

Minutes of the Academic Senate Meeting  
Indiana University South Bend

Date: October 20, 2006

Place: Northside 158

Present: P. Aghimien, N. Colborn, E. Bender, E. Bennion, J. Blodgett, M. Cartaero-Bishop, P. Bushnell, J. Chaney, N. Chang, X. Cheng, L. Collins, J. Davis, R. Ducoffe, J. Elliot, R. Espahbodi, B. Fong-Morgan, L. Fritschner, H. Froysland, F. Fujita, S. Gerencser, A. Grens, A. Guillaume, G. Hadley, L. Hall, J. Hernado, J. Hinnefeld, M. Horvath, J. Hurst, E. Lucal, L. Kahan, J. Klein, B. Knowles, W. Kwong, I. Levine, M. Marmorino, D. Marr, J. McIntosh, M. Mooney, J. Muniz, M. Nilsen, I. O'Connor, K. Okrah, K. Parker, D. Persin, R. Pope, A. Purcell, Y. Qian, M. Reck, M. Russo, M. Scanlan, H. Scott, S. Sernau, D. Shlapentokh, W. Shrader, S. Shrofel, K. Smant, R. Smith, C. Sofhauser, Y. Song, A. Strankrauff, R. Torstrick, T. Trottier, J. VanderVeen, D. Vollrath, L. Walker, L. Williams, W. Wrenn, Q. Xu, L. Yu, P. Henry, R. Cordell, D. Barton.

Quorum: 73 present

Meeting called to order by Rosanne Cordell

**Minutes:** April 2006 minutes accepted by acclamation.  
September 2006 minutes accepted by acclamation

**Vice Chancellor Academic Affairs - Dr. Guillaume**

***Announcements:***

Reminded the Senate of the Dean's Seminar that will occur after this meeting.

Schurz library staff and faculty have created an ***undergraduate prize for research***. Michelle Russo will administer this prize.

**State of Academic Affairs Address to the Senate:** The entire address is post of the Academic Senate Web site.

Questions: None

**Chancellor Reck**

Gave an update on ***student housing*** – meeting dates for the rest of the year have been set by the planning committee for the project. The proposal will go to the State budget committee staff today. It will then go to the staff of the Higher Education Council. We do not have an answer about the approval of the bonds to be issued for this project.

The Troyer group (who are the architects) have two members who can assist us in getting ***LEED certification***. The entire or part of the project can be certified.

*Pedestrian bridge* is complete. Dedication will be Thursday Nov 30<sup>th</sup> at 2pm

***The Retention Task Force*** has been working. The members were appointed from the Enrollment Management committee. They worked this summer in response to a drop in our first to second year retention rates over the past four years. The good news is that there has been an increase in second year retention rates from 2002 to 2005 for transfer students. The working group charge was to review and making recommendations in regards to academic advising practices and policies. An assessment plan was presented to the Enrollment Management Committee and the Chancellor.

Some of the plan recommendations:

1. The Office of Institutional Research (OIR) has been asked to extend their research to include the characteristics of retained and non-retained students, and also complete a comprehensive look at students with 55 or more credits relative to graduation.
2. The OIR will also compare retention and graduation rates by academic units for majors, pre-majors and students with greater than 55 credits.
3. The Office of the Registrar will distribute summary DFW grade reports.
4. Ni Chang will analyze cohort files and look for student characteristics in course or course combinations that appear to increase the probability of having a GPA below 2.0.
5. Student Affairs will use card swipe data to assess current retention initiatives.
6. The Academic Senate Admissions and Advising Committee will examine and make recommendations regarding current academic advising practices.
7. The committee strongly recommended hiring one full time employee to complete and maintain degree audit coding.

Members –

- J. Caul (VCOSAEM) chair
- T. Miller (Dean School of the Arts)
- L. Williams (Dean CLAS)
- J. Novak (Director of Office of Institutional Research)
- R. Isaacson (EDUC)
- A. Gren (CLAS)

Dr. Caul will present more details at the November meeting

***Indiana University integrated image program*** – the campus will be informed of the results of the program next week. The current IUSB logo will be retired. A new signature logo for IUSB, featuring the block I U, will take its place. There will be restrictions on use of the Academic Seal. Informational sessions will be held about these changes. The changes will take place over the next 12 to 18 months or longer. Goal is to integrate divisional identity of all the campuses and units under the Indiana University brand.

*Lack of Associate faculty salary increase* for 2006-2007 - situation will be corrected by a 1.5 % increase in next pay cycle, which starts in July 2007, and will be in addition to any pay increase for 2006 - 2007.

*Question:* You mentioned having people from campus trained to deal with the data entry in People Soft?

*Chancellor Reck:* A data entry clerk was mentioned.

*Question:* Six people from our campus are going down to Indianapolis for training. Is there anything you could do to encourage the people doing the training to send someone to South Bend? That is a huge expense for us..

*J. Caul responded:* Explained that this particular training is very extensive, involving several trainers, and people from the entire University will be attending. It is hoped that the people who are being sent can train others on campus.

### **Jackie Newman- Director of Extended Learning Services**

***Distributive Learning(DL) Initiative*** – Report on the status of distributive learning at IUSB. One goal has been to define the direction distance learning is taking on this campus. Discussed evaluation of our status in regards to distance learning, including Oncourse. Recommended that we adapt a system-wide approach to Distance Learning as opposed to creating a separate unit within extended learning services or any other part of the University. The purpose of a system-wide approach is that it is more cost effective and provides a unified approach. As a result, a Distance Learning Advisory Board was created that has representation across the campus. Four sub-committees were developed from this group. One group addressed issues related to the administration of distance learning across the organization to determine interest in DL and support for a unified infrastructure to support DL. Another group is working within UCET to create a system of faculty support. A third committee is defining the technological needs for the campus and the faculty for use in DL. Finally, a group of faculty members addressed faculty issues related to tenure and how much time and energy can be spent in developing DL courses. Members of this advisory board represent the administration, faculty, UCET, IT, Library, and IMS.

As the course development and implementation of this initiative approaches, representatives from every academic unit and student government will be invited to participate. Initial funding for this initiative was made by CTE funding. The committee has agreed upon the initial resources necessary to create a distance learning program. This includes a center for faculty support within UCET and use of revenue that is generated by students who are taking DL courses to strengthen support for faculty within UCET. Incorporation of technology in course design is also important. The system developed for our campus must support and reflect our institutional standards for academic excellence, or it will not be widely embraced by faculty or students. It requires commitment of institutional resources and in return it will provide many benefits to the University, including greater access to our institution and faculty, greater flexibility in scheduling for our traditional and non-traditional students. There are

almost unlimited possibilities for creativity in designing learning experiences for our students that extend beyond the confines of the classroom, and connect us to the world beyond the boundaries of our campus.

Members of the DL committee are P. Ames, G. Browning, R. Cordell, M. Bishop, C. Dilley, T. Fong-Morgan, J Haas, G. Kern, J. Klein, S. Mann, m. Ramsey, S. Shrofel, B. Spitzer, D. Vollrath, K. Widener, and J. Yocom.

*Question:* Have hybrid courses been discussed? Such as teaching on-line but not exclusively on-line?

*Reply:* We want to make sure all the technology is available in whatever way the faculty determines is helpful to the department and the content being taught. Blended learning is something worth consideration.

*Question:* Has there been a link with other initiatives that are occurring on campus? Is the effort worth the cost?

*Reply:* A good example is IPFW – it has provided a real jump in enrollment, and has been successful in terms of revenue. It has allowed for purchase of classroom technology and the hiring of additional faculty within the departments that are offering DL.

The most important criterion is: Does it add to the learning experience for our students? The design is important and one of our initial goals is to be sure we have the ability to hire a really good instructional designer and place that person in UCET.

*Pat Ames responded:* We have done some surveying of students: many existing and potential students would be more involved in campus if we had more flexibility in how and when courses are delivered. Distributed learning reaches out to the community to attract more students. We want to look at DL to increase enrollment or credit hours taken and to reach out to the community that may not find it easy to come to campus to learn.

*Question:* I would encourage that we have enough money available for people who are either involved here to go to other campuses or to bring people in that have been successful to learn from the lessons of other institutions.

*Reply:* J. Newman and the VCAA will be spending time at Fort Wayne in late November, since they are a campus similar to size and availability of resources matches our campus. Jennifer Klein will be going to IUSE to look at some of things they are doing.

*Question:* Has DL been used at other campuses to assist in retention?

*Reply:* In Fort Wayne availability of on-line and hybrid courses has increased retention.

**President's Report:** Rosanne Cordell

***Ad hoc Committee on Academic Affairs Restructuring*** was appointed by the Executive Committee, as requested by VC Guillaume.

Members of the committee were announced:

Douglas Agetsiafa (B& E)

George Candler (SPEA)  
Linda Chen (CLAS & Academic Personnel)  
Teresa Dobrzykowski (NHP)  
Betsy Lucal (CLAS)  
Kwadwo Okrah (EDU & Executive Committee)  
Barbara Peat (SPEA)  
Marilynne Ramsey (SW)  
Lesley Walker (CLAS & Faculty Welfare)

Information about the committee can be accessed from the Senate web page. The points the committee was asked to address will also be on that web site. The VCAA has asked for a report from the committee by March 1<sup>st</sup>.

### ***UFC report***

***General Education*** is the most urgent business for this year. J. Chaney is on the Educational Policies committee that is responding to the resolution that the Trustees gave to the UFC.

J. Chaney: In all probability this will not have an effect on our general education program. The UFC committee is looking at a master course list to determine within the various campus general education plans which courses are similar. The goal of this work is to make sure transferability issues work out. The success of this goal is still to be determined.

Comment from the floor: The IUB plan was reported in latest IU Home Pages

Item coming up that the ***Labor Studies*** faculty requested that the UFC review the plan for that program statewide. We do not have a formal role in organizational matters, it is possible that when the plans for that program are brought to the President that he may ask the UFC to look at those plans, and comment on them informally.

The ***Intellectual Property Policy*** will be reviewed at the next meeting.

### **HLC task force report-** Eileen Bender and Rebecca Torstrick

The report will be posted on the HLC website on Monday. Faculty were asked to read the report and respond to it.

The new HLC system allows for reporting about IUSB in a way that is more comfortable than in the past. The report consists of 3 sections:

Introduction

Criteria

Mission and Integrity

Planning for the Future

Student Learning and Effective Teaching

Discovery

Community Engagement

Major conclusions and Federal Compliance

Appendices

Timeline – parts of the published report will be available beginning in October. In November and December review and revision by various campus groups will occur. A full draft will be available in January and February. At this point feedback will be asked from the entire campus. The faculty is asked to make sure the document is an accurate reflection of the campus. In May the final draft will be authored. In the summer hard copies and on-line versions will be available. The visit will occur in Nov 2007. Everyone is encouraged all to read the document and be able to speak about it to the review committee if asked to do so. The ***10 strengths of the campus*** list is available on the HLC website at [iusb.edu/~hlc](http://iusb.edu/~hlc).

(scroll down to the next page for the published timeline.)

**DRAFT TIMELINE: Reviewing The Self-Study Draft (October 2006 – July 2007)**

- Oct. 9: Review Working Papers with Self-Study Committee  
(List of Emerging Challenges, Draft Table of Contents)
- Oct. 10: Discuss work in progress with Chancellor Reck  
Planning, Budget for Publication and Team Visit
- Oct. 18 Discuss work in progress with Strategic Planning Advisory Committee
- Oct. 20 Discuss work in progress and review timeline with Academic Senate
- Oct/Dec Review Criterion Chapter Drafts with Criterion Committees  
Post reviewed and edited Chapters on HLC Web Site  
Create interactive Web Forum for Self-Study responses  
Planning for Self-Study Design
- Jan/Feb Review full draft with Self-Study Committee  
Review full draft with Chancellor's Cabinet, Academic Cabinet,  
Chancellor's Advisory Council, Alumni Board, Student Government,  
Professional, Clerical, union Councils  
Post Complete Edited Draft on HLC Web Site  
Organization of Resource Room Documents
- Feb/Mar Campus and Community Review of Self-Study Draft  
Public Forums on Individual Criteria (post-Senate meetings)  
Discussions with Schools and Departments  
Focus Groups on key issues
- March Post Revisions of Self-Study for review  
(Academic Senate, Chancellors Cabinet, Academic Cabinet)
- May 30 Self-Study Committee review of Draft
- May/June Final Revisions of draft  
Review Institutional Snapshot (with John Novak)
- July Text of Self-Study to Printer  
Self-Study electronic version
- August Send Self-Study and Institutional Snapshot to HLC  
Send Packets to all HLC Team Members
- Sept/Nov Team Members set agenda for visit  
Plan logistics for Team visit (with Teri Harness)
- Nov 12-14 HLC TEAM VISIT

**Announcements:**

**Flu shots** are available on the 4<sup>th</sup> floor of Northside until 12:15. Time is also scheduled for Monday at 1200.

E. Bennion – **Faculty Welfare Committee** – faculty members are invited to contact the committee with any issues related to faculty welfare.

**Alumni Affairs – art auction**

October 28<sup>th</sup> at “The Grille” Administration Bldg. – “Champagne, Cheesecake and Chagall” 6 pm art preview, 7 pm auction. Cost to members is \$10, non-members \$15. Anyone can attend, but you must be at least 21 years of age to attend. Tickets are available at the Alumni office, or email Jeannie Metzger

Motion to adjourn. Moved and seconded. Pass by voice vote. Meeting adjourned at 11:25 a.m.

Please scroll down for the text of Dr. Guillaume’s address to the senate. Please note that there are a total of 11 pages.

Minutes respectfully submitted, Patricia Henry