

Faculty Organization Executive Committee Meeting

January 8, 2021

12:00-2:30pm

Online via Zoom

Minutes

In Attendance: Mark Baer (President), Bill Allegrezza (Vice President), Harold Olivey (UFC Rep), Monica Solinas-Saunders (UFC Rep), Axel Schulze-Halberg (COAS), Brian O’Camb (COAS), Vesna Balac (CHHS), Marshelia Harris (CHHS), Alicia Wright (SOA), Surekha Rao (SOBE), Sharon Pratt (SOE), Scott Hudnall (Library), Jen Fisher (At Large), Susan Zinner (Past President), David Parnell (Secretary)

1. Called to order at 12:02 pm.
2. Approval of minutes: November 6, 2020
 - a. Approved without amendment.
3. Old Business – Mark Baer, President
 - a. COAS Representative Replacement: We need to elect a COAS representative to replace Bill Dorin on Executive Committee. Bill Allegrezza reports that a new member will be elected in COAS within a week and a half.
 - b. Executive Director of Facilities Search: This search is ongoing and three interviews have been scheduled: January 11, January 21, and January 22. Each will have at least five members of Executive Committee present.
 - c. Wellness Days Communication: The communication about wellness days this semester went out today. If anybody hears about any confusion regarding this, please put Mark in the loop about it. Faculty Comment: The Business School decided that March 25/26 will be wellness days for all classes within our school. We just did that so I wanted to share that with you all. Faculty Comment: Our unit has decided for online classes to give students forgiveness for up to 3 late assignments with no questions asked.
 - d. Tenure Process Update: This is an update on the tenure process this academic year. Dean Hoyert fell very ill in December and he is temporarily unable to perform his duties. This has affected in some ways the progress of the tenure cases in COAS, particularly two cases for promotion to teaching professor. Questions about this can be directed to Vicki when she arrives. Faculty Question: These files are from my department. Would it be appropriate for me to ask Vicki about them? Mark: We as the Executive Committee can ask Vicki anything we want, and she will answer as she is able. Faculty Comment: It seems like there are not a lot of specific procedures in place for the P&T process. Why is it not documented anywhere what happens? There should be a standard operating procedure. Faculty Comment: I think this is a good reminder. One person controlled this committee for 19 years and it was a very shortsighted way of running that committee. When can my colleague who is up for tenure expect to

see her letter of evaluation from the COAS P&T Committee? Faculty Comment: Have the person contact the chair of the committee. Faculty Comment: That is not allowed. Candidates cannot contact the P&T committees. Faculty Comment: The letter exists, so perhaps you as department chair can contact the chair of the P&T committee to ask about it.

4. New Business – Mark Baer, President

- a. Anonymous Voting on All-Campus Tenure: Please see Attachment #1, an email from Susan Zinner on this subject. For as long as anyone can remember, the All-Campus P&T Committee has voted on cases by paper ballot. The main concern is how to keep anonymity in the voting while doing business virtually. The names of the people who vote each way are not expressed in the letter, but are recorded in the ballots, so that means it is only accessible by the Vice Chancellor. Faculty Comment: Yes, this is not to say that the Vice Chancellor should not know it, but that it is a matter of principle. How the vote actually occurs is the committee's business. Everyone signs the letter no matter how they voted. The record of the ballots that the chair of the committee holds should stay with the committee. Faculty Comment: There are a couple of things we have not considered. The fact that the Vice Chancellor is another level of review means it is a conflict of interest if we divulge who voted which way. It's important to link votes to comments but I don't think anybody should know who voted which way in the committee. Mark: We need to move on to the Chancellor, but we will return to this later and we need to decide if we should delegate this issue to Faculty Affairs.

5. Ken Iwama, Chancellor

- a. Vaccines: As some of you have read, the Pfizer and Moderna vaccines have made their way to Indiana. Recent studies show them at 95% effective. The AstraZeneca and Oxford vaccines are pending. Distribution of 1A (healthcare workers) is ongoing, and 1B (older people) will be next. Preliminary discussion of distribution to regional campuses have begun. One possibility is "closed pod" – servicing faculty, staff, and students. Another possibility is "open pod" – having the campus be a center that allows community members to get vaccinated. A third possibility is "open pod within community," where vaccines are distributed in the community but with university assistance. We are having communications with local officials about how they would like IU Northwest to be involved. There are many more unknowns than knowns at this point. We don't know if our campus will be designated a distribution center or how many doses we will get. We also do not know if the vaccine will be considered mandatory or not by IU. All of these discussions are still happening. There are also concerns about whether all people will be willing to get the vaccine. So if anyone has any ideas about calming fears about vaccination, please let me know.
- b. Marram Hall Renovation: There were some reasonable complaints by faculty and staff in this building that they were not notified with enough time to protect their spaces before the renovation project began. We are going to have to do better in

terms of our communication for any of these types of projects. I have already talked about this with Gary Griener and we are going to have more meetings with Vicki to make these projects more transparent and to give better lead time. The work itself being done is very important: replacement of sagging ceiling tiles and new duct work. Most of the project should be done by February 14. Everything will be beautiful in the building except the floors, which are not included in the project, which I am not terribly happy about, but there are other funding sources for that.

- c. Executive Director of Facilities and Operations Search: There are three finalists for this search. The person that we hire for this role is critical, not only for the brick-and-mortar side but also for communication with the faculty and understands the needs of Academic Affairs. These interviews will happen this month. Faculty Question: I have a question about the title. I see that the title of this person is Executive Director. It was previously a Vice Chancellor title. Chancellor: I defer to others who have been here longer about that. Faculty Comment: Yes, it was not the most recent person but a previous one. Faculty Comment: I just want to stop the Vice Chancellor title frenzy. What are your thoughts on that? Chancellor: I would like to have this discussion later to allow us to get to other items right now.
- d. Academic Media Production Space: There will be a virtual ribbon-cutting to dedicate this new place for faculty to work on multimedia projects. There will be lots of technology available in this space for faculty to help them record for teaching or research. It is state of the art equipment that comes from IU and IU online. We are really excited about this. We would love for you to visit for the ribbon-cutting ceremony on January 12.
- e. Director of Equal Opportunity and Affirmative Action: We are conducting a search for this position as well. This is a very important position. This person will be critical not only for handling complaints and allegations but also for our ramp up of the Anti-Racist Agenda. Mark: Members of the Diversity and Inclusion Faculty Committee are participating in that search. Faculty Comment: Yes, I am sitting on that right now.
- f. Enrollment is a significant concern. Every day that goes by and the numbers don't improve it concerns me more. With the coronavirus we have more work to do before we can even ensure stability. We have seen a tremendous delay of admissions. I am spending a significant amount of my time trying to ratchet up the number of applications. Our numbers for fall are looking woefully low right now. I am confident we can turn this around right now. I think what we are seeing is just an example of many delays in the high schools right now. But at some point, that has to change. I am meeting with every school superintendent in northwest Indiana. We are going to be very transparent about the budget process. I cannot change bad news, but I can change the amount you know about the news, so that you hear it from me first. We are going to have budget hearings and try to expand even beyond that.
- g. Status of Presidential Search: The search for IU President is a closed search and we are not getting any information about it. I put in our request for the regional campuses to have some involvement in the interviews for the final round of

candidates, but I got a very quick response and it was not positive. We will tell you things as we know them and we will keep asking.

- h. Chancellor's Engagement Tour: All of the meetings of the faculty engagement tour have happened now. The participation was incredible in terms of the number of faculty that were involved. These meetings were usually at the end of the day and they became the thing I looked forward to each day. Everybody identified strengths in terms of faculty excellence, particularly in terms of research and creative work. Concern and care for students was amazing to hear about. In terms of vision, there were comments about resources of course, but also a lot about community engagement and how to get our research known to the community. There was a desire to get our presence out there in every format we can, to tell the story of our quality. This really gives me an idea for some general themes to help us structure strategic planning.

6. Vicki Roman-Lagunas, EVCAA

- a. Enrollment Update: Our enrollment for spring is looking good. We're either 2% ahead of where we were last year, or 1.1% ahead, depending on which set of data you look at. We're only down 1% with returning freshmen, but we're down 15.3% with returning sophomores. We cannot figure that out. We're ahead 13.8% with juniors and 9.2% with seniors. A lot of hard work has been going on, even over the break. We hired some student workers to do care calls – to ask the students how they are doing. Our students care about being cared about. I think we are on the right track. Faculty Question: The chancellor seemed concerned about enrollment, but you are saying it's great. Vicki: This data is about spring, but the concern is about next fall. All of the other regionals are down for the spring, so we are doing better than them. The fall, which is what the chancellor is worried about, as am I, is not for enrollment, but for applications and admits. We're looking at new students and that's where we're worried. We're down between 35 and 40% both in applications and admits. Most of these new students are high school students. We're down more than any other campus. I am confident that these numbers will come up. The coronavirus is impacting minority communities the most, and we are the only campus that has substantial enrollment from those communities, so we should not be surprised but we are redoubling our efforts to reach out. So yes, the chancellor is worried, as it does merit some worry, but it is pushing us to look for more action steps to get us to where we want to be in the fall. Faculty Question: How successful was the \$50 credit offer for early registration? Vicki: I think about 2,300 students used that offer, which was incredible. It was a good effort. For the fall we will do something even bigger and better, but it was a good initiative. I cannot wait until we can go back to parking and pizza, because I know the students enjoyed that.
- b. Status of the COAS Dean: I learned late last night that Mark Hoyert is going home from the hospital today. But in the meantime, we have several things going on that need a dean's signature. I have asked David Klamen to be that dean for now. The three other leaders for COAS are Nelson Deleon, Jonathyne Briggs, and Kris Huysken. David will be signing off on things. This will be a temporary fix

until Mark comes back to work. I don't see any changes happening here or any of this situation as long term. I just want to add that nobody got money added to their salary because of this. If you have questions about this or ideas, I am only a phone call away.

- c. Status of Tenure Process: There are two cases that have been held up, not because of the substance of the cases but because of the process. This is because of the new language for evaluating Teaching Professor candidates, which has caused confusion for the COAS P&T Committee. I have chatted with Mark and with David. I have not had an opportunity to talk with Tanice yet. We would like for the Faculty Affairs Chair, me, and David to meet with the COAS P&T Committee to talk about these issues. The faculty members up for promotion have not been reviewed in substance yet. There is also the possibility of sending this language back to the Faculty Affairs committee to review the language and its place in the Goldenrod and resolve the confusion. Faculty Question: What is the possibility that these cases will not be reviewed this year because of the time delay? Vicki: There is no possibility of that. I have talked about this with Mark and I am making sure that this review will occur this year, because it would not be fair to them. Faculty Comment: It is true that these criteria were rolled out very quickly at the end of the year last year so that our colleagues would have this opportunity, but it seems like it would be helpful to have all units examine this process to make sure that it is clear. We need to have this new opportunity available and known to everyone and to have everyone update their documents. Vicki: I asked the former chair of the Faculty Affairs committee to review this and it did not happen. There is a process that I would like us to follow: I would like the confusion of the COAS P&T Committee resolved right now, and the language about it changed to prevent that happening again. I would also like the Faculty Affairs committee to lead a discussion of how to reconsider the P&T guidelines as a whole, because they have not been looked at in ten years. Mark: The Faculty Affairs super committee has already created a working group to do revisions to the Teaching Professor guidelines and I am sure it will be done this spring. Vicki: I am also talking about a wholesale reconsideration of the P&T guidelines. Faculty Question: The English Department revised departmental guidelines last semester. Did you ever receive them? Vicki: No, please send them to me so I can have them posted on the website. Mark: Vicki, we have heard that across cases, faculty up for tenure have not received their letters. Vicki: That is not acceptable. Faculty should get letters as soon as possible. What can I do about this? Faculty Comment: I think each chair of a P&T committee needs to be directed to send letters to the faculty under review as soon as they are finished. There seems to be some confusion about what candidates can see in the dossier system. They are locked out, so the letter has to be sent directly to them. Vicki: Thank you. We need to be careful that faculty get notified of their evaluations. Faculty Comment: We need to have a document that provides step-by-step instructions on the processes. We have the Goldenrod but that is about criteria rather than process. How are chairs supposed to know what to do? Vicki: I agree. We need this to be clear. We had a similar question before: how to determine appointment to Emeritus Professor? There should be a process but I could not find it written down anywhere. Also, P&T should not be different

in different colleges or schools. It should be codified. It is not for me to say what that should be. I think it is a good project to work on. Faculty Comment: Thank you for saying that it should not just be owned by you. Vicki: We need to look at the criteria in each discipline, just to consider if there are things to add or clarify, for example community engagement. What about participating in public health problems as an aspect of service? There are other things we could perhaps add. Faculty Comment: Timing is so important when under tenure. I hope that you can provide some assurance about this to the candidates and find out what went wrong.

- d. Ballots of Voting on the All-Campus Tenure Committee: Mark: Other campuses do not have signed ballots. Is there an argument for continuing to have signed ballots on our campus? Vicki: Yes, but I am not married to it. When there is at least one negative vote along the way, I have to talk to John Applegate and the Chancellor to explain why there was a negative vote. The ballot provides more context for the negative vote. In one case, it helped me to understand a negative vote had to do with a faculty person not understanding the research content of the candidate's dossier. Also, once things become anonymous, people are less careful about what they say. However, in either case, let me just say I will take direction from you all and you should have your own conversation about it. What's the negative about signed ballots? Faculty Comment: We have not deliberated this at length. When a committee signs a letter, it is the view of the committee, which is why the committee deliberates the matter. It seems like it should be explained as the view of the committee, not individuals. I think that needs to be in the committee rather than assigned to those individuals so that we do not lose the objectivity of honest and fair discussion. Faculty Question: Can faculty request access to the ballots? Vicki: The ballots are destroyed after the tenure review is complete. I will let you all discuss this issue and come back to me.
- e. Chancellor's Professor Selection Process: The last two times we did a call for Chancellor's Professor, we ended up with no new Chancellor's Professor. Each time the committee was split. We decided to give the search a break. It was suggested that we rewrite the criteria, but it has not happened yet. I have not brought this to Chancellor Iwama yet, so we need to address before we can start a new search. Faculty Comment: If I remember correctly, your last message about this said there would not be a search until academic year 2021/2022, so you are still on track for that. Vicki: Thank you for that.
- f. Faculty Question: Is there going to be a search for the CHHS Dean? I heard that Linda Delunas is retiring. Vicki: I do not want to do a search immediately, so I am going to look for an internal person to take over for now, and we will do a search next year for the following year.
- g. Faculty Question: I know the budget is very tight, but are we going to hire any new faculty this year? Vicki: This has been a very long process. Bala and I worked on this. Anything we ask for has to be approved by John Applegate's office. The input we got was probably not tenure-track, probably not clinical, but maybe visiting, and that we shouldn't ask for all the positions at the same time. So right now the one position that we really have to fill is Tawa's position as the nurse practitioner, or we have to close the clinic. After that, there are four others

that deal with accreditation or programs with large numbers of majors. The Chancellor is helping to lead the push on this.

7. Anonymous Voting on All-Campus Tenure – continued

- a. Faculty Comment: Now that I know that these ballots are destroyed after the fact and are not available to anybody before they are, I think it is a moot point. However, I think we need to remain as transparent as possible and I can see lots of potential for abuse in anonymity. Faculty Comment: Yes, I can see there being a problem in having an anonymous no vote, because as Vicki pointed out there is no way of explaining that the person who voted no might have a bias. Faculty Comment: We need to make sure that procedures are written down clearly. Maybe it would help to have an option to allow the candidate to ask one member of the committee to be recused. Faculty Comment: A negative vote is taken very seriously, and I am not sure it being anonymous would lead to it being any more open. Faculty Comment: I don't like closed voting. I would love more transparency in the committee, but I don't like there being a paper trail. There must be a reason why other campuses are anonymous. Faculty Comment: There is not a way to destroy emails now that ballots have to be electronic. Faculty Question: If we eliminated ballots on this committee, would it create a problem for the letter writer for not getting the information they needed? Faculty Comment: They could still send notes to be included in the letter. Faculty Question: Would it be possible to tell the Vice Chancellor to ask the Committee Chair for further clarification on any no votes? Faculty Comment: That would leave room for the chair to distort this information so if that is the consequence it would be better to leave the current ballot system. Faculty Comment: The Vice Chancellor identified this as a tool, so I think that is something we have to consider. She said the ballots were destroyed, which I assume she means at the end of the process. Faculty Comment: There can be difficult decisions to be made on this. Mark: Can I have a motion? We ask Faculty Affairs to work on a list of standard operating procedures and dos and don'ts for the promotion and tenure process across the campus. This was motioned and seconded and passed by Executive Committee.

8. UFC Report – Monica Solinas-Saunders and Harold Olivey

- a. See Attachment #2.
- b. Monica: Read through the report for very important news about clinical associate professors and senior lecturers. There is a goal to move these towards more long-term contracts.
- c. Harold: Our enrollment increases that we have seen over the past years have translated into us being eligible for increased performance funding in the budgeting process. The state appropriation is still very much up in the air, however.

9. Super-Committee Business

- a. The fact that the committees are meeting, responding to our charges, and writing reports monthly indicates that this structure is being successful. Highlights: The Grants Committee has awarded summer faculty fellowships and grants-in-aid. The Trustees' and Founder's Day Award Committees are meeting and working. Trustee's got revised criteria approved. Founder's Day is working on incorporating online teaching. Student and Campus Affairs is working on a draft of a CREM policy to preview with administration before it goes up to Faculty Organization. The faculty will be represented in the budget hearings by Subir, Kevin, Bhaskara, and Mark.
- b. Faculty Affairs: See minutes (Attachment #3).
- c. Academic Affairs: See minutes (Attachment #4).
- d. Student and Campus Affairs: See minutes (Attachment #5).

10. Faculty Organization Meeting (Jan 22)

- a. Voting Procedure: There have been hiccups in the voting process at the meeting. Do I need to spend time explaining the voting procedure at Faculty Organization? Faculty Question: What is the issue? Mark: Well, last meeting there was confusion over whether we were voting on a straw poll or on substance. Faculty Comment: I think clarification would be nice. Faculty Comment: I think you should. Faculty Comment: I think a refresher is good. Faculty Comment: I think it is a low-level investment and I would expect a low-level return, but I think it is worth doing.

11. Adjourned at 2:32 pm.

Attachment 1:

Email Re: Anonymous Voting on All-Campus P&T Committee

From Susan Zinner 12/22/2020:

To our fellow members of the Campus P&T Committee,

Thanks to you and all the letter writers for a very friendly meeting and sharing of comments over the last four days. Like everything else, it is a unique experience to conduct this important business online.

We have a couple of concerns about the process that were initially raised by Monica, especially the voting record and how it is shared outside the committee.

Please note **that it is about the process at IUN and not about us or our committee.**

When we all agree to the content of the letter and finally sign it, **we are all owning the decision.** It is in this spirit that we meet, discuss, make our point heard and listen to colleagues and finally make a decision unanimous, majority or whichever way it turns out. The decision is owned by the committee and not any one individual.

To ensure that this is the spirit of our committee's decision making, it seems that we should not be collecting **signed** paper ballots or emails as we did this time. I am more concerned that we have to share these records with individuals outside this committee with a documentary evidence.

If there is a legal requirement from IU or the state, I would certainly like to understand the reason for such a process. If it is just a practice here at IUN, I would like to request that we relook at it closely for its implications and impact.

This year we were in a particularly difficult situation that we had to vote electronically and that leaves an e-trail forever. My question and concern is that we should consider anonymous voting as a standard practice and the records should only stay within the committee.

We both think that it is best that Susan hold on to these emails until we discuss this Jan. 8. Perhaps those of us on Executive Committee (meeting Jan. 8) and our Campus P&T Committee (also meeting Jan. 8) can consider this issue then. After we sign the letters, we certainly deserve a good break. Take care and have a safe and relaxing Holiday Season.

Susan & Surekha

Attachment 2:

UFC Report from Solinas-Saunders and Olivey

University Faculty Council (UFC) Virtual Meeting

Date of the Meeting: Monday, December 7, 2020

IUN UFC members in attendance:

Mark Baer, IUN UFC President

Harold Olivey, IUN UFC Rep

Monica Solinas-Saunders, IUN UFC Rep

Major points discussed at the Meeting

- President McRobbie expressed gratitude to all IU faculty as we all worked hard to meet the needs of the students and the university during the COVID-19 pandemic.
- Elections results were discussed and no changes are expected in the state of Indiana. Hoosiers voted in record high numbers (62% of Hoosiers voted).
 - The Biden administration is expected to push for student loan relief/forgiveness, and work to pass the College for All act, which would make community college/HBCUs/public universities tuition-free for students whose families make under \$125,000/year
 - The AAU is pushing the new administration and Congress to triple the money for Pell Grants, protect DACA recipients, revise Title IX and increase investment in research and infrastructure investments to universities
- The Board of Trustees approved IU's budget request from the Indiana Legislature in August
 - IUN was one of the biggest winners for performance-based funding
 - Given the strains on the state budget related to COVID-19, IU is **hoping** for the budget funding to remain flat this cycle (as opposed to getting a decrease)
- IU Health is dedicated to support the IU community to make the COVID-19 vaccine available in the near future to the IU community.
- Throughout the 2019-2020 academic year we have realized the importance of technology and virtual learning/communication. The US congress is currently focusing on enhancing the reach of online education [Bill/3832](#).
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The power of the digital era is described in this essay from 1945

More in This Series

See Project

As We May Think

"Consider a future device ... in which an individual stores all his books, records, and communications, and which is mechanized so that it may be consulted with exceeding speed and facility. It is an enlarged intimate supplement to his memory."

UNIVERSITY OF MICHIGAN LIBRARY



REPORT FROM THE IU POLICY REVIEW COMMITTEE

ACA-08, Faculty Members Holding Administrative Positions

- No changes to existing policy
- Applies to senior administrators
- Faculty and administrative portions of salary kept separate
- Salary returns to faculty component upon relinquishing administrative role

ACA-41, Faculty Role Regarding University Financial Exigency

- New policy
- Current policy allows closing programs, dismissing faculty for financial exigency
- Does not define financial exigency or the procedure
- ACA-41 adds both
 - A. Indiana University must be facing a severe and imminent financial crisis that threatens the survival of the university in its present form, that jeopardizes its academic integrity, and that cannot be resolved by means less drastic than the elimination of such academic appointments.
 - B. Entire university must be threatened to justify dismissing tenure faculty, not just one campus.
[from AAUP]

Process

- A. President consults with UFC Executive Committee
- B. Provides financial and budgetary information
- C. Executive forms Financial Exigency Committee
- D. Committee provides analysis of the academic contribution of targeted programs/units to President & Trustees.

UA-03, Discrimination, Harassment & Sexual Misconduct

- New regulations required changes in our Title IX sexual misconduct policy
- Narrowed federal definition potentially left some kinds of misconduct, harassment and discrimination outside the policy, so they had to be separately addressed.
- Now three sets of procedures (all similar)
 - Harassment/discrimination

- Misconduct falling within Title IX
- Misconduct falling outside Title IX

ACA-17, Standards for Faculty Board of Review

- Role of Faculty Board of Review clarified to comply with revised policy
- Hears appeal, no independent investigation

UA-17, Conflicts of Interest and Commitment (Nepotism)

Family members paid from a grant only if:

1. Co-Principal investigators
2. Department chair approves qualifications and pay rate
3. Management plan approved by compliance office
4. Disclosure to granting agency

ACA-52, Permanent Separations for Academic Appointees

- Involuntary Dismissal (section D)
- 1. Defines personal misconduct:
 Conduct that has been determined to violate a misconduct policy of the university or a campus which has been enacted or approved by a faculty governance organization.
 UA-03, Sexual Misconduct
 ACA-30, Research Misconduct
 ACA-33, Code of Academic Ethics
- 2. Defines “serious” personal misconduct
 - a. Poses an ongoing threat to the safety and security of the university community
 - b. Repeated acts of the same form of misconduct
 - c. Resulted in a felony conviction
- 3. Deletes inconsistent definitions of personal misconduct from ACA-18, 19 and 20 (NTT appointments) and replaces them with a cross-reference to ACA-52.

Existing Policies

ACA-16, vacation for 12-months faculty	1967
ACA-47, sabbaticals	1949, 1952, 1981
ACA-48, leave without pay	1964
ACA-49 – Military leave	1961
ACA-49 – Jury duty	1942
ACA-49 - Sick leave	1973

ACA-49 – D, pregnancy leave

1974

New sabbatical provision:

Campus procedure must provide a review process for a unit head denying approval for or delaying a sabbatical. ([The UFC discussed also the possibility to offer a sabbatical leave to NTT. The conversation will continue](#)).

Delete from A, Medical leave

“Medical leave for IU School of Medicine appointees is covered by ACA-51”

Additional policies

ACA-82, Transfer credit from an associate college was consolidated into ACA-56, Transfer credit from an Associate College.

ACA-56, Transfer of credit at the 100 and 200 level, ACA-82 was rescinded

ACA-78 Transfer credit related to military service.

Attachment 3:
Faculty Affairs Super Committee Minutes

Faculty Affairs Super-Committee

November 20, 2020

3:10 – 4:010 p.m.

Virtually Via Zoom

Minutes

In Attendance:

Ranjan Kini	Co-Chair of Faculty Affairs Super-Committee
Tia Walker	Co-Chair of Faculty Affairs Super-Committee
Olatunde Abiona	Co-Chair of Computer and Distance Learning
Nicole Anslover	Chair of Elections Committee
Mark Baer	Faculty Organization President
Jon Becker	Chair of Founders Day Teaching Award Committee
Jennifer Greenburg	Chair of UFC Committee
Charles Hobson	Co-Chair of Diversity and Inclusion Committee
Iztok Hozo	Chair of Constitutional Review Committee
Daniel Kelly	Co-Chair of Computer and Distance Learning Committee
Vesna Kilibarda	Chair of Trustees Teaching Award Committee
Zoran Kilibarda	Chair of Grant Committee
Glenn Lauzon	Northwest Council Rep
Vicki Roman-Lagunas	Ex-officio member. Executive Vice Chancellor for Academic Affairs
Dorinda Sattler	Secretary of Faculty Affairs Super-Committee

Absent:

Jeremiah Hulsebos-Spofford	Chair of Community Engagement Committee
Maria Young	Chair of Faculty Development Committee

Call to order: The meeting was called to order at 3:10 p.m.

Approval of Minutes: The minutes of the meeting of October 26, 2020 were approved as written.

New Business:

1. Teaching Professor Requirements and the Definition of “Unit”

There was discussion that the COAS tenure committee requested clarification regarding the definition of “unit” as stated in the Goldenrod Document, in reference to the sources of letters of reference needed when applying for promotion or tenure. Unit has been clarified to mean a school or department outside of the applicant’s own school or department, however this clarification has not been made to the Goldenrod.

This committee (FASCO) is charged with revising and submitting for approval any changes to the Goldenrod. Tia will work with Mike LaPointe to draft written clarification of the definition of “unit.” It will then be put to a vote at the next FASCO meeting for review of the clarification and acceptance into the Goldenrod. The revised Goldenrod will then go to exec committee, then to faculty org.

Each school or department would then adjust their individual documents to align with the Goldenrod.

2. Grants Committee Update

Representatives were chosen, with an attempt to include every school.

Will propose to committee to delegate two additional faculty who are outside of those three units that have faculty applying.

There was discussion summer faculty fellowships. There are nine (9) applicants this year. There are no new faculty. Based on the number and quality of the applicants, the committee will select six (6) full summer faculty fellowship, or 7, 8 or 9 fellowships with some reduction in award. The recommendation will be sent to Academic Affairs, who will make the final call.

Question: Does the School of Arts have representation? Answer: It is under COAS, but it does not have its own representative.

There was discussion of developing a policy for next year that would provide for a more representative makeup of the committee based on faculty numbers. For instance, have one representative from arts, one from humanities, and one from sciences. Possibly two from CHHS.

Ultimately it was agreed that the committee makeup for next year could follow the Executive Committee representation, which is three representatives from COAS, two from CHHS, and one from each of the other units or schools.

There was discussion about maintaining a balance of new faculty with experienced faculty to ensure continuity and learning opportunities for new faculty.

There will be a standing roster for grants committee next year, rather than waiting for assignments to occur.

3. UFC Committee Update

If anyone has a concern regarding the announcement at Faculty Org about the academic specialist appointment, the UFC is meeting on Monday. Any concerns should be emailed to Jennifer and she will take them to the meeting.

It was proposed that if the academic specialist appointment is retained, it should be included in the Goldenrod document.

4. Computer/Distance Education Committee -

The Executive Committee has charged the Computer/Distance Education Committee with reaching out to UITS to identify the most important hyflex classrooms across campus to ensure that the hyflex and other distance modalities are fully supported.

Will ask for volunteers from the list, those that are currently teaching hyflex. Tia will notify the committee co-chairs of any volunteers that come forward.

Question: Should a survey be created to ask instructors who have been doing hyflex and ask them about their experience. Answer: A survey is coming from UITS before the end of semester.

The committee co-chairs will reach out to Paul and Aaron in CISTL on this endeavor. Vicki will help with establishing the connection between the committee and UITS via an introduction and information.

5. Founders Day Teaching Award Committee Update

There was discussion regarding developing a new Founders Day Teaching Award specifically for online or hybrid teaching. It was felt that the current award criteria negate faculty who teach solely online or teach in a hybrid fashion.

Need to consider that CISTL has an award for online teaching, the award of which comes from academic affairs operational budgets.

There was discussion regarding a need to change the rules of the Founders Day Teaching Award to accommodate online or hybrid teaching, as these modalities of teaching are becoming more prevalent.

It was discussed to consider how awards are weighted during the P&T process when creating or revising awards.

Founders Day is a pinnacle award on campus. There was discussion whether or not the CISTL award could be incorporated into another award to increase its prestige and weight.

A committee is needed for this coming years' Founders Day award. Additional members are needed. Part of the charge of that committee could be to look at this issue of digital teaching award. The committee makeup does not necessarily need to be comprised of all previous winners.

The committee should create for next year a set of criteria for each of the teaching modalities. There is not enough time for making the changes, or to go through the approval process for this year's award.

After discussion, it was determined that the current criteria for the Founders Day Teaching Award could be applied to the online and hyflex modalities.

6. Trustees Teaching Award Committee Update

Question: Will the Trustees Teaching Award committee be comprised of prior winners? Answer: Yes. Vesna will reach out to that group of faculty.

The criteria were being considered for revision last year. The criteria are not dictated by IU, but by IUN. The new committee will continue to work with the criteria.

The committee will be working on developing rubrics, to incorporate guidelines, and embed objectivity.

Question: Is there still a campus limit on the number of times that people can win the Trustees Award? Answer: Yes.

7. Diversity and Inclusion Committee Update

Mark is working with the Chair and others to start work on the antiracist agenda.

8. Elections Committee Update

Mark is working with the chair for faculty board of review elections.

9. Northwest Council update

Glenn has attended the most recent Northwest Council meeting.

Next meeting: The next meeting will occur on Friday, December 18 at 3:10 p.m.

Adjournment: The meeting was adjourned at 4:10 p.m.

Respectfully submitted:

Dorinda M. Sattler

Faculty Affairs Super-Committee

December 18, 2020

3:10 p.m. – 4:10 p.m.

Virtually Via Zoom

Minutes

In Attendance:

Ranjan Kini	Co-Chair of Faculty Affairs Super-Committee
Tia Walker	Co-Chair of Faculty Affairs Super-Committee
Olatunde Abiona	Co-Chair of Computer and Distance Learning
Nicole Anslover	Chair of Elections Committee
Mark Baer	Faculty Organization President
Jon Becker	Chair of Founders Day Teaching Award Committee
Jennifer Greenburg	Chair of UFC Committee
Charles Hobson	Co-Chair of Diversity and Inclusion Committee
Iztok Hozo	Chair of Constitutional Review Committee
Daniel Kelly	Co-Chair of Computer and Distance Learning Committee
Vesna Kilibarda	Chair of Trustees Teaching Award Committee
Zoran Kilibarda	Chair of Grant Committee
Glenn Lauzon	Northwest Council Rep
Vicki Roman-Lagunas	Ex-officio member. Executive Vice Chancellor for Academic Affairs
Dorinda Sattler	Secretary of Faculty Affairs Super-Committee

Absent:

Jeremiah Hulsebos-Spofford Chair of Community Engagement Committee

Call to Order: The meeting was called to order at 3:10 p.m.

Approval of Minutes: The minutes of the meeting of November 20, 2020 were approved as written.

New Business:

Grants Committee

Update: Delegated two members of committee to join Cynthia and other members of committee that will select research and creativity award recipients. This action is left over from last year. Will do similar duty in spring. Applications are still being accepted until early January.

Update: Discussed fellowships and grants-in-aid applicants. Out of nine (9) applicants for faculty summer fellowship, five (5) regular summer fellowship were selected, and one (1) mid-career summer fellowship was accepted. For those applicants that were not accepted, feedback regarding why they were not accepted was provided. For grant-in-aid, there were seven (7) applicants. Four (4) were selected and recommendations for support of just the four were made. Due to cuts being made across the board, the committee focused on excellence of the applications. The ultimate decision of approving the awards is now up to faculty affairs to give as many as they have funds for or choose to grant. The committee's final recommendations were to fully fund the six (6) summer faculty fellowships, and to fund the grants-in-aid for the amounts as requested in the applications.

Question: Will the budget issues be same? Answer: The budget process is beginning, so will have a better idea on the status soon.

Trustees Teaching Award Committee

Update: The committee met and made recommendations. There was further discussion through email, and this morning the committee finalized the call for proposals, which was sent to the co-chairs of FASCO and to Mark. The committee would like to know if it can move forward. Changes were more cosmetic, and not substantial. A draft document with track changes and the finalized document were provided. The committee felt the final draft document made process clearer, took care of previous work that had begun last year, and accomplished this year's charge from FASCO. It was recommended to share the documents with the entire committee in order for FASCO to vote on the changes.

The documents were shared on-screen for the committee to review as the changes were explained. No changes were made to the criteria and it was felt that the criteria could be used for all modalities of teaching, including online and hyflex.

It was suggested that the optional documents be made into bullet points to ensure they are understood to be two separate documents.

Question: Does the academic year include summer sessions. Answer: Yes, but it does not need to be specified in the document. Applicants can ask if they have a question on what to include.

Question: Does this include adjuncts? Answer: No, only full-time faculty.

Question: Next steps? Answer: Due to timing, needs to go out to early January. As a result, should vote here in FASCO, then can move up the ranks.

Vote: A poll was created for the vote. A motion was made and seconded to officially approve changes in the document and that there was no need for a full vote of faculty org due since the changes were not substantial.

The committee will now move forward with the call for nominations.

UFC Committee

Update regarding faculty evaluations: There have not been great strides regarding revision of the evaluations. There are additional conversations that continue to occur. The committee was asked to forward any ideas or concerns they would like to be considered by the UFC Committee to Jennifer.

Update regarding elimination of Academic Specialist rank: The rank is one that can include someone who has an equal set of teaching responsibilities as they may have in specific academic specialist activities, such as managing a lab. IUN does not and has never had the rank of academic specialist. IUPUI was looking to eliminate the rank, while Bloomington has provided a great deal of data from many departments as to why the position is important. The data is being reviewed. It appears the rank will not disappear but may be revised as a larger and more positive position than what it was originally. This could be an advantage for current or future IUN colleagues.

Question: What have been the types of appointments for this title? Answer: It started in music and theater, then broadened to the sciences. The question then became whether or not the position enjoyed academic freedom, as there was no clear policy. Many academic specialists have a lot of responsibility in teaching, and they currently would not enjoy academic freedom under this position.

Email Jennifer with any questions or issues to raise. The committee is meeting frequently, and Jennifer will continue to report on the progress of this issue.

Committee Volunteer Update

Emails were sent out to solicit volunteers for the Computer Committee and the Founders Day Teaching Awards committee. If no volunteers present, they may be assigned.

Jennifer offered to join the computer committee.

Computer and Distance Learning Committee

Update: The committee met a couple of times to work out some questions for IT. Faculty who teach hyflex were consulted to gather their questions and concerns. Problems highlighted ranged from provision of separate whiteboards, coordinating use of the small whiteboard with the camera, faculty mobility and recording while teaching or performing demonstrations, how masks interfere with sound, requiring multiple logins at the lecterns, and flow issues with Kaltura. A list of question was then developed.

Update: The committee met with Aaron Pigors in a meeting arranged by Vicki to discuss the questions and concerns. They are as follows:

Regarding whiteboards – the classrooms have cameras that can adjust to allow for use of the larger whiteboard in classroom.

Regarding instructors that want to move – need to ensure 6’ distance of students. If instructors want to move, based on request can provide some classrooms with owl camera, which will give a better view. A GoPro camera can be used for an instructor who needs to move. It was pointed out that there were workflow and media storage issues with using GoPro cameras. The card and battery do not last as long as a 3-hour class. Once finished, you must process a large file and upload. The university prohibits connecting the GoPro cameras to the web.

Regarding audio quality – the mic that is in place right now can be adjusted to accommodate the audio by turning it in one direction or another. It was hesitant on offering lapel mics due to issues with cleaning, but they could be provided if we could implement proper cleaning practices before and after their use.

Regarding multiple logins - for now, they are unable to provide that on the lecterns because there are multiple faculty using the lecterns. Faculty could bring in their own laptop and it could be set up for single log-in. There is a shortcut available for Zoom.

Regarding login for laptop...university issues laptop, can have one login. If not university issues, you cannot have one login.

Regarding the Kaltura workflow, the committee needs to speak with Will Radell for guidance.

Regarding faculty need for laptops in addition to office computers. Due to COVID, faculty can get a laptop if they already have an office desktop. Question...why not then provide an iPad or Microsoft surface device. Per Dan, IT generally doesn't have a stockpile of iPads for faculty. If they could go and purchase, we could talk with them about providing them, but the issue is there is not an inventory of them waiting to be used.

The following questions were also developed by the committee for future discussion with IT:

Which classrooms are hyflex and what technology is available in them?

What are the problems with those classrooms, if any?

What kind of help can IT provide for teaching online, hyflex, or hybrid?

What are the plans for the fall?

Founders Day Teaching Award Committee

Update: The committee only received one response for volunteers. Members will then be picked. Will request the three previous winners and assign three new members.

New Business

Teaching online and hybrid awards committee

Tabled

Teaching Professor Requirement

Update: There was a need to defining unit, tiers and criteria for substantially above the senior lecturer into the teaching professor requirement. One issue with the document was that is what never meant to be a standalone document, it was meant to be incorporated into the goldenrod. The goldenrod does define units, number of recommendation letters, etc., but the issue is that people were pulling criteria for promotion and not looking at the goldenrod document.

The Teaching Professor guidelines/criteria for promotion to teaching professor was reviewed. This document was pulled from the goldenrod and FACET requirements. Tiers of accomplishments are included. The confusion comes from having two documents. Would like to write these into the goldenrod and have this committee look at to approve and modify. Language related to promotion to teaching prof is analogous to being promoted from associate to full professor was problematic, and so will be reviewed for revision. Tanis is moving forward for this year with language as is.

An ad hoc committee for "Teaching Professor Guidelines" was created. The charge for spring is to get the goldenrod document clarified and approved for the spring. Chris, Mike, Tia and another person will be on the committee. Dorinda offered to join the committee as a new set of eyes. Tia will report back.

Next Meeting: The next meeting will occur on January 15, 2020.

Adjournment: The meeting was adjourned at 4:10 p.m.

Respectfully Submitted:

Dorinda M. Sattler

Attachment 4:

Academic Affairs Super Committee Minutes

Academic Affairs Super Committee meeting

Dec. 4, 2020, 9-10 am via zoom: <https://iu.zoom.us/j/2911171230>

Meeting Participants: Kathy Arfken, Mark Baer, Jonathyne Briggs, Nicholas Casas, Diana Chen Lin, Frances Daniel, Hannah Lee, Cara Lewis, Cynthia O'Dell, Doulgas Swartz, Cindy Szymanski, Alex Wang

Agenda:

1. Finalizing the committee's responsibilities
2. Flowchart
 - Newly updated flowchart
 - AASC handles issues from (9:10am) executive committee
 - New goal is to close communication loop from Curriculum Committee to Academic Affairs Super Committee
 - Present flowcharts of different super committees to last Fac Org meeting (with no vote needed)
 - President's ultimate goal is a document that shows what all 27 committees are doing
 - **Plan for Action:** Members will continue to study and comprehend flowchart, which remains a working document
3. How to deal with the issue in the library committee
 - Library committee will be meeting in early Spring
 - Feedback from departments on what to buy and budget for new material
 - Feedback loop will be canceling vs adding resources
 - English and History departments has complete backing of library
 - Boundaries of IUB vs rest of campuses discussion (common core databases)
 - President McRobbie elevated discussion of common core databases so might see significant movement
 - Students see that they don't have the same access as IUB counterparts
 - Size of library committees has fluctuated from a handful to a dozen
 - Membership has traditionally been from Schools representation
 - Current library committee has 12 members
 - Side note: general representation is traditionally 3 COAS, 2 CHHS, 1 from each other units, but everything from library committee has to go to this Super Committee
 - Discussion: should we appoint a chair from the 12-member list or appoint someone else?
 - An acclamation from the President that Cindy is chair and Cara is co-chair of Library Committee
4. Extended auto-W proposal from IUB
 - Terminology clarification: "Recommendation" vs "policy" terms in this proposal
 - Both are the same in this case

- When committee submits a recommendation, it becomes policy
- 5. Possible issues from other committees
 - Writing Across the Curriculum committee agenda and meeting – 2 goals
 - Criteria in bulletin needs to be updated (last updated in late 1990's)
 1. No standardized procedure for writing
 2. Needs clear objectives/criteria
 - Syllabus language for IW courses
 - **Plan for Action:**
 1. Added 2 members from AASC to WAC
 1. Library for information literacy
 2. English for making the connection between first year writing to advanced writing
 2. Chair of WAC will continue with smaller committee to draft language and submit to Academic Affairs Super Committee
 - **Motion:** meeting extended by 15 minutes; **Approved.**
 - Survey and Curriculum
 - **Motion** The All-Campus Survey and Curriculum Committee recommends that it review revisions to programs, majors, minors, concentrations and tracks in addition to new versions of these items.
 - **Discussion Tabled:** *questions for Faculty Org Academic Affairs Committee:*
 1. *How could revisions to curriculum be identified prior to adoption so they can be reviewed by Survey and Curriculum Committee?*
 2. *How could this process happen in a timely way so as not to cause delays and hardships for students?*
 - **Discussion Tabled:** General Studies curriculum review route - The All-Campus Survey and Curriculum Committee asks that all *General Studies* curriculum items route through the *COAS Curriculum Committee* along the same path as other COAS curriculum items, so that General Studies would be in alignment with the COAS curriculum review process.
- 6. IUOCC procedure:

The Faculty Executive Committee charged the Academic Affairs Super Committee to:

 - Clarify the procedures by which classes are listed on IUOCC and the bodies responsible for decisions regarding those listings (IUOCC, Individual Departments, Collaborative Degree Faculty Committee) as well as the relevant deadlines involved. Recommend changes if necessary.
 - (Some information about the current IUOCC procedure is available on a document following the agenda; also option to have zoom meeting with Sharon Wavle, Vice Director of Online Education)
 - Different departments in IUOCC are making independent decisions and reactive to them, and there is little communication or knowledge on who has authority to make decisions,
 - Building a flowchart to clarify procedures

- **Plan for Action:** Organize an optional meeting for Academic Affairs Super Committee and Executive Committee and Chair of Distance Education with Sharon Wavle, Vice Director of Online Education for Powerpoint presentation
7. **Discussion Tabled:** Curriculum Committee flowchart (Kathy Arfken):
The Faculty Executive Committee charged the Academic Affairs Super Committee to
- Clarify the Curriculum Committee structure (routing of approvals) across the IU Northwest campus including the authority of each committee. Recommend changes if necessary.

NEXT MEETING: January 15, 2020 – 9am

Attachment 5:

Student and Campus Affairs Super Committee Minutes

Student and Campus Affairs Super Committee Meeting

Mon, Dec 7, 2020, 4 pm

Minutes

Present: Kevin McElmurry, Subir Bandyopadhyah, Micah Pollak, Mark Thomas, Eva Mendieta, Bhaskara Kopparty, Diane Larson, CJ Chang, Erin Argyle, Garin Cycholl, Mark Baer

Group discussed focused campus adaptations to **financial exigency document** for submission to faculty Executive Committee's review. Language in particular sections explored. "Faculty Affairs Committee" would replace the "Faculty Welfare Committee's" responsibilities within document. The exigency task force will include representatives from the Student Government Association as well as one appointed by the staff [professional staff and CWA union-affiliated staff member]. Sorted out language regarding "tenured, tenure-track, and long-term academic faculty." Subir will make necessary changes and submit revised document.

Also discussed **CREM policy document**. The Executive Committee would be responsible for reviewing the document and assessing impact on faculty, staff, and students.

Super Committee approved current drafts of both of these documents for collaborative review by Executive Committee and IUN Administration.

Explored process for **staffing of committees**. Co-chairs will consult with chair of respective committee, generate a list of prospective members, and monitor committee assignments for shared participation and to avoid over-commitment from particular members.

For early spring semester, will develop **Budget Committee** (including Peter, Subir, Mark, Kevin, and one person from budget unit) and **Oversight Committee** members in time for January meeting.

Examined the possibilities of the role of an **Administrative Review Committee**. Its constitutionally defined role at present is that the "Administrative Review Committee shall review and evaluate the objectives and accomplishments of the IUN Administration, reporting to the Faculty each academic year." A particular issue could be explored each year. Co-chairs will discuss the range of the charge for this committee for further discussion.

Next meeting: Monday, January 25, at 4 P.M.