

Minutes for the April 26th Meeting of the Academic Senate

In Attendance: Mahesh Ananth, Oscar Barrau, Vishal Bindroo, Vicki Bloom, David Blouin, Catherine Borshuk, Kristin Budd, Peter Bushnell, Marianne Castano-Bishop, Karen Clark, Thomas Clark, Louise Collins, Susan Cress, Marvin Curtis, Kenneth Douglas, Elizabeth Dunn, Diane Economakis, Julie Elliott, William Feighery, Bridget Fong-Morgan, Hayley Froysland, Steven Gerencser, Alfred Guillaume, Hossein Hakimzadeh, Chu He, Marsha Heck, Patricia Henry, Julio Hernando, Sean Hottois, Lee Kahan, Beth Kern, Vincci Kwong, Larry Lambert, Monle Lee, Ilan Levine, April Lidinsky, Jeffrey Luppess, Monika Lynker, Anne Magnan-Park, Marta Makielski, Gail McGuire, Douglas McMillen, Alex Meisami, Gwendolyn Mettetal, Robert Meyer-Lee, Barbara Mociulski, Ronald Monsma, Susan Moore, Jonathan Nashel, Micheline Nilsen, Anurag Pant, Gabriel Popescu, Una Mae Reck, Dennis Rodriguez, Elaine Roth, Andrea Rusnock, Asghar Sabbaghi, Michael Scheessele, Leon Schjoedt, Carolyn Schult, Henry Scott, Scott Sernau, Caroline Shapcott, Matthew Shockey, Dmitri Shlapentokh, Warren Shrader, Kenneth Smith, Cynthia Sofhauser, Alison Stankrauff, David Surma, Monica Tetzlaff, Rebecca Torstrick, Tracey Trottier, David Vollrath, Dana Vrajitoru, Lesley Walker, Bruce Watson, Lisa Zwicker, Lyle Zynda

I. Approval of the Minutes

The minutes for the March 2013 meeting of the Academic Senate were approved as written.

II. Chancellor Reck

Education and Arts Building: The dedication ceremony was a success. The furniture will be coming in this summer and the building will be operational for the fall semester.

Dining Services: Two proposals have been reviewed for the new contract, with input from the Vendor Review Board, and the preferred proposal has been submitted to IU Purchasing. The preferred proposal included \$240,000 to improve facilities and to use more local vendors. If approved, the transition will take place this summer.

Challenge Grant: There has been a flurry of fundraising and nearly \$300K in new gifts has been pledged, which puts the campus one-third of the way towards the Layton Challenge Grant, which will match contributions dollar for dollar. This includes two gifts of \$100K or more and others between \$10-30K. Several other large gifts are being pursued.

Commencement will take place Tuesday, March 2 at 6:00pm at the Joyce Center at Notre Dame. IU South Bend will confer 1064 degrees, and 600 graduates are expected to walk. If you plan to attend, you should arrive by 5:15 for robing.

Farewells: Vice Chancellor of Student Affairs and Enrollment Management Jeff Jones has accepted the position of Vice Provost for Regional Campuses at the University of South Florida. A reception for Jeff will take place on Tuesday April 30 from 3:00-5:00pm in the University Grille. The retirement reception for Executive Vice Chancellor Alfred Guillaume will take place Wednesday April 1 from 3:00-5:00pm, also in the University Grille.

III. EVCAA Alfred Guillaume

The School of Education has been reaccredited. Elementary Education was recognized by the Association of Childhood Education International and the English as New Language Program was recognized by the Teaching English to Speakers of other Languages International Association. Three Education student-teachers were recognized at the 2012 annual luncheon for the Indiana Association for Colleges of Teacher Education.

Faculty Leadership Appointments: Lisa Zwicker will replace Scott Sernau as Director of International Programs. Gwen Mettetal will replace Tammy Fong-Morgan as the Director of UCET. Guillaume thanked the outgoing directors for their contributions.

Academic Leadership Conference: Expanding the use of classrooms on Friday continues to be a key concern of the Board of Trustees. They are also keenly interested in academic benchmarking to make sure that we are using our resources efficiently. As a consequence, they are looking at low-enrolling degrees, asking us to eliminate them or combine them with other disciplines. If we want to keep them, we have to offer a justification for their strategic usage. They are also looking carefully at low-enrolled courses and sections and to establish a policy to regulate class size. They have asked for IU South Bend's policy, which we have sent to them. Finally, the board is interested in Faculty workload expectations; they want to know what policies we have in place and how they compare with the policies of peer institutions, which we will be providing as well.

The Lundquist Lecture will be delivered by Randy Isaacson on May 1 in the new lecture hall of the Education and Arts Building.

IV. HLC Update (Gwen Mettetal)

The HLC will visit campus in fall 2017. Our HLC committee has three co-chairs: David Volrath, Linda Fischer and Gwen Mettetal. There is also a large steering committee. The process has changed since the last HLC visit. The large report will no longer be the focus of the whole campus; instead, HLC has added a Quality Initiative where we try something to improve the campus and compile data about whether it worked. Rather than a host of new initiatives, they want the campus to choose one, even if it is small, and do it really well. While our initiative is not yet set in stone, the current idea is to put in place a process for enabling units across campus to enhance

student engagement. Since individual units are closer to the students, they can come up with ideas to improve engagement that fit the needs of those students. This initiative will be called Informed Improvement for Student Success. The idea is that the steering committee will solicit proposals from groups and pick a few that they can support with resources. There would then be another round where more proposals could be funded. This process has been instituted on another campus, which went from funding two projects in the first year to ten in the second year. The committee will submit a proposal for this project to HLC in the fall and hopes to take proposals from faculty groups in spring 2014.

Q: Will there be money?

A: We hope so. I feel pretty sure that there will be little bits of money. There will also be resources, like data and infrastructure. We hope to get proposals that will be self-sustaining.

Q: Given the limit of resources, is it better to be thinking about things we are doing with our current resources or starting projects that require new resources?

A: The goal is to increase student success. If it's something that you're already doing, that wouldn't be an increase. We're early in the process and are not sure how we will judge the proposals. There will certainly be a rubric—it might stress innovation or something else. There has to be a clear way to gather data in order to measure its success.

V. President Walker

Standing Committees: Send nominations for these committees to President Walker by May 3. Please include three ranked options.

UFC/RFC: The new push to assess faculty workload and low-enrolled courses is discomfiting. It will also be a huge task for Applegate and company because there is a lot of data to assemble. We will need to keep an eye on this movement as its goes forward and monitor how they are defining terms like “low enrolled.” As for Friday classes, Walker has heard from a number of faculty and does not think “we will go easily into that good night.”

Natatorium: President Walker made a plea to Chancellor Reck to work with the new chancellor to make the Natatorium a permanent part of campus. She encouraged Reck to assure the campus and community that we are committed to this important landmark. Walker conveyed to Reck 100 pennies for the center's annual rent and 100 signatures supporting IU South Bend's continued commitment to the facility.

Q (Gerencser): Regarding the assessment of faculty labor, President McRobbie and Vice President Applegate made clear that changes in faculty course loads were not on the table.

A: It is actually a state law that they are responding to; the state wants to know what universities are doing with their funding.

VI: Facilities Management Committee Report (Susan Moore)

Moore presented a survey that the committee recently conducted about the state of Northside Hall. The 150 respondents indicated their dissatisfaction with the restrooms, classroom technology and facilities (poor projection, broken desks and chairs), and the heating/air conditioning. Facilities are very important to students; according to the student representative on the committee, students select classes in part based on their location. Maintaining our old facilities is as important as building new facilities.

Q: Did anyone mention the tunnel? There are always students there.

A: The survey did not include the tunnel, but I will pass that information along to the committee.

Q: Has there been any movement on the signage issue?

A: The short answer is "no." The committee was very excited about signage, but we were told that this was an IU decision and that we could not implement changes. We plan to discuss this with the new chancellor. We need adequate signage and we do not have it.

Q: I wonder if that message is being carried to Applegate. There are PR issues, accessibility issues, and safety issues here. In terms of our public mission, it is really unacceptable.

A: I agree with you 100%.

Q: I've been trying to get blinds fixed in Northside, where the blinds are mostly missing. I can't make the room dark, so we cannot see images. I sent multiple requests back in January and put it on the survey. I am not sure how to get a response to something so easy that will benefit students and faculty. It's also inexpensive.

A: I hesitate to call anything inexpensive. People also say it is the projectors. I've been told that if we had new projectors the images would be much brighter and clearer. We're using very old projectors.

Q: It seems blinds would be cheaper.

A: I will pass the complaints about the blinds along to Michael Prater.

Q: Why do we need Bloomington's approval for our signage? This seems like micromanagement.

A: Uniformity.

Q: What would they do if we actually put up the signs?

A: You can't get the payment approved unless Bloomington has signed off.

Q: We could have a safety run-through where students report the signs that they cannot see.

A: That was actually done this spring.

VII. Academic Affairs Committee (Jeff Johnston)

Johnston presented the attached proposals on behalf of the committee to amend the late withdrawal and academic renewal policies.

The proposed changes to the late withdrawal policy would align it with current practice by giving faculty the option of assigning a “W” grade; provide students with crucial information about the late withdrawal process; and require documentation that would enable the university to gather valuable information. The proposal was approved after the following discussion:

Q: Is this meant to benefit the students in some way? It seems like if students are in the position where their life is falling apart, they are just going to take the F. Doesn't this make more hoops for the students to jump through?

A: It benefits the student and the faculty. There are hardship cases where the student will not pass the class for various reasons. The current policy states that an F is authorized. This policy does allow the faculty member to assign a grade of W.

Q: But it seems like there are a lot of hoops to jump through.

A: They are going through the same process, only they weren't writing it out. In that sense, the students are required to do a bit more work.

Q: Regarding one day a week classes, the drop periods are inconsistent for Friday and Monday classes. Might the committee consider coming up with a standard drop period that gives students in one-day classes the same amount of time to decide if they want to continue in the class?

A: The drawback is the system side of it. We have that census stage when the refund is determined. It can't handle a relative date.

Q: Why do they have 10 weeks to drop the class?

A: It's consistent with other IU campuses. We used to have a 4-week withdrawal period; it was changed to accommodate current practice. After 4 weeks, the instructors were still giving grades of W.

Q: Is there any way of changing the policy?

A: Sure—the faculty can decide to do that. This is a faculty policy.

Q: Aren't we supposed to put an FN when a student is not attending? Are we now being asked to put a W?

A: You will report a last day of attendance for withdrawals. We know that students are withdrawing between the tenth and the fifteenth week, but we are not capturing that last day of attendance. With the new proposal, we would be. A W would appear on the student transcript, but we would be able to notify the Office of Financial Aid that the student actually quit attending in September, for example. It will be the equivalent of an FN grade.

Q: If we don't know the student's last day of attendance, should we guess?

A: You can use the last day they turned an assignment in.

Q: What is the routing process for these forms? Who is the first person that they go to?

A: The student needs the approval of the instructor, the advisor and the Dean. The order has been determined by each academic unit. The back of the form will document the process for the student.

Q: What exactly do you mean by supporting documentation?

A: A doctor's note, a funeral program.

Q: Aren't you worried about a legal violation?

A: It is only a legal violation if we force them to provide it. They can write a summary instead, and we don't violate their rights in that case.

Q: If a student's life is really a mess, it is unlikely that they are going to do this. Was that taken into consideration? Or is the idea that they will somehow be encouraged to fill out this paperwork by someone?

A: That was not specifically taken into consideration. The need for this information was, though.

Q: Those students also have the right to make a grade appeal the next semester if they were not in a condition to file the withdrawal at the time.

Q: Students can also appoint a proxy to help them with the process.

A: The FN grade has helped out students in the past when they can show that they experienced a problem at the time when they stopped attending.

Q: What will be done with all this documentation?

A: Allowing the faculty to give a W for late withdrawals is to bring the policy in line with current practice. The documentation is to give the approvers enough information to make a decision of W or F.

A (Walker): It is bad for a student's financial aid to have too many withdrawals, so it is really helpful when they bring a transcript and I can check for this problem. So the holistic view is important in making these decisions.

Q: I know that in the past I've been able to make this decision because, by that point in the semester, I know my students. I think it is very wrong to make them jump through hoops like this when they deserve a W. It sounds like we don't have the discretion to do that with the new policy.

A: Actually, you have full discretion with the new policy. However, the student would be required to provide a personal statement to explain why they need the late withdrawal.

Q: Do they have to jump through the hoops, or is that something the faculty can impose if they are not sure what grade to give?

A (Dean Dunn): The Dean's Office needs to see them to make sure that they are getting the best advice, and we need to see that documentation to get a sense of trouble spots across the range of students to find patterns in the problems they are facing. You do realize that this involves a few hundred students and most of them are capable of going through the process. As for emergency cases, we have ways of handling those.

Q: I like the fact that students are informed about the process on the form. This is real life, and if you make a mistake, you sometimes have to pay for it or to rectify it later on.

Q: Could this form be on the registrar's homepage? Part of the problem right now is that they spend an hour just trying to get the right piece of paper.

A: If the policy is passed, the form will be online. An immediate goal is to convert this to an electronic workflow. That's an IU-wide initiative that should be available in six months to a year.

Q: An important part of this is the financial aid and time to degree concerns of students. The "Finish in Four" degree completion initiative was designed to give students incentive to graduate in four years. One of the things I hope is that this policy encourages some sort of human intervention where the faculty can help the

student determine whether withdrawal is really the best course of action for them. Sometimes they need to be encouraged to gut it out because there will be negative consequences for them in regard to financial aid.

Proposed changes to the Academic Renewal Policy would make the probationary period and course requirements clear and change the required gpa from a 2.3 in each class to a cumulative gpa of 2.3. Johnston asked for feedback from the faculty on whether there should be a minimum grade requirement in each course or just a cumulative requirement. The policy was sent back to the committee after the following discussion:

Q: Can you remind me what academic renewal is?

A: It involves students who are not successful in their first attempt at college and then are out of the IU system for a minimum of three years. If they successfully complete the probation period, the courses they took in their first college experience will count towards the degree but their program gpa starts over. Their transcripts will list two gpas: the university gpa is not recalculated but the program gpa excludes the forgiven classes.

Q: What is the probationary period?

A: If they do twelve hours, it will be one semester. If they do six and nine, the probationary period would be fifteen hours.

Q: And the probationary terms would be the same?

A: That is correct.

Q: In a scathing review of his education in the Preface, a student continually faulted us for implying that twelve hours is a full load. I would offer a friendly amendment to change every mention of twelve hours to fifteen hours so that we start putting out the message that a full load is fifteen hours.

A: I agree with that.

Q: However, the Federal Government's definition of a full load is twelve hours.

Q: That may be, but students are hearing that definition and assuming that twelve hours is full time when we are saying that you cannot graduate in four years if you only take twelve hours. Our definition should supercede the Federal Government's definition.

Q: I guess I would say that full time is thirty credits in a calendar year. It doesn't matter to us if students make up the additional credits in the summer. So I think we have to be careful about the message we send in our policy.

Q: If a student is coming back after three years, fifteen credits may not be the best option for them—it may be more than they can accommodate. I'm ok with twelve hours because it gives the student the opportunity to get back in the routine of college life.

Q: May I counter that there is nothing in the policy that says they need to take those fifteen hours in one term. They can take twelve credits in the fall and the additional credits in the spring. But when we set the bar so low, it encourages them to only take twelve and then blame us when they don't graduate on time.

Johnston concluded with the announcement that the Academic Affairs Committee is forming a subcommittee to determine if IU South Bend is ready for a fall break and, if so, how the fall schedule would need to be adjusted to accommodate it. The subcommittee will make a recommendation to the Academic Affairs Committee.

VIII. Announcements

The library will be celebrating its 25th anniversary with an open house and would welcome anecdotes about the library. If you have one, contact Nancy Colborn.

The campus theme next year will be Shakespeare. Look out for campus theme events.

Alfred's retirement part will take place on May 4th. The cost is \$50. You can make reservations by contacting Dean Curtis' office.