

Academic Senate of Indiana University South Bend Meeting Minute
February 16, 2007
DW 1001

Quorum reached at 52

Present: G. Anderson, N. Colborn, Bennion, P. Bushnell, J. Bushong, R. Cook, J. Davis, J. Elliot, D. Fassett, W. Feighery, L. Fisher, B. Fong-Morgan, F. Fujita, S. Gerencser, A. Guillaume, M. Heck, J. Hernando, J. Hinnefeld, M. Horvath, R. Isaacson, L. Kahan, J. Klein, M. Makielski, W. Kwong, L. Lambert, I. Levine, D. Marr, J. McIntosh, D. McMillan, G. Mettetal, S. Moore, M. Regan-Kubinski, I. O'Connor, S. Opasik, K. Parker, D. Parker, B. Peat, R. Pope, A. Sabbaghi, M. Scanlan, S. Sernau, D. Shlapentokh, S. Shrofel, K. Smart, K. Smith, C. Sofhauser, B. Spitzer, J. VanderVeen, D. Vollrath, N. Yokom.

Minutes of January 2007 approved as posted

Administrative and Officer reports

Chancellor Reck:

Update on budget: The budget is impacted by several items: In the last biennium the State legislature cut the operating budget for IU and IUSB, resulting in a \$600,000 loss; steady but slight decline in enrollment; the filling of many interim positions in administration; and several other positions have been createdso flexibility in the budget has decreased. The Chancellors Cabinet has continued to have discussions about the budget. We are discussing many options, none of which are pleasant. It is time to broaden the discussion. I will be holding at least one meeting that will include the Chancellors Cabinet, and also include the Academic Cabinet and the Senate Executive Committee, and several staff leaders. The purpose of the meeting will be to discuss the options that the Cabinet has been discussing, to see if input from the larger group provides options that have been missed. Decisions will have to be made without all the information needed, since the allocation from the State legislature has not been decided. We need to look at an adjustment of at least \$700,000.

Construction of the Hammes Information Commons in Schurz library will begin due to generous gift of Jerry and Dorene Hammes. Construction will begin in May and be completed by the beginning of the Fall semester 2007.

President Herbert requests that Chancellors prepare recommendations to make all IU campuses smoke free. Discussion about this request will include faculty, students and staff.

An ad hoc committee has been appointed to look at *security and personal safety* on campus in light of campus housing. The committee has been charged with four basic tasks:

1. Review existing campus policies and current crime reporting protocols, and recommend any necessary changes;

2. Develop an awareness and education plan to assure all members of the campus community are well informed about relevant policies and protocols, especially in regard to future student housing,
3. Examine current safety and security information presented in orientation sessions and recommend any changes, especially in regard to future student housing;
4. Identify places on campus that need security enhancement.

The committee is charged with finishing the work by commencement in May 2007

The Chancellor met with legislative members at the State House this week. The budget for the next biennium is being worked on and it is important to promote the Associate's building inclusion in the budget.

Questions from the floor:

Encourage you (Chancellor) to look for ways to broaden input into the budget process.

Reply: We will look into doing that.

Question: Have we thought of bringing in an outside person to look at programs to see which are productive and which perhaps are not?

Vice Chancellor of Academic Affairs Guillaume:

Budget -Faculty is asked to support the Chancellor in her efforts to align the budget. Four hundred fourteen thousand dollars in temporary cuts have been identified. The Deans and faculty and the office of the VCCA are looking at ways to determine what permanent cuts can be made.

Summer school – We need to insure a healthy summer school. There are ways the faculty can assist in this effort: 1. Wait-list calls, 2. Schedule popular classes, 3.

Aggressive marketing, and 4. Encourage students to attend summer school.

The Chancellor and VCAA are looking at marketing efforts to support Summer School.

Q: if we recruit students to take summer school are we cutting back on students taking courses?

Q. Are we losing our own students credit hours or adding credit hours for students we who are returning to South Bend from other institutions?

Chancellor –Summer school attendance helps to keep students here and assists with continuation of enrollment of students.

Q How has the budget impacted academic programs?

VCAA – Some classes are being taught by associate faculty because we do not have money for full-time faculty.

Q: What are we doing to find students from Muncie and Bloomington to attract them to summer school?

Q: Are revenue being sought for summer other than summer school? Like renting out the campus?

A: When we have Resident Halls we can realize more options.

President of the Senate Report

Blocking of Students from Registration.

Before the January Senate meeting the Executive Committee had referred to the Admissions & Advising Committee the issue of students being blocked from registering when they have a bursar balance but are not past due or in default. The Admissions Committee has given us recommendations. When the Executive Committee has reviewed the recommendations, we will share them with the Chancellor and with the Senate.

Statement on the Order of the Agenda

There have been questions of the Executive Committee about whether it would be possible to place administrative reports at the end of Senate agendas. The order in which items are listed is the order in which Sturgis parliamentary procedure places items. However, Sturgis also provides a procedure for us to change the order of business for a particular meeting, which we will continue to use whenever it seems appropriate. I may ask for a motion to suspend the rules, or you can make a motion from the floor.

Statement on Anonymous Letters

The Executive Committee was asked to make a statement on the circulation of anonymous letters among the faculty. While you can be assured that we would defend any faculty member's right to free speech in any format, and there is a place for anonymous speech in academia, such as when we ask students for course evaluations; we would like to remind you that the Senate provides a public forum to air concerns and ask questions openly. Time is given after every administrative and committee report for that purpose. Concerns and questions are routinely referred to the appropriate Senate committee or administrator, and you can send questions to any Executive Committee member. Additionally, an individual faculty member may place an item on the Senate agenda by providing a written petition with ten faculty signatures. Whatever format we choose for communication in an academic setting, civility and accuracy are the expected norms. Anonymity itself is a factor in judging the value of such communication.

Statement on the Budget: I was NOT asked to make a statement on the budget, but I believe this is an appropriate time to make some comments. It comes as no surprise to most of us that the campus has budget issues. However, the extent of the deficit which we have to cover short-term and long-term, some \$800,000, may not have been as well known. The campus is rebuilding its budget process at a time of financial exigencies. This is not ideal, but we can make the process for the campus if we approach it openly, honestly, and without rancor or antagonism. Hiding funding streams, exaggerating needs, and coming to this process with prejudices about which units should be cut by what percent are not helpful. Every vice chancellor should examine his or her own units for redundancy in functions, or units which provide related functions that could be combined or even eliminated. Academic Affairs may also need to cut functions, positions, or even programs that no longer serve our students' needs. BUT, the elimination of positions and programs in Academic Affairs has long term implications and must be done in a strategic manner according to the campus strategic plan. Eliminating positions simply because they become open by resignation or retirement is not a strategic decision making process

and can dangerously weaken programs. A broad dialogue is needed, starting with the Budget Committee and the Chancellor's Cabinet, but also drawing in such groups as Student Government, which funds positions and functions in support of students. The budget itself should be a clean tool for analysis, and we need to question why student services such as the Child Development Center, the Counseling Center, and the Wellness Center are under Academic Affairs, which bloats the Academic Affairs budget and obscures the extent of our investment in student services. Everything should be on the table, and the process should be open. Most importantly, the process needs to reflect one principle: the academic mission isn't just the primary mission of the campus: it is the only mission. Every budgetary decision should be in support of academics.

UFC Reports

General Education: Ted Miller and President Herbert made a presentation to the

Trustees on Feb. 1. The president stated that

- * that each campus has developed a framework for general education appropriate to its mission and resources,
- * that although there are broad similarities, a common approach is incompatible with the Mission Differentiation project,
- * he applauded the efforts toward course transferability and noted that those efforts continue.
- * he is satisfied that the mandate for general education across the University has been met.

The Trustees seemed to accept the President's judgment, but expressed concern about the speed implementation of the programs (especially at Bloomington).

Domestic Partner Benefits: Former IU Trustee Cynthia Stone has sent a message to UFC expressing concern that legislation that has been passed by the Indiana Senate banning gay marriage could impact the university's ability to offer domestic partner benefits, as it has in Michigan. This message will forward this e-mail to the faculty through the Bulletin Board.

Nominating Committee Report and Candidate Slate for 2007-2008

The Slate of Candidates for the Executive Committee of the Academic Senate was presented.

Vice President:	Ann Grens
Secretary	Lyle Zynda
UFC Representative:	Steven Gerenscer
Executive Committee:	John Bushong
	Tom Clark
	Nanci Yokum
PTR Committee:	Dan Holm
	Susan Moore
	David Parker
Athletics:	Lori B
	Lane David
	Matt Mooney

Faculty Misconduct: Micheline Nilsen
Marilynne Ramsey
Denise Starbeck

Faculty Board of Review: Joe Alexander
Cathy Borshuk
Randy Colborn
P.N. Saksena
Susan Thomas

Nominations were called for from the floor. None received.

Statement from the floor: Encourage future nominating committees to limit non-tenured committee members for PTR

It was moved to adopt the slate by acclamation as there are no contested positions. Seconded and passed.

Announcements

Bookstore

Mr. Dunwoody addressed the senate concerning the bookstore.

Thank you for letting me speak to you today, I will not take up much of your time. The first thing I would like to do is shoot out a few numbers to give you a feel for what the bookstore will do for a semester and for a year:

7500 represents the number of students

1400 represents the number of different book titles

250+ represents the number of instructors

1 represents the number of text book buyers I have at the bookstore.

For the 2005-2006 school year we ordered 33187 text books, of which 23376 were new books or 70% and 9179 used books or 28% with an additional 632 done in house about 2%.

These are just approximate numbers but I think they are in the ballpark. What they represent to me is that our campus is Steady, text books are changing with each instructor and we still have one person Paula Barreto ordering all the books. Think about that just for a moment, one person ordering, checking enrollments past and present and trying to gauge the number of books to order, and checking to find out if the book is out of edition. What makes this task tougher and really the reason that I am here today is to talk to you about getting us your book adoptions. There are some who get these to us very quickly and we really appreciate that. There are others who for reasons that are justified that really put us at the bookstore in a real hurt. The dates we place on getting adoptions to us are reasonable and very doable for an instructor, March 1 for summer courses, April 1 for Fall courses, and Oct 1 for spring. You are most likely thinking why is the bookstore asking for Fall books in April, one reason and I will talk about others in a moment is that faculty tend to leave the campus for the summer and return in August. Let me throw out a few more numbers at you

For Fall 06 11% of the adoptions were received by the April 1 deadline
25% were received within two weeks of that deadline
33% were received after this deadline
and 31% we did not receive any information at all

For Spring 07, 17% were received before the Oct 1st date,
20% were received within two weeks of the date
34% after this time
29% No information at all

We place dates out there for our adoptions to be received for a very good reasons and one is not to make your lives miserable, I guarantee you that. I will also guarantee you that the dates, if viewed as a help rather than a hassle it will make your lives easier also.

The March, April, and October dates are there so we can start working on getting as many used books as possible, I would like to see the 28% used books on the shelf go up to 40%. The more used books we can get will help the student with textbook cost.

The March, April and October dates allow us time to try and find the best prices of books and quantities available, and to also learn if a book is going out of print..

The March, April, and October dates allow us better management of the student BUYBACK process. Most students if not all of them complain about the cost of books, no question, books are expensive I will be the first to admit that and I can only listen to the students when they look in anguish over the price of a new text, then find out that we may or may not be buying this book back because we do not know if it will be used in the next semester. Their anguish turns to disappointment and then to anger. We try and buy books back from students at 50% of the new book sell price and that is a new or used book. If we can put a few dollars in the student's pockets and fill our shelf with more used books it is a win win for all. We can not do this with out your help and input.

Another reason for the dates is that when and if a textbook is unavailable to get then we can communicate this to you or more times then not to the secretary. This will hopefully leave you with enough time to make corrections and still have enough time to get them in before classes.

We need to get the adoptions back on time even if you tell us that no book is required. We will NOT assume that you are using the same book and therefore will NOT order any books without authorization from you. Courses change as do editions. I would also like to ask you to visit the bookstore at least two to three weeks before classes to make sure that your books are correct. Look, we are human and yes unfortunately we do make mistakes and overlook a book request

or miss it with in all the e-mails. We want to perform at the highest level but sometimes it just does not happen. This is where you could help us also.

On another note, there are some instructors that instruct the students to go online to purchase their textbook. Please, I am asking you to refrain from this practice. This practice hurts the bookstore and also hurts the students and also hurts the campus in general. About 75% of all profits the bookstore generates will go back to the students either directly or indirectly. The profits are used for scholarships, athletics, salary of other personnel on campus, subsidize other departments, and to help with housing. The money stays on campus to better the campus.

I have some handouts that explain in more detail the importance of the adoptions. Please read it and understand why we ask for the March 1, April 1, and Oct 1st dates.

Thank you for your time and please know that my door is always open to discuss any issue.

One last thing, Graduation is fast approaching so please contact Tammie Williams at 4510 if you plan on attending so we can get your item ordered.

Thank you,
Jeff Dunwoody
Director, Bookstore
Indiana University South Bend

UCET Next week UCET will be sending out a survey to assess UCET. Will use the IU evaluation system. An email will be sent out with a pin number. The responses are anonymous.

One Book One Campus – vote ends tonight at 9 pm

Second Campus Campaign is underway. Forms have been sent. Causes to be supported are listed on the back of the forms. Closes March 31st.

Question: If faculty give at other times does it count towards the campaign?

Answer: Now that the campaign is institutionalized we do hope to count these towards percents.

Smart grants Announcements are going out for the SMART research grants. The stipend has increased from last year.

Meeting adjourned at 3:25

Respectfully submitted

Patricia Henry