

January Academic Senate meeting

Agenda

Friday, January 15, 1:30-3:00 p.m.

Present: R. Adaikkalavan, M. Ananth, C. Anderson, T. Anderson, O. Barrau, E. Bennion, M. Block, V. Bindroo, D. Blouin, N. Bradley, K. Bregu, D. Bryant, J. Burch, J. Campbell, G. Chen, Y. Cheng, T. Clark, K. Clear, I. Cliff, N. Colborn, R. Colborn, L. Collins, H. Davis, J. Deranek, C. Dielman, H. Dinh, M. Edmondson, S. Elrod, K. Ervick, D. Eskew, Jennifer Essig, J. Feighery, W. Feighery, T. Fisher, H. Froysland, S. Gerencser, C. Gerken, R. Gibson, A. Gretencord, S. Haithcox, D. Harris, J. Hatfield, T. Hebert, D. Heller, D. Henderson, J. Hernando, J. Hinnefeld, M. Holland, D. Hopkins, T. Hostetler, S. Hottois, C. Isza, S. Jang, K. Johnson, S. Jones, C. Kasdorf, B. Kern, V. Kwong, K. Ladd, L. Lambert, R. Langton, Y. Larrier, I. Levine, A. Lidinsky, C. Lisoni, B. Lucal, K. Ludy, M. Lynker, M. Mancino, T. Martinez, J. Mattox, G. McGuire, D. McMillen, S. Merken, P. Mikulak, A. Miller, N. Mlotshwa, M. Monroe, S. Moore, O. Moyo, Grace Muna, J. Muniz, M. Oake, B. Okanlami, K. Okrah, R. Olivier, L. Pajakowski, A. Pant, S. Pape, S. Park, B. Pathak, C. Pfeifer, B. Phillips, Y. Qian, K. Quimby, T. Randles, J. Resler, C. Robinson, D. Rodriguez, K. Rogalla, I. Safeukui, S. Salisbury, A. Savvopoulou, S. Schafer, A. Schmitz, C. Schult, K. Schwieterman, S. Sernau, M. Shockey, J. Smith, C. Sofhauser, Y. Song, T. Spencer, J. Spicer, B. Spinda, A. Springle, T. Stevick, A. Swain, K. Takanashi, J. Tchakerian, M. Tetzlaff, S. Thomas, J. Thompson, S. Torkzadeh, B. Tourtillotte, J. Tryka, J. VanderVeen, M. Vajiac, J. Wells, K. Werner-Sanders, B. White, K. Wilson, L. Zwicker, L. Zynda

1. Call to order

2. Approval of November 2020 Senate Meeting Minutes

Approved

3. Moment of Silence

4. Election:

A. Executive Committee Secretary: Susan Thomas, Secretary of the Executive Committee, has accepted the interim position as Dean of the IU South Bend Libraries. As such, she has had to step down from the Executive Committee. Julie Feighery, previously an at large member, has been serving as an interim secretary. The Executive Committee nominates Julie Feighery to serve as secretary for the spring semester,

but the committee is also taking nominations from the floor. There were no nominations from the floor, so Feighery becomes secretary by acclamation.

- B. Executive Committee puts forth Jason Resler to replace Julie Feighery as member-at-large, for spring 2021. Andrew Swain nominated from the floor. Poll ballot posted. Jason Resler is elected.
  - C. Raman Adaikkalavan has accepted the position of Interim Associate Vice Chancellor of Enrollment Management so he has stepped down from the Executive Committee.
5. Campus Campaign – Interim Vice Chancellor for University Relations Tom Stevick and Dina Harris
- A. Campus campaign sends an important message to the community. Co-chairs are Joe Chaney and Dina Harris.
  - B. Harris gave some background on the campaign and thanked those who have donated over the years. Since 2006, we have raised over \$2.1 million dollars. Last year, we raised \$64,500. Goal is to raise \$68,000. Campaign begins in February 15. Will actively run for 5 weeks, but donations are accepted throughout the year. Campaign solicitations will be electronic. Emeriti will receive a hard copy letter. Others will be notified electronically. If prefer a hard copy letter, contact Harris.
  - C. Harris share examples of some of the funds that can be donated to including Gretchen Anderson pathways scholarship, Titans Feeding Titans, South Bend Chancellor’s Fund, Pop-up university fund, Titan emergency relief fund. Gift to department funds are also a consideration, any amount to any account, all gifts help. Can do monthly deductions from paycheck. Questions, contact Harris or anyone in Development Office.
6. Introduction – Vice Chancellor of Administration and Finance Carolyn Kasdorf
- A. Official first day is Tuesday, January 19. She is here and available for you. Looking forward to working with faculty. Share a little of vision—speaking about our mission at IUSB, plan to continue to endorse the excellence in teaching, research, service, and student success by focusing on leveraging academic resources, intellectual capital, and

talents. Want to learn about faculty—what is working, what is not working. Not always able to say yes to requests, but certainly want to hear them. Can advocate for faculty. Thank you for this opportunity to talk.

7. Updates – Interim Executive Vice Chancellor of Academic Affairs Doug McMillen

A. Spring 2021 Enrollment Update: In total we were expecting 4,420 students for 51,151 credit hours. About two percent less than what we budgeted for the previous spring. As of January 14, we have 4,125 students for 47,929 credit hours, about 95 percent of our goal. Have some work to do if we're going to make our enrollment goals. Virtual enrollments sessions today and Saturday (January 16). Thank you to all involved with that. If we break this down we can see that we're doing well with new beginners, new transfers, and graduate students. Juniors and seniors are relatively okay. Where we struggle is with the reenrolling of our freshmen and sophomores. Some could be attributed to how we've had to operate due to pandemic.

B. Student Focus Group

- Commissioned by: Chancellors
- Conducted by: Regional Campuses in partnership with UIRR. UIRR compiled all data into one report for regional campuses.

–2 to 3 focus groups per campus

–8-12 students per campus

–Done in December

- Key take-aways include: things done well from students' perspective: handling of pandemic communication; mitigation protocols and commitment to safety—like that we require masks and social distancing; mobile hotspots; and overall faculty empathy and support, especially in terms of flexibility that they showed to students. Challenges reported included academic experience—the modality of courses, challenging for them in terms of motivation, particularly in asynchronous online courses; lack of connectivity to faculty, peers, & campus—something that may have a disproportionate effect on our

freshman and sophomores; online course and parking fees. Recommendations for Spring include: on-campus study locations—they really like using the Schurz Library; more campus communications, particularly about things happening on campus or virtual campus events, as well as more communication from their departments—some Deans have already done this and it has been well received; course modality and consistency—cannot change modality for now, but when students did complain about faculty, it was about non-responsiveness or not meeting certain learning styles; Canvas consistency will be something that will have to be investigated long-term—one example of consistency is everyone putting the syllabus in the same place in Canvas. UCET has some tools that about Canvas from the students' perspective that can be utilized. Respite/breaks were another recommendation.

- To address the latter the following dates are “Wellness Days” added officially to the Spring 21 Academic calendar: Tuesday, February 16, 2021, Wednesday, March 24, 2021, Thursday April 22, 2021
- Classes with synchronous meetings will not be held on these days. Due dates for assignments, regardless of modality, may not be scheduled on these days.
- Faculty may apply for an exception from their Dean in order to exempt their class from one or more of the Wellness Days, particularly for non-lecture courses (e.g., clinicals, laboratory courses, student teaching.)
  
- Question from chat, S. Elrod: “Where was the student focus group information distributed?” Answer: “The Focus Group report was distributed by the Dean's Office, but Interim EVCAA McMillen can send it directly to those that don't have it.”

### C. Strategic Enrollment Management (SEM) Report

- Comparison of Fall 2020 to Fall 2019
- All the way through mid-June we were 20 percent behind on enrollment compared to 2019. At that point Raman Adaikkalavan was appointed to serve as Director of Advising, and he put into place a whole

number of things to help us meet our enrollment goals and we did meet our enrollment projections for fall, which was a great recovery for this campus, and Interim EVCAA McMillen thanks everyone involved for making that happen. The question in retrospect was “What did we do here to make this recovery?” So the following report was compiled by former Interim EVCAA Linda Chen and the SEM Committee

- Title: *IU South Bend Enrollment Processes and Structures Action Report* Content: From Recruitment to Enrollment
- What the report covers:
  - What Worked Well
  - What Needs to be Fixed
  - Recommendation and Action Items
- Current Status:
  - Reviewed by Chancellor & SEM Committee
  - SEM Committee Review for Immediate Actionable Items that we can do in places such as financial aid, Titan Success Center, etc. Also looking at what should be centralized and what should not be centralized; communication plans from handoff from admissions to the academic units;
  - Will share report with EVCAA Pearson when she arrives on campus and with larger campus communities

## 8. Updates – Chancellor Susan Elrod

- A. Welcome to Carolyn Kasdorf, Vice Chancellor for Administration and Finance begins Tuesday, January 19
- B. Covid-19 Health and Safety
  - Testing Positivity Rates to Date from Dashboard
    - Mitigation Positivity: 1.4% Positive (41/3,020 tests)
    - Symptomatic Testing: 25.5% Positive (37/145 tests)
    - Arrival Tests: 1.4% Positive (4/277 tests)
    - Seeing low rates on campus and that is because campus community is wearing masks, social distancing, etc. Chancellor thanks you for your efforts not just for our

protecting our campus community, but also larger community.

- Reminder: Public dashboard available at <https://fall2020.iu.edu/dashboards/>
- Asymptomatic Voluntary Testing will continue through intersession. Learn more and sign up [here](#).
- Ask Aaron Webinars – [sign up](#) to learn more, ask questions! Also do regional webinars because the COVID environment is different in different parts of the state.
- The new more infectious COVID strain is going to be a concern. Another reason to keep social distancing and wearing masks. Also, mask wearing is helping with keeping flu rates down.

### C. Athletics and Covid-19

- Due to increasing number of athletic-related COVID cases, all IU regional campuses paused activity beginning December 20.
- Testing and monitoring of athletes resumed this week and will be used, along with a variety of community data, to help determine when practices can restart. Doing our best to prioritize the health and safety of our athletes.

### D. Covid-19 Vaccinations

- Our county has a COVID-19 vaccination clinic up and running.
- State websites also have more information; county health departments are managing
- Right now focus has been on vaccinating health care providers, first responders, and those over the age of 70.
- We have been able to send members of the campus community that fit these categories (such as those volunteering at our mitigation testing) to health care and county clinic sites.
- Before break we prepared a COVID-19 vaccination readiness assessment that looked at our facilities, refrigeration capabilities, and faculty/staff availabilities. Many thanks to those involved!
- We will continue to monitor county's efforts and assess if a campus clinic is needed as more of our population becomes

eligible for the vaccine. We are preparing for all possibilities. Vaccine is not required when eligible, but encouraged.

#### E. Move-in Volunteers Needed

- IUSB Housing Spring Arrival Testing team is looking for volunteers to help with spring semester move-in February 4-6.
- Prior to moving in, students will be screened for COVID in the Education & Arts building from 9-6 AM. Different shifts available and roles include greeter, check-in, runners, and more!
- Great opportunity for students in need of community engagement hours for class, major or campus group or those wishing to bolster resume or service contributions.
- If you'd like to be a part of an invaluable service, please contact Tiffany German-Hall at [tgermanh@iu.edu](mailto:tgermanh@iu.edu) or 574-520-4575.

### 8. Community Engagement Center Proposal – Jay VanderVeen

#### A. Proposal for Center for Community Engagement (slide included below)

- WHO: Senate Committee for Community Engagement *and* Center Director
- WHEN: 2019 – Director; 2020 – Committee; 2021 – Center
- WHY: Institutionalization and infrastructure are important (exact charge of Committee): Advancing current university mission (“*IU South Bend develops engaged citizens prepared to build strong communities*”); Assisting with proposed campus values statement (“*Engagement: We engage our students and contribute to their personal and professional growth through immersive experiential activities*”)...and more.
- HOW: A Senate vote to approve the Center
- Maintain Director, share Administrative Assistant, select Board of Advisors
- Support by Senate Committee with responsibility to “*Make recommendations to, and advise, the Director of Community Engagement on all matters pertaining to community engagement*”
- VanderVeen noted that Director appointed after submission of Carnegie report. One finding from report was that there was a lack

of institutional structure for community engagement, so senate committee created in 2020. Committee wishes to institutionalize community engagement on our campus. IUSB does an impressive amount of community based teaching and outreach, but there is a lack of a central hub, which is creating inefficiencies such as missed service learning and collaboration opportunities between faculty and the community. Most Carnegie classified institutions have a center. Committee is asking that we formally recognize a Center for Community Engagement. Proposal for center is linked in the [senate blog](#). Asking the senate to vote to approve a center, which already has a director and a shared administrative assistant. If center is formed, a board of directors will be appointed (and will include community members). Why have a center if there is already a committee? Another example would be the Senate Teaching Committee, which takes care of a lot of things, such as the TTA and policies, but UCET is also there to do workshops, doing the on the ground efforts.

- Comment from chat A. Pant: "It is important to hold centers accountable. They cost significant budget and at a time of budgetary cuts, we should not be expanding our costs. Could another center not do this? What is the budget needed to run this center? How many staff? square feet of space? Last, does this mean that this will take away our freedom to engage in community activities without approval of said center? More bureaucracy will not enhance our community work effectiveness."
- Question from chat E. Bennion: "you mentioned that other centers have at least one full-time faculty or staff person. My understanding is that our director is not full-time. Is that correct? The propose states that we will "maintain the director." What does this mean?"
- From chat: I. Clift: "Alternatively money for this could go to the colleges/departments with the most community engagement."
- G. McGuire, Director of Community Engagement, noted that she has an administrative assistance for 4 hours a week.
- Additional questions in chat about budget and which unit the center would be housed—Answer: budget is included in proposal, \$90,000 but is not asking for new money—this is one-time money. In terms of housing, under which academic office, it would be in Academic Affairs. Current director already reports to Academic Affairs.
- Question from chat: K. A. Rusnock: "Okay for the one time money, but how will it be funded in the future?"

- From Chat: E. Bennion: “It doesn't cost \$29,000 to pay somebody to work 4 hours/week. And doesn't a center NEED more than a director with a one-course release and an admin asst who works four hours per week?”
- From chat: G. McGuire: “That budget item came from a previous proposal where we wanted an admin assistant for all of the centers to improve coordination. We plan to simply keep our 4 hr/week admin for this Center”
- Interim EVCAA McMillen--Budget follow up on \$29,000 for administrative assistant—is this centralized for all the centers? And if so, why is included here.
- Answer: budget is from previous years and what has been previously spent; no changes or additions to the budget
- Interim EVCAA McMillen, just want to make sure we are all clear that if this is approved that budget does not put us accountable for new money toward this, that that is a different process.
- VanderVeen: Absolutely, but this brings back to committee concern, if we have Director, but no center, how do we go to the budget committee to make requests, which is why we are looking for the senate to formally recognize a center which has been basically operating anyways.
- Interim EVCAA McMillen question about previous centers and process for establishment. VanderVeen—there is wording in the handbook for research centers, but this is treated differently. We would use same process that was used for establishing CERES. The Center of Sustainable Future had academic components, which is why it had to go through the handbook process.
- From chat: C. Pfeifer: “We do need coordination for Community Engagement. I would be interested in a report from the departments that are doing community engagement as someone mentioned.
- Will return to this request and take a vote at the February senate meeting.

## 9. University Faculty Council (UFC) Update - Scott Opasik, UFC Representative

I. Notice of policies adopted in May and August by the UFC Executive Committee acting for the Faculty Council under bylaw 11.C. Reported at the December 7, 2020 UFC meeting.

### A. ACA-08, Faculty Members Holding Administrative Positions

- Applies to senior administrators
- Once one leaves the administrative position, salary returns to faculty component
- No substantive changes, cleanup of language

#### B. ACA-41, Faculty Role Regarding University Financial Exigency

- New policy, fill a gap in policies
- Defines financial exigency and set procedure for faculty participation in process. An Ad hoc UFC committee provides analysis of the academic contribution of the targeted programs/units to President and Trustees.

#### C. UA-03, Discrimination, Harassment and Sexual Misconduct

- New federal regulations required changes in our Title IX sexual misconduct policy
- Some kinds of misconduct, harassment, and discrimination fall outside of the Title IX sexual misconduct policy. They had to be separately addressed.
- So now there are three sets of procedures

1. Harassment/Discrimination
2. Misconduct falling within Title IX
3. Misconduct falling outside of Title IX

#### D. ACA-17, Faculty Boards of Review (appeal of misconduct sanctions)

- New section D provides for appeals process for sanctions imposed under a misconduct policy

### II. Motions Approved by the UFC at the December 7, 2020 Meeting

#### A. UA-17, Conflicts of Interest and Commitment

- Amendment to UA-17 concerning nepotism policy for family members working on the same federal grant
- The amendment addresses the nepotism policy to clarify how conflicts are handled when family members are working on the same state or federal grant.
- Fulfill grant requirements

## B. ACA-52, Permanent Separations for Academic Appointees

- Involuntary dismissal of tenured academic appointee prior to retirement or resignation.
- This can only happen for three reasons (a) incompetence, (b) serious personal or professional misconduct or (c) extraordinary financial exigencies of the University.
- Amendment provides definition of serious personal misconduct by adding a section F

F. In order to dismiss an academic appointee in less than one year because the appointee is deemed guilty of serious personal misconduct, the conduct must pose an ongoing threat to the safety and security of the university community, constitute repeated acts of the same form of misconduct, or have resulted in a felony conviction.

## C. ACA-47, Leaves for Academic Appointees

- Consolidated leaves policies into one policy ACA-47 Sabbaticals.
- It does not rescind any policy, just changes the location.
- One substantive change: campus procedures must provide a review process for a unit head denying approval for or delaying a sabbatical.

Approve the transfer of the content of current leave policies to ACA-47 as follows:

ACA-46 (vacation for 12-month appointees) to ACA-47 § F.

ACA-47 (sabbaticals) to ACA-47 § G.

ACA-48 (leave without pay) to ACA-47 § E.

ACA-49 § A (military leave) to ACA-47 § H.

ACA-49 § B (jury/witness duty) to ACA-47 § I.

ACA-49 § C (sick leave) to ACA-47 § A.

ACA-49 § D (pregnancy and child-bearing leave) to ACA-47 § B.

ACA-50 (family leave) to ACA-47 § C.

D. ACA-56, Transfer Credit from an Associate's College

- Merges two separate policies on transfer of credits (ACA-56 and ACA-82) into one policy
- Rescind ACA-82

E. ACA-78, Transfer Credit Related to Military Service

- Routine updating of ACA-82 to reflect changes in federal regulations.

III. Academic Calendar Proposal for the Fall 2021 and Spring 2022 Terms

- Approved by the UFC Executive Committee at its December 12, 2020 meeting
- Fall 2021
  - Traditional classroom experiences with in-person activities through the end of the Fall 2021.
  - It allows for pivoting to online or hybrid modes at the beginning of the term or after Thanksgiving should that be indicated by the public health situation.
  - No classes will be held the week of Thanksgiving
- Spring 2022
  - A return to traditional classroom experiences with in-person activities through the end of the Spring 2022 term, including a traditional spring break.

Question from Interim EVCAA McMillen about whether this was going to be a common campus calendar for all the campuses. Also, is this within the realm of the pandemic, or is this how it will be going forward?

Opasik responded that this calendar allows for the same flexibility as last fall, for example, a faculty member could offer a 13-week course, but his sense was that there was more of a commitment to our going back to a traditional schedule.

EVCAA McMillen asked if these have already been updated on the ACA site. Opasik noted that his full report will be available in the senate minutes and that he had seen at least one of the updated policies on the ACA website. EVCAA McMillen asked if faculty misconduct policy updates have been completed and Opasik noted that there is still work to be done on that policy.

From chat: S. Gerencser: "That misconduct policy will be worked by the IU Policy Review Committee."

From chat: D. Hopkins: "Do we have the ability to have a fall break? It was difficult for student's to wait until Thanksgiving for a break."

Roth noted that in terms of fall break, our campus is held to an all-IU calendar and that an individual campus cannot set their own fall break (no fall break in 2021). EVCAA McMillen noted that the campuses have tried to set up a common calendar in the past and it has not worked out and wondered if this would be the common calendar moving forward. Roth noted that an all IU-common calendar would likely be discussed once the pandemic is over and that this was more about dealing with the pandemic.

#### 10. President's remarks – Elaine Roth

Roth also serves on UFC Committee along with Opasik and Nichols-Boyle and wanted to share some things she noticed at those meetings:

A. ACA-47 policy about sabbaticals; does not mention only tenure track faculty, specifies full-time faculty. We may want to consider making sabbaticals available to full-time non-tenure track faculty, which ACA-47 leaves open and IU was amenable to.

B. Doug Wasitis, Assistant Vice President, Federal Relations, who represents IU in Washington D.C.; he gave a really compelling presentation on the results of the November election and its relationship to IU, and one of the things he noted is that IU no longer has representative on the appropriations committee; which he thinks might be worrisome for

IU. On a positive note, he noted that Covid has less of an impact on people with a higher education in terms of job loss; something to worth emphasizing to students and to use for marketing and promotional materials—that a degree really matters in times of crisis. The new Endless Frontier Act that is being considered by congress could potentially provide a lot of funding for scholarships and grants in some specific technology areas and IU hopes to benefit from that if the bill passes.

C. Pleased that IUSB voted on the spring wellness days. We were the only regional to do so. This involved a lot of work from many people: the chairs of the senate teaching committee; chairs of the senate faculty welfare committee; representatives from the executive committee; including Carolyn Schult, who is also the Director of UCET, as well as the Registrar Keith Dawson and Acting EVCAA Doug McMillen. Many thanks for their work. As was previously noted, this was a request from students and they will be happy that we adopted these breaks.

## 11. Announcements and motion to adjourn

A. Maryann Oake, announcement from Teaching Committee: Faculty have the option to include their fall evaluations or not include their evaluations in their annual reports. You can pick and choose which evaluations you want to share, so if you teach 4 courses, but only choose to share 2 course evaluations, that is fine, but must share the entire evaluation, not just specific comments. All the data that is in an evaluation that you chose to share must be included.

B. Jay VanderVeen, announcement from UCET: will [post in chat](#) the Spring 2021 UCET events, book groups, CDI Institute, Active Learning Institute, etc. Active Learning will be in person and online. Also willing to come to your units to cover specific topics, please visit the UCET site and see how we can help you.

C. Mallory Edmondson, announcement from General Education Committee: Co-chairs met with various stakeholders, and have made revisions to the draft of the general education transfer policy in support of our shared goal of making IUSB transfer friendly. Revised draft will be put forward in an online survey for comment and committee will use this feedback to make final revisions on draft and then submit to Executive Committee as an agenda item for February senate meeting. Another item to note, the HLC report with the general education assessment was officially submitted this week. Committee just wants to say thanks to Co-Directors Kristyn Quimby and Lyle Zynda as well as Elaine Roth and Doug McMillen for all your work on this monumental and collaborative task.

D. Elizabeth Bennion, announcement from American Democracy Project: Check the Daily Titan for more information but she is looking for faculty who would be interested in participating in a national issues forum. Can be from any discipline (health care, education, economics, etc). These forums can be for your class only, or discipline specific, or campus-wide or open to the public. Can be run virtually. Faculty can run the forum themselves with materials she provides; or she can run the forum for you or you can have your students run it. If interested contact Bennion. Also noting virtual inauguration watch session next Wednesday and other upcoming ADP events.

E. Dawn Hopkins, announcement from Healthy IU: Reminder about Healthy IU Campus events this spring. Called Move IU. Very user friendly, for staff, students, and faculty. Check them out.

Meeting adjourned.