

**Indiana University South Bend – Academic Senate  
Meeting Minutes**

February 5, 2010 - Wiekamp 1001 - 1:30 PM

**Attending:** Adaikkalavan, G. Anderson, Bennion, Bushnell, X. Cheng, Clark, R. Colborn, Collins, Cordell, Ducoffe, Elliott, Feighery, Gerencser, Grens, Guillaume, Heck, Henry, Hinnefeld, Horvath, Hurst, Isaacson, Kahan, Kwong, Lee, Levine, Lidinsky, Magnan-Park, Makielski, Marr, McGuire, McIntosh, McMillen, Merrill, Mettetal, Meyer-Lee, Monsma, Nashel, Nilsen, Okrah, Pant, Reck, Roth, Rusnock, Saksena, Schnabel, Schult, Scott, Skarbek, J. Smith, Sofhauser, Spitzer, Stankrauff, Tetzlaff, S. Thomas, Torstrick, VanderVeen, Vollrath, L. Walker, Watson, Wells, Wolfram

**1. Call to Order**

The February 2010 meeting of the Indiana University South Bend Academic Senate was called to order by President Jerry Hinnefeld at 1:32 PM in Wiekamp 1001.

**2. Approval of minutes of Jan. 22 meeting**

The minutes from the January 22, 2010 meeting of the Senate we approved as presented.

**3. Administrative and Officer Reports**

**A. Chancellor Reck**

**IU Board of Trustees Meeting**

Chancellor Reck attended the IU Board of Trustees meeting February 18-19, 2010, in Kokomo. Chancellor Reck reported on the following items from that meeting:

**Budget and Enrollment Projections**

There was no action on salary policy for the University.

Enrollment projection for IU South Bend for AY 2010-2011 is 162,000 credits up from 155,000 in AY 2009-2010. The actual figure for 2009-2010 is 170,000 credits. This could mean an increase in the base budget rather than leading to one-time monies. A base-budget increase means the possibility of adding new positions and/or hiring back to full-time those positions that have been cut to half-time.

**Health care costs containment**

The Board has created a standing committee to report at each meeting on health care issues. Co-chaired by Jack Gill and Derica Rice. Previous to the Board's standing committee was the Blue Ribbon Experts Committee on Health Care Costs Containment. This committee has completed its work and submitted its report to President McRobbie. The report contains recommendations. The report is available online at <http://www.iu.edu/~uhrs/blueribbonhealth.html>.

McRobbie has asked Neil Theobald to chair a committee to implement the 5 recommendations; a report is due to McRobbie by the end of April.

**IU Foundation**

A complete review of internal operations of foundations within the university has been completed. The consulting firm of Grinsbock, Gyler, and Associates has recommended organizational changes to increase efficiency. Included in the recommendations are 3 new positions, a Vice President for Development for the Bloomington campus, a Vice President for Development for the IUPUI campus, and a Vice President for Development

for the Regional campuses. These recommendations are to increase coordination of efforts throughout the University.

The President/CEO of the IU Foundation has resigned; an interim leader in place. A search will begin shortly.

#### **Student Housing Rates**

The Board of Trustees approved a 3.5% increase in student housing rates for IU South Bend. Funds raised by the increase will go to staffing needs and programming

#### **Approval of IUSB Mission statement**

Also approved at the IU Board of Trustees meeting was the new IU South Bend Mission Statement. The Chancellor expressed thanks to Terry Shepherd and Linda Fisher for their leadership work on the Campus Directions Committee.

Related to that, the groups that are developing operational goals from the strategic plans have met in an organizational meeting. A timeline has been developed to complete the operational plans by the end of Spring 2010.

#### **Security/Police**

A new structure for IU security and emergency planning operations. Review of campuses: good units, but working independently and missing opportunities to work more collaboratively.

Under the new structure, departments will combine into a single Indiana University Police Department headed by a University Director of Public Safety. Each campus will maintain a chief of police who will double report to the local campus executive and the University Director.

#### **President's University Address**

One topic mentioned in President McRobbie's address was an examination of Teaching and Learning at all IU campuses. Each campus to establish a New Directions in Learning Committee. Any existing committees can be incorporated into this process to avoid duplication. Each campus committee is to have completed sufficient work so as to host a conference on new ideas early spring of 2011 and present a comprehensive report of near- and long-term action items by the end of AY 2010-2011.

#### **Director of IR**

John Novak, Director of Institutional Research has resigned to accept a position as Assistant Vice Chancellor of Institutional Effectiveness and Research at IU Northwest effective March 31, 2010. April 1, Donna Pandori will begin as Interim Director of Institutional Research.

#### **Kudos and Announcements**

To Anne Grens, on receiving a President's Award for Outstanding Teaching at Founder's Day.  
To Beth Kern on receiving the Herman Frederick Leiber Award for Distinguished Teaching at Founder's Day.

To Jerry Hinnefeld on the receipt of \$445,000 grant from National Science Foundation  
To Andy Schnabel and Deb Marr on receiving \$670,000 recommendation for funding for renovation of science labs/greenhouse.

The Chancellor announced that Women's volleyball to be added 2011-2012. A search for a part time coach will be conducted. The position is funded via student affairs.

The Chancellor reminded the Senate of Lift Every Voice concert to be held Saturday, February 27; tickets are needed but free.

#### **Questions for the Chancellor**

None

#### **B. VCAA Guillaume**

VCAA Guillaume extended his kudos to Deb and Andy, Jerry, Ann, and Beth.

PTR is complete; letters have or will be sent soon.

also thanked Linda Fisher and Terry Shepherd for their work on the Campus Directions Committee.

Nursing reaccreditation visit is next week – March 1- Collegiate Council on Nursing Education will be on campus and the unit is ready for this visit.

Kudos to the School of Business and Economics on their reaccreditation by the Association to Advance Collegiate Schools of Business. Dr. Guillaume recognized Dean Ducoffe and the faculty for their hard work.

A clarion call will be forthcoming announcing a new position: Assistant Vice Chancellor for Academic Affairs to oversee graduate programs, advising, and general education (with an office in the newly remodeled administrative wing of the building). VC Guillaume asked for special attention to the call by tenured faculty. This is a 3-year appointment with a 3-year renewal.

Noel-Levitz consultants will be on campus March 3<sup>rd</sup> for a meeting on advising. Invitations have been extended; attendance is encouraged.

VC Guillaume has been assured by the Deans that 4-year templates for each undergraduate degree program will be made available for incoming freshmen. These templates list courses each semester for 8 semesters to ensure timely completion of degrees.

VC Guillaume announced the Raclin School of the Arts, Lift Every Voice concert at 7:30 PM, February 27, 2010.

#### **Questions for the Vice Chancellor**

Bennion: how is this new position different than Dr. McIntosh?

Guillaume: Dr. McIntosh is Associate Vice Chancellor. Currently there is too much in his portfolio; he's doing all this already and cannot sustain.

Bennion: could you provide some insight into the new directions in teaching and learning committee?

Guillaume: no additional information beyond the remarks in McRobbies's speech.

Chancellor: status quo initiatives/groups can be used to meet this directive

Cordell: maybe most appropriate for the Senate Committee on Teaching

Collins: Ass't VC of AA – a full description is forthcoming, but is this a faculty member absconded into an administrative position? What will happen to the faculty position in the department?

Guillaume: back fill dollars to cover the position with associate faculty.

Walker: AVCAA is not a full time position?

Guillaume: no, hopefully the person will have at least one class.

Ducoffe: AACSB review of B&E has Areas for Improvement: 1) not satisfied with the definition of research quality. Need additional parameters of quality. 2) The school has a good learning assurance program; but another part of the program is not as advanced as it could be. The School uses the exams by ETS, but other aspects not as advanced and need work.

Guillaume: but you were still accredited . . .

Gerenscer: Could you speak further to the advising session with Noel-Levitz?

Guillaume: a student satisfaction survey has been completed by Noel-Levitz. One area of high concern: parking (but there is only so much we can do about parking). One other thing, advising. Dave Trites will conduct this opportunity analysis to discern what we might do to change perception, tweak perception with reality or to fundamentally change what we do with advising.

### **C. Senate President**

Results from voting on two constitutional amendments. Amendment 1 dealt with membership on the Senate Promotion, Tenure, and Reappointment Committee. Amendment passed 116 in favor, 14 opposed, 1 abstention (unmarked ballot). Amendment 2 created a new Senate committee to oversee Student Publications. Amendment passed 114 in favor, 7 opposed.

The Executive Committee has received a proposed resolution on the topic of executive review from the Ad Hoc Committee on Promotion and Tenure Policies essentially opposing the executive review as described and completed this year. This resolution will be on the March meeting agenda.

### **D. UFC Report**

UFC co-chairs from Bloomington, they've been discussing among themselves the strength and vibrancy in faculty participation/governance among campuses and at the university level. President McRobbie mentioned it in his annual address. UFC may revisit its constitution to see if changes can be made to increase collaboration with administration.

## **4. Committee reports:**

### **A. Nominating Committee**

Bruce Spitzer reported on the work of the Nominating Committee.

The floor was opened to nominations.

Andy Schnabel nominated Tom Clark for Promotion, Tenure, and Reappointment Committee.

Andy Schnabel also asked for the opinion of the Senate about what to do when a faculty member's partner/spouse is serving on PTR Committee and the faculty member wishes to apply for promotion. How would that conflict of interest be handled? The President ruled the question out of order to begin such a discussion at this point in the meeting.

Members of the Senate offered corrections to spellings of nominees' names.

Sofhauser: How many will we be voting on for each committee?

Spitzer: The nominating committee sought the number of nominees needed to fill each committee/office. Because of the nomination from the floor of a candidate to serve on PTR, we'll need to separate that portion of the ballot so as to ensure that we have the requisite number of Professors/Librarians and Associate Professors/Associate Librarians serving on the committee as now stipulated by the constitutional amendment voted in last month.

Faculty voting for members of the Faculty Board of Review and Faculty Misconduct Board will vote for 5 members and 2 members respectively. The top 5/2 vote getters respectively will be elected; others will serve as alternates.

Walker: It is not uncommon for those serving on these two committees to recuse themselves for a variety of reasons; hence the large number of candidates.

**Motion to Close Nominations – seconded/approved.**

The President of the Senate thanked the members of the Senate Nominating Committee

Feighery: as there seems to be some committees that have no opposition, could we vote now by acclamation?

Hinnefeld: that is true for the Athletics Committee and the Officers and members of the Executive Committee.

**Motion to approve by acclamation the Athletics Committee and the Officers and Executive Committee – seconded.**

**Friendly amendment: and the two full professors to be elected to Promotion, Tenure, and Reappointment.**

Discussion

Gerencser: does the constitution or other procedures require that there be the opportunity to write in candidates?

Hinnefeld: no prohibition.

Sofhauser: there may be some provision that those being voted on must agree to serve.

Gerencser: some department could undertake a write-in campaign.

Hinnefeld: suggest the motion be withdrawn and a full ballot presented

Feighery: motion withdrawn.

**B. Academic Affairs Committee**

Much of this to streamline the approval process; it's not a move to change policy. There are three parts to the committee's suggestions.

The first is a faculty initiated grade change when the faculty member realizes a clerical error caused a wrong grade to be posted. Currently a paper form is used. Committee is requesting the process be undertaken electronically. If at any point in the process/chain someone disagrees with the grade change, it would at that time be referred to the Academic Affairs committee.

The second is a student-initiated grade changes. These are often scenarios where a student wishes to withdraw after the end of a term. The committee is seeking to clarify to students that a statement must be appended to the appeal to the Academic Affairs Committee. Without such written statements, appeals are always returned to students.

The third is an Administrative Late Withdrawals. These are the students who assume they would be administratively removed because they enrolled but never attended classes nor paid tuition. Depending upon circumstances, each case is handled differently. However, some situations have become common and routinely granted. Anything extraordinary would be referred to the committee.

**The Motion comes from a senate committee moved/seconded by the committee**

Discussion ensued about what cases of administrative late withdrawals would be considered routine and which would be referred back to the Academic Affairs Committee for action.

**A request to divide the question was granted.**

The Senate will take 3 votes: one on each question presented by the Academic Affairs Committee.

Bennion: At what point does this new procedure involve the department chair?

Jeff Johnston, Registrar: currently, eGrade Change is only available for incompletes being converted to letter grades or deferred grades being changed to letter grades by the faculty. Currently, a dean's approval is only needed to change an incomplete (I) to extended or indefinite incomplete.

Sofhauser: what about programs without department chairs such as in NHS. Does language need to be changed to reflect that?

Hinnefeld: I believe the "if applicable" covers that situation; without a dept. chair, a change would go to the dean.

Walker: should there be some indication of a time frame that a faculty can easily change a grade to avoid a mean-spirited faculty member from arbitrarily changing a grade?

Mettetal: those checks are already in place: documentation provided must support the faculty member's request to change a grade, even if the grade change is clerical. Faculty cannot simply make a grade change without reason. Reiterate that this is not changing policy, it is simply changing the process from paper to electronic.

Walker: clarification on how much time a faculty member has to correct a grade without the request going to Academic Affairs.

Johnston: about 2½ weeks for corrected grade period.

Discussion ensued about status quo on grade changes and levels of approval.

Skarbek: will eGrade Change supplant the need for documentation of why an incomplete is being granted.

Hinnefeld: In a practical sense, that paper documentation was always optional.

Mettetal: That is a school by school issue. It does not appear that there is policy for documenting incompletes across campus.

Bennion: will I get an email confirmation?

Johnston: Not automatically, but you can search for the document and see its resolution.

Cordell: why now add deans and chairs?

Mettetal: To let the administration track number of changes.

McMillen: allows deans to know if a faculty member is routinely granting incompletes.

Discussion ensued about number of faculty who would actually undertake these processes and the timing of grades appearing on the transcripts.

**Motion to close debate. Unanimous.**

**Vote: All aye, 1 nay**

Discussion on Part 2: a student-initiated grade change.

The committee is formally requesting that students provide a written statement. The written statement has been the practice, but nothing in the policy formally requests this statement. When not provided, the request is returned to the student for this statement.

Information about this change will be disseminated via Registrar

**Motion to close debate. Unanimous.**

**Vote: All aye**

Discussion on Part 2: Administrative Late Withdrawals

Still requires faculty/chair/dean (if faculty is unavailable, begins with chair) for approval.

**Motion to refer back to committee for revised language – All aye.**

## 5. Old Business

A. Proposed amendment on Principles of Participation (referred to committee from 1/22/10)

Sofhauser: Committee determined that the most appropriate action was to remove the last sentence from the proposed amendment.

Did the committee resolve the question on whether a letter is a vote or a vote is a letter.  
No.

**Motion to close debate: All aye.**

Constitutional amendment will be included on the ballot for election of officers and committees.

## 6. New Business

A. Proposed handbook revision on Categories of Performance

Hinnefeld: did not come to the Senate last month as I wanted to seek input from Senate Presidents on other campuses. One comment came from the Bloomington Campus; they had come to the same conclusion: That a balanced case must meet “very good” in all three categories.

Bennion: That language of “very good” is used only in the balanced case. When in the process does the language get changed and by whom.

Cordell: are librarians excluded from this? Under our handbook, our performance must be excellent; all other areas must be “beyond satisfactory.”

Hinnefeld: is there not a balanced case in library PTR issues?

Cordell: there is, but it's always been debated. We have long used "beyond satisfactory" for those cases.

Walker: What this will do is preclude the use of "beyond satisfactory".

Cordell: then the handbook would be contradictory.

Hinnefeld: this modifies only the IU South Bend handbook; we don't have the authority to change others.

Bushnell: clarification that the language presented is verbatim from the UFC report. In our opinion, if that's the only language, there is no way to make a balanced case. The second sentence is our language that allows for a balanced case.

Sofhauser: the IU handbook allows for a balanced case, but does not give language to use to present such a case.

Bennion: the language seems strange. If all administrators and committees must use one set of words, where in the process or how does the case then get reviewed using this second set of descriptors?

R. Colborn: That would be set forth by the candidate in the dossier submission.

Gerencser: PTR committees can identify areas of excellence or identify a balanced case independent of the department or candidate.

Cordell: do any of the documents on this campus refer to librarians' processes? Language needs to be included here that specifies that.

**Motion to return to committee, seconded.**

Discussion:

Vollrath: we could adopt this and then act later to add or edit language.

Cordell: to vote on this hoping to get something from it later doesn't seem prudent

**Vote: Ayes: Senate Unanimous; Nays: Committee Unanimous**

**7. Announcements**

Collins: Look for information on Philosophy Day on Tuesday, March 23 and Wednesday, March 24.

Evening of 23<sup>rd</sup> Paul Thomson, Philosopher of Agriculture.

Vollrath: Campus Theme event sponsored by the General Studies Board – New Urbanism lecture Thursday evening in the Grille

Vollrath: Please give to the Campus Campaign. Remember: any amount in any account

Schult: SMART summer fellowship deadline is March 26

Feighery: Undergraduate Research Conference is April 15, 16 Abstract deadline is March 26

Elliott: One Book One Campus voting through March 12. Please vote

Elliott: General Education course proposals are due Monday

Roth: Creative Writing Reading: Wednesday, March 10; also, the Wolfson Event on Saturday April 10, 7:00 PM

Bennion: Monday is deadline for registering for lunch and learn newspapers in the classroom.

**8. Adjournment – 3:03**