

Minutes for Academic Senate Meeting
April 17, 2020, 1:30 – 3:00PM
Online Via Zoom

IN ATTENDANCE: Adaikkalavan; Amellio; Anderson, T.; Angel; Antisdell; Bakerson; Balthaser; Barrau; Bennion; Bloom; Borshuk; Bradley; Bregu; Burch; Bushnell; Campbell; Chaney; Chen, L.; Cheng, X.; Cheng, Y.; Clear; Cleary; Clift; Colborn, N.; Colborn, R.; Connor; da Silva; Davis; Deranek; Dielman; Dinh; Economakis; Edmondson; Elrod; Eskew; Essig; Feighery, J.; Feighery, W.; Fisher; Fong-Morgan; Froyland; Gerencser; Gerken; Gressick; Gretencord; Haithcox; Hakimzadeh; Hatfield; He; Hebert; Hebert-Annis; Heck; Hinnefeld; Holland; Hopkins; Jang; Jones, H.; Jones, S.; Kahan; Karakatsanis; Kazmierczak; Kelley; Kern, G.; Kohli; Kolbe; Kwong; Ladd; Lambert; Langton; Lemanski; Lidinsky; Lucal; Luppess; Lynker; Mancino; Marmorino; Marr; Martinez; Mattox; McGuire; McInerney; McMillen; Meisami; Merhi; Merken; Miller; Mlotshwa; Mociulski; Moore; Muna; Muniz, J.; Nair; Nichols-Boyle; Oake; Okanlami; Okrah; Olivier; Opasik; Pant; Park; Pathak; Peek; Phillips; Popescu; Quimby; Randall; Randles; Reddy; Resler; Ritchie; Rogalla-Hafley; Rossow; Roth; Rusnock; Savvopoulou; Scheessele; Schmitz; Schnabel; Schult; Shafii; Shively; Smith, J.; Smith, K.; Sofhauser; Song; Stein; Sullivan; Swain; Takanashi; Thomas; Thompson; Torkzadeh; Tourtillotte; Vajiac; VanderVeen; Vlaeminck; Vrajitoru; Wells; White; Willig; Wilson; Xu; Yin; Zhang;

1. Call to order at 1:30 p.m.
 - Raman Adaikkalavan explained details on conducting the meeting through zoom.
 2. [3 Minutes] Approval of March 2020 Senate Meeting Minutes
 - No corrections or modifications from anyone; minutes stand approved.
- Ken Smith ask to be recognized very briefly from the floor after the minutes are approved.
 - Ken Smith: From the four most recent presidents of the Academic Senate, I bring a Motion to suspend the rules in order to amend today's agenda so that the Senate may thank Raman for his excellent Service as Academic Senate President. Scott Opasik seconded the motion.
 - Ken Smith: Speaking on behalf of Scott Opasik, Steven Gerencser, Jerry Hinnefeld, and myself, Ken Smith: As past Academic Senate presidents we now call upon all of our assembled colleagues to thank Raman as our outgoing President and to celebrate not only his two years of excellent leadership, with powerful attention to the hundreds of details and faithful commitment to the opportunities and demands of shared governance, but also his very careful and tireless efforts over the last several weeks of the COVID-19 crisis. Please register your agreement now in the Zoom chat area or with the thumbs-up and applause reaction icons. Many, many thanks from your colleagues, Raman. Many thanks.

3. [2 Minutes] Constitution Updates Ballot Results – Jamie Smith

Item	Yes	No
Article 1 Section 1	128 (96.24%)	5
Student Affairs Committee	128 (96.24%)	5
Senate Facilities Management	126 (92.65%)	10
Community Engagement Committee	124 (89.86%)	14

4. [5 Minutes] COVID-19 Approved Policies – Executive Committee

- Raman: These policies (grade exception, tenure clock, and test waiver) required lot of coordination at multiple levels and with other campuses. Thanks to Senate Admissions committee, academic affairs committee, and PT&R committee. Special thanks to the chairs of these committees, Professors Gretencord, Okrah, Randall, and Schnabel. Thanks to IEVCAA Chen, AVCAA McMillen, Registrar Dawson, and Admissions Director Peterson for working with their counterparts across campuses and with our committees. Thanks to faculty who completed the feedback survey and for the overwhelming support. Final thanks to the Executive Committee, which over emails, and long zoom meetings, went through all the comments as a group and finally approved the policies.
- One policy that was circulated but was not approved was the extending the auto-w period as it was not viable given common calendar issues raised by the university registrar. So we will be using the established late withdrawal process.

5. [16 Minutes] Admissions and Advising Committee – Theo Randall, Chair

1. COVID-19 Probation and Dismissal Policy

- *No student will be placed on academic probation or dismissed from IU South Bend programs as a result of the academic performance in Spring 2020.*
- Motion to close discussion; moved and seconded with no opposition. The motion carries. **Policy Approved.**

2. Admissions Requirements for Full and Conditional Admittance to IU South Bend ***Beginning Freshman - Full Admission***

- *Core 40 Diploma or equivalent with a cumulative GPA of 2.7 or higher on a 4-point scale.*
- *Students with a cumulative GPA between 2.0 and less than 2.7 on a 4-point scale may be considered for full admission based on the trend in grades, high school course difficulty, voluntary SAT/ACT scores, and completion of college course work or other exams, such as IB, AP and CLEP.*
- *Students GED/TASC/High School Equivalency Admission Expectations*
 - *A minimum average score of 620 (from 2002 to present) or 62 (2001 and before) on the GED*

- *A minimum total score of 3345 (or minimum average of 669) on the TASC*

Beginning Freshman - Conditional Admission

- *Students with a CGPA between 2.0 and less than 2.7 (2.69 or lower) on a 4-point scale, if offered admission, are conditionally admitted.*
- *Students with a CGPA of 2.69 to 2.5 on a 4-point scale require slight to moderate intervention depending on high school factors such as grades earned in academic coursework; performance in honors, International Baccalaureate and Advanced Placement courses; extracurricular activities; and other achievements.*
- *Students with a CGPA between 2.0 and less than 2.5 on a 4-point scale, if offered admission, will be required to attend Guided Pathways Academy or similar programs.*
- *No students who apply after the stipulated priority deadline for Fall and Spring semesters will be offered conditional admission.*

Counselor Discretion

- *Admission counselors may exercise discretion in determining whether a student is admissible in instances where the student may have applied after the specified priority deadline or where the cumulative GPA requirement is offset by other factors. All such decisions shall be documented.*

Motion to close discussion; seconded. No opposition. The motion carries.

Policy approved.

6. [10 Minutes] Academic Calendar – Academic Affairs committee, Amy Gretencord, Chair
- The committee looked at the Calendar options to make sure we have similar minutes and days between Fall and Spring semesters.
 - Many courses are taught online, which includes students from other campuses. Since the addition of Fall Break, the calendar has not changed and the weeks are not equal.
 - The following weeks reflect only the M/W and T/Th courses in the Fall and Spring, which are the majority of offered courses. It does not take into account 8 week sessions, Friday or Saturday courses, and non-standard courses.
 - The practice at IU South Bend for a three-credit hour course is in the range of 2,175 minutes to 2,250 minutes of instructional activity. A typical M/W and T/Th course is 150 minutes per week (75 min. per session). Other IU campuses have around the same amount of minutes, except, IUS and IUE have 14 weeks which have approximately 2,100 minutes.
 - The committee sent three options to faculty via a survey:
Option 1: total minutes for M/W =2,175 & T/H=2,250

End the semester on a Saturday in Spring.

Days	Fall	Spring
Monday	14	14
Tuesday	15	15
Wednesday	15	15
Thursday	15	15
Friday	15	15

Option 2: M/W, T/Th 150 min* 15 weeks=2,250 min.

Fall/Spring will each have 15 weeks total (Add a Monday to Fall/Spring).

This will end the semesters on a Monday and finals will be Tuesday-to next Monday. (IUPUI)

Days	Fall	Spring
Monday	15	15
Tuesday	15	15
Wednesday	15	15
Thursday	15	15
Friday	15	15

Option 3 (recommended by AAC): M/W, T/Th 150 min * 14 weeks=2,100 min+75=2,175min

Fall/Spring will each have 29 class meetings for M/W and T/Th courses

(eliminating a Thursday to Fall). **This will end the semesters on a**

Wednesday and finals will be Friday-Thursday. Can make an exception for allowing lab and courses that meet only once a week on Th/F if there is a need.

<i>Days</i>	<i>Fall</i>	<i>Spring</i>
<i>Monday</i>	<i>14</i>	<i>14</i>
<i>Tuesday</i>	<i>15</i>	<i>15</i>
<i>Wednesday</i>	<i>15</i>	<i>15</i>
<i>Thursday</i>	<i>14</i>	<i>14</i>
<i>Friday</i>	<i>14</i>	<i>14</i>

- Faculty who participated in the survey choose option 3.
- Question: Where the numbers of holidays counted? Sometimes we lose extra days depending on holidays? Answer: yes.
- Question: Does this affect the semester starting date? Answer: No, we can't move that date.
- Doug McMillen had a comment: A common calendar is being discussed again for the regional campuses.

Motion to close discussion; moved and seconded with no opposition. The motion carries.

Option 3 approved.

7. [15 Minutes] Salary Review – procedures and policies – Faculty Welfare committee, Elizabeth Bennion and Tami Martinez

- The objectives are:
 - Learn how each school conducts annual merit & salary reviews
 - Develop a recommended guideline for campus that:
 - ✓ Clear, consistent, transparent
 - ✓ Support faculty welfare
 - ✓ Support sound administrative processes
- A Qualtrics survey of 10 questions were sent to the Dean of the schools and library.

Overarching Questions regarding: Annual Merit & Salary Reviews

- What is the current policy across units?
- Are the policies approved by college faculty?
- Do policies adhere to ACA-21 items #E and #H?
<https://policies.iu.edu/policies/aca-21-faculty-librarian-annual-reviews/index.html>

ACA-21: Faculty & Librarian Annual Reviews

Item #E

Annual merit and salary reviews *shall be* conducted by the [principal administrator](#) of an academic unit [under procedures approved by the faculty governance body of that unit](#).

Those procedures *may* include a requirement that salary adjustments be made in consultation with a faculty committee elected by the faculty or appointed by the unit’s faculty governance body.

Results

- Annual merit and salary reviews are conducted by the deans (who are the principal administrators) of the academic units
- Faculty do not approve procedures in all units
- No unit currently consults a faculty committee on annual salary adjustments

ACA-21: Faculty & Librarian Annual Reviews

Item #H

Each campus may adopt its own policy for reviewing and setting salaries consistent with these guidelines.

Each academic unit may adopt its own salary policy consistent with these guidelines and campus policy.

- Salaries shall be based on merit, inflation, recruitment, retention, and remedial equity, if appropriate. Merit has primacy among these.
- The setting of salaries shall always balance two principles: rewarding comparable performance, distinction, and experience with

comparable salary, and providing the support necessary to achieve the missions of the university.

- Salary resources may be used to remedy past inequities resulting from changing market conditions, inappropriate merit judgments, inadequate funding, discrimination, or other good cause.
- Annual salary increments may be made in percentages, fixed-dollar amounts, or a combination. However, salary decisions should avoid inappropriate widening of the disparities between low and high salaries that may result from the use of percentage increments.
- Salary policies at every level should be written and available for inspection and other appropriate uses. A unit shall report annually on salary policy implementation to the faculty in the unit.

Policies & Procedures

- All six units operate from their own guidelines
- Majority of units follow written policies and procedures (including rubrics) that are either developed or approved by faculty
- Two units do not have written policies; however, are in the process of developing [ARTS, DCHS]
 - Historically followed campus directive (most recent: 1% salary increase to faculty considered “satisfactory”)
 - Are working to address salary compression

Faculty Annual Review: Foundational for All Units

- Faculty Annual Review (FAR); now Digital Measures Activity Insight (DMAI)
- Deadlines for annual review communicated to faculty in December or January
- Department chairs have 2-3 weeks to complete evaluation
- Deans utilize chairs’ completed evaluations to inform merit or salary recommendations
- Deans provide merit or salary recommendations to Academic Affairs (deadline established by AA)

Note: faculty who have questions or concerns about their evaluations can talk with chair or dean

Review Criteria: Faculty are involved in varying capacities in all units

- Most units use established rubrics for evaluating faculty
 - Some = highly detailed
 - Others = utilize broader categories
- In some units department chairs (or task force) have important role in developing / updating rubrics [ARTS, CLAS, SoE]
- One unit utilizes a faculty committee to develop rubric as well as policies and associated procedures [JLSBE]

- In one unit the dean has written policies and procedures and then provides those to faculty for feedback [LIB]

Who Makes Determination: Deans [or their unit] and **Who Communicates Decisions to Academic Affairs**

- In all units, deans make the final recommendation for merit and salary increases for their own faculty
- Deans communicate recommendations to Academic Affairs
- Academic Affairs makes the final determination and then communicates salary and merit decisions directly to faculty
 - Historically, some units have provided this information (in varying levels of detail) directly to faculty

The Dean were asked on **What's Working Well?**

- Task force to refine rubric
- Use of DMAI
- Use of rubrics

The Dean were asked on the **Challenges?**

- Low salary pool
- Lack of time to review
- Incomplete or late DMAIs
- Complicated or subjective process

Additional Considerations from the Deans

- Most prevalent among the deans' comments was the need to address the **lack of merit funding** as well as **salary compression**.
 - In addition, due to the lack of available funding, we should consider **how best to motivate and support faculty** in recording their accomplishments so they can be recognized and celebrated.
 - Also, recognition and compensation associated with **innovative practice**, greater **service** to campus, and positive impact on **student success** should be enlisted.
 - We should also strive to create a **more equivalent evaluation system** campus-wide.
- The Faculty Welfare Committee Recommends that We:
 - Provide support for faculty and librarians in completing effective annual reviews.
 - Require each unit to utilize a consistent procedure and rubric, created with faculty input and approval.

- Allow individual units to use different rubrics, with different levels of detail, but require that deans, chairs, and other supervisors apply the rubric consistently across the unit.
- Have a confidential procedure in place for faculty to report concerns about the review process in their unit. Clarify this procedure and make sure it protects the supervisors' rights to make informed judgments, even if they are unpopular. In addition, whistle-blower protections should be available for the employee who reports perceived wrong-doing, no matter how detailed or general it is.
- Increase support for faculty and staff to identify and apply for grants and donations that can be used to compensate meritorious performance.
- Require Academic Affairs to consult with academic deans and the Faculty Welfare Committee on any decisions about salary adjustments (e.g. equity and compression).
- Require each unit to submit of a copy of their approved procedures and rubric(s) to Academic Affairs and to the Faculty Welfare Committee by December 21st of each Academic Year.
 - Utilize a template or routing sheet that would include:
 - Procedure and Rubric created on [date].
 - Procedure and Rubric last revised on [date].
 - Procedure and Rubric approved by faculty on [date].

Question: Is there talk around IU of increasing the 20% cap on summer salary, for external grants or other work? It seems like in a time when IU may have less money for salaries, increasing the summer limit for faculty who are able to get more compensation through grants would be low-hanging fruit. Answer: Yes, there is a discussion about eliminating the policy.

Question: Does the review process have to be re-approved every year? Answer: yes.

Question: Would academic affairs "use" the rubric? Or would it be an FYI? Answer: AA looks at the rubric. IEVCAA Linda Chen added that AA usually follows the recommendations from the academic Deans.

Question: Did you look at stipends? Answer: No.

8. [10 Minutes] Budget Updates – Chancellor Elrod

- The Chancellor thanked everyone for all they are doing in this difficult time.
- The Chancellor thanked those who attended the virtual coffee with the Chancellor.
- Students have been refunded for housing and fees.
- We are still in the hiring freeze with some exceptions in the teaching positions.
- There is also a salary freeze with the exceptions of increases due to promotions.

- We are in the process of planning for two reduction scenarios: 5% and 10%. Our final budget needs to be uploaded by early June.
- The Chancellor has formed a campus budget advisory council. A website is being constructed for the advisory board.
- IU leaders, including Chancellor Elrod, are now working on a restart planning. Different options are being discussed from continuing fully online to fully face-to-face in the next fall semester.
- The Chancellor reminded everyone that if they are sick to stay home and let their supervisors know about that. Anyone who is diagnosed with positive COVID-19, needs to report that to the university.
- Students who are diagnosed with positive COVID-19 need to be reported to the university.

Question: Whether students who were registered for face-to-face classes in summer session that were shifted to online now must pay a higher fee. Several have complained that this is unfair because taking an online course is not of their choice. Can this be changed? Perhaps stimulus money meant for students can be used to cover the online fees for students in such circumstances? Answer: there is a discussion at IU wide regarding the distance fee. At this moment, students need to pay for that fee. There is no clear guidance on how the stimulus money can be used.

Question: Will there be a refund for those students who withdrew prior to the new SPF grade policy? Answer: No, there is no refund.

Question: Is there some way to/mechanism by which we can refer students for aid? Answer: AA is working on that.

Question: How was the figure of 4.5m reached? FEDs or IU system? Answer: This is based on student enrollment and was determined by the Federal Government.

9. [12 Minutes] Academic Affairs Updates – IEVCAA Chen

- Announcement: Dr. Jorge Muniz has accepted the position of Interim Dean of the Raclin School of the Arts. IEVCAA Chen also thanked Dean Curtis for his service.
- Chen is in the process of assembling a committee for the search of Interim Dean for the Judd Leighton School of Business and Economics. Dean Tom Fisher has agreed to chair the committee to evaluate the candidates.
- Faculty have the option to not report the students' spring 2020 course questionnaire
- The extension of tenure and promotion clock has been passed.
- All positions have been frozen and need to be reviewed.

Question: Who else is on the committee for hiring the interim Dean of the Judd Leighton School of Business and Economics? Answer: Still in the process

Question: Can anyone extend the tenure clock or only those going up this year and next year? Anyone can request an extension.

Question: With regard to the 5% cuts. Given everything is not equal across all schools why are the cuts being applied equally. Answer: Schools will not have equal cut of 5%. This is a starting point and the Chancellor and IEVCAA will decide on what to cut.

10. [10 Minutes] General Education Updates – Introduction of updated characteristics – General Education Committee – Hossein Hakimzadeh, Monika Lynker, Elaine Roth, and Kristyn Quimby

- The committee would like to start the new general education in Fall 2021
- There was an inconsistency between and among the characteristics of the Gen Ed courses. The committee has modified the language of the current versions.
- The updated versions can be found in box.
- These are introduced in this meeting and will be brought for approval at the beginning of next academic year.

Question: Currently, visual literacy includes courses in Biology and Chemistry. The new document does not appear to include ways in which science courses promote mastery of visual literacy. Would the committee be willing to review these courses? Answer: The directors will work in the summer with faculty from Chemistry and Biology to solve this issue.

It is still necessary to include scientific imagery in visual literacy. Perhaps we could use the current coronavirus graphs as an example.

11. [5 Minutes] President's remarks – Raman Adaikkalavan

- Standing committees volunteering survey should be out on Monday.
- The executive committee met with the co-chairs of the budget to discuss about CBAC. Dr. Jerry Hinnefeld, Co-Chair of the Budget Committee has been appointed to the CBAC. Official consultation with the senate on budget matters will continue to happen via the Senate Budget Committee where VCFAA is a member.
- Faculty should have received communication from the UFC regarding constitution updates earlier this week. There will be communication from the executive committee very soon regarding constitution updates and virtual hearing.
- Prof. Steven Gerencser will act as the regional campus representative on the UFC Financial Exigency Taskforce.
- Due to the pandemic, we might have emergency meetings, surveys, votes etc. if needed.
- Raman: Shared governance works only if both sides act in good faith, trust each other, and work collaboratively for the success of the university, its employees and students. First, I would like to thank the Chancellor and the interim Executive Vice Chancellor for working with the Senate President and the Executive

Committee closely over the last two years over variety of issues. Second, I would like to thank all the Senate Committee Chairs and Members for their work, without them our shared governance has to take a back seat. They have been responsive, have acted quickly, thoughtfully, and collegially, even when they were extremely busy. I have even called some on their cell phones while they were travelling and attending conferences. Third, I would like to thank past senate presidents Jerry, Ken, Scott, and Steven for their help and wisdom, support via email/phone calls/ad hoc meetings. Special thanks to the Policy Committee and its members for all the help and meticulous work they have done. Finally, last but not least, the senate vice presidents (Jamie Smith and Vincci Kwong), secretaries (Mohammad Merhi and Kyoko Takanashi), parliamentarian (Carolyn Schult), and the entire executive committee members. Without their full support, detailed deliberations via email and face-to-face, over weeknights, weekends, etc. none of things that we envisioned to achieve would have been possible. Just reflecting; Faculty governance plays its role and is strong due to IU-wide policies, Board of Trustees, University administration, RFC and UFC. We have to learn IU policies more than what we know now. UFC have been very supportive of all the regionals. So in summary, thank you.

- Raman asked all senate committee to send the minutes to VP Jamie Smith.

12. [2 Minutes] Announcements and motion to adjourn

- No announcements.
- Motion to adjourn; seconded; approved. Meeting adjourned at 2:45 p.m.