

AGENDA
IU EAST FACULTY SENATE
August 21, 2003
Elks Country Club, Richmond
2:15 p.m. – 3:30 p.m.

- I. Call to Order – Cathy Ludlum Foos
- II. Approval of Minutes of Faculty Senate Meeting, May 6, 2003
- III. President's Report – Cathy Ludlum Foos
 - A. Approval of Senate Meeting Dates 2003-2004
 - B. University Faculty Council
- IV. Faculty Senate Committees
 - A. AAA Committee – Markus Pomper
Report
 - B. Budgetary Affairs – Lora Baldwin
Report
 - C. Curriculum Committee – Peggy Branstrator & Kumara Jayasuriya
Report
 - D. Faculty Affairs – Mary Ann Morse & Walter Wagor
Report
 - E. Faculty Board of Review – Kumara Jayasuriya
Report
 - F. General Studies – Neil Sabine
Report
 - G. Nominating Committee – Neil Sabine
Slate Selection, Faculty Board of Review
 - H. Workload – Sue McFadden
Report
- V. Academic Affairs – Erv Boschmann, Interim Vice Chancellor for Academic Affairs
- VI. Information Technology – Wendy Chang, Vice Chancellor for Information Technology
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES
August 21, 2003
Elks Country Club, Richmond, Indiana
2:15 PM – 3:30 PM

Presiding: Cathy Ludlum-Foos, President of Faculty Senate

Present: Armstead, S.; Baker, D.; Baldwin, L.; Barton, G.; Bergen, M.; Blakefield, M.; Boschmann, E.; Branstrator, P.; Braxton-Brown, G.; Brown, E.; Bullock, D.; Chang, W.; Clapp-Itnyre, A.; Clark, K.; Cooksey, A.; Curry, M.; Dempsey, K.; Dhawale, K.; Doeger, D.; Englert, L.; Felton, K.; Folkerth, Mary.; Goerss, B.; Hamilton, S.; Harper, J.; Helton, E.; Hufford, L.; Humphries, P.; Jayasuriya, K.; Jerzak, P.; Kirk, B.; Knuths, J.; Kriese, P.; Lafuze, J.; Lemming, E.; Mahaffey, J.; Mathew, G.; Maurer, May, D.; J.; McFadden, B.; McFadden, S.; Meyer, D.; Morse, M.; Naaeke, A.; Nishihara, L.; Osgood, T.; Passet, J.; Peacock, F.; Pomper, M.; Powell, M.; Rankin, S.; Roman-Royer, J.; Roswell, R.; Ruddmann, D.; Sabine, N.; Scott, W.; Seddighin, M.; Shapiro, S.; Slattery, E.; Stolle, C.; Szopa, A.; Thomas-Evans, M.; Tolley, R.; Veramallay, A.; Wagor, W.; Watkins, M.; Wilde, J.

Others Present: Alenskis, B. (Purdue Programs); Matanich, J. (Purdue Programs); Dunn, Holly (Student Leaders); Adams, Amanda (Student Leaders)

Absent: Baumann, P., Fell, M.; Fitzgerald, E.; Foos, M.; Fulton, Heffron Williamson. M.; D.; Hoening, C., Kreamelmeyer, K.; Marschall, T.; Martin, M.; Mills, R., Pickett, J., Ramsey, R.; Rao, Vandana.; Rincon, L.; Rivard, T.; Roberts, M.; Selkirk, W., Stanforth, D.; Thomas, T.; Weber, G.; Woods, M., Young, B.

Call to Order

- I. President Cathy Ludlum-Foos called the meeting to order at 2:15 PM with a quorum present.
- II. Approval of Minutes
A motion to approve the Faculty Senate Minutes of May 6, 2003 was made and seconded; the minutes were approved by acclamation.
- III. President's Report
 - A. Cathy Ludlum-Foos presented the Faculty Senate meeting dates for 2003-2004 (Circular E3-04). Alisa Clapp-Itnyre asked that Faculty Senate consider changing the meeting time in the future because the 11:00 AM to 12:15 PM time is a popular class time for students. Cathy Ludlum-Foos stated that this is an issue for Academic Affairs Committee to consider. A motion to approve the meeting dates was made by Neil Sabine and seconded by Kris Dhawale.

Meeting dates approved are as follows:

- Meeting day is Tuesday from 11:00 AM to 12:15 PM on the following dates: October 7, 2003; November 4, 2003; December 2, 2003; January 20, 2004; February 3, 2004; March 2, 2004; April 6, 2004; May 4, 2004.
- B. Cathy Ludlum Foos stated that University Faculty Council is asking all Indiana University campuses to send representatives to standing committee meetings. She encourages faculty to attend UFC committee meetings to ensure IU East's input. She also provided a list of UFC committees to the chairs of faculty senate committees, and is hopeful that she can offer a list of nominees from Indiana University East to serve. Committees include Faculty Affairs, Budgetary Affairs, and Educational Policies Committee. Only full-time tenured or tenure track faculty are eligible to be on committees. Lecturers cannot be on University Faculty Council committees.

Cathy then presented an overview of future committees' discussions mentioning that the Educational Policies Committee will discuss state level activity monitoring admissions standards, and the Governance Committee will discuss non-tenure track faculty in governance.
 - C. Student Leader Representatives, Holly Dunn and Amanda Adams, spoke about student leaders' activities and goals. Some of the projects Student Leaders will address during the academic year include diversity, enrollment and retention, increasing travel opportunities, and exchange programs. A biographical sheet of the eight newly-elected student leaders was provided.

IV. Faculty Committees

A hard copy of the IU East Faculty Senate Year-End Report was given to faculty members in attendance.

A. AAA – Markus Pomper

Base work included students' appeals of suspension and grade appeals throughout the year. AAA considered a request from Vice Chancellor Young to allow a student to retroactively withdraw from classes because the student had not been "washed out" due to a computer problem. The AAA committee also considered the full grade replacement policy. That policy had been passed several years ago but was never implemented. The new PeopleSoft system will handle the changes so the grade placement policy will be brought in this year. The new academic standards policy drafted included suspension/reinstatement policy; honor's policy.

Finally, the AAA committee considered a request by interim VCAA Chang to revise the admissions policy in view of the availability of a community college. The committee has made several recommendations to the VCAA and the campus.

A motion was made by Neil Sabine, Nominating Committee, to change the order of business to consider ballot for election of a new member to the Faculty Board of Review for one year to replace Cathy Ludlum Foos who cannot serve while President of Faculty Senate. The motion was seconded by Denise Bullock. Motion approved. The Nominating Committee distributed ballots and asked everyone to vote for one person. The committee left the room to count the ballots.

B. Budgetary Committee – Lora Baldwin

Because she was not on the committee last year, Lora could not provide a report but reminded Budgetary Affairs Committee members they would be meeting within the next few weeks.

C. Curriculum Committee – Peggy Branstrator

The Curriculum Committee adopted a new policy in light of University Faculty Council policy for bringing courses that exist on the master course list and to be offered on the IU East campus for the first time. Peggy reminded faculty that the new procedure needs to be followed before putting the course on the schedule, and of the necessity to communicate with other campuses offering the same course. Also, the Curriculum Committee had the usual business of bringing courses from the master course list, new courses, new minors and new certificates and revisions of existing programs, and degree programs.

D. Faculty Affairs – Walter Wagor

Faculty Affairs worked to update the Faculty Senate constitution and by-laws from the last ten years. Mike Foos, Tom Osgood and Walter Wagor have been working on this project which led to acceptance of the current version of the Faculty Senate Constitution and By-laws. The Faculty Affairs Committee also worked on a campus specific response to the UFC policy passed in 2001 redefining expectations and responsibilities of lecturers throughout Indiana University. UFC makes provision for multi-year or long term contracts for lecturers and also defines distinction between ranks of lecturers.

E. Faculty Board of Review – Kumara Jayasuriya

One tenure appeal was denied.

F. General Studies – Joan Lafuze

This is the second year of General Studies Committee and details of the committee's activities are provided in the Faculty Senate End of Year Report. The committee's minutes are available in Bob Lang's office located in Whitewater Hall, Room 112. Joan also expressed how grateful she is to Eleanor Turk and Vandana Rao for working to establish the General Studies Committee.

G. Nominating Committee – Neil Sabine

Neil Sabine announced that Betty Goerss was selected to replace Cathy Ludlum Foos for one year term on the Faculty Board of Review.

The Nominating Committee had one additional order of business, which was slate selection to replace two members going off the Board of Review. Neil explained that a slate selection requires the ballot to have twice the number of candidates for a position. Since two people are going off the Board of Review, four faculty members are required to be on the slate. Faculty Senate chose four

faculty members for the slate and from those four; two will be selected in October. Selected for Faculty Board of Review slate selection were: Edwina Helton, Lynn Hufford, Tom Osgood, and Walter Wagor.

H. Workload Committee – Mort Seddighin

Mort reported that the Workload Committee reviewed and evaluated applications for reassigned time projects and submitted recommendations to the Vice Chancellor for Academic Affairs. Workload Committee also designed and approved a full-time faculty workload survey; and analyzed data from the 2001-2002 survey. It was announced that Joanne Passet was awarded reassigned time.

Cathy Ludlum-Foos then asked for questions regarding the various reports. There were no questions.

V. Academic Affairs – Erv Boschmann

Erv Boschmann, Interim Vice Chancellor of Academic Affairs, spoke of things that surprised him about the IU East campus which included the commitment of the Indiana University East faculty. He stated that data looked at shows students' persistence level is 91% when taking classes from faculty who take students on trips, involve service learning projects, or do research, etc., while the persistence level overall is 41%. He stated that IU East also has a wonderful student success program including three different centers: reading, writing, and math of which half of IU East students avail themselves. Sixty-six percent of IU East students avail selves of services of supplemental instruction, and by doing so, increase grades by one letter grade. He is also impressed by the newness and the cleanliness of buildings as well as the opportunities for students from outside the Richmond community to attend classes at the outreach centers in New Castle and Connersville.

The Academic Affairs office is working on the Lilly Program grant proposal, which is due September 15, 2003, and also working on the Lumina Program which may provide additional funding. Dr. Boschmann is meeting with IVY Tech State College's Steve Tincher to coordinate the community college initiative. His reading of the AAA document of May 27th (Admission and Referral Document-Markus Pomper, Chair) lead to discussion with IVY Tech State College to ensure that students enrolled in the 12-12 program receive credit on an individual basis—not wholesale. AAA also recommended that cut offs for entrance scores be examined to determine if a student's potential for academic success at a higher education institution can be projected.

Dr. Boschmann has also asked divisions for two-year goals or one year goals. He is currently writing goals for Academic Affairs and for the IU East campus so that the new Vice Chancellor for Academic Affairs will have a plan for the next three to five years. He is also working with the State Transfer and Articulation Committee report to correct errors.

Dr. Boschmann is interested in distributed education, and he commented that 12-15 faculty members have indicated an interest in participating in distributed education--a new way to reach students. He is also working on the accelerated BGS with Neil Sabine which will begin this fall, and is working on the informatics program where he is hopeful progress will be made.

VI. Information Technology – Wendy Chang

The IT Department's accomplishments were provided in a 20 page report along with the three-year strategic plan which IT is ahead of schedule in accomplishing.

Dr. Chang announced that the Springwood Hall mac lab is completed and running. She also stated the IU East campus computer stations are wireless, and after completing the chemistry labs, the IU East campus will be completely wireless. IT is also installing web cameras in labs which will enable them to monitor lab activities. She also reported that the Help Desk hours have been extended to twenty-four hours a day, seven days a week, and also will extend office hours to 8:00 AM to 10:00 PM from Monday through Thursday. There will be a user service technician on campus during those hours. Dr. Chang thanked TLC and the Library for offering training sessions to help faculty and students with OnCourse. She also announced that beginning this fall, the Nursing Division students will be equipped with a Palm Pilot. Chemistry lab will also soon utilize the Palm Pilot.

IT will host two technology seminars—a series held once a month about the “Life Science Initiative in Indiana” and “Technology”--to be held in Whitewater Hall room 137.

Administrative user privileges can now be obtained by completing an application form available in the IT Department and by receiving permission from the Department Chair. Laptops are also available to those whose computers are coming up for life-cycle replacement. Faculty may choose a laptop or desktop at the time of life-cycle replacement.

Dr. Chang announced the intranet project, a telecom switch upgrade, and repair of the switch room. The cost of telecom upgrade will be \$200,000. Also, print management will be instated during the fall 2004 semester. A dry run will occur during the spring semester. Print management will require that students will be charged for printing which will require new policies such as how much to charge per page or whether color printing should cost more than black and white printing. The Technology Committee will be discussing such items and faculty will receive a letter from Dr. Chang requesting them to be involved with the Technology Committee.

Dr. Chang then gave a power point demonstration of the intranet project. A faculty member will have a default page plus access to affiliations. The faculty member may have multiple affiliations which is called a "group." Each group will have a page. Each page will have an administrator. The page for IU East will have general campus announcements and forms. Another page may be an IT page which will have weekly announcements and information. A drop down menu will show affiliations. Each division will have a web page. The Web Team will contact the division chair and assign web representative who will aid in creating the division's web page.

Cathy Ludlum Foos reported that Chancellor Fulton was out of town and sends regrets that he could not attend Faculty Senate meeting. She also stated that Ben Young, Vice Chancellor for Enrollment Services, did not have any agenda items to discuss.

VII. Old Business

There was none.

VIII. New Business

There was none.

IX. Announcements

Alisa Clapp-Itnyre reported the Honor's Program Committee will provide a program proposal as an initiative from Arts and Sciences. She invited faculty to provide feedback to the proposal.

Sue McFadden, Library Services, provided a handout of instructional workshops. She also mentioned that the library added several new databases over the summer, including JSTOR, Heritage Quest, American Periodical Series, CQResearcher. With the new additions, the library now has access to over 20,000 full text periodical titles.

Joan Lafuze encouraged faculty to become members of the graduate faculty.

Suzi Shapiro provided a one-page handout to aid students who do not have their password for Oncourse, etc. A copy will be distributed to each faculty member's mailbox. She also announced that OnCourse training sessions will be held on Saturday (September 21, 2003) from 9:00 AM – 11:00 AM for those needing help in putting their syllabus on OnCourse and Saturday (September 28, 2003) at 9:00 AM; 1:00 PM; and 6:00 PM. She asked that faculty bring materials that they plan to use on OnCourse.

Walter Wagor announced that Rebecca Cooper of Richmond Civic Theatre donated up to 150 tickets for IU East students to see opening night performances on Friday nights. Seats will be in the balcony and free, on a first come first served basis.

Joan Lafuze also announced that NAMI's Community Outreach needs faculty facilitators. Meetings are the first Tuesday night of the month.

X. Adjournment

Move to adjourn. Unanimous. Meeting adjourned at 3:30 PM.

AGENDA
IU EAST FACULTY SENATE
October 7, 2003
Whitewater Hall – Room 132
11:00 AM – 12:15 PM

- I. Call to Order – Cathy Ludlum-Foos
- II. Approval of Minutes of Faculty Senate Meeting, August 21, 2003
- III. President’s Remarks – Cathy Ludlum Foos (10 minutes)
- IV. Student Leaders (5 minutes)
- V. Faculty Committees
 - A. AAA -- Markus Pomper (10 minutes)
 - 1) Voting Item – Academic Standards (Circular E8-04)
 - 2) Information Item
 - B. Nominating Committee – Neil Sabine (10 minutes)
 - 1) Election of Adjunct Faculty Representative
 - 2) Election of Board of Review member
 - C. Budgetary Affairs – Lora Baldwin
No report
 - D. Curriculum Committee – Peggy Branstrator (5 minutes)
Information Item
 - E. Faculty Affairs Committee – Mary Ann Morse (5 minutes)
Information Item
 - F. General Studies Committee – Neil Sabine
No report
 - G. Workload Committee – Sue McFadden (5 minutes)
Information Item
- VI. Academic Affairs – Erv Boschmann (5 minutes)
- VII. Chancellor’s Report – David Fulton (10 minutes)
- VIII. SMP Report – Neil Sabine (5 minutes)
- VIX. Old Business
- X. New Business (5 minutes)
 - Calendar Committee – Lora Baldwin
- XI. Enrollment Services – Ben Young (5 minutes)
- XII. Information Technology – Wendy Chang (as time permits)
- XIII. Announcements (as time permits)
- XIV. Adjournment

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES

October 7, 2003

Whitewater Hall – Room 132

Indiana University East

11:00 AM – 12:15 PM

Presiding: Mary Ann Morse, Chair, Faculty Affairs Committee

Present: Baker, D.; Baldwin, L.; Barton, G.; Baumann, P.; Boschmann, E.; Branstrator, P.; Braxton-Brown, G.; Brown, E.; Bullock, D.; Chang, W.; Clapp-Itnyre, A.; Clark, K.; Dempsey, K.; Dhawale, K.; Doerger, D.; Fell, M.; Felton, K.; Folkerth, Mary.; Fulton, D.; Harper, J.; Helton, E.; Humphries, P.; Jayasuriya, K.; Jerzak, P.; Kirk, B.; Knuths, J.; Lafuze, J.; Mahaffey, J.; Marschall, T.; Mathew, G.; May, D.; McFadden, B.; McFadden, S.; Mills, R.; Morse, M.; Osgood, T.; Peacock, F.; Pomper, M.; Powell, M.; Rankin, S.; Roswell, R.; Ruddmann, D.; Sabine, N.; Scott, W.; Seddighin, M.; Shapiro, S.; Slattery, E.; Stanforth, D.; Stolle, C.; Szopa, A.; Thomas, T.; Tolley, R.; Veramallay, A.; Wagor, W.; Wilde, J.; Heffron Williamson, M.

Others Present: Kozak, M. (Purdue Programs); Dunn, Holly (Student Leaders); Adams, Amanda (Student Leaders); Dooley, D.; Chandler, D.; Sheckles, Kim (Student Volunteer Action Center)

Absent: Alenskis, B. (Purdue Programs); Armstead, S.; Bergen, M.; Blakefield, M.; Cooksey, A.; Curry, M.; Englert, L.; Fitzgerald, E.; Foos, M.; Goerss, B.; Hamilton, S.; Hufford, L.; Kreamelmeyer, K.; Kriese, P.; Lemming, E.; Ludlum Foos, C.; Martin, M.; Maurer, J.; Meyer, D.; Naaeke, A.; Nishihara, L.; Passet, J.; Pickett, J.; Ramsey, R.; Rao, V.; Rincon, L.; Rivard, T.; Roberts, M.; Roman-Royer, J.; Thomas Evans, M.; Watkins, M.; Weber, G.; Woods, M., Young, B.

Call to Order

- I. Mary Ann Morse, Faculty Affairs Chair and acting President as stated in Faculty Senate by-laws, called the meeting to order at 11:00 AM with a quorum present.
- II. Approval of Minutes
A motion to approve the Faculty Senate Minutes of August 28, 2003 was made by Joan Lafuze and seconded by Deborah May.
- III. President's Report
 - A. Due to the passing of her mother-in-law, Cathy Ludlum-Foos was unable to attend the October meeting; therefore, no president's report was given.
 - B. Student Leader Representatives, Holly Dunn and Amanda Adams, reported on their group's agenda. Student Leaders will organize an "Around the World" celebration in association with the Christmas Tree Lighting. They plan to invite diverse members of the campus community to share their holiday traditions and to provide students the opportunity to visit and interact with someone from a different culture. A drawing for a quilt made by Rena Holcomb will be held during the celebration.

"X-press Yourself Day" was a success with thirty pizzas consumed and 150 Indiana University East T-shirts and caps handed out. Students participated in voting on a proposal to move Fall Break.

Student Leaders also are in the beginning stages of plans to offer a coupon book listing campus activities. As students attend activities books are stamped and coupons entered for a monthly drawing. Originally planned as a freshman initiative, Student Leaders decided all students would benefit. Faculty will receive an e-mail asking for advice and a listing of clubs and activities that should be included in coupon book.

Student Leaders will attend a Leadership Conference on October 25-28th in San Diego, California, where they hope to learn new leadership techniques to bring back to the IUE campus. They will also have an opportunity to meet student leaders from other campuses.

Voting on motion to approve August 28, 2003 minutes was held at this time. Motion was approved.

IV. Faculty Committees

A. AAA – Markus Pomper

- 1) The voting item (Circular E8-04) on Academic Standards Policy was tabled because it is a joint responsibility item between faculty and administration and Vice Chancellor of Enrollment Services, Ben Young, has not yet approved AAA's recommendation.

Markus Pomper pointed out that "in good standing" was inserted in four places in the Academics Standards Policy (Circular E8-04). This will prohibit students who are on academic probation from receiving honors recognition. Minor grammatical corrections were made throughout the Academic Standards Policy. There were no questions and Markus Pomper stated that Faculty Senate will be asked to vote on the policy upon approval from Vice Chancellor Young.

- 2) The AAA committee is also considering the full grade replacement policy. That policy passed several years ago but was never implemented. The new PeopleSoft system will have the ability to replace one grade with another which will enable the student to exclude a certain number of grades from GPA calculation. This policy will be discussed at future meetings and Markus Pomper requests faculty e-mail suggestions to him.

Kris Dhawale asked if an amendment were required for tabling the voting item. Mary Ann Morse responded that Faculty Senate was not committed to a vote when a voting item is on the agenda.

Deborah May asked if the grade change policy would apply to pre-requisites or to all courses. Markus Pomper responded that a failing grade would not be deleted from the record. The grade would be changed to "(grade) X" and omitted from GPA calculation.

Deborah May asked if the philosophy of each department would be preserved. For example, in the nursing program two failures mandate dismissal. Markus Pomper answered that the proposed policy will not affect departmental policies but will only affect overall GPA.

B. Nominating Committee – Neil Sabine

The Nominating Committee conducted two elections.

- 1) The Faculty Board of Review slate was selected at the August 28, 2003, Faculty Senate meeting. Of the four nominees, Edwina Helton, Lynn Hufford, Tom Osgood, and Walter Wagon, two are to be elected today. Neil Sabine announced that Tom Osgood withdrew his name. Neil Sabine then asked faculty to write in Lora Baldwin's name on the ballot and once that was completed vote for two people. Voting was completed and ballots were collected by Neil Sabine and Elizabeth Slattery.
- 2) The second ballot distributed was for election of adjunct faculty representatives. Seven nominees were on the ballot with six to be selected. Mary Fell asked what division the nominees represented and various Faculty Senate members offered the following information: Annette Jetmore, NSM; Ruth Mills, HFA; Bill Selkirk, NSM; Cheryl Stafford, HFA; Ed Thornburg, HFA; Bill Townsend, NSM; and M.L. Woods, Business. A recommendation was made that next year's ballots list the divisions the candidates represent.

Neil Sabine and Beth Slattery collected the ballots and left the room to count the votes.

C. Budgetary Affairs – Lora Baldwin

No report

D. Curriculum Committee – Peggy Branstrator

Peggy Branstrator presented an informational item from the Division of Humanities and Fine Arts which was a proposal to change the title of the "Minor in Business and Technical Writing" to "Minor in Technical Communication." The Curriculum Committee thought the change had been done and the IU East Bulletin reflects the new title but the change did not get reported or recorded so students' diplomas are printed with the wrong title.

Peggy Branstrator reminded all that even small changes in programs need to be reported to the Curriculum Committee so that they can be reported and recorded in order to avoid similar problems. More substantive changes (can be defined as any change affecting other divisions) must be brought to faculty senate for a vote.

E. Faculty Affairs – Mary Ann Morse

Mary Ann Morse reported that Faculty Affairs committee has met and are setting priorities to work on. Because of the committee members' busy schedules, sub-committees are meeting. Issues being discussed include:

- 1) Developing policy to bring lecturer's appointments into compliance with University policy.
- 2) Working to clear up wording in new promotion and tenure documents
- 3) Discussing constitution revision having to do with faculty senate membership issues.

Mary Ann Morse then asked Faculty Senate attendees to contact her or Walter Wagon with any thoughts on the above-mentioned issues or any other items to consider.

F. General Studies – Neil Sabine

No report

G. Workload Committee – Sue McFadden

- 1) Sue McFadden reminded all attending the reassigned time applications are due on October 15, 2003. The applications will be sent through faculty mail.
- 2) She also mentioned that the Honor's Program proposal will become a workload issue for discussion.

V. Academic Affairs – Erv Boschmann

Interim Vice Chancellor for Academic Affairs, Erv Boschmann, displayed a copy of the Faculty Scholarly Achievement document for 2003 which all IUE faculty will be receiving. This is documentation of the faculty who have published, and, one-half of the IU East full time faculty are published.

He is working on a one-half hour presentation of academic excellence here at IU East for the Indiana University Board of Trustees's visit in October.

Nominations for University-wide awards for different faculty members have been submitted, and for the first time at IU East, adjunct faculty are being nominated for university-wide teaching.

Academic Affairs continues discussion about academic standards.

IU East has contracted with Diane Roberts who will be associated with the Business Division. She will be working with community outreach and the Lilly Endowment Grant.

Dr. Boschmann announced Janet Davidson, Extended Learning Director, has resigned and is moving to Michigan.

Dr. Boschmann is also working on the application for the Addison Locke Roache Grant which is a \$1000 grant for a lectureship series. The money accrues each year is not used, and \$5000 is available at this time.

VI. Chancellor's Report –David Fulton

Chancellor Fulton began report with reminder of issues including the Blueprint for Policy and Planning Development by the Commission of Higher Education. The Commission is seeking input from all institutions in the state, and Indiana University is very energetic in developing a response. Six goals include: increase participation (Community College); improve preparation (Core 40); increase affordability (tuition control); increase degree completion; economic development; and measure student learning (assessment). These are the themes picked up by the Commission of Higher Education and the core of their plan being put together.

Another issue being discussed is the description of the structure of higher education in the state of Indiana. The Commission is also trying to establish categories in which the different institutions will fit. They are coming to a categorization of educational institutions throughout the state of Indiana and that suggests that each one of those different categories will have different missions attached to them. Chancellor Fulton emphasized that IU President Herbert believes mission differentiation amongst the different campus of the IU system is an important subject for consideration, and will be the subject of his thinking about the reorganization of Indiana University. His concern is not to say there is a category of research institutions and a category of regional campus and they should be treated differently, which is the attitude the Commission has taken, but his approach is that that each campus of the University is located in different environments which places different expectations on the University. The University is concerned campuses will be looked at as all alike, but there needs to be recognition of different circumstances and challenges at each campus.

The Indiana University Trustees meet October 30 and 31, 2003 at IU East which will provide an opportunity to talk to them about who we are. On the 30th there will be a reception for President Herbert in Hayes Hall at 5:30 PM.

Another issue is the P-16 document. The key point being made in the P-16 document is the goal to align standard policies, resources, and strategies to improve academic achievement for all students in the state of Indiana. The progress students are expected to make from entry into school to graduation from college needs to be connected one to the other and needs to be involved totally statewide. Phase one is the *idea*; phase two is the *practical elements* of implementation--such as money. The Educational Round Table will discuss these at the end of October. Just beginning to be discussed publicly is the relationship between vocational programs in K-12 system and Core 40 standards. Vocational programs must develop approaches to meet Core 40 standards within the vocational curriculum. School leaving age is to be raised from 16 to 18. Indiana University is supportive of both documents in general goals, and the implication to this campus is significant. IUE needs to move forward by looking at admission standards, the range of baccalaureate programs and expanding that range, and the development and implementation of graduate programs.

Chancellor Fulton also stated that in order to carry out the changes, there is a need for facilities. Current facilities will not be sufficient. If IUE hopes to have a building to house new baccalaureate programs and graduate programs, we

have to have a request on the table as soon as possible. There may be an opportunity for 2005 funding if put on the table this year, but most likely will be 2007.

Chancellor Fulton also commented that the SMP structure provides an excellent structure for developing specific plans to achieve goals, and he is asking all divisions to work on SMP this fall semester to put forward an agenda with specific objectives divisions have to help realize SMP goals: 1) standards 2) baccalaureate degrees 3) graduate degrees and 4) assessment.

Neil Sabine asked about other campuses' experiences in adding graduate programs. Chancellor Fulton responded that most developed in the old style with graduate programs handled on a specific program basis and not addressed in a university way. Neil Sabine asked if money is available or is this a lesson in futility. The Chancellor responded that pursuing programs is never a lesson in futility. In 1987 IUE offered only a few baccalaureate degrees and this has now grown to 16-18. IUE needs to make sure enrollment continues and to enhance private and grant dollars. Adding that IUE can't be stopped from developing *plans* because money may not be available. Kris Dhawale asked if a new building was going to cause funding problems with the need to provide funding for adding "stuff" within the new building and the possible loss of tuition from students going to IVY Tech State College. Chancellor Fulton responded that IUE needs to maintain enrollment through the development of Baccalaureate and graduate programs. Money will need to come from transfers from two-year institutions, which is a practical solution to IUE. We need to recruit IVY Tech graduates and work to get students interested in finishing degrees at IUE. In Ohio, we are working on reciprocity, which will open four counties. Edison State, Sinclair Community College and two Miami University campuses are marketing targets. This is where replacement students will come from and we will take on a senior institution status. Jerome Mahaffey asked if IUE will offer more upper division courses. Chancellor responded that he was referring to having more baccalaureate degrees. Jerome Mahaffey then asked if campus would see a shift in faculty. Chancellor Fulton responded that faculty need to be at a level to teach BA programs and the recruitment we do will be done with this in mind. Deborah May stated that in working with various organizations the problem of linkage we have with one to the other needs to be acknowledged. How we plan to inform them about what we need to do to link with 2 year programs is important. Chancellor Fulton stated IUE will develop recruiting plans with Sinclair and Edison State students. Documents showing credit transfer information to IUE are given to their students. IUE will develop a more comprehensive program showing that we exist and we are an option. Cheryl Bates Lee, Director of Marketing will be on Campus Monday to begin working on these plans.

Chancellor Fulton expressed his appreciation to Ben Young and Mary Fell for heading the search committee for Vice Chancellor of Academic Affairs. It was a well-organized and positive experience for the campus. The four candidates for further consideration are: Michael Harris, Charlie Harrington, Anne Patterson, and Larry Richards.

Neil Sabine announced results of the election for Faculty Board of Review with Edwina Helton and Lora Baldwin selected. Adjunct election results were Annette Jetmore, Ruth Mills, Bill Selkirk, Cheryl Stafford, Ed Thornburg, and Bill Townsend elected.

Joan Lafuze asked that next year information about each candidate be provided by each adjunct candidate before election.

VII. SMP Report – Neil Sabine

Neil Sabine expressed thanks to everyone for input in editing and rewriting SMP. He announced open meetings on October 9th from 2-3 in the Campus Life Conference Room and October 14th from 11-12 with room to be determined later.

VIII. Old Business

There was none.

IX. New Business

Calendar Committee-Lora Baldwin

The Calendar Committee brought two different proposals (attached to agenda) for the Academic Calendar with one offering a modified Fall and Thanksgiving Break. Both proposals change the starting date of fall semester and change spring break. Fall semester would always start on the Monday before Labor Day and Spring Break the tenth week of classes. The distinction between the two calendars is Fall Break. Currently Fall Break is Monday, Tuesday, and Wednesday prior to Thanksgiving providing a full week break. The other option includes doing a Monday and Tuesday around Columbus Day so that there will be a four day weekend and still have Wednesday through Sunday of Thanksgiving week. In a survey done by Student Leaders, two-thirds of the students surveyed favored keeping Fall Break the entire week in November.

Questions were asked about why summer session begins so soon after spring semester and why there are not two full weeks between second summer session and fall semester.

Lora Baldwin then asked if all were satisfied with the Fall Break proposal or does it need to be changed. Alisa Clapp-Itnyre stated she likes having a whole week off for travel. Mary Fell stated a full week provides a break for students to cope with work and to work on final projects, but a similar break in the middle of the semester may also give time to sort things out.

Lora Baldwin stated that of the students surveyed, 2 out of 3 prefer having the week off during Thanksgiving. Some would like 2 days in October but the majority voted to keep the status quo. Neil Sabine commented that by taking a full week off “day creep” seems to go away. Another comment is that the week-long break is more consistent with Spring Break. Two days is not much of a break at all. Lora Baldwin will take Faculty Senate discussion back to the Calendar Committee with the recommendation to leave the fall calendar as is: starting Monday before Labor Day and Spring Break starting on the tenth week.

It was suggested that the Calendar Committee re-examine the break between spring and summer so there is one week between them. Markus Pomper stated quite a few students prefer starting summer classes right after spring semester ends so they can have the rest of the summer off. Lora Baldwin stated that it is apparent there are still questions and open meetings should be scheduled. Mary Ann Morse reminded committee to look at 4th of July. Lora Baldwin will poll faculty and students about summer sessions.

Walter Wagor asked why Bloomington starts on Labor Day and we start the week before. He asked the Calendar Committee to find out if fall semester could start after Labor Day. Lora Baldwin stated that studies show enrollment increases if classes begin after Labor Day. Joan Lafuze stated that IU Bloomington semester does go later into the calendar. She teaches to four campuses and her situation illustrates the need to coordinate the calendar among campuses. Walter Wagor stated our semester now ends December 20th so could not go that much later. Jerome Mahaffey asked why not utilize Fridays during summer and compress to five weeks rather than six. Walter Wagor replied that there are some teaching on Fridays during summer sessions. Lora Baldwin stated Calendar Committee will discuss proposal further.

No other new business.

X. Vice Chancellor of Enrollment Services – Ben Young

Vice Chancellor Young was unable to attend senate meeting but provided copies of fall 2003 campus enrollment report attached to agenda.

XI. Vice Chancellor of Information Technology – Wendy Chang

Dr. Chang presented a list of the technology mindset for the class of 2007.

XII. Announcements

1. Kim Sheckles, Student Volunteer Action Center, requested faculty participation in “Make A Difference Day” at the YMCA Genesis building on Thursday and Friday October 23rd and 25th from 9-3. Lunch will be provided. A sign up sheet will be available in Campus Life and they will be sending flyers and e-mail reminders.
2. Anne Szopa reminded all to look for United Way appeals in mailboxes and e-mail.
3. Joan Lafuze announced NAMI will have a candlelight vigil tonight (October 7) outside the City Building beginning at 6:00 PM. Deborah May stated this is a show of support for all individuals with family members with mental illness. Thanks for strong support from IUE.
4. Dianne Chandler announced open enrollment for benefits will be October 11-14. Meeting on campus will be from 10:00 AM to 1:00 PM in the Whitewater Hall Community Room. The meeting will provide information changes taking place on the plan. Faculty received the Informed Employee and on October 14th all should receive a personalized package with a benefit statement. Any changes must be turned in by November 14th. If you are happy with your current plan, there is no need to turn in paperwork. If you want to enroll in tax saver benefit, you will need to sign up. We can now claim expenses for aspirin and other over the counter products.
5. Alisa Clapp-Itnyre invited all to attend Richmond Civic Theatre’s production the “Curious Savage” which is a sensitive and light hearted look at mental illness. Walter Wagor also reminded all of Richmond Civic Theatre’s generous offer of opening Friday night balcony tickets to IUE students. Faculty should encourage students to take advantage of the offer.

XIII. Adjournment

Move to adjourn. Unanimous. Meeting adjourned at 12:15 PM.

AGENDA
IU EAST FACULTY SENATE
December 2, 2003
11:00-12:15
WZ 132

- I. Approval of minutes—Faculty Senate meeting of October 7, 2003
- II. President’s report
- III. Student LEADERS
- IV. Standing Committee business
 - A. Curriculum Committee: Kumara Jayasuriya & Peggy Branstrator
 - 1 voting item**
 - 1. Certificate in Laboratory Science (Cir. E12-04)
 - 1 information item**
 - 2. Existing Course Activation: J380 (Cir. E15-04)
- V. University Faculty Council Committees
 - A. Student Affairs Committee: Mort Seddighin
- VI. Unfinished business
- VII. Academic Affairs report: Vice Chancellor Erv Boschmann
- VIII. Chancellor’s report
- IX. Q&A/Discussion
- X. New business
- XI. Adjournment

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES
December 2, 2003
Whitewater Hall – Room 132
Indiana University East
11:00 AM – 12:15 PM

Presiding: Cathy Ludlum-Foos, Faculty Senate President

Present: Baldwin, L.; Barton, G.; Baumann, P.; Bergen, M.; Boschmann, E.; Branstrator, P.; Braxton-Brown, G.; Brown, E.; Chang, W.; Clapp-Itnyre, A.; Cooksey, A.; Dempsey, K.; Dhawale, K.; Doerger, D.; Englert, L.; Fell, M.; Folkerth, Mary.; Fulton, D.; Goerss, B.; Hamilton, S.; Harper, J.; Helton, E.; Jayasuriya, K.; Jerzak, P.; Kirk, B.; Koenig-Martin, M.; Knuths, J.; Kreamelmeyer, K.; Lafuze, J.; Ludlum Foos, C.; Mahaffey, J.; Mathew, G.; McFadden, S.; Morse, M.; Nishihara, L.; Peacock, F.; Pomper, M.; Powell, M.; Rincon, L.; Ruddmann, D.; Sabine, N.; Scott, W.; Seddighin, M.; Shapiro, S.; Slattery, E.; Thornburg, E.; Tolley, R.; Townsend, B.; Veramallay, A.; Wagor, W.; Weber, G.; Heffron Williamson, M.

Others Present: Brattain, Frank (Purdue Programs); Dunn, Holly (Student Leaders); Adams, Amanda (Student Leaders); Young, Ben (Vice Chancellor Enrollment Services)

Absent: Alenskis, B. (Purdue Programs); Armstead, S.; Baker, D.; Blakefield, M.; Bullock, D.; Clark, K.; Curry, M.; Felton, K.; Fitzgerald, E.; Foos, M.; Hufford, L.; Humphries, P.; Jetmore, A.; Kozak, M.; Kriese, P.; Lemming, E.; Mantanich, J.; Marschall, T.; Maurer, J.; May, D.; McFadden, B.; Meyer, D.; Mills, R.; Naaeke, A.; Osgood, T.; Passet, J.; Pickett, J.; Rankin, S.; Ramsey, R.; Rao, V.; Rivard, T.; Roberts, M.; Roman-Royer, J.; Roswell, R.; Selkirk, B.; Stafford, C.; Stanforth, D.; Stolle, C.; Szopa, A.; Thomas, T.; Thomas Evans, M.; Watkins, M.; Wilde, J.

Call to Order

Quorum was reached at 11:10 AM whereupon Cathy Ludlum-Foos, Faculty Senate President, called the meeting to order.

I. Approval of Minutes

A motion to approve the Faculty Senate minutes of October 7, 2003 was made by Kris Dhawale and seconded by Suzi Shapiro. There were no corrections and the minutes were accepted as presented.

II. President's Report

- A. Cathy Ludlum-Foos reported that at the university level research using human subjects has been shut down at all regional campuses because of violations at IU-South Bend. President Herbert may recommend that such research could only be done through Bloomington. The IRB process was audited at the regional campuses, and thanks were expressed to Walter Wagor and Karen Clarke as IUE's IRB audit did very well. The Agenda Committee composed a letter to IU President Herbert recommending that regional campuses be able to maintain campus IRB, and to put in other safeguards for periodic review.
- B. Cathy Ludlum-Foos then commented on the change in the IUE Faculty Senate meeting agenda format. She stated the change came after discussion about how faculty senate meetings have developed over time to become a passive body for announcements and reports and less and less about being a deliberative body where substantive issues are discussed. The new format takes announcements and most reports out of the agenda. Standing Committee updates will be sent through electronic mail. A question and answer time is allotted for discussion of reports and other issues faculty may wish to discuss later in the agenda.
- C. Cathy Ludlum-Foos announced a faculty party on January 23, 2004. Suzi Shapiro explained that on this date faculty will also have an opportunity to share some of the new ideas they are working on and trying in class that are working well. There will be a morning and an afternoon session on January 23, 2004. It will be an open discussion of things that faculty have found that work. Also, Suzie Shapiro added there would be a workshop for those who would like to perform peer review. This is mostly for tenure track faculty to help colleagues. The workshops will be an opportunity to share and could be an hour or longer, and Suzi Shapiro asked faculty to get in touch with her if they have something to contribute. Dinner, which is being planned by Larry Englert, will follow the afternoon session.
- D. Cathy Ludlum-Foos reminded faculty that announcements will be presented on a power point presentation until quorum is reached. Any announcements to share at future senate meetings should be sent to Cathy Ludlum-Foos.

III. Student Leaders

Describing the Student Leader Conference in San Diego, California, as a fabulous experience, Student Leader, Holly Dunn, also stated the workshops offered ideas that she is already using. Holly Dunn then invited all to the *Holiday Celebration Around the World* for free lunch, free coffee mugs, and guest speakers.

- IV. President Cathy Ludlum-Foos informed Faculty Senate members there had been an oversight in preparing the agenda in that the candidates for December graduation must be approved at this meeting. There were no objections to adding this item to the agenda. There were also no objections to Ben Young, Vice Chancellor of Enrollment Services, being present during the executive session, and Faculty Senate went into executive session. The graduation list was reviewed and Larry Englert made a motion to approve the list. Mary Fell seconded the motion. Discussion followed with Laverne Nishihara commenting that she would vote to approve the candidates on the condition of fulfillment of requirements. Cathy Ludlum-Foos answered this is a standard condition of approval and there was no further discussion. The motion was approved. The meeting then continued in regular session.

A. Curriculum Committee:

Peggy Branstrator presented one voting item, Certificate in Laboratory Science (Circular E12-04), which will prepare students in specific laboratory skills. The certificate provides an option for someone who does not want a whole degree but wants to demonstrate mastery in laboratory technique.

Cathy Ludlum-Foos then asked for a motion to approve the item as presented. Mary Folkerth questioned why a course on safety was recommended but not required. Peggy Branstrator responded that a safety course would be integrated within the courses already. If going into quality control where there is a safety issues, would be required to take safety course. Mary Folkerth then asked if OSHA would require viewing of a safety video. Peggy Branstrator responded that it would be integrated within the course and that flexibility was provided within the certificate for a variety of things. Voting then followed with all in favor of approving the Certificate in Laboratory Science.

B. Kumara Jayasuriya presented an information item from BSS, an existing course activation (Circular E15-04), Internship in Criminal Justice (J380), off the master course list. The course will provide students with practical experience. Ed Brown stated the wording on page 1 of the Criminal Justice J380, Internship in Criminal Justice (Overview) number 1 should read: *Students must be admitted to the Bachelor of Science in Criminal Justice or Bachelor of Science in Behavioral Sciences program with a declared major in BSS...*

C. As an informational item, Luz Mary Rincon presented an overview of the Costa Rica program approved by the Advisory Council of Overseas Studies. The program will begin this summer (2004) and will offer Spanish language and cultural courses. Students will be required to meet certain language requirements prior to acceptance into the program which is a 3 credit hour class with tuition of \$2139 (tuition, airfare, housing, food, meals, entertainment, personal expenses for 3 weeks). Luz Mary Rincon also announced that faculty could join the program at a cost of \$1300.

V. University Faculty Council Committee

Mort Seddighin presented information from the Student Affairs Committee of the Faculty Council which the faculty will be voting on in the Spring. Mort Seddighin informed faculty that a document devising a Student Code of Conduct would be available for review in faculty lounges and the IU East Library. The document, divided into three columns, with column one being the original code, column two revisions being considered; and column three additions from IU Bloomington and IUPUI. The Student Affairs Committee is interested in suggestions and comments about the document from our campus. A Student Code of Conduct will eventually require approval of the Faculty Senate.

One issue to pay attention to is the change from "sexual harassment" to "harassment." (Part 1, Section 8 "Rights of Students.") This section included a lot of suggestions from IUPUI. Another issue with a few changes is the Student Complaint Procedure.

Walter Wagor commented for clarification that in some places there are three sets of proposed changes to the existing document: proposed change from Bloomington; proposed changes from IUPUI; proposed changes from the committee. IU East faculty can make comments on original and proposed changes. Mort Seddighin agreed with this clarification.

Cathy Ludlum Foos stated that she has not heard from other UF chairs and moved on to the next agenda item.

VI. Unfinished Business

There was none.

VII. Academic Affairs Report: Vice Chancellor Erv Boschmann

There was no report.

VIII. Chancellor's Report

Chancellor Fulton announced that Larry Richards accepted an oral offer from Indiana University East to become Vice Chancellor for Academic Affairs and will start January 20, 2004. Chancellor Fulton stated he looks forward to Dr. Richard's arrival and asks all to welcome Dr. Richards to the IU East community.

Kris Dhawale acknowledged Erv Boschmann for the excellent job he has done.

IX. Question & Discussion

Cathy Ludlum-Foos then explained that this portion of the agenda will be for questions or discussion on substantive issues faculty feel the need to talk about. This part of the agenda will provide an opportunity to ask questions and bring up issues of interest.

Cathy Ludlum-Foos stated that Neil Sabine would lead discussion on SMP committee's work and commented that discussion opportunities had been set up and the goal is to vote on a document that Faculty Senate is willing to support. The document provides implications for what we do in the future. President Herbert will do annual campus evaluations and we will be held accountable on how we are progressing on campus goals.

Neil Sabine stated that the SMP has taken the document to everyone (Executive Council, Professional Council, Staff Council) on campus and all groups on campus have approved the document but faculty senate. The SMP committee has been working on the document since summer (2003), and the SMP Committee wants this document to move the campus forward. A power point presentation of the Vision-Mission-Goal statement was presented.

Mission Statement

Indiana University East challenges students to grow intellectually and socially in a personalized, supportive and scholarly learning environment. Indiana University East provides opportunities for people of diverse backgrounds, experiences, and beliefs for life long learning and promotes the educational, cultural and economic well-being for the residents of east-central Indiana and west-central Ohio.

Vision Statement

Indiana University East will be a leader in innovative instruction and will provide a supportive learning environment in which students reach their potential. The expertise of faculty, staff, students and academic partners at Indiana University East will be used to improve the quality of life within the region. Our diverse community of faculty, staff and graduates will distinguish themselves through their intellectual and social contributions to the region, the state, and the world.

Campus Initiatives

Indiana University East will:

- raise the educational aspirations of citizens, employers, and employees within the region.
- broaden and revise academic opportunities and their modes of delivery in response to the changing expectations of regional campuses and the communities they serve.
- provide an environment and curriculum that affirms the pluralism of people's backgrounds, beliefs and experiences.
- acquire a variety of external funds and resources to support the campus mission.
- enrich the lives of the citizens in the region by providing opportunities for cultural, educational and economic growth.

Discussion included:

- Joan Lafuze asked if "potential" was a collective noun.
- Mary Fell suggested "well-being for the residents" be changed to "well-being of the residents." Mary Fell also stated that during the search for the new Vice Chancellor of Academic Affairs, the search committee was challenged to distinguish what makes us different from other campuses. Mary Fell stated she likes the statement: *promotes the educational, cultural and economic well-being for the residents.*
- Suzi Shapiro commented that the Vision Statement states we will be a leader in innovative instruction. We can do that but we have to do it.
- Cathy Ludlum-Foos reminded all that this document is what we will approve. She also stated that "Initiatives" are what will drive the divisional goals and long range plans. Faculty will be held accountable for the document approved. Faculty Senate is being asked what they are willing to commit to doing.
- Neil Sabine stated Initiatives will run approximately 5 years so the campus will be given a chance to meet goals.
- Greg Barton stated he does not accept the statement *provide an environment and curriculum that affirms the pluralism of people's backgrounds, beliefs and experiences.* Greg Barton stated he can teach belief but he can't say he affirms beliefs. Greg Barton stated he is uncomfortable making a commitment to affirming beliefs.
- Laverne Nishihara stated this statement emerged from a suggestion from the Multi-Cultural Affairs Committee and the intent is to address the atmosphere on campus and curriculum that whatever student's religious belief is, all would find a congenial environment. Laverne Nishihara stated that it would be agreeable to toy with the word "affirms."
- Joan Lafuze stated that perhaps "acknowledge pluralism" might be better.
- Ed Brown reads the statement as well as "affirming pluralism."
- Greg Barton fully subscribes to what the intent was. He has heard statements from students questioning this sentence.
- Alisa Clapp-Itnyre also wondered if this statement is trying to merge two different points. Alisa Clapp-Itnyre would recommend separating the statement into two separate bullets. Curriculum does not affirm. 1) providing an environment affirming peoples background; and 2) describing curriculum.
- Walter Wagor stated: 1) he seconds what Alisa says. His responsibility is to challenge a person's beliefs, not to affirm them-to get them to think about things they haven't thought about yet. 2) he has difficulty with first bullet stating it is our responsibility that we have control of raising the aspiration of someone else. 3) Glaringly missing is anything that has to do with student engagement. As a faculty this is the direction we wanted to take in growing and enhancing campus.
- George Mathew stated he liked the word "partnership."
- Mardi Bergen stated that resources should not only be considered as what we will get from community but what we will be giving. Community partnerships are important
- Mary Folkerth asked Walter Wagor if the statement *enrich the lives of the citizens in the region by providing opportunities for cultural, educational and economic growth* contained something in terms of student engagement? Walter Wagor stated that that statement is our outreach.
- Neil Sabine stated the committee did not want statement to be too specific. Goals have to be determined through initiatives so they have to be general enough so people can make goals relative to the initiatives, but, be broad enough to encompass staff as well.
- Joan Lafuze – agrees with what Neil says.
- Walter respectfully disagrees. That statement does not say that . That is the most direct initiative that affects the academic program and is the heart of the activity our body has to do. By voting for this, would be committing most of energy to people off campus. Don't see what I am to do as a faculty member for our students. See direction as a social service.
- Cathy Ludlum-Foos asked whether initiatives will help realize that vision.
- Neil Sabine commented that on second bullet can include a lot of academic changes that may occur in upcoming years. Trying to keep statement short because the longer it gets, the more exclusive it becomes. Everybody not responsible for all initiatives but only responsible for initiatives in the unit that you can contribute to.
- Mary Fell suggested new bullet stating: Create an environment of academic engagement
- Greg Braxton-Brown – everyone else approved. Should we approve. What is goal here?
- Neil Sabine replied that SMP Committee goal is to do something to create a vision and mission that has been stated as clearly as can. Many opportunities provided on campus for comment, now let's do something about it.
- Greg Braxton-Brown commented "so moved."

- Cathy Ludlum-Foos asked if a motion were being made without further discussion. Greg Braxton-Brown withdrew motion but asked if this is the end product; if the SMP Committee has come to us several times for consideration; and has been considered elsewhere for approval, why are we not moving on with our approval. Is this not a done deal?
- Cathy Ludlum-Foos stated Faculty Senate is preparing to vote on the statement in January and this is not a process without an end. Faculty has an enormous investment in this statement and want to air any remaining concerns before coming to a vote.
- Mary Ann Morse stated that the Faculty Senate is the body expected to operate under the mission statement, and the statement must be approved by faculty senate. Mission Statements has to have official approval.
- Greg Braxton-Brown stated that this statement has achieved approval with other groups on campus and wonders if we alter the statement, does alteration have to go to others for the process of approval? At what point do we quit giving input.
- Lora Baldwin agrees with what Greg Braxton-Brown is saying. If faculty senate make changes, we should run change by other bodies (Professional Staff Council, Executive Council, Staff Council).
- Chancellor Fulton commented he would be happy to take any changes to other groups for reconsideration.
- Ed Brown stated all other bodies are advisory in nature. This body approves and would go back to others only as a courtesy.
- Erv Boschmann stated that Mission Statement always is the short statement. *Leader in innovative instruction* would be a wonderful forward statement and would be acceptable to everyone concerned.
- Neil Sabine stated there would be no trouble with this going forward if Faculty Senate made changes.

Cathy Ludlum-Foos asked if there were questions on other topics people wanted to discuss. Walter Wagor suggested with change in procedure announcements will not appear in minutes. He suggests including announcements in minutes for those who are absent.

Motion to adjourn – no objections. Meeting adjourned at 12:13 PM.

AGENDA
IU EAST FACULTY SENATE
January 20, 2004
11:00-12:15
WZ 132

- I. Approval of minutes—Faculty Senate meeting of December 2, 2003
- II. President's report
 - Introduction of Larry Richards, new Vice Chancellor for Academic Affairs
 - Thank you and farewell to Erv Boschmann
- III. Student LEADERS
- IV. Standing Committee business
 - A. Nominating Committee: Neil Sabine
 - Voting Item:** Elect graduate faculty to Curriculum Committee
 - B. AAA Committee: Marcus Pomper
 - Report on suspension appeals hearing
 - C. Budgetary Affairs Committee: Lora Baldwin
 - Report on budget
 - D. Workload Committee: Sue McFadden
 - Awarding of reassigned time
- V. Unfinished business
 - A. Neil Sabine: SMP
 - Voting Item:** Endorsement of new campus mission, vision, & initiatives (Cir. E16-04)
 - B. Lora Baldwin: Calendar Committee
 - Voting Item:** proposed changes to Fall & Spring academic calendar (Cir. E9-04)
 - Discussion of proposed changes to Summer calendar
- VI. New Business
- VII. Academic Affairs Report: Vice Chancellor Larry Richards
- VIII. Chancellor's report: Chancellor Fulton
- IX. Enrollment Services Report: James Bland
 - Financial Aid agreement with Ivy Tech
- X. Q & A
- XI. Adjournment

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES

January 20, 2004
Whitewater Hall – Room 132
Indiana University East
11:00 AM – 12:15 pm

Presiding: Cathy Ludlum Foes, Faculty Senate President

Present: Baldwin, L.; Barton, G.; Baumann, P.; Bergen, M.; Blakefield M.; Boschmann, E.; Branstrator, P.; Brown, E.; Bullock, Chang, W.; D.; Clapp-Itnyre, A.; Cooksey, A.; Dhawale, K.; Doerger, D.; Fell, M.; Felton, K.; Folkerth, M.; Foes, M.; Fulton, D.; Harper, J.; Hufford, L.; Humphries, P.; Jayasuriya, K.; Jerzak, P.; Kirk, B.; Koenig-Martin, M.; Lafuze, J.; Lemming, E.; Ludlum Foes, C.; Mahaffey, J.; Marschall, T.; Mathew, G.; May, D.; McFadden, S.; Mills, R.; Morse, M.; Naaeke, A.; Passet, J.; Peacock, F.; Pomper, M.; Powell, M.; Ramsey, R.; Richards, L.; Rincon, L.; Rivard, T.; Roswell, R.; Sabine, N.; Scott, W.; Seddighin, M.; Shapiro, S.; Slattery, E.; Stanforth, D.; Stolle, C.; Szopa, A.; Thornburg, E.; Veramallay, A.; Wagor, W.; Wilde, J.; Heffron-Williamson, M.

Others Present: Adams, Amanda (Student Leaders); Dunn, Holly (Student Leaders); Dooley, Dan (Guest); Hicks, Dennis (Registrar); Young, Ben (Vice Chancellor Enrollment Services)

Absent: Armstead, S.; Baker, D.; Braxton-Brown, G.; Clark, K.; Curry, M.; Dempsey, K.; Englert, L.; Fitzgerald, E.; Goerss, B.; Hamilton, S.; Helton, E.; Knuths, J.; Krearmelmeyer, K.; Kriese, P.; McFadden, B.; Meyer, D.; Nishihara, L.; Osgood, T.; Rankin, S.; Rao, V.; Roberts, M.; Roman-Royer, J.; Rudmann, D.; Thomas, T.; Thomas-Evans, M.; Tolley, R.; Watkins, M.; Weber, G.;

Call to Order

Quorum was reached at 11:12 AM whereupon Cathy Ludlum Foes, Faculty Senate President, called the meeting to order.

- I. Approval of Minutes
A motion to approve the Faculty Senate minutes of December 2, 2003 was made by Ashton Veramallay and seconded by Sue McFadden. There were two corrections. Page Jerzak was reported as *absent* but was *present*. VIII should read “Vice Chancellor *for* Academic Affairs” rather than “Vice Chancellor *of* Academic Affairs”. The minutes were accepted as amended.
- II. President’s Report
 - A. Cathy Ludlum Foes turned the floor over to Chancellor Fulton. Chancellor Fulton introduced Larry Richards, the new Vice Chancellor for Academic Affairs.
 - B. Chancellor Fulton extended thanks to Erv Boschmann for his service and quietude as Interim Vice Chancellor for Academic Affairs.
 - i. Walter Wagor moved that the Senate adopt a resolution commending Erv Boschmann for his service as Interim Vice Chancellor for Academic Affairs. Joan Lafuze seconded. Motion passed by acclamation.
- III. Student LEADERS
 - A. Amanda Adams and Holly Dunn reminded the Faculty Senate about their list of goals for 2003-2004 school year
 - B. Amanda Adams and Holly Dunn thanked Erv Boschmann for his support as Interim Vice Chancellor for Academic Affairs.
 - C. Amanda Adams and Holly Dunn welcomed Larry Richards as the new Vice Chancellor for Academic Affairs.
- IV. Standing Committee Business
 - A. Nominating Committee: Neil Sabine. One information item and one voting item
 1. Elections for Senate President will be held in February. The Nominating Committee is soliciting nominations., Cathy Ludlum Foes, has indicated she is willing to serve another term.
 2. Ballots were distributed to elect two graduate faculty members to fill 2 open positions on the Curriculum Committee. Alisa Clapp-Itnyre from Humanities and Fine Arts and Deborah May from Nursing were elected for two-year terms.
 - B. AAA Committee Report: Markus Pomper. The AAA Committee held the Suspension Appeals Hearing for Fall 2003 Semester on Jan. 7. 20 Students appealed their suspensions; 14 were approved, 6 were denied.
 - C. Workload Committee Report: Sue McFadden. Two faculty members requested reassigned time for Spring. Workload Committee and Academic Affairs have approved both petitions for Greg Weber and Joan Lafuze.
 - D. Budgetary Affairs Committee Report: Lora Baldwin.
 1. Because of salary savings in a number of areas we will be able to meet our anticipated overdrafts for fiscal year 2004. However, several of the overages are perennial ones, including summer session faculty salaries and adjunct faculty salaries, so we need to find a more permanent solution, which will mean less money elsewhere in the budget.
 2. We will soon begin the budget planning process. Enrollments are up, but we still have very little room in the budget for maneuvering.
 3. President Herbert will be looking at faculty salaries at all IU campuses. We don’t know yet how that will affect our current plan to raise IU East faculty salaries.

V. Unfinished Business

- A. SMP Committee. Neil Sabine presented one voting item—the proposed new campus mission, vision, & initiatives (Circular E16-04). Changes made in response to last month’s feedback include adding an initiative dealing with student engagement and rewording the initiative regarding diversity of beliefs.

The proposal comes to the Senate moved and seconded by the SMP Committee. Two typographical errors were noted. Voting then followed with all in favor of approving the new Campus Mission, Vision, & Initiatives. Motion passed.

- B. Calendar Committee. Lora Baldwin presented for Senate approval the proposed changes to the academic calendar (Circular E9-04). It was noted that the proposed 2004-2005 calendar and the proposed 2005-2006 calendar are distinct voting items. The Calendar Committee proposes each Fall Semester begin the Monday before Labor Day and Spring Break be scheduled for the 10th week of each Spring Semester. Dennis Hicks stated the Auto Withdrawal period ends the End of the 9th week. Alisa Clapp-Itnyre questioned if Spring Break would be a week later than normal. Mary Ann asked when Priority Registration is. Dennis Hicks stated it is the week after Spring Break at the request of Academic Advising. Deb May asked if Spring Break would be the 10th week no matter when the start date is.

Cathy Ludlum Foos asked for a motion to table the discussion of the First Motion - Fall Start Date. Mary Fell moved to table the discussion. Motion seconded. Motion passed to table the discussion. Cathy Ludlum Foos requested feedback be sent to the Calendar committee.

Cathy Ludlum Foos asked for a motion to table the discussion of the Second Motion – Spring Break schedule. Motion to table the discussion. Motion seconded. Motion passed to table the discussion. It was suggested a meeting be held to discuss calendar issues.

VI. New Business: There was none.

VII. Academic Affairs Report

Vice Chancellor for Academic Affairs, Larry Richards, thanked those involved in the search process for helping him get here.

VIII. Chancellor’s Report

Chancellor Fulton yielded the floor for the next Agenda item due to lack of time.

IX. Enrollment Services Report

James Bland, Director of Admissions and Financial Aid, presented an informational item from Enrollment Services regarding the Financial Aid agreement with Ivy Tech. It is now possible for students at both Ivy Tech and IU East to take one or more courses at the other institution and still receive financial aid. Previously, courses taken at the institution other than the one at which a student is enrolled were not eligible for financial aid nor were they counted toward full-time enrollment for financial aid purposes. Any questions or feedback should be directed to James Bland.

Joan Lafuze moved that the meeting be adjourned. Motion was seconded. Meeting adjourned at 12:18 PM.

AGENDA
IU EAST FACULTY SENATE
February 3, 2004
11:00-12:15
WZ 132

- I. Approval of minutes—Faculty Senate meeting of January 20, 2004
- II. President’s report—5 min.
- III. Student LEADERS: Amanda Adams & Holly Dunn—5 min.
- IV. Standing Committee business
 - A. Nominating Committee: Neil Sabine—5 min.
-**Voting Item:** Elect Senate President
 - B. AAA Committee: Marcus Pomper—10 min.
-**Voting Item:** Academic Standards Policy (Cir. E17-04)
 - C. Curriculum Committee: Kumara Jayasuriya—5 min.
-**Voting Item:** Changes to the Communication Studies Degree (E18-04)
- V. New Business
- VI. Chancellor’s report: Chancellor Fulton—5 min.
- VII. Academic Affairs Report: Vice Chancellor Larry Richards—5 min.
- VIII. Q & A/Discussion: Discussion document, *Indiana University East at a Crossroads*

Adjourn 12:15 P.M.

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES

February 3, 2004

Whitewater Hall – Room 132

Indiana University East

11:00 AM – 12:15 pm

Presiding: Cathy Ludlum Foos, Faculty Senate President

Present: Armstead, S.; Baldwin, L.; Barton, G.; Baumann, P.; Blakefield M.; Branstrator, P.; Braxton-Brown, G.; Bullock, D.; Chang, W.; Clapp-Itnyre, A.; Clark, K.; Curry, M.; Cooksey, A.; Dhawale, K.; Felton, K.; Folkert, M.; Foos, M.; Fulton, D.; Harper, J.; Humphries, P.; Jayasuriya, K.; Jerzak, P.; Jetmore, A.; Kirk, B.; Koenig, M.; Lafuze, J.; Ludlum Foos, C.; Mahaffey, J.; McFadden, B.; McFadden, S.; Mills, R.; Morse, M.; Naaeke, A.; Nishihara, L.; Passet, J.; Peacock, F.; Pomper, M.; Ramsey, Rankin, S.; R.; Richards, L.; Rincon, L.; Rivard, T.; Roswell, R.; Rudmann, D.; Sabine, N.; Scott, W.; Shapiro, S.; Stanforth, D.; Stolle, C.; Szopa, A.; Thomas-Evans, M.; Thornburg, E.; Veramallay, A.; Wagor, W.; Heffron-Williamson, M.

Guests: Adams, Amanda (Student Leaders); Alenskis, Brian (Purdue Faculty); Dunn, Holly (Student Leaders); Hicks, Dennis (Registrar); Young, Ben (Vice Chancellor Enrollment Services)

Absent: Baker, D.; Bergen, M.; Brown, E.; Curry, M.; Dempsey, K.; Doerger, D.; Englert, L.; Fell, M.; Fitzgerald, E.; Goerss, B.; Hamilton, S.; Helton, E.; Hufford, L.; Knuths, J.; Kreamelmeyer, K.; Kriese, P.; Lemming, E.; Marschall, T.; Mathew, G.; May, D.; Meyer, D.; Osgood, T.; Powell, M.; Rao, V.; Roberts, M.; Roman-Royer, J.; Seddighin, M.; Slattery, E.; Thomas, T.; Tolley, R.; Watkins, M.; Weber, G.; Wilde, J.;

Call to Order

Quorum was reached at 11:05 AM whereupon Cathy Ludlum Foos, Faculty Senate President, called the meeting to order.

- X. Approval of Minutes
Faculty Senate President, Cathy Ludlum Foos asked for corrections to the minutes of January 20, 2004 meeting. Hearing none the minutes were accepted as presented. It was later noted Wendy Chang and Ed Brown were reported as *absent* but were *present*.
- XI. President's Report
A. Cathy Ludlum Foos read a *Thank You* note received from Pricilla Boschmann.
B. Did not have a Holiday party in January due to lack of funds.
C. Cathy Ludlum Foos has forms for nominations for the Distinguished Alumni Award.
D. Progress is being made regarding the Graduate Program informal discussion from a few months ago. Graduate Faculty has been elected to the Curriculum Committee. An ad hoc Senate Committee will be convened to decide focus.
- XII. Student LEADERS
A. Amanda Adams and Holly Dunn reported on the Student LEADER activities.
i. Met with the Board of Trustees
ii. Attended a leadership conference on Faith and Values in Indianapolis.
iii. Working on service projects.
iv. Promoting Hoosiers for Higher Education.
v. Freshman Coupon Books scheduled to be distributed this week.
- XIII. Standing Committee Business
A. Nominating Committee: one voting item. Due to the nature of the item Faculty Senate President, Cathy Ludlum Foos turned the floor over to Mary Ann Morse, Chair of Faculty Affairs. Mary Ann Morse requested nominees for Faculty Senate President. Neil Sabine presented one nominee, Cathy Ludlum Foos. Mary Ann Morse requested other nomination from the floor. There were

- none. With no other nominations Mary Ann Morse requested approval by Acclamation for Cathy Ludlum Foos to serve another term as Faculty Senate President. Motion passed by acclamation.
- B. AAA Committee: Markus Pomper presented one voting item. (Cir. E17-04) The AAA committee proposes a change to the Academic Standards Policy in the Honors portion. Under the current policy there is no restriction from being on Academic Probation and on the Chancellor and/or Dean's List. The committee understands the objections.
- i. Arguments Opposing the change:
 1. Recognize Academic Effort even if the student is on probation.
 2. Eliminates some students from receiving honors.
 3. Receiving honors while on probation might encourage some students.
 4. Restriction might deny some students who just had a bad semester from receiving honors.
 - ii. Arguments in Favor of the change:
 1. Students are placed on Probation because they are not making adequate progress toward graduation. (Accumulative GPA is below 2.0.)
 2. The terms Dean's List, Chancellor's List and Probation are used widely in higher education. This would keep us consistent with what other Universities do.
 - iii. The AAA committee believes we should make these standards mutually exclusive, that a student cannot receive Honors while on Probation.
 - iv. A compromise: If the student is on Probation and receives a 4.0 for the semester and is in good standing at the end of said semester he or she would be eligible for Honors.
 - v. A Motion seconded by AAA Committee for the Senate to approve the recommended changes to the Academic Standards Policy.
 - vi. There was some discussion of other proposed changes to the policy, which were shown to be only clarification or grammatical changes not affecting the substance of the policy.
 - vii. The president called for a vote to approve the revised Academic Standards Policy as presented (Cir. E17-04). There was a request for a hand vote. A hand vote was taken; the motion passed.
- C. Curriculum Committee: Kumara Jayasuriya presented one voting item (Cir. E18-04). It is moved and seconded that the Senate approve changes to the Communications Degree as presented. Kumara Jayasuriya reviewed the changes, which only affected requirements within the HFA division. Walter Wagor requested some clarification about the Senior Seminar requirement; Jerome Mahaffey obliged. The president called for a vote; the motion passed.

XIV. New Business
There was none.

XV. Chancellor's report

- A. Chancellor David Fulton highlighted responsibilities and changes Vice President for Academic Affairs, Ken Gros Louis is implementing.
- B. Mission differentiation will be a big item.
- C. VP Gros Louis has created three Task Forces that will look at 1) graduate school programs, 2) continuing studies, and 3) a management advisory team.

XVI. Academic Affairs Report
Vice Chancellor for Academic Affairs, Larry Richards offered congratulations to three of our faculty who will be honored at Founders Day: Chris Rogan, Neil Sabine, and Ashton Veramallay.

XVII. Q & A/Discussion
Vice Chancellor for Academic Affairs, Larry Richards introduced and opened discussion for the discussion document *Indiana University East at a Crossroads*.

Jerome Mahaffey: There are significant costs associated with some of these suggestions; is the state willing to provide money to support them?

Chancellor Fulton: The state has not committed any money to these initiatives; we will need to tap other revenue sources, such as enrollment increases, “Commitment to Excellence” dollars, and reallocation.

Lora Baldwin: We will be dropping remedial courses, which are often taught by adjuncts, and adding upper level courses; it may be more difficult to find qualified adjuncts to teach more advanced courses.

Neil Sabine: we should, as the document says, develop our niche; what kind of campus do we want to be in a couple of years?

Mike Foos: Our decisions regarding which programs to develop should be driven by community needs.

Walter Wagor: One of the SMP recommendations two years ago was that we conduct a community needs assessment to help direct long-range planning, but that has never been done.

Jerome Mahaffey: One thing we know, there is a significant demand from the community for online courses.

Wendy Chang: A year ago IU Bloomington conducted a marketing survey for us. We have data; we just don’t make use of it.

Lora Baldwin: It says on p. 19 that we are perceived by the community as being unresponsive.

Page Jerzak: We have received a small grant from Indiana Campus Compact to create an office of community-based and applied research. We will be conducting focus groups in the community, so by the end of the semester we should have a more accurate picture of what some of the needs are.

Greg Braxton-Brown: Given the low academic aspirations in the community, a needs assessment would not give us useful information. We need to lead rather than respond.

Greg Barton: Skeptical of the value of surveys for our purposes.

Anne Szopa: we can use input to inform our decisions, but it shouldn’t drive our decisions. We need to decide who we want to be.

TJ Rivard: Marketing companies make something and then *create* a need for their product.

Mike Foos: The usefulness of the results we get depends on how good the study is.

Deb May: Agrees with Greg: a survey is fine, but we need to have our own vision.

Greg Braxton-Brown: Not against needs assessment, but we already have some of that information in the NCHEMS study. With SMP we have begun to respond to the question of where to go from here.

Walter Wagor: At the faculty retreat in August we generated a lot of energy & enthusiasm for the various ways we interact with our students. Can we regain that momentum and build on what we talked about then?

Joan Lafuze: One source of support for us is our link with IU. We should make sure that our needs are made known.

No further discussion at this time.

Vice Chancellor Richards noted that we will have additional forums to continue this discussion.

Vice Chancellor Chang noted that Oncourse is available as a means of continuing discussion.

IX. Neil Sabine moved the meeting be adjourned. Motion seconded. Meeting adjourned 12:05PM.

AGENDA
IU EAST FACULTY SENATE
March 2, 2004
11:00-12:15
WZ 132

- I. Approval of minutes—Faculty Senate meeting of February 3, 2004

- II. President's report—5 min.

- III. Student LEADERS: Amanda Adams & Holly Dunn—5 min.

- IV. Standing Committee business
 - A. AAA Committee: Marcus Pomper—10 min.
 - Voting Item:** Policy and Procedure on Course Re-enrollment and Recalculation of Student Grade Point Average (Cir. E21-04)

 - B. Curriculum Committee: P. Branstrator & K. Jayasuriya—5 min.
 - Information Item:** Course Activation: FINA S280, Metalsmithing & Jewelry Design I (Cir. E22-04)
 - Voting Item:** Certificate in Women & Gender Studies (Cir. E23-04)

 - C. Faculty Affairs Committee: Mary Ann Morse & Walter Wagor—10 min.
 - Voting Item:** Revisions to Promotion and Tenure Policy and Procedures (Cir. E24-04)

- V. New Business

- VI. Academic Affairs Report: Vice Chancellor Larry Richards—5 min.

- VII. Q & A/Discussion: Workload Issues
 - Overload Banking Policy (Cir. E20-04)
 - Workload in a post-community college mode
 - Future of the Workload Committee

Adjourn 12:15 P.M.

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES

March 2, 2004

Whitewater Hall – Room 132

Indiana University East

11:00 AM – 12:15 pm

Presiding: Cathy Ludlum Foos, Faculty Senate President

Present: Armstead, S.; Baldwin, L.; Barton, G.; Branstrator, P.; Braxton-Brown, G.; Bullock, D.; Chang, W.; Clapp-Itnyre, A.; Dempsey, K.; Dhawale, K.; Doerger, D.; Felton, K.; Folkerth, M.; Foos, M.; Harper, J.; Humphries, P.; Jayasuriya, K.; Jerzak, P.; Kirk, B.; Ludlum Foos, C.; Mahaffey, J.; McFadden, S.; Mills, R.; Nishihara, L.; Passet, J.; Pomper, M.; Ramsey, R.; Rankin, S.; R.; Richards, L.; Rincon, L.; Rivard, T.; Roswell, R.; Rudmann, D.; Sabine, N.; Scott, W.; Shapiro, S.; Slattery, E.; Szopa, A.; Thomas-Evans, M.; Veramallay, A.; Wagor, W.; Wilde, J.; Heffron-Williamson, M.

Guests: Adams, Amanda (Student Leaders); Dunn, Holly (Student Leaders); Young, Ben (Vice Chancellor Enrollment Services)

Absent: Baker, D.; Baumann, P.; Bergen, M.; Blakefield, M.; Brown, E.; Clark, K.; Cooksey, A.; Curry, M.; Englert, L.; Fell, M.; Fitzgerald, E.; Fulton, D.; Goerss, B.; Hamilton, S.; Hufford, L.; Jetmore, A.; Knuths, J.; Koenig, M.; Kreamelmeyer, K.; Kriese, P.; Lafuze, J.; Lemming, E.; Mahaffey, J.; Marschall, T.; May, D.; McFadden, B.; Meyer, D.; Morse, M.; Naeke, A.; Osgood, T.; Peacock, F.; Powell, M.; Rao, V.; Roberts, M.; Roman-Royer, J.; Stafford, C.; Stanforth, D.; Stolle, C.; Thomas, T.; Thornburg, E.; Tolley, R.; Townsend, B.; Watkins, M.; Weber, G.

At 11:15AM, still being short Quorum, the Student LEADERS agreed to give their report.

- I. Student LEADERS: Amanda Adams and Holly Dunn
 - A. *Front Start* program is underway. Freshmen are getting involved.
 - B. Student Choice Awards
 1. Two awards: one faculty, one adjunct
 2. Holly Dunn read letter going out to faculty via e-mail requesting help with giving out nomination forms to classes for greater response rate. If you are not comfortable giving out the nomination form, don't.
 3. A letter will be e-mailed to Cathy Ludlum Foos today, she will forward to faculty.
 - C. *Views from the Quad* can now be viewed 7 times a day on WIUE, feedback welcomed. A show will be done about the Campus Life trip to Europe
- II. Academic Affairs Report: Vice Chancellor Larry Richards

Vice Chancellor Richards reminded the faculty of the importance of faculty attendance at Commencement and Honors Day, and encouraged everyone to attend both if possible. The vice chancellor will be meeting with divisions over the next few weeks to discuss the *Crossroads* document. He will be drawing up an implementation plan based on the campus initiatives (SMP) and is seeking feedback from faculty. Nothing is written in stone at this point.

Quorum was reached at 11:25 AM, whereupon, Cathy Ludlum Foos called the meeting to order.

- III. Approval of Minutes of the February 2, 2004 meeting
One error was noted: Sherry Rankin was marked *absent* but was *present*. The minutes were accepted as amended.
- IV. President's report
- A. Cathy Ludlum Foos indicated a sign-up sheet for Honors Day and Commencement is being passed around. Please indicate if you will be present or absent at both events.
 - B. There is one change to the Honor's Day program: only the Platform Party will be robed. The hope is more faculty will attend.
 - C. AAC spoke with Tom Osgood regarding computer literacy requirement and what will be needed for students to be able to meet that. In the meantime to accommodate students caught in the middle, who have some course completed but need one or two credits, let Tom Osgood know so we can accommodate these students.
 - D. Graduate Program Update
Education is working on a proposal. Cathy Ludlum Foos has met with Larry and Cheryl and with Graduate Faculty to be clear on the process. There has been confusion on whether or not it would go back to the Graduate Faculty for their feedback before going to Curriculum Committee. It will go directly from the Education Division to Curriculum Committee. The rationale is to be able to get the proposal through the governance process to be able to make budget requests by the next biennium. The target date makes a big difference. There are 3 members of graduate faculty in Education Division and 3 members of graduate faculty on the Curriculum Committee who will be looking at the proposal at each step of the process. When it goes to the Curriculum Committee for review it will be sent to all members of the Graduate Faculty for their information. When it leaves campus it will now go to the Education Council, faculty members from all of the campuses.
- V. Standing Committee Business
- A. Nominating Committee: Neil Sabine presented three voting items.
 1. University Faculty Council Representative: Neil Sabine presented one nominee, Markus Pomper. Cathy Ludlum Foos asked for nominations from the floor. There were none. With no other nominations Cathy Ludlum Foos requested approval by Acclamation for Markus Pomper to serve as representative. Motion passed by acclamation.
 2. Promotion and Tenure Committee: Slate Selection - need three individuals to serve, three divisions must be represented. Currently two are represented: HFA and BSS. One of the three must be at the rank of Professor.
Two-step process: 1) Electing slate: at least twice as many faculty as will be elected to be placed on the ballot 2) vote at April Faculty Senate Meeting.
Anne Szopa, Laverne Nishihara and Mary Fell should be stricken from the slate, they are already on the committee.
 3. Nominating Committee: Slate Selection: need two faculty members to serve. Mike Foos, Jane Vincent, and Melanie Harrison should be stricken from the slate. Beth Slattery will remain on the committee.
 - B. AAA Committee: Markus Pomper presented one voting item (Cir. E21-04).
Extended Grade Replacement Policy: AAA Committee moves to replace the existing policy with a new policy that allows students to replace any grade received, except "I" and "NC", with a higher grade. 15 credit hours can be replaced up from 9 credit hours to make it consistent with other IU campuses. (i.e. Southeast and IUPUI) The reason for this is to accommodate students transferring between campuses. If a course number changes a grade may be replaced provided the courses are equivalent. Policy becomes effective as soon as it is passed by the Senate.
- Discussion:**
Walter Wagor asked what the rationale is behind changing the number of times a grade can be replaced from one time to two. Markus Pomper indicated it is to be consistent with other campuses. Walter Wagor asked when a student has to decide they want to replace their grade, before the class is taken as with FX policy, or after the class is taken. TJ Rivard indicated the written FX policy states a student must indicate their intent to replace their grade prior to taking the course, but that has not been the campus practice.

Faculty Senate President, Cathy Ludlum Foos, called for a vote to approve replacing the existing Extended Grade Replacement Policy with the proposed Policy. Motion passed.

- C. Curriculum Committee: Peggy Branstrator presented one informational item and one voting item.
1. **Informational item** (Cir. E22-04): S280, Metalsmithing & Jewelry Design I, is being activated from the Master Course list. There are prerequisites for the course. Walter Wagor noted the Course number should read **FINA** S280 (there could be an S280 in multiple divisions). Branstrator will make the correction.
 2. **Voting item** (Cir. E23-04): the Curriculum Committee moves to adopt the Certificate in Women & Gender Studies. It parallels the current Women & Gender Studies Minor.

Discussion: Suzi Shapiro asked if the Certificate will be listed on students' transcripts. Branstrator was unsure. Cathy Ludlum Foos indicated this certificate will be handled as all other certificates. Ben Young will follow up to find out how certificates are handled.

The President called for a vote to approve the proposed Certificate in Women & Gender Studies. Motion passed.

- D. Faculty Affairs Committee: Voting item. Water Wagor indicated that the proposal before the Senate (Cir. E24-04) to revise the campus' Promotion and Tenure Policy and Procedures would be dealt with by two separate motions. The 1st motion is to adopt items numbered 1 & 2 on Cir. E24-04. This proposal deals with omissions in the current policy regarding the selection of Outside Reviewers. The 2nd motion is to adopt items 3 & 4, which are intended to clarify an ambiguity in the existing policy.

1. **Items 1 & 2 of Cir. E24-04:** The current policy omits wording on how to select outside reviewers when the chair of the division is the applicant. It currently states the applicant and the division chair will submit names of potential reviewers for the dossier, then the chair and the Vice Chancellor for Academic Affairs will select the final list of reviewers. Faculty Affairs Committee proposes (Cir. E24-04) an amendment to Section A5E of the Promotion & Tenure Policy. Faculty Senate President, Cathy Ludlum Foos read the applicable section of the policy with the amendments for the first motion.

Discussion:

Greg Braxton-Brown asked when the amended policy would come into effect because normally with a tenure policy things are based on what's in effect at the date of hire. Fixing a policy could create potential problems. Walter Wagor stated it would go in to effect as soon as it is approved by the senate. The current policy indicates if a chair goes up for promotion the decision is made by the Vice Chancellor. He indicated candidates will be given the choice between what was in effect at the time of hire and the revised policy being put into effect. The difficulty is that there are not multiple inputs under the current policy. Braxton-Brown requested clarification that the policy changes go into effect immediately, however, a person undergoing Tenure at this time would not have to accept those terms. Wagor confirmed that is correct. Mike Foos asked for clarification on which section and items were being discussed. Wagor and the President clarified.

Mort Seddighin asked the rationale behind the rank requirements for external reviewers. Wagor clarified this is not a change in the policy. The external reviewers are to be of at least the rank of the position being sought.

Neil Sabine asked if there is any policy regarding who the substitute chair will be for the chair that's going up? Wagor indicated that what is being proposed includes the stipulation that the other chairs will decide among themselves who will serve as surrogate chair. No specific process is stipulated; the selection can be made any way they want.

Greg Braxton-Brown stated this policy is the most fundamental in an Academic's life. He believes it is unacceptable for amendments to be made without strike-out language with a document showing what is being removed and what is being added. Wagor indicated he sent the current policy via e-mail for review. The changes to this document are Cir. E24-04. Braxton-Brown indicated amending a document with such profound legal ramifications without looking at both the old information and the proposed changed could create major problems. He's frustrated they are being asked to amend a policy without looking at the entire policy in context. Wagor reiterated the first motion does not include any strikeouts just additions. The second motion shows both additions and strikeouts.

The President called for a vote to adopt the changes to the Promotion and Tenure document, adding the bold type on Cir. E24-04 under Section A5E items 1 and 2. Motion passed with one 'nay' vote.

2. **Items 3 & 4 of Cir. E24-04:** The current document is ambiguous as to when the optional divisional Promotion and Tenure Committee does its review in the process. The Faculty Affairs Committee proposes that the divisional review (when applicable) of the dossier occur after the External Reviews have been completed and before the Chair reviews the dossier.

Discussion:

The President asked Walter Wagor to clarify whether the language that is removed in Item 3 does anything more than simply reflect the substance of the proposed new Item 4 (which details the order of the stages of review). Wagor confirmed the changes were made to clean up the inconsistent language and make it clear the divisional Promotion and Tenure committee is bringing the feedback from the External Reviewers into consideration and the Chair is considering the feedback from the External Reviewers and the divisional P&T Committee. The President indicated it is not necessary to vote on changing the wording (Item 3). The motion is to stipulate that the order of the reviews should be External Reviewers, Divisional Promotion and Tenure Committee (when applicable), Chair (Item 4). Wagor indicated Item 4 has been added to have one place where all the reviewers and the order of those reviewers are listed.

Alisa Clapp-Itnyre asked what the rationale is for placing so much weight on the external reviewers.

Wagor indicated the external reviewers have always been first in the process. The point is to make it clear where the divisional P&T committee review occurs. Clapp-Itnyre asked why this order. Wagor said it makes sense: 1) external review by experts in the candidate's discipline; 2) review by divisional peers (those familiar with the applicant), 3) the Chair.

Vice Chancellor Richards asked whether the divisional P&T committee is optional. Wagor confirmed that it is.

Lost Quorum. Meeting adjourned 12:12PM.

AGENDA
IU EAST FACULTY SENATE
April 6, 2004
11:00-12:15
WZ 132

- I. Approval of minutes—Faculty Senate meeting of March 2, 2004
- II. President's report—5 min.
- III. Student LEADERS: Amanda Adams & Holly Dunn—5 min.
- IV. Standing Committee business
 - A. AAA Committee: Markus Pomper—5 min.
-**Report:** Student suspension appeals
 - B. Budgetary Affairs Committee: Lora Baldwin—5 min.
-**Report:** Campus budget planning process
 - C. Curriculum Committee: P. Branstrator & K. Jayasuriya—10 min.
-**Information Item:** Course Activations: ENG W311 (E30-04), CMCL C407 (E31-04),
SPEA J370 (E32-04), Honors H100 (E13-04), Honors H499 (E14-04)
-**Voting Item:** Honors Program (**Cir. E11-04**)
 - D. Faculty Affairs Committee: Mary Ann Morse & Walter Wagor—15 min.
-**Voting Item:** Policy on Lecturer Appointments (**Cir. E29-04**)
http://www.iue.edu/Departments/Faculty_Senate/Circulars/Cir_E29-04_Lecturers.doc
-**Voting Item:** Correction of minutes from Senate meeting of April 3, 2001 (**Cir. E34-04**)
 - E. Nominating Committee—Neil Sabine—10 min.
-**Voting Item:** Elect Standing Committees
 - F. Workload Committee: Sue McFadden—10 min.
-**Voting Item:** Revisions to Overload Banking Policy (**Cir. E20-04**)
http://www.iue.edu/Departments/Faculty_Senate/CirE20-04BankingPolicy.pdf
- V. Chancellor's Report: Chancellor Fulton—5 min.
- VI. Academic Affairs Report: Vice Chancellor Richards—5 min.
- VII. New Business

Adjourn 12:15 P.M.

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES

April 6, 2004

Whitewater Hall – Room 132

Indiana University East

11:00 AM – 12:15 pm

Presiding: Cathy Ludlum Foes, Faculty Senate President

Present: Armstead, S.; Baldwin, L.; Barton, G.; Baumann, P.; Blakefield, M.; Branstrator, P.; Braxton-Brown, G.; Bullock, D.; Clapp-Itnyre, A.; Clark, K.; Cooksey, A.; Dempsey, K.; Dhawale, K.; Doerger, D.; Felton, K.; Fitzgerald, E.; Folkert, M.; Foes, M.; Fulton, D.; Hamilton, S.; Harper, J.; Helton, E.; Humphries, P.; Jayasuriya, K.; Jerzak, P.; Kirk, B.; Knuths, J.; Koenig, M.; Lafuze, J.; Lemming, E.; Ludlum Foes, C.; Marschall, T.; Mathew, G.; May, D.; McFadden, B.; McFadden, S.; Morse, M.; Naaeke, A.; Nishihara, L.; Passet, J.; Peacock, F.; Pomper, M.; Ramsey, R.; Rankin, S.; Richards, L.; Rincon, L.; Rivard, T.; Roswell, R.; Sabine, N.; Scott, W.; Seddighin, M.; Slattery, E.; Stanforth, D.; Stolle, C.; Szopa, A.; Thomas Evans, M.; Tolley, R.; Wagor, W.; Wilde, J.; Williamson, M.; Mills, R.; Thornburg, E.

Guests: Adams, Amanda (Student Leaders); Dunn, Holly (Student Leaders); Young, Ben (Vice Chancellor Enrollment Services)

Absent: Baker, D.; Bergen, M.; Brown, E.; Chang, W.; Curry, M.; Englert, L.; Fell, M.; Goerss, B.; Hufford, L.; Kreamelmeyer, K.; Kriese, P.; Mahaffey, J.; Meyer, D.; Osgood, T.; Rao, V.; Roberts, M.; Roman-Royer, J.; Rudmann, D.; Shapiro, S.; Thomas, T.; Veramallay, A.; Watkins, M.; Weber, G.

Call to Order

Quorum was reached at 11:03 AM whereupon Cathy Ludlum Foes, Faculty Senate President, called the meeting to order.

I. Approval of Minutes

A motion to accept the minutes of the March 2, 2004 meeting were presented. There were no corrections. The minutes were accepted as presented.

II. President's Report

- A. The May 4, 2004 meeting will begin at 10AM and continue until all business is finished.
- B. Regarding Standing Committees – the President is to convene all new Committees within one week of elections. Standing Committees will meet April 13, 2004 at 11AM for each committee to select a Committee Chair from its continuing members. Rooms have been reserved for each committee. Alisa Clapp-Itnyre asked if the meetings will conflict with Vice Chancellor Richard's open forum. Cathy Ludlum Foes indicated the forum will begin at 11:15AM to accommodate the committee meetings. Committee chairs have had trouble scheduling meetings. If nominees are not able to make meeting a priority they should decline nomination.
- C. At the last meeting it was indicated it would be helpful if documents were posted on the Web. Cathy Ludlum Foes demo-ed the Senate website, and indicated, for example, that the up-coming Resolution Regarding Graduation Mission is on the website for review.
- D. Kim Ladd needs to know who will be attending Graduation and Honors Day. A sign-up sheet is being passed around.

III. Student Leaders

- A. Amanda Adams and Holly Dunn commented that even though the London/Paris trip was not a Leaders activity it really made a big difference in their lives to be able to attend.
- B. The last Student Leaders Meeting for Spring 2004 is Tuesday 4/13/2004.
- C. Today is the last day to nominate distinguished students.
- D. Thank you for your warmth and friendliness throughout this year.

IV. Standing Committee business

A. AAA Committee

Markus Pomper reported two informational items:

1. One grade appeal denied because the grade was awarded in Bloomington. One petition for reinstatement after suspension was approved.
2. AAA is working on revisions to the campus Admissions Policy.

B. Budgetary Affairs Committee

Lora Baldwin presented one informational item: A balanced budget will be presented to University Cabinet on Monday, April 12.

C. Curriculum Committee

Kumara Jayasuriya presented one voting item and five informational items:

Voting Item: The Honors Program (Cir. E11-04) has been discussed and revised several times by HFA, NSM, and BSS as well as others. The Curriculum Committee has made revisions as well. The Curriculum Committee moves and seconds the approval of the program as presented. The President asked for discussion.

Vice Chancellor of Enrollment Services, Ben Young suggested changing the implementation of the program from Fall 2004 to Spring or Fall 2005. He believes the proposal is great. It boost the students and adds prestige. Alisa Clapp-Itnyre indicated the Honors committee would like to see how many students are interested with the Fall 2004 start and deferring to a later date only if necessary.

The President called for a vote. The motion passed unanimously.

The following courses are being brought forward from the Master Course list:

1. Honors H100 (Cir. E13-04)
2. Honors H499 (Cir. E14-04)
3. ENG-W311 (Cir. E30-04)
4. CMCL-C407 (Cir. E31-04)
5. SPEA-J370 (Cir. E32-04)

There were no questions.

D. Faculty Affairs Committee

1. Mary Ann Morse presented the first of two voting items. The University passed a Lecturers policy two years ago and we have since been out of compliance. Faculty Affairs proposes bringing our policy into compliance. The University requires that Lecturers be appointed to one-year contracts, with a probation period similar to Tenure Track faculty. At the end of the probation period, lecturers are to be reviewed and either offered long-term contracts or terminated. Faculty Affairs moves to approve the policy as reflected in Cir. E29-04.

The President opened the floor for discussion:

- What about Lecturers that are already here, will there be any “grandfathering”? Mary Ann Morse indicated this policy applies to everyone. There will not be any grandfathering.
 - Neil Sabine asked about the stipulation of lecturers receiving \$500 Professional Development money: If the Faculty Professional Development fund of \$500 is ever changed, would the Senate need to vote to amend the policy in order to allow lecturers to receive a higher amount? Neil Sabine moved to have the \$500 limit stricken from the 1st paragraph under “Lecturer.” The motion to amend was seconded and passed with none opposed.
 - Discussion continued with it being asked whether Lecturers who have been here more than seven years could apply now for a long-term contract or if the start of the probation period begins with the 2003-2004 Academic Year. Lecturers have the option of beginning the probationary period with this academic year or waiving it and applying now.
 - Rob Tolley asked for clarification of “professional leave”: is it paid or unpaid? The response was that we presumably meant “paid.” Rob Tolley moved to have the last sentence of the Senior Lecturer paragraph amended to read “one semester *paid* professional leave”. The motion was seconded and passed with none opposed.
 - Discussion continued with it being asked whether the amendment just passed would violate the university policy. Mary Ann Morse indicated that the university policy prohibits awarding sabbatical leaves to lecturers. Walter Wagor stated that lecturers are not eligible for sabbatical leave, but they are eligible for “sabbatical-like” leave.
 - Paulette Humphries moved to postpone further discussion of this proposal until the May meeting because the Nursing Faculty had not had time to take a look at it yet. The motion was seconded. A voice vote was taken and a hand vote was requested. The motion to postpone approval was passed with opposition.
 - Mary Ann Morse requested that if any one else has questions please contact a member of the Committee, Ann Szopa, Frances Peacock, Walter Wagor, or Mary Ann Morse to discuss before the next Senate Meeting.
 - The President requested as a matter of general procedure in the future that if anyone knows that there are serious concerns about a proposal they should please contact the committee or the president prior to the meeting. This would help us to make the best use of our time in the meetings. Mary Folkerth suggested that a more timely distribution of materials would help; the Nursing Faculty just received them yesterday. President Foos noted that electronic copies of the agenda, with links to the documents on the Senate website, were sent out a week prior to the meeting. Walter Wagor reminded everyone that every month’s agenda packet includes a report of work in progress for each committee so that people will know what is coming up in the future.
2. Walter Wagor presented the second voting item. Faculty Affairs Committee moves to correct the minutes from the April 3, 2001 Senate meeting. On that date the Senate voted to revise our Institutional Program Requirements. In the recent process of transferring Senate policies to the website the group working on this project found that the published policy did not reflect what they thought we had passed. They went to the minutes for verification, but they also did not match the recollection of what had been passed. It turns out they were right. At the bottom of the first page of Cir. E34-04 there is a note from Mary Robinson, former Senate Secretary, testifying that the published minutes do not match the tape recording of the April 3, 2001 meeting. Specifically, the minutes noted that the revisions to the Institutional Program Requirements were approved at that meeting, but they failed to record that the approved document was first amended on the floor of the Senate. Faculty Affairs moves and seconds amending the minutes of April 3, 2001 to match the action taken at that meeting. Specifically, The Faculty Affairs Committee moved that the final five lines on page 3 of the April 3, 2001 minutes (attachment to Cir. E34-04), beginning with the words, “There was an amendment suggested” and ending with the words, “Revision approved” be replaced by the following wording:
Walter Wagor moved to add the following statement to the end of Requirement #2: For a Baccalaureate Degree, all students must complete a culminating writing experience in their major. Randall Osborne seconded. Motion to amend passed. There was further discussion, then Lora Baldwin called for a vote on the amended Institutional Program Requirements. Motion passed.

Discussion: Neil Sabine asked why this came about. Walter Wagon indicated in attempting to revise policy in place FAC discovered they did not have the most recent approved version. In going back to get the wording the committee discovered the minutes were incomplete. This affects the wording of the policy.

The President called for a vote. The motion passed unanimously.

E. Nominating Committee

Neil Sabine presented nominations to elect Standing Committees.

Budgetary Affairs

Continuing Members: Lora Baldwin, LIB; Edwina Helton, HFA; Tracy Marschall, BSS

Nominees: Larry Englert, BES; Mary Lou Koenig, NUR; Mort Seddighin, NSM; Jerry Wilde, EDU

The President called for a vote; all nominees were elected.

Workload Committee

Continuing Members: Dan Doerger, EDU; Laverne Nishihara, HFA; Sue McFadden, LIB; Bob Ramsey, BSS

Nominees: Kris Dhawale, NSM; Marsha Heffron Williamson, NUR

Greg Braxton-Brown nominated Lee Meadow to represent the Business & Economics Division.

The President called for a vote to elect Kris Dhawale, Marsha Heffron Williamson, and Lee Meadow. All nominees were elected.

Admissions and Academic Affairs

Continuing Members: Denise Bullock, BSS; Laverne Nishihara, HFA; Markus Pomper, NSM

Nominees: Lora Baldwin, LIB; Michelle Curry, NUR; Sherry Rankin, NUR

The President called for nominations from the floor. Sherry Rankin asked to be stricken from the ballot since she has been nominated for Faculty Affairs Committee. Greg Braxton-Brown nominated David Frantz; TJ Rivard nominated Margaret Thomas Evans.

The President called for a vote to elect Lora Baldwin, Michele Curry, David Frantz, and Margaret Thomas Evans to the AAA Committee. All four nominees were elected.

Curriculum Committee

Continuing Members: Kathleen Kreamelmeyer, EDU; Alisa Clapp-Itnyre, HFA; Peggy Branstrator, NSM; Deb May, NUR

Nominees: Greg Weber, BES; Kumara Jayasuriya, NSM

The President called for nominations from the floor. Greg Braxton-Brown nominated John Cowling.

Mary Ann Morse asked if it was a practice or policy to elect new faculty to committees. Braxton-Brown pointed out that John Cowling may be new to IU East, but is an experienced faculty member. It was asked whether a third graduate faculty member needed to be elected to this committee due to the graduate program discussions. There are currently two members of graduate faculty on the committee.

Hearing no additional nominations the President called for a vote to Greg Weber, Kumara Jayasuriya, and John Cowling. The motion passed without objection.

Faculty Affairs Committee

Continuing Members: Ann Szopa, BSS; Frances Peacock, HFA; Sue McFadden, LIB; Kris Dhawale, NSM; Markus Pomper (ex-officio as UFC rep)

Nominees: Mary Ann Morse, EDU; Mike Foos, NSM

The President called for nominations from the floor. Hearing none the President called for a vote to accept the Faculty Affairs Committee nominees as presented. The motion passed without objection.

General Studies Committee

Continuing Members: Emily Lemming, EDU; Joanne Passet, HFA; Mort Seddighin, NSM

Nominees: Rob Tolley, BSS; Jean Harper, HFA; TJ Rivard, HFA

President Foos pointed out that the by-laws stipulate that members serve 3-year terms, with one-third of the members cycling off each year. This requirement is not reflected on the ballot as presented. It was

noted that Emily Lemming would be serving her third year, Joanne and Mort their second of three. There was a motion to nominate TJ Rivard to serve a 1-year, rather than 3-year term. This would allow Emily and TJ to cycle off at the end of 2005, Joanne and Mort to cycle off at the end of 2006, and Rob and Jean to cycle off at the end of 2007. The motion was seconded and approved.

The President called for a vote to approve the General Studies Committee ballot as presented with Rob Tolley and Jean Harper being elected to serve 3-year terms and TJ Rivard being elected to serve a 1-year term. The motion passed without objection.

Promotion & Tenure Committee and Nominating Committee

Written ballots were distributed to elect three new members from the P & T slate that was approved at the March meeting and two new members from the Nominating Committee slate that was approved at the March meeting. The Nominating Committee left the room to count the completed ballots.

F. Workload Committee

Sue McFadden presented one voting item.

The Workload Committee moves and seconds revising the existing Overload Banking Policy by inserting the words in **bold** type on Cir. E20-04. This is a “stop-gap” measure to help with the Honors Program.

Discussion:

- Mike Foos asked if the H-Option Course can be banked when taught as part of a faculty member’s regular load or only if the course is taught as an overload. Sue McFadden indicated either way would be appropriate. In some areas it may or may not be a lot of time.
- Walter Wagor asked for clarification: With sufficient enrollment can an entire class be “H” option? Yes. Walter also asked why the wide range under “C” of between 75 and 150 student credit hours. Sue McFadden clarified that these numbers were derived by applying the 20% additional course work stipulated for H-option courses to the 15-30 credit hours range in the existing Banking Policy (15 is 20% of 75; 30 is 20% of 150). Walter indicated this could be a negative between the division and instructor or the chair and instructor.

The President called for a vote to approve the revisions to the Overload Banking Policy. The motion passed with some opposed.

V. Chancellor’s Report

A. Kudos:

- Chancellor Fulton expressed his appreciation to the Honors Program Committee for their work on the Honors Program.
- Congratulation to the several faculty members who received awards this year.
- Jerry Wilde is our newest tenured faculty member.
- Walter Wagor has been accepted as an ACE Fellow for next year.

B. Sad news: Bette Davenport will retire at the end of June.

C. SMP up-date: We will not be having an employee survey this year. Instead, the Chancellor and other senior administrators have been working on clarifying the structure of executive leadership on our campus. The results of that discussion will be presented to the University Cabinet next week and then shared with the rest of the campus.

D. Trustee Meeting: the Trustees approved the university budget guidelines. Tuition will increase 4%. Faculty salaries will increase 1-3% **except for IU East faculty**, who will receive a 5.5% increase. President Herbert spoke in favor of our faculty salary plan.

VII. Academic Affairs Report—out of time

Meeting Adjourned at 12:20PM.

AGENDA
IU EAST FACULTY SENATE

May 4, 2004

10:00 AM

ML 124

[Please note the time and room changes]

Bagels, Coffee, & Fellowship will be available starting at 9:15 Middlefork Hall, 1st Floor—Please note the change of venue!

- I. Approval of minutes—Faculty Senate meeting of April 6, 2004

- II. President's report
 - A. Results of P & T and Nominating Committee Elections
 - B. University Faculty Council
 - C. Fall Retreat
 - D. Agenda Committee—call for Special Orders of the Day

- III. **Voting Item:** Approval of graduates (Cir. E45-04)—Executive Session

- IV. Calendar Committee: Lora Baldwin
 - Voting Item:** Resolution Regarding Calendar Guidelines and Proposed 2005-2006 AY Calendar (Cir. E27-04) http://www.iue.edu/Departments/Faculty_Senate/Circulars/CirE27-04_Academic_Calendar.doc

 - Possible Voting Item:** Proposed 2005-2006 AY “Status Quo” Calendar (Cir. E-28-04) http://www.iue.edu/Departments/Faculty_Senate/documents/CirE28-04_StatusQuoCalendar.doc

- V. Unfinished Business, Faculty Affairs Committee: Walter Wagor
 - Voting Item:** Revisions to Promotion and Tenure Policy and Procedures (Cir. E24-04) http://www.iue.edu/Departments/Faculty_Senate/CirE24-04P&Trevisions.pdf.
The complete P&T policy is available at http://www.iue.edu/handbook/facgov/acadappoint/P&T_Policy_021010.pdf

 - Voting Item:** Policy on Lecturer Appointments (Cir. E29-04) http://www.iue.edu/Departments/Faculty_Senate/documents/Amended_E29-04Lecturers.doc
Proposed amendments to the proposal (Cir. E43-04) http://www.iue.edu/Departments/Faculty_Senate/documents/E43-04LecturerAmendments.doc

- VI. Agenda Committee Business: Cathy Foos
-**Voting Item:** Resolution Regarding Graduate Mission (Cir. E33-04)
http://www.iue.edu/Departments/Faculty_Senate/Circulars/Cir_E33-04_Grad_resolution.doc
- VII. Standing Committee Reports
- A. Curriculum Committee: Peggy Branstrator & Kumara Jayasuriya
-**Voting Item:** Course Change Request, COLI S360, Computers in the Behavioral & Social Sciences (Cir. E35-04)
- Information Item:** Course Activations
1. ENG L666, Survey of Children's Literature (Cir. E36-04)
 2. ENG L392, Multicultural Children's and Young Adult Literature (Cir. E37-04)
 3. ENG L682, Multicultural Children's and Young Adult Literature (Cir. E38-04)
 4. ENG G660, Stylistics (Cir. E39-04)
 5. ENG G500, Introduction to the English Language (Cir. E40-04)
 6. EDUC L504, Diagnosis of Reading Difficulties (Cir. E41-04)
- Discussion Item:** Computer Literacy Requirement (Cir. E42-04)
- B. AAA Committee: Markus Pomper
-**Information Item:** Student Appeals
-**Discussion Item:** Admissions Policy (Cir. E44-04)
http://www.iue.edu/Departments/Faculty_Senate/documents/E44-04AdmissionsSummary.doc
- C. Budgetary Affairs Committee: Lora Baldwin
-**Information Item:** Faculty Salary Plan, Year 2
- VIII. Chancellor's Report: Chancellor Fulton
- IX. Academic Affairs Report: Vice Chancellor Richards
- X. New Business

INDIANA UNIVERSITY EAST
FACULTY SENATE MINUTES

May 4, 2004

Middlefork Hall – Room 124

Indiana University East

10:00 AM

Presiding: Cathy Ludlum Foos, Faculty Senate President

Present: Armstead, S.; Baker, D.; Baldwin, L.; Barton, G.; Baumann, P.; Blakefield, M.; Branstrator, P.; Braxton-Brown, G.; Brown, E.; Bullock, D.; Chang, W.; Clapp-Itnyre, A.; Clark, K.; Cooksey, A.; Curry, M.; Dempsey, K.; Doerger, D.; Englert, L.; Fell, M.; Felton, K.; Folkerth, M.; Foos, M.; Fulton, D.; Hamilton, S.; Harper, J.; Helton, E.; Humphries, P.; Jayasuriya, K.; Jerzak, P.; Kirk, B.; Koenig, M.; Kreamelmeyer, K.; Lemming, E.; Ludlum Foos, C.; Mahaffey, J.; May, D.; McFadden, S.; Naaeke, A.; Nishihara, L.; Passet, J.; Peacock, F.; Pomper, M.; Powell, M.; Ramsey, R.; Rankin, S.; Richards, L.; Rivard, T.; Roswell, R.; Rudmann, D.; Scott, W.; Seddighin, M.; Shapiro, S.; Slattery, E.; Stanforth, D.; Stolle, C.; Szopa, A.; Thomas Evans, M.; Tolley, R.; Wagor, W.; Williamson, M.; Thornburg, E.

Guests: Young, Ben (Vice Chancellor Enrollment Services); Hicks, Dennis (Registrar); Dooley, Dan (Business Manager)

Absent: Bergen, M.; Dhawale, K.; Fitzgerald, E.; Goerss, B.; Hufford, L.; Knuths, J.; Kriese, P.; Lafuze, J.; Marschall, T.; Mathew, G.; McFadden, B.; Meyer, D.; Morse, M.; Osgood, T.; Rao, V.; Rincon, L.; Roberts, M.; Roman-Royer, J.; Sabine, N.; Thomas, T.; Veramallay, A.; Watkins, M.; Weber, G.; Wilde, J.; Mills, R.;

Call to Order

Quorum was reached at 10:06 AM whereupon Cathy Ludlum Foos, Faculty Senate President, called the meeting to order.

I. Approval of Minutes

A motion to accept the minutes of the April 6, 2004 meeting was presented. There was one correction:

IV. Standing Committee Business

A. AAA Committee

- 1. One grade appeal denied because the grade was awarded in Bloomington. One petition for reinstatement after suspension was approved.*

The minutes were approved as corrected.

II. President's Report

A. Results from the Nominating and P&T Committee elections are as follows:

- Nominating Committee continuing member is Beth Slattery. Newly elected Neil Sabine and Alisa Clapp-Itnyre.
- Promotion & Tenure Committee continuing members are Mary Fell (HFA), Laverne Nishihara (HFA), and Anne Szopa (BSS). Newly elected Neil Sabine (NSM), TJ Rivard (HFA), and Marilyn Watkins (EDU).

B. University Faculty Council, looking ahead:

- President Herbert is reviewing the Graduate School and the School of Continuing Studies programs. Upon completion there may be action items for the IUE Faculty to accomplish.
- President Herbert has announced he wants a discussion of General Education university-wide. What does it mean to have an Indiana University Degree?
- The UFC Faculty Affairs Committee will be revising the Conflict of Commitment Policy; our FAC will need to work on this.
- The UFC Student Affairs Committee will be revising the Student Code of Conduct; our AAA Committee will need to work with them.

C. Fall Retreat: The Thursday before classes begin, August 19, is the presumptive date for the Fall Retreat. Please provide feedback via the listserv regarding topics for discussion at the retreat. One topic suggested is diversity. Another option is to spend the day continuing the past year's work (Crossroads document and tentative itinerary) firming up the itinerary and deciding how to go about it accomplishing it.

D. Agenda Committee: Call for Special Orders of the Day

The Agenda Committee requests a deviation from the standard order of business as listed in Roberts; the agenda is presented in the order of urgency. The president asked if there is any object to the order of business as recommended by the Agenda Committee. Hearing none the meeting progressed based on the proposed Agenda.

III. Approval of Graduates

The Senate went into Executive Session to discuss Cir E45-04, the list of May Graduates for approval. Summer Graduates will be approved *ex post facto* at the August Meeting.

There was discussion regarding the accuracy of the List of Graduates. The list is contingent upon the students completing the requirements this term. A motion was made to approve the graduates as presented with the understanding if the students have not met the appropriate requirements they will not graduate. The motion passed without opposition. It was noted by Walter Wagor that if there are serious errors to the list we need to investigate how students were placed on the list.

IV. Calendar Committee

The Calendar Committee, represented by Lora Baldwin, moved and seconded a resolution (Cir E27-04) to adopt some additional guidelines for the development of the academic-year calendar, for implementation as of Fall 2005. The proposed guidelines were:

1. For Fall classes to always begin the Monday before Labor Day.
2. For Spring classes to begin no sooner than two weeks or 10 working days after the 1st of the year.
3. Contingent upon the approval of #2, Spring Break will be between the 9th & 10th week of the semester.

Upon approval there is a PROPOSED CALENDAR.

A few typographical errors in the proposed calendar were noted: **1)** The start dates for 2005 Summer II 6 & 10 week classes should read *Tuesday June 7, Tuesday July 5*; **2)** Spring 2006 start date should be *Tuesday, January 17* due to Martin Luther King Day.

The president asked for discussion. It was asked whether changing the Spring 2006 start date to a Tuesday would affect the previous resolution stating the semester always begins on a Monday. A motion was made and seconded to amend the proposed RESOLUTION REGARDING CALENDAR GUIDELINES (A) (4) to read “beginning Spring 2006, Spring semesters will always begin ~~on a Monday~~, *no sooner than two-weeks (10 working days) after New Year’s Day to accommodate academic suspension appeals.*” The motion to amend passed with no opposition.

The president asked for discussion of the amended main motion. Opposition was mentioned to only having one week between the end of the Spring Semester and the start of the Summer Semester. Dennis Hicks indicated that to be able to have a longer break between the Spring and Summer semesters you have to take a week away from somewhere else, either shorten the break between Fall and Spring or between Summer and Fall. It was recommended shortening the summer semesters by adding Fridays to the teaching schedule, however, some divisions utilize Fridays for labs.

There was a call for a vote. The Motion is to adopt the resolution (Cir E27-04), which establishes 3 new calendar guidelines, *and* adopt the proposed 2005-2006 calendar. A hand vote was taken 37 approved, 18 opposed, 4 abstained. The motion passed.

Circular 28-04 should be disregarded; it is now moot.

V. Faculty Affairs—Walter Wagor

A. Unfinished Business: Revisions to Promotion & Tenure Policy & Procedures (Cir E24-04).

In order to clarify when the Division P&T Committee, if there is one, does their review multiple sections of the current policy needed to be reworded. FAC is also proposing the addition of Section A.5.J, which summarizes all the steps in the P & T process.

Discussion: Walter was asked to clarify the steps if no Division P&T committee exists: External Reviewers, Division Chair, Campus P&T.

The motion is to adopt the amendments to the Promotion and Tenure policy reflected by #3-4. The motion was passed with no opposition.

B. Lecturer Appointments

At the last meeting Faculty Affairs presented a proposal to bring the Lecturers policy into compliance with the University policy passed two years ago as reflected in Cir. E29-04. Approval of this proposal was postponed to allow the committee additional time to meet with the campus divisions to answer questions. Walter Wagor resumed presentation of the proposal indicating the amendments to the policy that were approved at the last meeting.

- The \$500 limit was stricken from the 1st paragraph under “Lecturer”.
- The last sentence of the Senior Lecturer paragraph was amended to read “one semester *paid* professional leave”.

Based on discussions with the campus divisions the Faculty Affairs committee moved and seconded that the motion on the floor (adoption of the Lecturer policy spelled out in Cir. E29-04) be amended as reflected in Cir. E43-04. Motion to amend passed.

Discussion of the main motion, to adopt the proposed Lecturer Policy (Cir. E43-04), resumed.

- Jerome Mahaffey asked if this policy gives Senior Lecturers almost the status of Tenure Track Faculty. Walter Wagor indicated this is a requirement of the UFC. Jerome also asked if more emphasis should be given to the service expectations. Walter Wagor indicated the committee doesn’t think so; they interpreted the document to mean that lecturers’ primary responsibility is teaching.
- Ed Brown raised a concern regarding removing the last sentence, *Decisions of dismissal regarding Senior Lecturers must be made with faculty consultation through processes established by the campus faculty governance structures*. He believes it removes the faculty’s voice. There was discussion about where the original sentence came from and the committee stated it meant the faculty voted.
- Mary Fell moved to amend the wording to be “after 7 years of service” instead of “for 7 years of service”. There was much discussion regarding when Senior Lecturers should be eligible to apply and how often they should be eligible to apply, complicated by the fact that there was lack of agreement regarding the comparable questions regarding sabbatical leaves for tenured faculty. A motion was made and seconded to table the amendment, vote for the policy as proposed, and have Faculty Affairs work on the wording of this portion of the policy for revision at a later date. The motion to table the discussion of the amendment passed with some opposed.
- Discussion returned to the main motion. Diana Stanforth voiced a concern about the evaluation piece and moved that a Senior Lecturer be on the P&T Committee in cases where a Lecturer is applying for promotion. The motion was ruled out of order, as it would require modifying the P&T policy. Greg Braxton-Brown questioned the ruling in regards to the motion to amend. It seemed to him that if the Lecturer policy were passed with the proposed amendment it would *ipso facto* change the P&T policy. The president responded that the composition of the P & T Committee is established in the by-laws to the Constitution; we cannot amend a motion on the floor in a way that is contrary to our by-laws. A vote on the motion to adopt the proposed Lecturer Policy was called. A hand vote was requested. Motion passed with 27 for, 17 against, 15 abstained.

VI. Agenda Committee

A. Resolution Regarding Graduate Mission (Cir. E33-04)

Cheryl Stolle presented reasons to move toward a Graduate Institution:

1. The need exists. In excess of 2200 teachers in our service area who all require professional development periodically to renew their licenses and many do not have graduate degrees. The state of Ohio mandates Masters Degree to maintain licensure. This aligns with our mission and allows us to align with our community.
2. A change of status for the institution changes the public’s and academics’ perception of the institution. It will elevate our status in the public’s mind and the eyes of fellow academic institutions. We no longer choose to be the only IU regional campus that does not offer graduate degrees.
3. Commitment to Excellence money is available to us. It makes sense to use this money on new faculty.
4. It will replace lost revenue due to admissions changes and the community college initiative. This is a proactive response; rather than protecting our territory we are expanding our territory by providing services not otherwise provided in this region.
5. The Master’s in Education has a 100% chance of success based on regional need and community feedback. Our first venture must be successful. It has to be an impressive effort because it will set the stage for graduate programs that we know we want and need for the future.

6. The initial experience will establish a cadre of expertise on this campus that will enable other traditions and programs to develop graduate opportunity.
7. It will give faculty an opportunity to develop areas of focus of research on courses that are not traditionally incorporated into the undergraduate programs of our current position. It will create a compelling need for additional faculty in content areas.
8. Cheryl thanked everyone involved in this effort and reminded us that “An organism that fails to evolve will fail to strive.”

TJ Rivard presented reasons not to adopt the resolution, prefacing his remarks by emphasizing that none of these points should necessarily dissuade us from graduate programs altogether but that we should perhaps think about putting it off until many, if not all, of the following questions/concerns are addressed.

1. The IU President has stated that there will be a mission differentiation among the regional campuses. Since we do not know what that might be, and since Masters programs could hardly be said to be a different mission from the other campuses, the proposal seems a bit premature.
2. The need for MA programs in this area is questionable given that Ball State offers a plethora of MA programs just 40 miles away. Granted, our students from the southern part of the state or from Ohio may benefit but the extra distance is hardly an insuperable barrier.
3. Many of our undergraduate degrees are only now coming into full bloom. Resources diverted to graduate programs could bankrupt our BA & BS degrees to the point that the reputation of IU East for delivering quality undergraduate instruction could fall victim to the grad programs.
4. There is no indication that a graduate program is more urgent than programs in other divisions at the Bachelors’ level or the need for faculty to support Bachelor’s programs or service programs.
5. For example, there is a direct correlation between incoming students’ contact with full time instructors and an increase in retention and yet chances are that many students will not have a full time instructor if they take writing, speech, & math in their first semester.
6. The development of graduate assistantships and fellowships will further deplete resources beyond the hiring of new faculty to support graduate programs.
7. Workload for faculty in grad programs is problematic. Will they continue to teach at the undergrad level? If they come from our own faculty, who will cover the undergrad courses they would have taught? If they move to a 2/2 load, that further complicates the coverage issue. Workload has been a problem that we can not seem to resolve with only an undergraduate mission. How will we resolve it with the complication of adding graduate programs?
8. This brings up P&T. Will faculty in the grad program be held up to a different standard than those teaching exclusively at the undergrad level? The answer must be “yes” since a grad school ought to imply a focus on scholarship. In order for that to happen, the campus must reassign grad faculty workloads to no more than 2/3, I would think, causing the workload problem mentioned above. This brings up the broader question, “What are the expectations of graduate faculty?”
9. PD money and Research & Grants money combined is not enough to cover more than two or three conferences a year. How can we support the scholarship of graduate faculty when we can not support the scholarship needs of our present faculty? Without a substantial increase in R&G and PD funding, grad programs threaten to dilute rather than enhance scholarship & creative activity on this campus.

After some discussion, the motion to adopt the Resolution Regarding Graduate Mission (Cir. E33-04) passed unanimously.

VII. Standing Committee Business

A. Curriculum Committee – Kumara Jayasuria

Voting Item: BSS is requesting a course change for COLI-S360 from 1 credit hour to variable 1-2 credit hours (Circular E35-04 –*mistakenly labeled E35-05*).

Walter Wagor proposed an amendment to the proposal on the floor to 1-3 credit hours instead of 1-2.

Markus Pomper asked for the reason. Walter explained since we don’t know what the needs of the future hold changing to 1-3 credit hours allows for flexibility to meet the needs without having to bring it back to Faculty Senate for approval. Kumara indicated that the Curriculum Committee had not approved the change to 1-3 credit hours because the committee was not persuaded that the content warranted 3 credits. Mary Fell supported Walter’s amendment, saying it’s a matter of respect for the faculty.

The Motion to amend Cir E35-04 from 1-2 credit hours to 1-3 credit hours passed by a majority vote. The president called for a vote on the Motion to Approve Cir E35-04 as amended. The motion passed by a majority vote.

Information items

Courses brought forward from the Master Course List:

7. ENG L392, Multicultural Children's and Young Adult Literature (Cir. E37-04)
8. ENG L682, Multicultural Children's and Young Adult Literature (Cir. E38-04)
9. ENG G660, Stylistics (Cir. E39-04)
10. ENG G500, Introduction to the English Language (Cir. E40-04)
11. EDUC L504, Diagnosis of Reading Difficulties (Cir. E41-04)

Walter Wagor asked if these courses are being brought forward for the Masters in Education when this Program hasn't been approved yet. Cheryl Stolle indicated they are being brought forward to provide for the Literature in Reading program.

Discussion Item:

Two proposals are open on the Senate listserv regarding the campus' computer literacy requirement (Cir E42-04). Mary Fell asked if it's appropriate for the Curriculum Committee to propose curriculum changes rather than reviewing proposed changes. Kumara indicated the Curriculum Committee did not propose the changes the request came from BSS. The President indicated they are asking for a broader discussion of Computer Literacy program. Walter Wagor indicated ignorance of the A100 current requirements and requested this information be posted on the listserv.

B. AAA Committee—Markus Pomper

Information Items:

1. The AAA committee received one grade appeal for a grade given for an Oncourse course that originated in Indianapolis. Since IUE was not involved no action was taken. The same student petitioned to use the FX policy retroactively for a course taken 2001 to replace a course taken in 2000. Our policy does not allow for that so it was denied.
2. There is a new form for the Extended Grade Policy.
3. The AAA Committee is nearing completion of a revised Admissions Policy to bring to the Senate in the Fall. A summary is presented Cir E44-04.

C. Budgetary Affairs Committee—Lora Baldwin

Information Item: The Trustees approved implementation of year-two of the Faculty Salary Adjustment plan. The total amount allowed for IU East faculty salary increases, including cost of living, merit, and salary adjustments, is 5.5%.

VIII. Chancellor's Report

Chancellor David Fulton reported that the budget submitted for next year was prepared with the Budgetary Affairs Committee. It reflects the SMP goals and other intentions. We've added over \$1 million to our budget.

- Staff salaries will be raised 3%, with a minimum increase of \$625 - this is the highest level approved by the trustees. Hourly wages will also increase by 3%. Faculty salaries will increase 5.5%.
- We were able to reinsert the work study money.
- We will increase tuition by 4%.
- We will again freeze travel and S&E spending.
- Parking fees will be increased to build up a reserve for capital improvements.

IX. Academic Affairs Report

Vice Chancellor Larry Richards reminded everyone he would see them at commencement.

X. New Business—None

Meeting adjourned 12:48 PM.