiernan Center. Since students have expressed interest in having faculty at both events, he encouraged faculty to attend.

IV. Student Government - Sarah Watson, Vice President of Student Government

A. Sarah Watson gave the report from Student Government.

- The guidelines and criteria are being worked out for a new SGA award honoring excellence in teaching to presented at Honors Day.
- Lanette Nies is the new Staff Advisor for the SGA. Paul Barton-Kriese is the Faculty Advisor for the group.
- SGA is getting ready for the Trustees Meeting at IUE on March 25-26.
- Elections will be held soon and SGA is trying to get more students involved.

V. Faculty Committees

A. Nominating Committee - Ed Brown

1. Ed Brown presented the proposed election bylaw change, moved and seconded from the Nomonating Committee, for a vote. He said the proposal had been sent to faculty by e-mail, distributed at the February Senate meeting, and an open meeting held on February 16, 1999. The proposal addresses the problems of having a large slate of

candidates and the necessity to elect by a majority vote. A slate of candidates will be elected at the meeting one month prior to the election. Faculty will then rank in order their choices - 1 for their first choice, 2 for second choice, etc. The numbers will then be tabulated and the person(s) with the lowest total(s) will be declared the winner(s). Robert Hertzog called the question. Proposal passed.

B. AAA Committee - Kumara Jayasuriya

1. Kumara Jayasuriya brought, moved and seconded from the committee, updates to the Admission Policies and Procedures. Three wording changes were suggested. In Admission Policies, #1, change "completed" to met, to be consistent with #2. In #4, change Vice Chancellor of "Enrollment Management" to Enrollment Services. In Placement Policies, change #3 to Placement Categories are:. Changes passed. (Updated policy attached.)

C. Budgetary Affairs Committee - Lora Baldwin

1. The budget proposal should be finalized in a couple of weeks. Budgetary Affairs will have an open meeting on Wednesday, March 10, at 3:30 pm in Hayes Hall Conference Room to discuss the Budget and Salary Floors.

D. Curriculum Committee - Cathy Ludlum Foos

1. BEST Division brought proposed curriculum changes in the IIM degree. The changes to be voted on include: deleting I341, Database Management Systems 2 and adding I450, Legal & Social Aspects of Info Tech.; deleting A325 Cost Accounting and J401 Administrative Policy; and, giving a choice of two courses from F301, M301, P301, and Z301. The changes would eliminate some overlap of course and lower degree requirements to 122 hours instead of 134 hours. Proposed changes passed.
2. Information Items
 - NSM Division has re-activated M006, Basic Mathematics beginning Fall 1999, due to student need.
 - Women and Gender Studies is adding W201 as a second option in addition to W200, for a threshold course. The courses are parallel - W200 focuses on social sciences and W201 focuses on humanities.
 - A proposal to revise the Bylaws pertaining to assessment plan guidelines will be voted on at the next meeting. The proposal will formalize the process used for several years and clarify Curriculum Committee's role in assessment.
 - Curriculum Committee worked on a definition of "substantive", but were unable to reach a decision. The committee invited faculty to attend an open meeting of the Curriculum Committee on Wednesday, March 3, in WZ 200Z to get input for a definition. If no suggestions are made, the Committee will continue to deal with it on a case to case basis.

E. Faculty Affairs Committee - Robert Hertzog

The Committee continues work on Constitution and Bylaw changes for the evaluation of the Vice Chancellor for Academic Affairs and Division Chairs. They hope to have a proposal ready at the April meeting.

F. Workload Committee - Joe Blake

Joe Blake reported three items from Workload Committee

1. An information item on Administrative Reassigned Time. Walter Wagor had questions about how reassigned time figures were determined. Joe Blake said he would check the figures.
2. Suggested revisions to the Workload Section of Handbook to be reviewed and voted on at the April meeting. (Circular E12-99)
3. A Banking Policy being piloted by two Divisions. Pending the results of the pilot project, a policy will be brought to Senate at a later date. (Circular E13-99)

VI. Other Committee Reports

UFC Post Tenure Review Committee - T.J. Rivard

T.J. Rivard said the Trustees had asked that a Post Tenure Review Policy be set up to provide guiding principles for faculty reviews. The policy was approved by UFC in February and the guidelines will be used for all faculty reviews.

VII. Chancellor's Business - David Fulton

A. The Chancellor gave an update from the Trustees meeting.

1. The University Policies Committee has tabled establishing Regional Campus Peer Institutions due to difficulty in obtaining criteria to match the different campuses.
2. The Budget is out of the House and now the Senate will begin working on it. There were reductions in the proposed increases for Technology and the operating budget increase was reduced due to IU East's enrollment decline. The proposed appropriation is insufficient. The Chancellor will e-mail names and addresses of local legislators to contact about budget concerns.

B. Community Colleges

1. The impact of Community Colleges on the University was discussed at the Trustees Retreat. President Brand said that Community Colleges will be put in place. There are 22 sites for some type of Community College. The tuition will be lower. This will necessitate a reorganization of higher education in Indiana into three tiers - Research Institutions, State Colleges and Community Colleges. Each campus will have to define its place in the tier mix. The University will try to establish consensus of location for each campus. There will need to be an analysis of each campus to determine who will be offering general ed courses.

Chancellor Fulton encouraged Divisions to discuss options since this is not a done deal. The Senate will conduct hearings. Eleanor Turk asked if the state would add funds to increase support of students. The Chancellor said there was no intention to add to the university budgets and no plans to infuse funds. The House has approved \$7 million for start up funds but more will be needed. The IU East Advisory Board discussed the issue in general terms - they want to get the facts. The Chancellor felt that IUE would continue to provide general education courses and there would be no change in the Associate and Baccalaureate degree programs.

VIII. Academic Affairs - Diane Roberts

A. Y2K

The Vice Chancellor is meeting with the Technology Committee, John Kauffman, Charles Brown and Ron Lind to talk about how the campus might be affected by the year 2000. Since many of the computers are relatively new, they should be compatible with the new date. Workbooks will be distributed to divisions to document problem areas.

B. The Search Committee for the Vice Chancellor for Technology has begun reviewing candidate files.

C. The two day conference in Indianapolis on Teaching/Learning/Technology Interest was very informative for attendees.

D. Several representative from IU East will be going to Chicago for an Assessment Conference.

IX. Enrollment Services - Ben Young

A. Fall Schedules have arrived

B. The Vice Chancellor reminded people to send information about student participation at conferences etc., to him for publication in the Palladium Item.

C. Dr. Young explained "Project Y2.5K", which is Enrollment Services goal to enroll 2,500 students taking 22,500 credit hours for Fall 1999.

X. Old Business

Joe Blake responded to Walter Wagor's question relating to reassigned time and agreed that the numbers needed to be changed.

XI. New Business

XII. Announcements

A. Bob Hertzog extended congratulations to Tom Thomas who is showing his work with two other nationally known artists in the Eckert Gallery in Naples, Florida.

B. Eleanor Turk will distribute brochures on a summer program in Germany.

C. Kurt Acton announced that the New Castle facility will open March 8. During the first week the facility will be open from 3:00 until 7:00 pm. After that it will be open from 10:00

am until the close of classes. Debbie Johnson has been hired as the fulltime Secretary/Receptionist.

- D. George Blakey announced that the Distinguished Teaching Award Committee has received more nominations than in any previous year. He added that the deadline for Dossiers is March 22.

XIII. Adjournment

Senate President Michael Foos announced that there was no longer a quorum present.

Meeting adjourned at 12:12 pm.

PROPOSAL (3/2/99)
Change in Bylaws Relating to Elections
PROPOSAL PASSED BY IU EAST FACULTY SEANTE 3/2/99

Section IV: Meetings

A. Voting

1. (no change)
2. Voting to fill vacant seats on the Promotion and Tenure Committee; the Faculty Board of Review; and the Nominating Committee shall be accomplished as follows:
 - i. **Nominations:** Every faculty member eligible to sit on the Nominating Committee, the Promotion and Tenure Committee, and the Faculty Board of Review are nominees for these elections, unless and until that person removes his or her name from the list of nominees.
 - ii. **Slate Selection Date:** The process of selecting the slate of candidates for an election to fill vacant seats of any of these committees shall occur at the regular Faculty Senate Meeting immediately preceding the regular meeting in which the general election to fill the vacant seats occurs.
 - iii. **Slate Selection:** On the "Slate Selection Date" there will be a round of primary balloting for the purpose of identifying candidates from among the nominees. The number of candidates shall be set at twice the number of seats that need to be filled on the committee, but in no instance may be less than four. Each voting member of the Senate shall cast a primary ballot containing all of the names of the individuals they would like to see on the ballot as candidates. These names need not be ranked in order of preference. These primary ballots will be tabulated by the nominating committee and the number of candidates needed who receive the highest vote count will assume positions as candidates on the general election ballot. In the event that the last person to be selected as a candidate has the same number of votes as one or more other persons, all of those individuals shall be listed on the general election ballot.
 - iv. **General Election Voting:** On election day preprinted ballots containing all of the names of the candidates will be passed out to the voting members of the Senate. Voting members are to rank each candidate in the order of their preference on this ballot.

- v. **Tabulation of the General Election Ballots:** The nominating committee will tabulate the vote. Any ballot which fails to rank all candidates will not be counted. Any ballot containing duplicate or "O" rankings will not be counted. Each candidate must be given a different ranking or the ballot will not be counted. If there is any reasonable way to tabulate a ballot, it will be counted so long as the manner in which the ballot was marked does not have a disruptive impact on the intent and purposes of the election. Candidates receiving first choice votes will receive one vote during the vote count, those receiving a second choice vote will receive two votes and so on until all the ballots are counted. The number of candidates needed for each election receiving the lowest vote totals will be seated as the newest members on the respective committees.

ADMISSION AND PLACEMENT TEST POLICIES AND PROCEDURES
Passed by IU East Faculty Senate 3/2/99

[This document updates the admissions policy in the Academic Handbook (pages X-1.1,]X-1.2)]

ADMISSION POLICIES AND PROCEDURES

1. Students who have met all requirements for regular admission will be admitted with that status.
2. Students who have not met the minimum standards for regular admission may be admitted under conditional status. Students who subsequently complete 12 semester hours of college level work with a 2.0 or above will have automatically met the criteria for regular admission status.
3. Transfer students who have been academically dismissed from another college or university, or are Indiana residents with a cumulative GPA of less than 2.0, or out-of-state students with less than a 2.5, may be admitted and will be placed on probation at the discretion of IU East's Director of Admissions. Students who subsequently complete 12 semester hours of college level work with a 2.0 will have automatically met the criteria for regular admission status.
4. All students have the option of appealing their admission status through the Vice Chancellor for Enrollment Services.
5. Students must apply and pay the non-refundable application fee prior to taking the IU East placement tests.
6. All students will be assigned an advisor upon admission regardless of admission status.

PLACEMENT POLICIES AND PROCEDURES

1. All beginning degree seeking students must complete the IU East placement tests as part of the admissions process.
2. The Advising Coordinator will categorize the students based on the results of their placement (skills review) tests in math, reading and writing.
3. Placement Categories are:
 - (a) Level 1
This level describes students who place into no more than two of the three development courses, English composition W031, Math M006, M007, or M014 and Education 050 Reading Techniques. These students will be required to demonstrate competency in their assessed areas of deficiency within their first 12 hours. They will not be allowed to enroll in any courses above the 100 level until such competency is demonstrated either through successful completion of appropriate coursework or through retesting.
 - (b) Level 2
This level describes students who place into all three developmental courses, English composition W031, Math M006, M007 or M014 and Education 050 Reading. These students will be assigned to advisors in the IU East University Division who will assist in their selection of courses in each area of their deficiency as well as possibly courses to enhance their study skills within their first 24 hours of coursework. These students will not be permitted to take more than six credit hours of 100 level courses per semester until they have successfully met their deficiencies. They will be encouraged (although not required) to consider attending IU East on a part-time basis. Students in this category must obtain their University Division advisor's signature before dropping and/or adding courses

(c) Level 3

This level describes students who place below the developmental course placement in at least one area of composition, math or reading. Students must demonstrate competency in any area of deficiency before enrolling in the developmental course(s). Competency may be accomplished through Continuing Studies or through other community resources. Until competency is demonstrated, students may enroll only in courses into which they placed. After competency is demonstrated, students will be recategorized into Level 2 and must follow the guidelines stipulated for that category. Students with a GPA below 2.0 must be approved for enrollment through petition to the AAA committee.

(d) Deferred Status

This category describes students who place below all existing IU East developmental courses in math, writing and reading. These students must demonstrate competency in all areas through Continuing Studies or other community resources before retaking the placement tests.