

**INDIANA UNIVERSITY EAST
2008-09 FACULTY SENATE
August 21, 2008
Holiday Inn
1:30 PM**

Presiding: Markus Pomper, Faculty Senate President

Present: Armstead, S.; Baker, D.; Baldwin, L.; Barbre, J.; Barton, G.; Battraw, J.; Baumann, P.; Beach, D.; Beck, V.; Bingaman, R.; Blakefield, M.; Bow, C.; Branstrator, P.; Breymer, T.; Buckner, B.; Bullock, D.; Clapp-Itnyre, A.; Cooksey, A.; Curry, M.; Desantis, K.; Dempsey, K.; Desantis, K.; Doerger, D.; Dulemba, L.; Fell, M.; Felton, K.; Folkerth, M.; Frantz, D.; Gabston, M.; Greer, K.; Harper, J.; Helton, E.; Henderson, T.; Humphries, P.; Jance, M.; Jayasuriya, K.; Kathuria, H.; Kriese, P.; Kunshek, R.; Lafuze, J.; Ludlum Foos, C.; Ma, H.; Maurer, 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.; Sabine, N.; Scales, T.; Scane, M.; Scott, W.; Seddighin, M.; Shapiro, S.; Simon, J.; Slattery, E.; Stanforth, D.; Thomas-Evans, M.; Tolley, R.; Watkins, M.; Wazir, M.; Whitt, P.; Wilde, J.; Wilson, E.; Williamson, M.;

Absent: Bergen, M.; Braxton-Brown, G.; Chang, W.; Clark, K.; Fitzgerald, E.; Huffman, E.; Harper, J.; Kirk, E.; Knuths, J.; Lundy, D.; Mahaffey, J.; Passet, J.; Roswell, R.; Stolle, C.; Thomas, T.; Weber, G.; Winburn, E.;

Purdue: Absent

Guests: Dennis Hicks, Registrar; *Lisa Steiner*, IUPUI Faculty

Call to order

Quorum was reached and the meeting was called to order at 1:45 pm by Markus Pomper, Faculty Senate President.

I. Approval of Minutes

The minutes for the May 6, 2008 meeting were presented and adopted by unanimous consent.

II. Voting Item: Meeting Dates for 2008/09

All meetings of the Indiana University East Faculty Senate during 2008-09 shall be from 11:00-12:15 on the first Tuesday of the month altering only in January

The meeting dates presented on Circular E03-09 was approved without opposition.

The meeting dates are as follows: August 21, 2008; October 7, 2008; November 4, 2008; December 2, 2008; January 20, 2009; February 3, 2009; March 3, 2009; April 7, 2009; and May 5, 2009.

III. Annual Reports 2008/09

A. President's Report

The first major senate action was the conversion of divisions to schools and the creation of Dean positions, which required major revisions of the entire bylaws and constitution and the Faculty Affairs Committee did a great job preparing all of this.

The second major senate action item was the revision of the Admission policy. The new Admissions policy allows the admissions office, in consultation with the Admissions and Academic Affairs committee, to adjust the admissions criteria annually.

Other proposals: The faculty senate discussed a proposed policy for excused absences of student athletes. The proposed policy was deemed too vague in many respects and returned

to the committee for revision. The Athletics Committee was not able to present a revised version before the end of the academic year.

The University Faculty Council has been discussing promotion and tenure guidelines. It was discussed in UFC and then taken to its Faculty Affairs Committee. The committee has done its work and made a few recommendations and now another committee is looking at it currently. That Committee is composed of Faculty Senate Presidents of each campus (or like positions) and the Vice Chancellors of each campus. It is trying to reconcile the recommendations of the UFC Faculty Affairs Committee. We anticipate having the final report from them by December. Our Faculty Affairs Committee will then look at our P&T Policy and see whether it is consistent with those recommendations.

Transfer Credit was another issue that was addressed and voted on in UFC. Transfer Credit Policy limits the number of credit hours that can be transferred in from a Community College and then applied to a Baccalaureate degree to 64 hours. Exceptions are made for existing articulation programs, for programs that require more than 64 credit hours to earn an Associate Degree, and for four-year degree programs that are offered by two-year colleges.

UFC has also been looking at Intellectual Property Policy. Originally, that policy was passed in 2006 but wasn't implemented due to the wording being too complicated. The University Faculty Council and the University Council's Office created a new version. UFC considered this revised version and accepted the changes.

The faculty senate president participated in the retention task force meeting with Noel-Levitz consultant David Trites. This task force has identified several strategies to improve retention of our students. One of these strategies involves the creation of a coherent first year experience, including a mandatory freshmen seminar. The faculty senate president was asked to create a timetable for the creation of such a seminar.

Other priorities for this upcoming year are further revisions of our Academic Handbook. Many of our Faculty Senate policies are not academic in nature; they were inadvertently elevated to the status of Faculty Senate policy when they were included in the 1995 Academic Handbook. The faculty senate standing committees should identify obsolete policies and should propose that they are officially rescinded.

Faculty Senate should strive to implement several policies aimed at improving retention of our students. The most pressing ones appear to be the creation of the Freshmen Seminar, increasing the number of Learning Communities and an administrative withdrawal policy for students who are not attending classes.

B. Athletics Committee – Neil Sabine

The Athletics Committee has developed an excused absence policy.

The reports includes a fiscal analysis of the expenses and revenue from athletics. These expenses and revenues are compared to the Best Case Scenario and Worst Case Scenario that had been considered in April 2007, when Faculty Senate approved joining the NAIA. The budget for athletics looks very promising this year, as the projections of the Best Case Scenario have been exceeded.

C. AAA Committee – Michelle Curry

The AAA committee heard and reviewed forty student suspension appeals with thirty-two appeals granted and eight appeals denied. The committee also reviewed and denied two student written requests for grade changes.

AAA Committee is in the process of developing an Administrative Withdrawal Policy and, at present, this policy is in draft form. It is the AAA Committee's intention to bring this

policy forward to the Faculty Senate by October or November for approval. There are still parts of the document that need to be discussed and approved by the committee members before the document is ready to be brought forward to the Senate.

AAA Committee had their suspension appeal on August 4th. At the time of the report, twenty-one cases had been considered, with sixteen of them being granted and five denied. Two further cases were still pending and should be concluded by Friday, August 22, 2008.

D. Budgetary Affairs Committee – Cathy Ludlum Foos

The Chancellor delivered a brief presentation on RCM to the BAC committee.

The committee was asked to provide input on Administration's proposed Faculty Support Document. This feedback was shared with faculty senate president, the faculty affairs committee and administration.

The Chancellor proposed raises for promotion and BAC was asked to comment. BAC met once on this issue and submitted comments on the proposed raises to the faculty senate president.

The Chancellor provided BAC with the proposed budget plan under RCM.

BAC was asked by faculty senate president to take a vote on whether or not they wished to discuss salary issues. The vote was in the affirmative, but it was almost year-end, and we agreed that the next committee could consider this issue.

E. Curriculum Committee – Bob Ramsey

We had one new degree program added, 3 new courses approved, 3 revisions to current programs approved, 5 courses brought off the master course list and a new policy implemented as listed in Cir. E05-09.

F. Faculty Affairs Committee – Laverne Nishihara

We have postponed work on the Promotion and Tenure Policy and guidelines. This academic year we will resume work on revising the P&T policy and guidelines. Once we hear from the UFC and receive their recommendations we will review their recommendations from our own P&T Committee and will then hopefully be able to resume working on the P&T policy and guidelines.

FAC resumed its examination of the division chair review instrument and policy. Due to the possible and then actual conversion from chairs to deans, FAC postponed any proposed revisions to the chair review instrument and policy until the responsibilities of deans were clarified and finalized.

Faculty Senate Constitution revisions: FAC first worked on revisions to Article 2 of the Constitution. These had priority due to the proposed conversion from divisions to schools. The revised constitution makes a clear distinction between faculty's legislative and consultative authority. The revisions delineate further between the Faculty Senate's legislative authority and areas of School Faculty's legislative authority. The Faculty Senate voted to approve these revisions during the December 2007 meeting. FAC then worked on revisions to the Constitution that addressed associate faculty members and faculty on leave. The revisions stated that they had all rights and privileges in Senate except to vote, with some provisions for faculty on leave. Faculty Senate voted to approve these revisions on March 4, 2008.

IUE Bylaws revisions: FAC worked on revisions to the description of the Faculty Senate President's summer stipend. The Senate approved these revisions on March 4, 2008. FAC

then worked on other Bylaws revisions, including clarifications, revisions to committee descriptions, updates to administrative officers' titles, and revisions to process for updating and maintaining the Academic Handbook. Faculty Senate voted to approve these revisions on May 6, 2008.

G. Lecturer Long Term Contract Review Committee – Michelle Curry

The LLTCRC reviewed three dossiers for the senior lecturer promotion. All three were reviewed and discussed by members of the committee. With complete consensus, all three dossiers were recommended for promotion to Senior lecturer status. The committee concerns and discussion topics were shared with Dr. Richards, Executive Vice Chancellor.

H. Promotion and Tenure Committee – Neil Sabine

The P&T Committee reviewed five cases during the 2007-2008 academic year.

I. Nominating Committee – Greg Barton

Budgetary Affairs Committee had 3 new members elected: Rudi Kunshek (BUSE, '10); Diana Stanforth (NURS, '10); Judy Battraw (EDUC, '10).

Admissions and Academic Affairs Committee had 3 new members elected: Michelle Curry (NURS, '10); Kathleen Felton (HSS, '10); Pamela Whitt (EDUC, '10).

Curriculum Committee had 4 new members elected: Maureen Scane (EDUC, '09); Ron Bingham (NSM, '10); Bob Ramsey (HSS, '10); Teresa Henderson (HSS, '10).

Faculty Affairs Committee had 3 new members elected: Kumara Jayasuriya (NSM, '10); Marilyn Watkins (EDUC, '10); Cathy Foes (ex officio as UFC rep.).

Nominating Committee had 2 new members elected: Greg Barton (Chair, HSS, '10); Neil Sabine (NSM, '10).

Athletics Committee had 1 new member elected: Neil Sabine (NSM, '10)

IV. Charges to the Committees 2008/09

Faculty Senate committees should take an active role in weeding and pruning senate policies so that the collection of our policies can be bundled into a coherent Academic Handbook.

AAA - Weed and prune AAA related policies and develop academic policy for mandatory attendance verification and develop an administrative withdrawal for students in their first year.

Athletics Committee – Consider new proposals for athletic sports and keep the faculty informed about them. Prepare recommendations for (or against) renewal of NAIA membership in March 2009.

BAC – Should consider drafting a mechanism for providing input into individual school's budgeting under RCM. Identify policies from the old handbook that need to be rescinded.

Curriculum Committee – Develop the curricular aspects of a coherent First Year Experience. Consider making learning communities mandatory. Weed and prune the Academic Handbook.

FAC – Will lay the groundwork for a complete revision of the Academic Handbook. Develop a coherent listing of academic ranks at IUE, summarizing the credentials and responsibilities of each.

Nominating Committee – Hold elections according to the Constitution and Bylaws. Create a manual for future nominating committees.

P&T and LLTCRC – Review cases for Promotion, Tenure or Long Term Contract according to policy. Report problems in respective policies to the Faculty Affairs Committee.

V. Standing Committees

A. Nominating Committee – Greg Barton

Faculty Board of Review Slate Selection

Faculty and Administrator issues are reviewed by this committee. This is a two year term, and consideration should be given across academic ranks and among divisions of the University. Vote for two. Strike from the list: Lora Baldwin, Edwina Helton, Susan Shapiro and Gregory Weber.

Review Board of Misconduct and Grievances

This committee handles complaints brought forward under the Student Code of Conduct. Select three candidates – at least one tenured. The Chancellor will appoint three members to the board. Term: 12 months with the possibility of reappointment.

B. Athletics Committee – Neil Sabine

Policy for Excused Absences of Student-Athletes.

Cir. E07-09, Policy for Excused Absences of Student-Athletes was moved by Neil Sabine and seconded by David Frantz.

Discussion: Approved absences only apply to the trip to the game and back; they do not apply to practice time.

Two amendments were made to Cir. E07-09:

Procedure:

3.) Faculty will not place restrictions on approved absences to read *Faculty will not place restrictions on the number of approved absences.*

5.) Insert the word *Executive* before *Vice Chancellor of Academic Affairs.*

The proposed policy was adopted, as amended, without opposition.

VI. Executive Session

Voting Item: August Graduates

Approval of August Graduates was passed without opposition.

Discussion: Dennis Hicks clarified that August graduate degrees cannot be deferred until August 31.

VII. Academic Affairs Report – Executive Vice Chancellor Richards

Executive Vice Chancellor Richards promoted the new Service Learning Center put together by Ange Cooksey. Please refer all Undecided/Exploratory students to see Belinda Wyss in Career Planning and Placement (WZ 112) so that they can declare a major by the end of the semester.

The President of the United States did sign the the Higher Education Act. There are some significant changes made to it. There is something about the expectations of Colleges and Universities on downloading materials. Students who are caught downloading illegally will be fined. This is serious business.

We are up in credit hours almost 7%. We are still 300 credit hours short of our budget goal. The budget goal is a budget of revenue generating credit hours. For example ACP students from the High School are not revenue generating credit hours. We need to be up 3.5% to 4 % in revenue generating credit hours so that we have some cushion.

The Retention initiatives we have discussed are important. We are now admitting students who we think have a higher preparedness than students we have admitted in the past based off of their ACT/SAT scores. This also means that we are denying more students now than we ever have in the past. In Fall 2004 we weren't denying any students. In Fall 2005 we added the requirement of taking the Compass Test and we denied about 8 students, it has gone up slowly since then. This year we will have denied around 50 students. The main thing that we found is that the deficiency that is lacking in most of these cases is the level of mathematics. This is something to seriously think about because we are probably not going to have a remedial math course here soon and about a third of our new students place into this class. We have an academic council retreat coming up and Sam Jones from the Commission of Higher Education will be speaking and one of his topics is "Remedial Education in a Four Year Institution". The result of this is that we will not be able to offer this course again. We must figure out what we can do to help these students be successful. We will be offering a Bridge Program that will be offered the summer before classes to help them prepare for college level classes. Things are looking good.

VIII. New Business

None

Adjourn 2:35 P.M.

