**AGENDA**
**IU EAST FACULTY SENATE**
**August 27, 2009**
**11:15 a.m. – 12:30 p.m.**
**Whitewater Hall 132**

I. Executive Session
**Voting Item**: Approval of August 2009 Graduates (Cir. E03-10)—Confidential

II. Approval of minutes—Faculty Senate meeting of May 5, 2009

III. **Voting Item**: Meeting dates for 2009-10 (Cir. E04-10)

IV. Nominating Committee—LaDonna Hatley Dulemba
**Voting Items**:
Elections for Replacements on Promotion and Tenure Committee,
Replacement on Lecturer Long-Term Contract Review Committee;
Slate Selections for Faculty Board of Review,
Review Board for Misconduct and Grievances

V. Annual Reports 2008-2009

A. President's Report—Markus Pomper (Cir. E05-10)
B. Athletics Committee—Neil Sabine (Cir. E06-10)
C. AAA Committee—Michele Curry (Cir. E06-10)
D. Budgetary Affairs Committee—Cathy Ludlum Foos (Cir. E06-10)
E. Curriculum Committee—Bob Ramsey (Cir. E06-10)
F. Faculty Affairs Committee—Laverne Nishihara (Cir. E06-10)
G. Lecturer Long-Term Contract Review Committee—Michele Curry (Cir. E06-10)
H. Promotion and Tenure Committee—Mary Fell and Neil Sabine (Cir. E06-10)
I. Nominating Committee—Denise Bullock

VI. Charges to Committees 2009-10 (Cir. E07-10)

VII. Standing Committees

AAA Committee Student Appeals—Michele Curry

VIII. Academic Affairs Report—Executive Vice Chancellor Richards

IX. Chancellor's Report—Chancellor Paydar

X. New Business

**Adjourn 12:30 p.m.**
Budgetary Affairs Committee to meet to elect chair

**INDIANA UNIVERSITY EAST**
**2008-09 FACULTY SENATE**
**May 5, 2009**
**Whitewater Hall Room 132**
**11:00 AM**

**Presiding:** Markus Pomper, Faculty Senate President

*Present:* Armstead, S; Baldwin, L.; Barbre, J.; Battraw, J; Baumann, P.; Beck, V.; Bergen, M.; Bingaman, R; Blakefield, M.; Buckner, B.; Bullock, D.; Clapp-Itnyre, A; Cooksey, A.; Curry, M.; Dempsey, K.; Fell, M.; Felton, K.; Folkerth, M.; Frantz, D.; Harper, J.; Heffron Williamson, M.; Helton, E.; Humphries, P.; Jance, M.; Jayasuriya, K.; Kathuria, H.; Kirk, B.; Kriese, P.; Kunshek, R.; Lafuze, J.; Ludlum Foos, C.; Lundy, D.; Ma, H.; Mahaffey, J.; McFadden, B.; McFadden, S.; McKinley, E.; Morse, M.; Nishihara, L.; Paydar, N.; Peacock, F.; Pomper, M.; Ramsey, R.; Rankin, S; Richards, L.; Rivard, T.; Roswell, R.; Samborsky, E.; Scane, M.; Scott, W.; Seddighin, M.; Simon, J.; Slattery, E.; Stanforth, D.; Stolle, C.; Thomas-Evans, M.; Tolley, R.; Watkins, M.; Weber, G; Wilde, J.; Wilson, E.

*Absent:* Baker, D; Beach, D; Bow, C.; Branstrator, P; Braxton-Brown, G.; Breymier, T.; Clark, K; Desantis, K.; Doerger, D.; Dulemba, L.; Fitzgerald, E.; Gabston, G.; Greer, K.; Henderson, T.; Huffman, E.; Knuths, J.; Maurer, J.; Passet, J. Sabine, N.; Scales, T.; Shapiro, S.; Thomas, T.; Wazir, M.; Whitt, P.

*Purdue Faculty:* Brian Alenskis.

*IUPUI Faculty:* Lisa Steiner

*Guests:* Dennis Hicks, *Registrar*

**Call to order**
Quorum was reached and the meeting was called to order at 11:00 am by Markus Pomper, Faculty Senate President.

**I. Approval of Minutes**

The minutes were approved by unanimous consent.

**II. Executive Session**

**Voting Item**: Approval of May 2009 Graduates (Cir. E123-09)

Three names were removed from the list of graduates. The list amended list was approved unanimously.

**III. President's Report**

President McRobbie wishes to change the procedures of the P&T process at the Chancellor level and beyond. He proposed a three-way conference between chancellor, Executive Vice President and himself to discuss the recommendations at preceding levels. This constitutes a deviation from previous practice.

There has been a change in the Academic Handbook regarding library and tenure.

There has also been a change to the Student Code of Rights, Responsibility and Conduct; the word "gender identity" has added to "gender, sex and sexual orientation" of protected classes.

**IV. Standing Committee**

a. **Curriculum Committee** – Bob Ramsey

**Voting Items**: New Course Requests:
BIOL-L191 Biology of Mental Illness (Cir. E124-09)
BIOL-L393 Hormones and Human Health (Cir. E125-09)

Minor in Biophysics (Cir. E126-09)

A motion to approve the BIOL-L191 Biology of Mental Illness Course as presented in circular E124-09. This motion was moved and seconded by the committee.
**Discussion:** Class is similar to nursing courses however they are not the same. Previously this course has been taught as a topics course and it is now being given a permanent course number.
The motion to approve BIOL-L191 Biology of Mental Illness carried.

A motion to approve the BIOL-L393 Hormones and Human Health Course as presented in circular E125-09. This motion was moved and seconded by the committee.
**Discussion:** This class was offered on a "trial run" last year and was very successful.
The motion to approve BIOL-L393 Hormones and Human Health as presented in circular E125-09 carried.
A motion to approve the Minor in Biophysics (Cir. E126-09) as presented in circular E125-09. This motion was moved and seconded by the committee.
**Discussion:** The word "Biochemistry" should be changed to "Biophysics" in the last two lines on Page 26.
The motion to approve Minor in Biophysics (Cir. E126-09) carried.

**Information Items:**
Change of Degree Requirements for B.S. in Biology and Biotechnology
(Cir. E127-09)

MCI Course Activations (not included in print version)
**Discussion:** None

MUS-S110 Applied Violin Elective (Cir. E128-09)
MUS-T113 Musical Theory I (Cir. E129-09)
MUS-T114 Musical Theory II (Cir. E130-09)
MUS-T213 Musical Theory III (Cir. E131-09)
MUS-T214 Musical Theory IV (Cir. E132-09)
**Discussion:** None

b. **AAA Committee** – Michele Curry
**Voting Items**:
Rescind and Replace Drop, Add, Change of Section Policy (Cir. E133-09)
Related Documents:
Existing "Drop, Add, Change of Section" Policy (Cir. E133a-09)
Proposed "Drop, Add and Change of Section Policy" (Cir. E133b-09)
The motion to Rescind and Replace Drop, Add, Change of Section Policy as presented in Cir. E133-09 came moved and seconded by the AAA committee.

**Discussion:** Automatic withdraw periods are at the 9 week point unless it is a 6 week course and then it is at midpoint (3 weeks).

A motion was made to change the paragraph on page 29 of Cir. E133a-09 to "students may withdraw from classes during the automatic withdraw period without approval" came made and seconded.

**Discussion:** Paragraph is for clarification.
The motion to change the paragraph on page 29 of Cir. E133a-09 to "students may withdraw from classes during the automatic withdraw period without approval" carried.

**Discussion (cont'd):** A student who withdraws during the 100% -refund time frame does not need an instructor's signature. After the first week of classes the instructor's signature is required to add a class to the schedule.

A motion was made to replace the second sentence of paragraph 3 on page 28 of Cir. E133-09 to "Beginning with the second week of classes an instructor's signature will be required to add a course" was moved and seconded by the Senate.
**Discussion:** This will not apply to classes that start later in the semester. Motion wording will need to be changed to "Beginning with the second week of the class an instructor's signature will be required to add a course."
A motion was made to replace the second sentence of paragraph 3 on page 28 of Cir. E133-09 to "Beginning with the second week of the class an instructor's signature will be required to add a course" came moved and seconded by the Senate.
The motion to replace the second sentence of paragraph 3 on page 28 of Cir. E133-09 to "Beginning with the second week of the class an instructor's signature will be required to add a course" carried.

**Discussion (cont'd):** The second sentence only pertains to drops, not adds. The drops need clarification.

A motion was made to refer the policy back to the committee.
**Discussion:** The Registrar should be present when discussing this policy.
The motion to refer the policy back to the committee passed without opposition.

**Voting Item:** Merge "Pass/Fail Policy" into "Grades and Grading Policy" (Cir. E134-09).
Related Document: Cir. E134a-09
The motion to Merge the "Pass/Fail Policy" into "Grades and Grading Policy" as presented in Cir. E134-09 came moved and seconded by the AAA committee.
**Discussion:** None
The motion to Merge the "Pass/Fail Policy" into "Grades and Grading Policy" as presented in Cir. E134-09 passed without opposition.

**Information Item**:
Revisions to Classes and Classroom Policies (Cir. E135-09)
**Discussion:** None

c. **Faculty Affairs Committee** – Laverne Nishihara
**Voting Items**:
Bylaws Revision – Budgetary Affairs Committee (Cir. E136-09)
Revision of Promotion and Tenure Policy (Cir. E137-09)
Revision of Conflict of Interest Policy (Cir. E138-09)

**Voting Item:** The Bylaws Revision regarding the Budgetary Affairs Committee came moved and seconded by the Faculty Affairs Committee, prior notice has been given by distributing the Agenda.

**Discussion:** None
The motion to revise the Bylaws as presented in Cir. E136-09 passed without opposition.

**Voting Item:** The Revision to page 38 of the Promotion and Tenure Policy as presented in Cir. E137-09 came moved and seconded by the Faculty Affairs Committee
**Discussion:** The School of Nursing and the Library do not have a P&T committee.

Changes to the Promotion and Tenure Policy as presented in Cir. E137-09 passed without opposition.
**Voting Item:** Revision of Conflict of Interest Policy as presented in Cir. E138-09 came moved and seconded by the Faculty Affairs Committee.
**Discussion:** None

Revision of Conflict of Interest Policy as presented in Cir. E138-09 passed without opposition.

d. **Nominating Committee** – Denise Bullock
**Voting Items**:
Confirmation of Members of Budgetary Affairs Committee (Cir. E139-09)
**Discussion**: Please refer to page 43 for the Committee Rosters for Academic Year 2009/10. One addition Faculty Affairs Committee Chair will be Markus Pomper. The Budgetary Affairs Committee are still working on electing a Chair.
New Members on the Budgetary Affairs committee are: Mort Seddighin (NSM, '10), Jerome Mahaffey (HSS, '11) and Sue McFadden (Library, '11). New members were approved.

Election of IU East Representative to Learning Technologies Steering Committee

Elvinet Wilson had been nominated before the meeting. No nominations were submitted
The motion to appoint Elvinet Wilson as IUE Representative for the Learning Technologies Steering Committee was approved.

**V. Chancellor's Report**—Chancellor Paydar

We want to be cautious regarding the H1N1 Flu (otherwise known as "swine flu"). We are trying to remind people around campus to be more cautious by installing hand sanitizers around campus. There were also be changes to our commencement ceremony as a cautionary move, there will not be any shaking hands on the platform.
State Budget – Raises are still up in the air, it will be mid-June before we know our budget. Overall it doesn't look good. Higher Ed had a 4.6% cut proposed.
The Campus Campaign had over 95% participation! That is remarkable, in the past it has been around or a little over 20%. Thank you for your participation.
The Chancellor thanked Jean Harper for her hard work and for serving as Special Assistant to the Chancellor this past year. August will start a new position.
The Chancellor thanked Markus Pomper for his hard work as Faculty Senate President and welcomed Laverne Nishihara as the incoming Faculty Senate President.

**VI. Academic Affairs Report**—Executive Vice Chancellor Richards

Commencement is coming up and there will be no shaking hands at commencement as a precaution to avoid spreading germs due to the H1N1 Flu.
Textbook Information will be made available early, this is a new law and if we don't comply we can lose our Financial Aid.

**VII. Old Business**

**VIII. New Business**

Laverne Nishihara thanked Markus Pomper for his leadership as faculty senate president.

Bob Ramsey expressed his thanks to the chancellor.

**Adjourn 11:56 P.M.**

**Indiana University East**
**Faculty Senate 2009-10**
**Membership Roster**

| | LAST | FIRST | DEGREE | RANK | STATUS | TENR SCH |
|---|---|---|---|---|---|---|
| | Armstead | Sheila | MSW | Clinical Assist. Prof. | Not Tenured | SWK |
| | Baker | Diane | MSN | Lecturer | Not Tenured | NURS |
| | Baldwin | Lora | MSLS | Library Assoc. Prof. | Tenured | LIB |
| | Barbre | James | PHD | Assist. Prof. | Tenure Prob. | EDUC |
| | Battraw | Judith | PHD | Assist. Prof. | Tenure Prob. | EDUC |
| | Baumann | Paula | MBA | Lecturer | Not Tenured | NURS |
| | Beach | Dale | PHD | Assist. Prof. | Tenure Prob. | NSM |
| | Bingaman | Ronald | MS | Lecturer | Not Tenured | NSM |
| | Blakefield | Mary | PHD | Assoc. Prof. | Tenured | ASSOC VCAA |
| | Bow | Curtis | MSN | Lecturer | Not Tenured | NURS |
| | Branstrator | Peg | MS | Sr. Lecturer | Not Tenured | NSM |
| | Braxton-Brown | Greg | PHD | Professor | Tenured | BUSE |
| | Breymier | Tonya | MSN | Lecturer | Not Tenured | NURS |
| | Buckner | Brenda | PHD | Assist. Prof. | Tenure Prob. | EDUC |
| | Bullock | Denise | PHD | Assoc. Prof. | Tenured | HSS |
| | Cheung | Oi Lin | PHD | Assist. Prof. | Tenure Prob. | BUSE |
| | Clapp-Itnyre | Alisa | PHD | Assoc. Prof. | Tenured | HSS |
| * | Clark | Karen | PHD | Dean/Assist. Prof. | Tenure Prob. | NURS |
| | Cooksey | Ange | MA | Sr. Lecturer | Not Tenured | HSS |
| | Curry | Michele | MSN | Sr. Lecturer | Not Tenured | NURS |
| | Dempsey | Kelly | MSN | Clinical Assist. Prof. | Not Tenured | NURS |
| | DeSantis | Kimberly | MSN | Lecturer | Not Tenured | NURS |
| | Doerger | Daniel | PHD | Clinical Assist. Prof. | Not Tenured | EDUC |
| | Dulemba | LaDonna | MSN | Lecturer | Not Tenured | NURS |
| | Fell | Mary | MFA | Professor | Tenured | HSS |
| | Felton | Kathleen | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Fitzgerald | Ed | JD | Director/Assist. Prof. | Tenured | SWK |
| | Folkerth | Mary | MSN | Clinical Assist. Prof. | Not Tenured | NURS |
| * | Frantz | David | DMN | Dean/Assoc. Prof. | Tenured | BUSE |
| | Gabston | Mattie | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Greer | Kimberly | PHD | Assist. Prof. | Tenure Prob. | NSM |
| | *Harper* | *Jean* | *MFA* | *Assoc. Prof.* | *Tenure Prob.* | *HSS* |
| | Heffron Williamson | Marsha | MSN | Lecturer | Not Tenured | NURS |
| | Helton | Edwina | PHD | Professor | Tenured | HSS |
| | Henderson | Teresa | MA | Lecturer | Not Tenured | HSS |
| | Huffman | Errol | MS | Lecturer | Not Tenured | NSM |
| | Humphries | Paulette | MSN | Lecturer | Not Tenured | NURS |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Jance | Marsha | PHD | Assist. Prof. | Tenure Prob. | BUSE |
| * | Jayasuriya | Kumara | PHD | Dean/Assoc. Prof. | Tenured | NSM |
| | Kathuria | Hitesh | PHD | Assist. Prof. | Tenure Prob. | NSM |
| | Knuths | Jennifer | MA | Lecturer | Not Tenured | EDUC |
| | Kriese | Paul | PHD | Assoc. Prof. | Tenured | HSS |
| | Kunshek | Rudy | JD | Assist. Prof. | Tenure Prob. | BUSE |
| | Lafuze | Joan | PHD | Professor | Tenured | NSM |
| | Ludlum Foos | Catherine | PHD | Assoc. Prof. | Tenured | HSS |
| | Lundy | Duane | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Ma | Huafan | PHD | Assist. Prof. | Tenure Prob. | BUSE |
| | Mahaffey | Jerome | PHD | Assoc. Prof. | Tenured | HSS |
| | McFadden | Brandon | MA | Lecturer | Not Tenured | HSS |
| | McFadden | Sue | MSLS | Library Assoc.Prof. | Tenured | LIB |
| | McKinley | Elliott | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Mohamed | Wazir | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Morgan | Anita | DBA | Assist. Prof. | Tenure Prob. | BUSE |
| | Morse | Mary Ann | EDD | Assoc. Prof. | Tenured | ASSOC VCAA |
| | Nishihara | Laverne | PHD | Assoc. Prof. | Tenured | HSS |
| | Olson | Daron | PHD | Assist. Prof. | Tenure Prob. | HSS |
| * | Passet | Joanne | PHD | Dean/ Professor | Tenured | HSS |
| | Paydar | Nasser | PHD | Professor | Tenured | CHANCELLOR |
| | Peacock | Frances | MA | Sr. Lecturer | Not Tenured | HSS |
| | Pomper | Markus | PHD | Assoc. Prof. | Tenured | NSM |
| | Ramsey | Robert | PHD | Assoc. Prof. | Tenured | HSS |
| | Rankin | Sherry | MSN | Clinical Assist. Prof. | Not Tenured | NURS |
| | Richards | Laurence | PHD | Professor | Tenured | EXEC VCAA |
| | Rivard | TJ | MFA | Professor | Tenured | HSS |
| | *Roswell* | *Roberta* | *MS* | *Sr. Lecturer* | *Not Tenured* | *NSM* |
| | Rybas | Natalia | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Sabine | Neil | PHD | Assoc. Prof. | Tenured | NSM |
| | Samborsky | Emily | MSLS | Library Assist.Prof. | Tenure Prob. | LIB |
| | Scales | Tim | MS | Lecturer | Not Tenured | BUSE |
| | Scane | Maureen | PHD | Assist. Prof. | Tenure Prob. | EDUC |
| | Scott | Walter | MED | Lecturer | Not Tenured | NSM |
| | Seddighin | Morteza | PHD | Professor | Tenured | NSM |
| | Shapiro | Susan | PHD | Assoc. Prof. | Tenured | HSS |
| | Simon | Julien | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Slattery | Elizabeth | MA | Sr. Lecturer | Not Tenured | HSS |
| | Stager | John | PHD | Assist. Prof. | Tenure Prob. | BUSE |
| | Stanforth | Diana | MSN | Clinical Assist. Prof. | Not Tenured | NURS |
| | Stolle | Cheryl | EDD | Clinical Assist. Prof. | Not Tenured | EDUC |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Thomas Evans | Margaret | MA | Sr. Lecturer | Not Tenured | HSS |
| | Thornburg | Ed | MA | Lecturer | Not Tenured | HSS |
| | Tolley | Rob | MA | Sr. Lecturer | Not Tenured | HSS |
| * | Watkins | Marilyn | PHD | Dean/ Professor | Tenured | EDUC |
| | Weber | Gregory | PHD | Assoc. Prof. | Tenured | BUSE |
| | Whitt | Pamela | PHD | Assist. Prof. | Tenure Prob. | EDUC |
| | Wilde | Jerald | PHD | Assoc. Prof. | Tenured | EDUC |
| | Wilson | Elvinet | PHD | Assist. Prof. | Tenure Prob. | HSS |
| | Yates | Frances | MSLS | Director/Assoc. Prof. | Tenure Prob. | LIB |

*Italics indicate start of tenure or long-term contract in July 2010.*

**Associate Members of Faculty Senate**

| | | | | | |
|---|---|---|---|---|---|
| Blakey | George | PHD | Emeritus/ Professor | Tenured | HSS |
| Carter | Ron | PHD | Emeritus/Professor | Tenured | HSS |
| Dhawale | Kris | PHD | Emeritus/Professor | Tenured | NSM |
| Foos | Mike | PHD | Emeritus/Professor | Tenured | NSM |
| Fulton | David | PHD | Emeritus/Assoc. Prof. | Tenured | HSS |
| Grohsmeyer | Fred | PHD | Emeritus/ Professor | Tenured | HSS |
| Thomas | Tom | MFA | Emeritus/ Assoc. Prof. | Tenured | HSS |
| Turk | Eleanor | PHD | Emeritus/Professor | Tenured | HSS |
| Veramallay | Ashton | PHD | Emeritus/Professor | Tenured | BUSE |
| Vincent | Jane | PHD | Emeritus/Assist. Prof. | Tenured | NURS |

**Visiting or Guests**

| | | | | | |
|---|---|---|---|---|---|
| Breitenbach | Gary | MS | Visiting Lecturer | Not Tenured | NSM |
| Itnyre | Ron | PHD | Visiting Lecturer | Not Tenured | NSM |
| Kim | Ann | MFA | Visiting Assist. Prof. | Not Tenured | HSS |
| Maurer | Judy | MS | Visiting Lecturer | Not Tenured | EDUC |
| Steiner | Lisa | MSW | Visiting Lecturer | IUPUI | SWK |
| Williams | Denice | MA | Visiting Lecturer | Not Tenured | EDUC |

# Indiana University East
# Faculty Senate 2009-2010

## Committee Roster

### Admissions and Academic Affairs Committee
- Michele Curry (Chair, NURS ’10)
- Kathleen Felton (HSS ’10)
- Pamela Whitt (EDUC ’10)
- Kimberly Greer (NSM ’11)
- Huafan Ma (BUSE ’11)
- Walter Scott (NSM ’11)
- Cheryl Stolle (EDUC ’11)

### Budgetary Affairs Committee
- Rudy Kunshek (BUSE ’10)
- Diana Stanforth (NURS ’10)
- Judy Battraw (EDUC ’10)
- Mort Seddighin (NSM ’11)
- Sue McFadden (LIB ’11)
- Jerome Mahaffey (HSS ’11)

### Curriculum Committee
- Ron Bingaman (NSM ’10)
- Bob Ramsey (Chair, HSS ’10)
- Teresa Henderson (HSS ’10)
- Brenda Buckner (EDUC ’11)
- Maureen Scane (EDUC ’11)
- Paul Kriese (HSS ’11)
- Mort Seddighin (NSM ’11)

### Faculty Affairs Committee
- Kumara Jayasuriya (NSM ’10)
- Marilyn Watkins (EDUC ’10)
- Denise Bullock (HSS ’11)
- Kelly Dempsey (NURS ’11)
- Markus Pomper (Chair, NSM ’11)
- T. J. Rivard (HSS ’11)
- Hitesh Kathuria (ex officio as UFC Representative, NSM)

**Nominating Committee**

- LaDonna Hatley Dulemba (Chair, NURS ’10)
- Neil Sabine (NSM ’10)
- Mattie Gabston (HSS ’11)

**Promotion and Tenure Committee**

- Neil Sabine (Chair, Associate Professor, NSM ’10)
- Kumara Jayasuriya (Associate Professor, NSM ’10)
- Cathy Ludlum Foos (Associate Professor, HSS ’11)
- Robert Ramsey (Associate Professor, HSS ’11)
- Vacancy (’11)
- Vacancy (‘10)

**Lecturer Long-Term Contract Review Committee**

- Rob Tolley (Sr. Lecturer, HSS ’10)
- Jerald Wilde (EDUC ’10)
- Sheila Armstead (Clinical Assistant Professor, SWK ’11)
- Mary Folkerth (Clinical Assistant Professor, NURS ’11)
- Margaret Thomas Evans (Chair, Sr. Lecturer, HSS ’11)
- Vacancy (’10)

**Indiana University East**
**Faculty Senate 2008-09**
**President's Report**

## Major Senate Action

One major goal of most committee charges was to bring the academic handbook up to date. Much of this task has been accomplished. Some changes to faculty policies were editorial, but most were substantial and some included rescinding of existing policies.

Faculty Senate approved a proposed Academic Appointments Policy, which explains the meaning of the academic ranks at Indiana University East. This policy now serves as an introduction to the section of the academic handbook that deals with academic appointees.

Faculty Senate also approved numerous revisions to the Bylaws, including a new Dean's review instrument. This instrument was first used in the review of the dean of NSM in April 2009. Another change to the Bylaws aligned the membership rules for the Budgetary Affairs Committee with current practice. The Promotion and Tenure policy was revised and now explains the procedure to be followed when a Dean must make a recommendation on a candidate that he/she has not supervised. It also stipulates a maximum size of the dossier and provides additional guidelines for candidates.

Finally, the Faculty Senate approved a mandatory First Year Seminar for all incoming new students and favored Indiana University East's permanent membership in the NAIA athletics association.

## University Council

The all-IU University Faculty Council continued its work on making recommendations for uniform Promotion and Tenure guidelines. These recommendations had been discussed by two committees in 2007/08 and during the summer of 2008. Elements from the committees' reports and additional requests from the President were eventually included in a resolution that encourages campuses' faculty governance bodies to make a good-faith effort in revising the promotion and tenure guidelines in accordance with the UFC recommendation.

## Recommendations for 2008/09

<u>Admissions and Academic Affairs Committee</u>

The AAA committee should review and propose revising the policies for Drop, Add, Change of Section Policy and for Deviations from Degree Requirements. It should also examine the

academic forgiveness policy and determine if it serves the students in the way the policy was originally intended.

Athletics Committee

The Athletics Committee should develop a policy against hazing in all team sports. Hazing can take many forms (a mild form of hazing was reported in Fall 2008) and is a widespread problem in athletic programs. Yet hazing is contrary to the mission of the athletics programs; the policy should clearly state that hazing is unacceptable and should outline sanctions against players who engage in hazing. Secondly, the Athletics Committee should begin work on a policy that distinguishes between athletic teams and intramural club sports. This request had been part of the Athletics Committee's charge 2 years ago and has not been taken up. Indiana University East continues to emphasize engaging students on campus; intramural club sports are one way of providing a venue for this kind of engagement. The proposed policy should differentiate between club sports and athletic programs.

Curriculum Committee

The Curriculum Committee should consider the second degrees policy and how this policy affects students who wish to earn two baccalaureate degrees simultaneously. At question is whether such a student would be required to complete 150 credit hours, or whether less would suffice, provided that the requirements for both degrees are met. The current form of the policy also addresses dual associate degrees. The committee should examine whether these portions of the policy are still relevant.

In addition, the curriculum committee should develop guidelines for distinguishing between 100-200 and 300-400 level courses. We commonly make a distinction between upper- and lower-division courses, for example in evaluating transfer-credit from two-year colleges and in formulating degree requirements. There is no IU-wide policy that distinguishes upper- and lower-division courses. The committee should develop a policy that will list distinguishing features of upper-division courses. The new policy could be phrased so that it only applies to newly created courses, thus grandfathering existing courses that may not meet the distinguishing characteristics.

Faculty Affairs Committee

The committee should examine the IU East Promotion and Tenure policy vis-à-vis the recommendations for Promotion and Tenure policies from UFC, and should propose changes as needed. By March 2010, the committee should report on the progress to UFC's Agenda Committee.

Faculty Affairs should consider further revisions to the Bylaws and other faculty policies. Considerations should include possible mechanisms to ensure representation of all schools on the Curriculum Committee and possibly other standing committees. The committee should continue weeding and pruning the policies of the academic handbook. In particular, the

"Search, Screen and Hiring Procedures" should be revised, so that it asserts faculty's legislative authority in the hiring process and recommends procedures for faculty consultation, where appropriate.

Budgetary Affairs Committee

This committee should meet with Deans and gather feedback on their experience with RCM.

Respectfully Submitted
Markus Pomper
Faculty Senate President 2008-2009, 2007-2008, 2006-2007

**Indiana University East**
**Athletics Committee**
**2008-09 Year-End Report**

**Members of the Committee:**
Curtis Bow (NURS '09)
Duane Lundy (HSS '09)
Neil Sabine (Chair, NSM '10)
Sheila Armstead (SWK '10)
Mark Hester (Athletic Director, ex officio)
Dennis Hicks (Registrar, ex officio)
Amy Stultz (Student)
Tyler Groff (Student)

**Meeting dates:** August 24, electronically through March 5

**Original charge to committee:**

- Recommend future of Athletics at end of probationary period.
- Research the distinctions between Club Sports, Intramural Sports and Athletic Programs.
- Provide the Faculty Senate with its annual report (May 2009).
  The report should include the number of student-athletes recruited for each sport, a summary of expenses and revenues generated and a comparison with the best/worst case scenarios presented to Faculty Senate in April '08.
- Other charges as assigned by Chancellor.

**Report of the committee's activities:**
1. Recommendation was made for permanent NAIA membership to the Senate and was passed with a unanimous vote.

2. Research was done on how IU policy distinguishes between Club Sports, Intramural Sports and Athletic Program. Although this may be useful in the future, we currently only have an Athletic Program on campus.

3. Student athletes recruited for each sport and summary of expenses of revenues included at end of document compared to WCS (Worst Case Scenario) and BCS (Best Case Scenario) was presented to Faculty Senate. Results were much better than best case scenario. Explanations provided by Dan Dooley and Mark Hester.

4. Committee chair investigated and approved eligibility of all student athletes each semester sports were being played.

5. Committee chair participated on Search and Screen of the Sports Information Director during the summer.

**Recommendation of charge for next year:** The committee creates academic policies regarding athletics, recommends policies regarding athletics and supervises adherence to these policies.

1. All committee members should read the Athletics policy. This policy should guide the committee's action.
2. The Athletics Committee should participate in the development and recommend approval of the plans for addition / elimination of sports or programs, plans for significant revision of athletics facilities and physical plant. The committee should therefore discuss additions and elimination of sports programs. The committee should decide whether the change to the program is significant or minor. If it is significant, the committee should seek approval of the Faculty Senate before any change is made; if the change is minor, the committee must report the change to Faculty Senate as an information item.
3. Develop academic policies for our student athletes. Now that we are a permanent member of the NAIA the campus must decide the academic requirements for participation. **This should be a priority for the upcoming year.**
4. In keeping with our NAIA membership, the committee must develop a policy for evaluating coaches. **This should be a priority for the upcoming year.**
5. Because this committee has dual reporting lines, additional charges may come from the Chancellor.

Submitted by Neil Sabine

**Indiana University East**
**Admissions and Academic Affairs Committee**
**2008-2009 Year-End Report**

**Annual Report**

**Members of the committee**
Lora Baldwin (LIB '09)
David Frantz (BUSE '09)
Julien Simon (HFA '09)
Cheryl Stolle (EDUC '09)
Michele Curry (Chair NURS '10)
Kathleen Felton (HSS '10)
Pamela Whitt (EDUC '10)

**Meeting dates**
The committee met monthly at the least and sometimes twice a month throughout the 2008-2009 academic year. The only months the committee did not meet were September 2008 and May 2009. The committee met twice in April and had several meetings online when needed.

**Original charge to committee**
Develop the academic aspects of a coherent first year experience for students.
Weed and prune the 1995 faculty handbook.

1. Develop an academic policy for mandatory attendance verification for First Year Experience courses with feedback to students after two absences.
2. Develop an administrative withdrawal policy. This policy should permit faculty to withdraw students from classes who are not attending and/or do not meet the prerequisite courses.
3. Consider (AAA-related) Policies in Academic Handbook and determine whether they are obsolete. If obsolete – recommend for rescinding. (Must be completed by December 2008!) If AAA finds policies that are in effect, but are not followed, determine a suitable course of action.
4. Review the effectiveness of the student appeals process. Use data to track students who had previously appealed and were reinstated. Evaluate the success rate of these students. Decide on a uniform approach to deal with students who are suspended from Bloomington and who wish to come to IU East to increase their GPA. AAA may communicate its decision to Faculty Senate as an information item.
5. Discuss whether it is desirable to create a policy that outlines how exceptions to academic policies can be granted.

**Report of the committee's activities**

1. The committee held three student appeals meetings August 2008, January 2009, and April, 2009) It was agreed , by the committee, that four appeals hearings would be held in the 2009-2010 academic year (August, October, January, April).
   In total, the committee reviewed fifty (52) student appeals. The results of the student appeals were thirty-three (36) reinstated, 14 denied (two were grade appeals).
   The next student appeals date will be August 24, 2009.

2. The Admissions and Academic Affairs Committee was charged with reviewing several policies. This was a time-consuming charge and every policy was addressed, reviewed, brought to senate as a voting or informational item except for one policy. The policies addressed and results or explanation are as follows:
   a. Classroom Policy – informational item and approved
   b. Deviations from Degree Requirements – tabled until further information from Deans of Schools could be obtained
   c. Drop, Add Policy – rescind – not approved until new policy is approved to take its place
   d. Drop, Add, change of Section Policy (new draft presented). Suggestions given by faculty. Tabled until early fall semester.
   e. Grades and Grading Policy – approved April 2009
   f. Pass-Fail Policy – approved – April 2009
      i. recommendations made after researching three other versions of the policy.
      ii. Additional information added to the policy
   g. Pass-Fail Policy and Grades and Grading Policy merged into one policy – Approved by Senate in May 2009
   h. Pass-Fail Policy Approved in April was rescinded in May 2009
      i. This policy was rescinded as it now has been merged and approved to be within the Grades and Grading Policy – May, 2009.
   i. Privacy of Student Records Policy – recommendations made, Senate approved
   j. Registration Policy – recommendations made by AAA, rescinded by Senate
   k. Religious Observances Policy Recommendations made by AAA – Senate approved 3-3-2009
   l. Special Student Programs – AAA recommended rescinding , Senate rescinded February 2009
   m. Standards of Student conduct Policy – approved March 2009

3. The committee drafted a Student Attendance and Administrative Withdraw Policy in fall of 2008.
   a. This policy went through several drafts all based on research and discussions regarding how students enroll and drop classes at IUE.

   b. First reading of this policy was brought to Senate in October 2008. Along with the reading of this policy was a visual schematic of how the process would be carried out step-by-step.
   c. Since this was the first time a policy addressing administrative withdrawal was introduced to the Senate, having clarity of the process was important to provide to the faculty.
   d. This policy was approved by the Senate in December 2008.
   e. The committee's appreciation goes to Dr. Stolle for her drafting and work on this policy.

4. The Academic Standards Policy was not part of the charge, but due to the date on the policy and present practices, the policy was reviewed and recommendations were made. This policy was approved (by the Senate) on December 2, 2008.
5. The effectiveness of the appeals process was reviewed. A meeting was called with Mary Blakefield and Bret Crowley to discuss implementing a tracking mechanism to review the academic progress of students who had appealed and been re-instated into classes by the AAA Committee.
   a. A new tracking process was put into effect using the data provided from AAA appeals. n Excel spreadsheet was created by the Student Retention Office to track the academic progress of the re-instated students and note GPA and whether or not they were attending classes.
   b. The tracking process can look at whether or not the reinstated student is continuing to attend classes (by the roster information provided by the faculty) and final grades of the student to note academic progress.
   c. Having this information blends well with the updated Academic Standards Policy and the new Student Attendance and Administrative Withdrawal Policy.
   d. Copies of tracking report are sent to the Chair of AAA Committee at midterm, at the end of the semester, and upon request by the chair of the committee as a current update.

**Recommendation of charge for next year**

1. The Admissions and Academic Affairs committee has two policies to review in fall, 2009.
   a. Drop, Add, Change of Section Policy
   b. Deviations from Degree Requirement Policy
2. The committee also believes it is necessary to re-look at the Forgiveness Policy to decide whether or not it is serving the students the way it was originally intended.
3. Review any other policy (appropriate to the AAA committee) that is outdated and needs to be updated to current practice.
4. Review student Probation and Suspension letters as requested by Dr. Mary Blakefield.
5. Address all charges given to the committee by the senate president.

As chair of the Admissions and Academic Affairs Committee, I extend a sincere and grateful thank you to the members who have served on the committee this past academic year. All that was accomplished by this committee could not have been done without the dedication of the members.
The members have given their time, effort, and thought to the committee charges. There were many times when the meetings were long and draining and it is important that all members of this committee, know they are appreciated.

The committee wishes to thank the office of Dr. Mary Blakefield for all of their hard work, thoughtfulness, and caring attitude in facilitating the AAA Committee with student appeals.

Respectfully Submitted,

Michele Curry, MS, RN, Senior Lecturer, Chair of Admissions and Academic Affairs Committee

# Indiana University East
# Budgetary Affairs Committee
# 2008-2009 Year-End Report

**Members of the committee**
Cathy Ludlum Foos (Chair, HSS '09)
Emily Samborsky (LIB '09)
Suzi Shapiro (HSS '09)
Mort Seddighin (NSM '09)
Rudy Kunshek (BUSE '10)
Diana Stanforth (NURS '10)
Judy Battraw (EDUC '10)

**Meeting dates**

- October 21, 2008
- March 18, 2009

**Original charge to committee**

**Report of the committee's activities**

- Meetings with Chancellor Paydar and VC Dan Dooley for campus budget updates Fall and Spring Semesters
- Review of budget-related policies in Faculty Handbook; obsolete policies were rescinded by the Senate

**Recommendation of charge for next year**

Meet with deans to get their feedback on how RCM is working.

Submitted, 5/20/09
Cathy Ludlum Foos

# Indiana University East
# Curriculum Committee
# 2008-2009 Annual Report

**Members of the committee:**
Brenda Buckner (EDUC '09)
Jean Harper (HFA '09)
Maureen Scane (EDU '09)
Ron Bingaman (NSM '10),
Bob Ramsey (Chair, HSS '10),
Teresa Henderson (HSS '10)

**Meeting Dates:**
Committee typically met once a month on either the second and fourth Tuesday between 11:00 a.m. and 12:15 p.m. Meeting dates included 9/23, 10/21, 11/11, 2/17, 3/17, 4/14. Several other curriculum committee issues that were not discussed in these meeting were discussed via email.

**Original Charge to Committee:**
- Develop the curricular aspects of a coherent First Year Experience.
- Weed and prune the 1995 faculty handbook.
- Propose an amendment to the General Education framework and include a mandatory First Year Seminar. Develop rigorous academic standards for first year courses (time management, quality and quantity of assignments, attendance – building positive study habits).
- Consider making learning communities mandatory (by linking them with the Freshmen seminar)? Develop a list of course that can be linked to the First Year Seminar. Consider recommending training standards for faculty in First Year Experience courses.
- Identify curriculum-related policies in Academic Handbook and determine whether they are obsolete. If obsolete – recommend for rescinding.

**Report of the committee's activities:**

**Music Program**
- Reviewed 88 ECAP's and Course Outlines submitted by Elliott McKinley, Music Director. After proposed changes were made the final drafts were recommended to Faculty Senate as information items.

- Music Minor - Committee reviewed a draft of the proposed music minor and after proposed changes were made the final draft was recommended to Faculty Senate as a voting item.

**First-Year Seminar**

- Committee reviewed the following five documents. After proposed changes were made the documents were recommended to Faculty Senate as voting items:
    - The First-Year Seminar Policy,
    - First-Year Seminar Document,
    - Changes to the Institutional Degree Requirements that integrate the First-Year Seminar,
    - Changes to the General Education Requirements that integrate the First-Year Seminar,
    - Resolution to amend the Institutional Program Requirements, the General Education Policy, and the First-Year Seminar Policy.

**New Course Request: UNIV-U 101 First Year Seminar**

- Committee reviewed a revised draft of the proposed new course UNIV-U101; after proposed changes were made the committee recommended approval to Faculty Senate as a voting item.

**BA in Natural Sciences and Mathematics – Biochemistry Track**

- Committee reviewed proposal and after proposed changes were made the final draft was recommended to Faculty Senate as a voting item.

**Changes in Faculty Senate Bylaws regarding Curriculum Committee**

- Reviewed and recommended changes in Faculty Senate Bylaws as they regard the Curriculum Committee. Specifically added: Curriculum Committee will review assessment plans according to the following guidelines: "All proposals for academic degrees (including Master's, Baccalaureate), minors and certificates should have an assessment plan that is in accordance with the current campus assessment plan and the program's assessment plan."

**BA in Humanities - New Music Degree Tracks**

- Curriculum committee reviewed and recommended as an information item a proposal to add three new music tracks to the HSS degree: B.A. Humanities – Music Performance; B.A. Humanities – Electronic Music; B.A. Humanities – Music Theory.

**Changes in HSS General Education Degree Requirements**

- Committee reviewed and recommended as an information item changes in the HSS General Education Requirements for the following bachelor's degrees: English, Communications, Fine Arts, Humanities, Behavioral and Social Sciences, and Criminal Justice.

**New Degree Proposal – BS in Informatics**

- Committee reviewed proposal and after suggested changes were made the final draft was recommended to Faculty Senate as a voting item.

**Second Degree Policy**

- Committee, as charged by Faculty Senate President, reviewed the current Second Degrees Policy. Recommendations for changes was made to Faculty Senate regarding additional credit-hours policy, changing references from chairs to deans, changing references to Vice Chancellor of Academic Affairs to Executive Vice Chancellor of Academic Affairs, and changing references to associate degrees. Senate returned item to Curriculum Committee for further review and revision. This will be a charge for the 2009-2010 Curriculum Committee.

**Spanish Courses**

- ECAP's and Course Outlines for two courses were reviewed and recommended to faculty senate as information items:
    - SPAN-S230 Cervante's *Don Quixote* in Translation
    - SPAN-S241 Golden Age Literature in Translation

**New Degree Proposal – Minor in Biophysics**

- Committee reviewed a New Degree Proposal –Minor in Biophysics; after revisions were made the committee recommended approval to faculty senate as a voting item.

**Biology Courses**

- New course requests and Course Outlines for two courses were reviewed and recommended to faculty senate as voting items:
    - BIOL-L191 Biology of Mental Illness
    - BIOL-L393 Hormones and Human Health

**Change of Degree Requirements for BS in Biology and Biotechnology**

- Committee reviewed changes in the BS in Biology and Biotechnology degree that revised the HSS distribution requirements within the degree. After proposed changes were made the committee recommended to Faculty Senate as an information item.

**Curriculum Committee Membership Composition**

- Curriculum committee sent request to FAC asking it to consider recommending a change in the Bylaws which would mandate that the Curriculum Committee be required to be composed of at least one representative from each IU East School. FAC made alternative suggestions and asked the Curriculum Committee to consider those recommendations. This will be a charge for the 2009-2010 Curriculum Committee.

**Recommendation of charge for next year:**

**Second Degree Policy –** Committee should review Second Degrees Policy regarding additional credit-hours policy, changing references from chairs to deans, changing references to Vice Chancellor of Academic Affairs to Executive Vice Chancellor of Academic Affairs, and changing references to associate degrees.

**Makeup of committee –** Committee should continue to explore the possibility of requiring that each IU East School be represented on the Curriculum Committee.

Submitted by Robert Ramsey

**Indiana University East**
**Faculty Affairs Committee**
**2008-2009 Year-End Report**

## Members of the Committee

Denise Bullock (HSS '09)
Mary Fell (HSS '09)
Cathy Ludlum Foos (ex officio as UFC Rep., HSS)
Laverne Nishihara (Chair, HSS '09)
Emily Samborsky (LIB '09)
P. Kumara Jayasuriya (NSM '10)
Marilyn Watkins (EDUC '10)

## Meeting Dates

The Faculty Affairs Committee (FAC) met on 9-9-08; 9-23-08; 10-14-08; 10-28-08; 11-11-08; 11-18-08; 12-9-08; 1-20-09; 2-10-09; 2-24-09; 3-17-09; 4-14-09; and 4-21-09.

## Charges to the Committee

The following is a full quotation of the original charges to FAC for 2008-2009 as they appeared in Circular E06-09:

*Overall Goal:*
*Lay the groundwork for a complete revision of the Academic Handbook (to be completed by May 2009)*
*1. Develop a coherent listing of academic ranks at IUE, summarizing the credentials and responsibilities of each (currently, ranks are described in separate policies). It should serve as a "Cover Page" in the final version of the academic handbook for policies appertaining to academic ranks at IU East.*
*2. In consultation with administrators and faculty members, work on revisions to the chair (now dean) review process and instrument, including recent changes to the title and the responsibilities.*
*3. Propose changing "divisions" to "schools" in the language of the Bylaws.*
*4. Revise P&T policy as to address the concerns of Malik et al. and the recommendations of the 2007 P&T committee. The committee should delay work on the P&T policy until a final report from UFC becomes available.*
*5. Assist the Senate President and the EVCAA in creating a revised version of the Academic Handbook.*

## Report of the Committee's Activities

*Deans' Review:*

- During Fall 2008 and early Spring 2009, FAC revised the Deans' Review Policy in the Bylaws. The revisions reflected the previous academic year's change from academic Divisions to Schools, and Chairs to Deans. The revised policy also specified that the deans' review would occur every three years (rather than every two years). FAC consulted the Schools in revising the policy. Faculty Senate voted to approve the revisions to the Deans' Review Policy in the Bylaws during its 3-3-09 meeting.

- During Fall 2008 and early Spring 2009, FAC developed a Deans' Review Instrument to be completed by School personnel as part of the Deans' reviews. The existing evaluative instrument had become obsolete and there were questions about its usefulness. (The Deans' Review Policy specifies the use of a "Faculty Affairs approved instrument" as part of the Dean reviews.) FAC consulted other campuses' evaluation instruments, the IUE Schools, and faculty members with expertise in rubrics and scales in the course of developing and revising the instrument. FAC approved the instrument on 2-19-09. It was presented as an information item at the Faculty Senate meeting of 3-3-09.

*Bylaws Revisions:*

- FAC submitted revisions to the Bylaws that were approved at the Senate meeting of 2-3-09. The revisions included updates to reflect the current structure of IU East ("Divisions" changed to "Schools"), an update to the Curriculum Committee section to reflect current assessment practices, and statements that the Library should be considered a School for purposes of membership on the Budgetary Affairs, Promotion & Tenure, and Lecturer Long-Term Contract Review Committees.
- FAC proposed a revision to the Bylaws so that membership on the Budgetary Affairs Committee would last for two years (as is the case for other Senate standing committees) rather than one year. Faculty Senate voted to approve the revision at the 5-5-09 meeting.
- FAC considered the Curriculum Committee's recommendation that the Curriculum Committee's membership have a representative from each academic School. Such a requirement in the Curriculum Committee's membership would involve a revision to the Bylaws. Discussion included how other standing committees would also be assisted with representation from each School, and difficulties when there were too few full-time faculty members in a School to accommodate the requirement. This item is on the list of recommended charges to FAC for 2009-2010.

*Promotion & Tenure Policies and Procedures:*

In Spring 2009, FAC reviewed recommendations from the 2007 IU East Promotion & Tenure Committee that the IUE p & t policy be revised. Revisions included statements that the narrative sections in p & t dossiers should provide arguments in favor of p & t; candidates should not expect that their annual reports and reviews will make their case for them. Also, dossiers would be limited to four-inch-wide binders, and no supplementary binders would be accepted. FAC had delayed action on the recommendations until it became clear that some proposed P & T principles being examined by University Faculty Council (UFC) would not affect the proposed IUE revisions. FAC consulted the Schools about the revisions. Faculty Senate voted to approve the revisions at the 5-5-09 meeting.

*Other Academic Handbook Revisions:*

- FAC produced an up-to-date listing of academic ranks at IU East titled "Classification of Academic Appointments at Indiana University East." The "Classification" lists ranks and briefly describes tenure-track appointments and non-tenure-track faculty appointments. It serves as a "cover page" to the section of the online IUE Academic Handbook titled "Policies for the Academic Appointee." At the 10-7-08 meeting, Faculty Senate voted to approve the adoption of this listing, and voted to rescind the obsolete listing titled "Academic Appointments."

- FAC proposed a revision to the "Conflict of Interest" policy (Section 6 in the "Academic Appointment: Responsibilities and Privileges" section of IU East's Academic Handbook) because portions of it had become obsolete. To help ensure the currency of the policy and procedures, the revision referred IUE faculty to the relevant sections of the Indiana University Academic Handbook.
- FAC discussed other revisions to the Academic Handbook: "Search and Screen and Hiring Procedures," the "Merit Policy," and Sections 7 and 9 of "Academic Appointment: Responsibilities and Privileges" titled "Faculty Teaching Load" and "Procedure for Faculty Requested Reassigned Time." Sections 7 and 9 deal with faculty workload in connection with the eliminated Workload Committee. Review of these sections of the Handbook is on the list of suggested charges to FAC for 2009-2010.

*Feedback to UFC:*
FAC conveyed feedback to University Faculty Council via UFC representative Cathy Ludlum Foos and Senate President Markus Pomper regarding the IU P & T Policy revisions, President McRobbie's memo about Executive Review, and policies about librarians in the IU Academic Handbook.

**Recommendation of Charges for 2009-2010**

- Consider revisions to the IUE Promotion & Tenure Policy and Procedures, and to policies affecting committee memberships, in light of the "Principles for Promotion and Tenure Procedure" passed by UFC in April 2009, including 1) executive review (in which the Chancellor does not write an evaluative letter before the dossier goes off campus); 2) composition of the IUE Promotion & Tenure Committee (faculty vote only if they hold at least the rank to which the candidate is applying); and 3) restriction against double voting (e.g., Deans, who write the Dean's recommendation, should not serve on the School's p & t committee, or the campus p & t committee).
- Address the Curriculum Committee's recommendation about representative membership on the Curriculum Committee (with each academic School represented on the Committee), possibly in the form of a strong recommendation to be included in the Bylaws. Consider extending this recommendation about representative membership to AAA and FAC.
- Consider revisions to the Academic Handbook: the statement titled "Search and Screen and Hiring Procedures," the "Merit Policy," and Sections 7 and 9 of "Academic Appointment: Responsibilities and Privileges" titled "Faculty Teaching Load" and "Procedure for Faculty Requested Reassigned Time." Sections 7 and 9 deal with faculty workload in connection with the eliminated Workload Committee. The 2008-2009 FAC's initial work on the revisions will be shared with the 2009-2010 FAC.
- As appropriate, FAC should consult with Schools, administrators and others who are affected by the above policies and procedures.
- FAC should continue to assist the Senate President and EVCAA with revisions to the Academic Handbook.

Respectfully submitted by Laverne Nishihara

# Indiana University East
# Lecturer Long Term Contract Review Committee
# 2008-2009 Year-End Report

**Members of the committee:**
David Frantz (BUSE '09)
Neil Sabine (NSM '09)
Beth Slattery (HSS '09)
Rob Tolley, (Sr. Lecturer, HSS '10)
Michelle Curry (Chair, Sr. Lecturer, NURS '10)
Jerald Wilde (EDUC '10)

**Meeting dates:**

December 2, 2008. The members had exercised autonomy in reading the one dossier that was brought to the committee, so while there was one meeting date, weeks of reading the dossier by each member of the committee had taken place.

**Original charge to committee:**

To review candidate's dossier for promotion to Senior Lecturer

**Report of the committee's activities:**

The committee discussed the dossier, took a vote, and made recommendations in a letter to Executive Vice Chancellor Richards.

**Recommendation of charge for next year:**

To continue to review all dossiers of candidates wishing to be promoted to Senior Lecturer.

Respectfully Submitted,

Michele Curry, MS, RN, Senior Lecturer
Chair of Lecturer Long Term Contract Review Committee

# Indiana University East
# Promotion and Tenure Committee
# 2008-2009 Year-End Report

**Members of the Committee**
Mary Fell (Co-Chair, Professor, HSS '09)
Alisa Clapp-Itnyre (Associate Professor, HSS '09)
Greg Braxton-Brown (Professor, BUSE '09)
Jerry Wilde (Associate Professor, EDUC '10)
Neil Sabine (Co-Chair, Associate Professor, NSM '10)
Kumara Jayasuriya (Associate Professor, NSM '10)

**Major Actions**
The Promotion and Tenure Committee reviewed two cases during the 2008-2009 academic year.

Submitted by Mary Fell and Neil Sabine

**Indiana University East**
**Faculty Senate 2009-2010**

## Goals and Committee Charges

Faculty members are in a position to know students, teaching and learning, and research/scholarship/creative activity. This knowledge makes faculty central in the continuing development of Indiana University East. Faculty Senate and the Senate-run and Senate-related committees are conduits for faculty members' central role in establishing and fulfilling IU East's mission as an institution of higher learning. All committee members and faculty should familiarize themselves with the overall goals and functions of Faculty Senate and Senate-run committees. The goals and functions are described in the Constitution and Bylaws reproduced on the Faculty Senate site, which can be accessed through the IU East home page (www.iue.edu) under the "Offices" tab, or at www.iue.edu/organizations/senate.

### Admissions and Academic Affairs Committee

Examine student-related policies in the Academic Handbook, updating them as needed.

- Review the Drop, Add, and Change of Section Policy; review the Deviations from Degree Requirement.
- Examine the Academic Forgiveness policy and determine whether it is serving the intended purpose.
- Investigate whether the 90 days allowed for students to initiate grade appeals can and should be reduced to a shorter period. If so, consider proposing a revision to the Grade Appeals policy or proposing a revision to School policies as applicable. There may have been abuses of the current appeals policy, e.g., students waiting 90 days to initiate a grade appeal, meanwhile taking the next class in a sequence without having completed the prerequisite. Schools should be consulted about proposed IUE or School revisions. Revisions must keep IUE policies in line with IU policies.
- Examine and revise the eligibility for serving on the Review Board for Misconduct and Grievances, to which student misconduct appeals are brought. Currently, it is possible for deans, associate VCAAs, the EVCAA and the Chancellor to serve on the Committee. This creates conflicts of interest because students may appeal decisions by deans, etc., to this Committee.
- Update other AAA-related policies and materials as needed.

### Athletics Committee

Committee members should familiarize themselves with the Athletics policy. The Committee develops, revises and makes recommendations about sports or programs in accordance with NAIA membership. Sports or programs should benefit the learning and wellbeing of student athletes, and benefit IU East's academic and other missions.

- Develop academic policies for student athletes. Now that IU East is a permanent member of the NAIA the campus must decide the academic requirements for participation. This should be a priority for 2009-2010.
- In keeping with NAIA membership, the Committee must develop a policy for evaluating coaches. This should be a priority for the upcoming year.
- Develop a policy against hazing in all team sports.
- Investigate the possibility of developing intramural club sports at IU East as a way of increasing student engagement on campus. A policy would need to be created if it is decided to bring or allow intramural club sports at IU East. (A starting point could be examining IU South Bend's intramural club sports policy.)
- Because this Committee has dual reporting lines, additional charges may come from the Chancellor.
- The chair of the Athletics Committee should attend Agenda Committee meetings prior to bringing items before Faculty Senate.

**Budgetary Affairs Committee**
The Committee should lay the foundation for defining its role in RCM.

- Become informed about RCM and prepare to initiate discussion with the School deans in 2010-2011 about how RCM is working. Some elements of RCM will be implemented for the first time during 2009-2010.
- Meet with the Chancellor and VC for Administration and Finance.

**Curriculum Committee**
Clarify and update curriculum-related policies.

- Examine the minimum "C" requirement in the new general education program, including the minimum grade in courses used for distribution credits. There are unanswered questions about the minimum grade requirement, partly due to lack of clarity in the word choice used in descriptions, such as what exactly is considered the "core" in "core requirements" and "core curriculum." Also examine what constitutes "major" or "concentration" courses: only the courses within the discipline itself, or other courses required of majors? Does the minimum "C" grade apply to all courses within the discipline itself, or other courses required of majors? Clarifications should be brought to the Schools, with proposed revisions as needed. As needed, determine the will of School faculties on the issue of the minimum grade requirements. Propose revisions as necessary. One motive behind discussion and possible revisions: the minimum "C" may be preventing some students from graduating on time, even students with much higher than 2.0 overall GPAs.
- Update the Second Degrees policy in connection with additional credit hours, references to associate degrees, and titles (e.g., VCAA to EVCAA).
- Work with the Faculty Affairs Committee on the possibility of increasing School representation on the Curriculum Committee with a revision to the Bylaws.

- Develop guidelines for distinguishing between 100-200 and 300-400 level courses. This is important in evaluating transfer credit from two-year colleges and in degree requirements. No IU policy distinguishes between lower- and upper-division courses. The policy should list distinguishing features of upper-division courses. The new policy can be written so that it applies only to newly created courses, thus grandfathering existing courses.
- Update other curriculum-related policies as needed.

**Faculty Affairs**

Examine IUE's Promotion & Tenure policy in light of the UFC p & t-related recommendations from Spring 2009. Address FAC's permanent charge of facilitating the faculty review of the EVCAA. Revisions to policies and procedures should result in manageable and productive practices.

- Examine IU East Promotion & Tenure policy and procedures and the composition of the Promotion & Tenure Committee as necessary to address the Spring 2009 recommendations from University Faculty Council. Review the policies and procedures as a whole, including the role of deans in assembling the dossiers, while remaining in line with IU policies. Propose revisions as necessary. Consult the "Principles for Promotion and Tenure Procedure" passed by UFC in April 2009, including executive review, composition of the IUE Promotion & Tenure Committee and possibly Lecturer Long-Term Contract Review Committee, and the restriction against double voting. Examine whether changes to the Lecturer and Clinical faculty policies and eligibility for committees are necessary. Bring any proposed revisions to the Schools prior to their presentation in Senate.
- Examine any existing policy and procedure for FAC's permanent charge of "facilitating the systematic faculty review of the Executive Vice Chancellor for Academic Affairs." Examine any existing instrument for the review. Recommend revisions as needed. As part of this charge, FAC should engage Schools and administration in discussion of what would be a productive policy, procedure and instrument.
- Investigate the possibility of revising the Bylaws to create greater School representation on the standing committees for which such representation would be valuable, especially AAA, the Curriculum Committee, and FAC. This may take the form of a strong recommendation. There are already School representation requirements for BAC, P & T, and LLTCRC.
- FAC should continue updating the Academic Handbook: examine the "Search, Screen and Hiring Procedures" to ensure faculty legislative and consultative authority. Also examine the "Merit Policy," and Sections 7 and 9 of "Academic Appointment: Responsibilities and Privileges" titled "Faculty Teaching Load" and "Procedure for Faculty Requested Reassigned Time." Sections 7 and 9 deal with faculty workload in connection with the eliminated Workload Committee. The 2008-2009 FAC's initial work on the revisions will be shared with the 2009-2010 FAC.

**Nominating Committee**

Hold elections according to the Constitution and Bylaws.

**Promotion & Tenure Committee and Lecturer Long-Term Contract Review Committee**
Review cases as described in the policies and procedures of IU East and IU. If needed, make recommendations about the policies and procedures to the Faculty Affairs Committee and Senate president.