

Agenda  
Indiana University East Faculty Senate  
Middlefork Hall 124  
April 6, 1999  
11:00 am- 12:15 pm

- I. Call to Order - Michael Foos
- II. Approval of Minutes - March 2, 1999
- III. President's Report
  - Unofficial Withdraw (FN) – UFC U10-99
  - Inter-campus Transfers – UFC U11-99
  - Non Tenure Track Faculty – UFC U14-99
  - Honors Day
- IV. Student Government
- V. Faculty Committees
  - 1. Nominating - Ed Brown  
Elections
  - 2. AAA - Kumara Jayasuriya  
Operating Procedures
  - 3. Budgetary Affairs - Lora Baldwin  
Report
  - 4. Curriculum Committee - Cathy Ludlum-Foos  
Voting Items
    - Bylaws - Circular E14-99
    - HFA Degree
  - 5. Faculty Affairs - Robert Hertzog  
Report
  - 6. Workload - Joe Blake  
Vote - Revisions to Workload Section of Academic Handbook (Circular E12-99)
- VI. Other Committee Reports
  - UFC - T.J. Rivard
- VII. Chancellor - David Fulton
  - Campus Issues
  - Trustees Report
  - Advisory Board Report
- VIII. Academic Affairs - Diane Roberts
  - P & T Report
  - Academic officers Council Actions
  - Vice Chancellor Search Report
  - Early Warning System
- IX. Enrollment Services - Ben Young
  - Business Plan for Recreation Center
  - Enrollment Report
- X. Old Business
- XI. New Business
- XII. Announcements
- XIII. Adjournment

INDIANA UNIVERSITY EAST  
FACULTY SENATE MINUTES

April 6, 1999

Room 124, Middlefork Hall

11:00 AM

Presiding: Michael Foos, President of Faculty Senate

Present: Baldwin, L.; Blake, J.; Blakey, G.; Branstrator, P.; Brown, E.; Browne, B.; Carter, R.; Chandler, David; Clark, K.; Dalphin, J.; Dempsey, K.; 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.; Jayasuriya, K.; Kauffman, J.; Lafuze, J.; McCarty, J.; McFadden, S.; Miller, R.; Morse, M.; Nishihara, L.; Osgood, T.; Pandya, V.; Pentz, M.; Rains, J.; Rankin, S.; Rao, V.; Rivard, T.J.; Roberts, D.; Sabine, N.; Shapiro, S.; Stolz, C.; Sundaram, D.S.; Szopa, A.; Thomas, T.; Turk, E.; Veramallay, A.; Vincent, J.; Wagor, W.; Watkins, M.; Weber, G.; Wilde, J.; Wyett, J.; Young, B.

Absent: Acton, K.; Barton-Kriese, P. (Sabbatical); Bergen, M.; Blakefield, M.; Bolyard, C.; Corder, S.; DaCosta, C.; DeSantis, K.; Dhawale, K.; Englert, L.; Fell, M.; Hampton, B.; Hufford, L.; Humphries, P.; Jackson, D.; Larger, M.; Marling, V.; Matika, J.; Osborne, R.; Roman-Royer, J.; Scott, W.; Stanforth, D.; Stolle, C.; Tolley, R.; Walterman, F.

I. Call to Order

The meeting was called to order at 11:03 am by Faculty Senate President, Michael Foos.

II. Approval of Minutes - March 2, 1999

President Michael Foos called for approval of the Minutes of March 2, 1999. Minutes approved.

III. President's Report - Michael Foos

A. President Michael Foos reminded faculty that April 15 is the deadline for renting caps and gowns from the Bookstore.

B. The Student Recognition Dinner will be held at the Clarion Leland on Friday, April 23<sup>rd</sup> at 6:00. The speaker will be Richmond Mayor, Dennis Andrews.

C. Honors Day is April 25<sup>th</sup> at 2:00 pm, in Civic Hall. Commencement is May 14<sup>th</sup> at 5:00 pm, in Tiernan Center.

D. President Foos announced that UFC had passed an Unofficial Withdraw policy at their meeting on Tuesday, March 30<sup>th</sup>. The policy will be in effect at all campuses. A grade of FN will be given to students who cease attending class. The date when the student quit attending will be noted also. The policy is necessary for the Federal Government to get Financial Aid money back when students quit attending class. Dennis Hicks, Registrar, said that a new form will be set up for enrollment verification. The first verification must be submitted following the first class after census and then again at mid semester. If there are no discrepancies in attendance the forms should be submitted with the appropriate box checked. Instructors can also turn in a form at other times. Students marked as not attending or those attending but not listed on the class roster will be sent postcards telling them to correct their registration or receive a grade of FN. The Mid Semester Report of Unsatisfactory Work forms will be changed, eliminating "Mid Semester" but should still be used at any time for students who are failing a class. The Unofficial Withdraw form tracks attendance, the Mid Semester form tracks academics. David Silberstein, Director of Advising, said the procedure will be piloted in Fall 1999. For advising purposes the Student Referral and Assistant Forms will still be used. Questions about the new policy and/or forms should be forwarded to Dennis Hicks or David Silberstein.

E. UFC discussed the inter campus policy on credit transfers. One proposal recommends that 100 and 200 level courses transfer from campus to campus but that the receiving department determine what courses are accepted for the major. Intercampus transfers will be discussed further in the fall. Eleanor Turk said she read in the paper that core courses transfer among all IU campuses. Cathy Ludlum Foos said 100 and 200 level courses would transfer but upper level courses might not. Ron Carter said that W131 courses had been transferred for years.

UFC is also discussing a Non Tenure Track policy

- IV. Student Government – Ruth Miller – Student Government Board Member
  - A. IU East Student Government representatives met with student representatives from other campuses during the Trustees’ meeting at IU East on March 26. They had good discussions with positive feedback.
  - B. Student Government elections will be conducted next week.
  - C. Student Government will present a new award at the Student Recognition Dinner – The Student Choice Award for Teaching.
- V. Faculty Committees
  - A. Nominating Committee - Ed Brown
    - 1. Ed Brown reminded faculty to return the committee preference forms this week so committee slates can be set up for elections at the next Senate meeting.
    - 2. A ballot was distributed to select a slate for Nominating Committee election to replace Anne Szopa. The top four vote getters will comprise the slate. Several faculty members asked that their names be removed from the ballot due to sabbaticals and other reasons. Faculty were asked to review the rank codes on the ballot for accuracy and let Ed Brown know of any changes.
  - B. AAA Committee - Kumara Jayasuriya
    - 1. Kumara Jayasuriya reported that AAA Committee has been working on procedures for the committee and hope to have them finalized next week.
    - 2. Walter Wagor commented that he had noticed standing committee minutes were not up to date in the binders in lounges. Mike Foos added that minutes are also missing on the file server. Committee Chairs indicated that minutes were being put on the server instead of the binders and their minutes would be brought up to date.
  - C. Budgetary Affairs Committee - Lora Baldwin
    - 1. Lora Baldwin said the committee was working on salary floors and discussing recommendations.
    - 2. The committee met with Chancellor Fulton and John Kauffman on the budget. Most aspects of our budget seemed to meet with the President’s approval. There is a proposal to increase the Student Activity Fee to help support the new Child Care facility and recreational activities in the new building. Technology is a high priority to get faculty and staff new computers. Connersville and New Castle will need additional funds. The President noted a large drop in credit hours taught at IU East between 1994-95 and 1995-96 academic years. This was due to release time made available to full time faculty for research. Many classes were taught by adjuncts.
  - D. Curriculum Committee - Cathy Ludlum Foos
    - 1. Intercampus Transfer Policy

Cathy Foos said there are two versions of the Intercampus Transfer Policy. The Education Policy Committee proposed that courses in the major be accepted at the discretion of the Chair. The Academic Officer’s policy states that all courses should be treated the same and transfer across all campuses. The Curriculum Committee voted to support the transfer of all courses policy. Ben Young felt the Curriculum Committee’s recommendation should be supported and said he would draft an endorsement. Walter Wagor asked if Faculty Senate wanted to send a statement of endorsement for the policy. Marilyn Watkins said that Education Council and Education Deans Council had been working on the transfer of courses between Education Divisions and found it to be a difficult task. She felt the content of the course should determine transferability, not the title and/or course number. Ron Carter wondered how it might affect us later with IVTC. Greg Weber asked about transfers in the major. Sue McFadden asked if responsibility was being shifted from the student to the department.

NSM Division is changing M007 and M014 to letter grades which will count in the GPA but not toward total credit hours.
    - 2. Voting Items
      - A. Circular, E14-99, was brought, moved and seconded by Curriculum Committee for a vote. This clarifies and formalizes the role of curriculum committee relating to assessment plans in new degree programs and spells out what Curriculum committee will look for in the assessment plans.

#### Senate By-law E14-99

Baccalaureate and Associate degrees must meet three campus learning objectives and have two means of evaluating criteria. The Curriculum Committee will not address whether the means of assessment are the best. They would forward the assessment plan to the Assessment Committee to evaluate the best means of assessment. Walter Wagor said that since 1997 there have been discussions and revisions about who oversees campus assessment plans. There has been discussion whether all new degree programs should have their assessment plans approved by the Assessment Committee prior to being brought to Senate for approval. However, the current proposal calls for approving the assessment plan after the degree program has been approved by the Senate. Questions have been raised by the Assessment Committee about program implementation - what is the role of the Assessment Committee, should they review all plans, what is the feedback mechanism. Cathy Ludlum Foos felt it was a matter of timing – during the time between when a program is approved until it goes through all the formal approval bodies there is enough time to work with the assessment plan. It is a matter of what will work best. Bill Browne asked who decides if a Baccalaureate or Associate degree is appropriate – the Curriculum Committee, the Assessment Committee, the discipline. Cathy Foos said there is a difference between appropriate and best. Walter Wagor said the Academic Officers Council is very demanding about assessment plans and the Assessment Committee will be making decisions. Jerry Wyett called the question. Bylaw changes passed. (Attached)

#### B. HFA Degree

The Bachelor of Arts in the Humanities degree was brought, moved and seconded, by Curriculum Committee. The degree comprises two tracks – a concentration track and an interdisciplinary track. There were some concerns expressed about the interdisciplinary plan and who would approve it. Also, there were questions about who decides if an interdisciplinary program is rigorous enough – an Advisor or a Committee? Walter noted that the degree stated that the student worked with an advisor. He suggested that perhaps that could be changed to an interdisciplinary committee. It was pointed out that the total credit hours did not add up correctly. Ashton Veramallay called the question. Degree proposal approved. Curriculum Committee will make the corrections in credit hour totals.

#### E. Faculty Affairs Committee - Robert Hertzog

1. The Committee is working on:  
Changes in the policy for evaluation of Chairs and the Vice Chancellor for Academic Affairs  
Constitutional Amendment and Bylaw changes to correct  
Policy for Post Tenure Reviews

#### F. Workload Committee - Joe Blake

1. Joe Blake reported that the existing workload document has been substantially revised and is brought, moved and seconded, from the committee for approval. Robert Hertzog called the question. Motion passed.

#### VI. Other Committee Reports

##### UFC Post Tenure Review Committee - T.J. Rivard

T.J.Rivard said UFC had talked about Post Tenure Review and much had been written about how to start the process. He passed out a sheet listing the mechanisms to begin the process, both Merit Ratings and Peer Review, and the advantages and disadvantages of each process. The deadline for a final process is Thanksgiving. Walter Wagor added that the UFC guidelines emphasize the review by peers. IU East currently does not include peers in the review process.”.

#### VII. Chancellor Report

- A. The Chancellor said that the Trustee’s Meeting was positive and several items, including the Community College issue, were discussed. He will keep everyone up to date on the Community College situation.
- B. Chancellor Fulton also noted that two Nursing students, Claire Burkhart and Lee Flemming, made a wonderful presentation to the Trustees during the President’s “good news” report.

They discussed their volunteering at a Navajo Indian reservation in Arizona during Spring Break.

- C. The University Policy Committee looked at retention rates of the IU campuses. Retention is a crucial issue in Indiana. South Bend had the biggest jump in retention, IU East was second. We are slated to present our retention strategies to the May Trustee's meeting.
- D. The Chancellor reported that the Ad Hoc Committee to select a name for the fourth building had decided on Springwood Hall, from the fifteen names submitted for consideration.

VIII. Academic Affairs – Diane Roberts

- A. The Vice Chancellor reported that the Vice Chancellor for Information Technology Search Committee will invite four individuals to campus for interviews in the next few weeks. She urged people to attend the open meetings and ask questions. She said she was pleased with the candidate pool and the interviews with candidates.
- B. Vice Chancellor Roberts announced that Cathy Ludlum Foos, Kumara Jauasuriya, and Vandana Rao Dev had received the rank of Associate Professor with Tenure. Joan Lafuze was granted rank of Full Professor.

IX. Enrollment Services – Ben Young

- A. Vice Chancellor Young announced that Summer enrollment is up, but Fall enrollment is down slightly. He also stressed the importance of submitting book orders by April 15, due to Bookstore renovation which will begin soon.
- B. He announced that the Student Recognition Dinner will be Friday, April 23, at 6:00 at the Leland and encouraged faculty to attend.
- C. The Vice Chancellor reported that the Recreation and Child Care Centers are on schedule and should be ready for Fall.
- D. He commended the Division of Education for bringing Dr. Humor to campus on Friday, March 26.

X. Old Business

XI. New Business

Robert Hertzog moved that the IU East Faculty Senate express its approval for the transfer of credits across all IU Campuses and that the Senate President write a letter to UFC stating that approval. Walter Wagor seconded. Motion passed.

XII. Announcements

XIII. Adjournment

Ron Carter moved to adjourn. Tom Osgood seconded. Meeting adjourned at 12:25pm.

CIRCULAR E14-99  
PASSED BY IU EAST FACULTY SENATE April 6, 1999

Proposal regarding assessment plans for new program proposals, to be added to By-laws, Section VI.B.2:

Units developing a new academic program (academic degree proposal, minor or certificate proposal) will provide, as part of the proposal submitted for Curriculum Committee review, a plan for assessing student learning outcomes. This plan will be shared with the Assessment Committee as well, whose role it is to serve as a resource for the sponsoring unit.

The Curriculum Committee will review assessment plans according to the following guidelines:

- All Baccalaureate and Associate degree program proposals should have an assessment plan that includes at a minimum the two or three campus learning objectives that will be assessed during the initial two year period after implementation. Then, for each of these objectives, the plan should identify at least two specific means and criteria that are appropriate for the assessment of that objective (see Plan for Assessment of Student Academic Achievement, p. 7). All of the campus learning objectives should be planned to be assessed during a five year cycle. It is expected, given the differences in required credit hours and courses, that the depth and breadth of assessment methods and criteria will differ for associate degree programs compared to baccalaureate programs.
- All Minor proposals and certificate proposals should have an assessment plan that includes at a minimum the depth of knowledge learning objective and at least two specific means and criteria that are appropriate for the assessment of that objective. If additional student learning objectives are included, the plan should indicate that these will be assessed within the five year cycle for program assessments.