

INDIANA UNIVERSITY SOUTH BEND – ACADEMIC SENATE

MEETING MINUTES

April 29, 2011 - DW 1001 - 1:30 PM

Attending: Balthaser, Bennion Turba, Bindroo, Bloom, Brittenham, Bushong, Chaney, L. Chen, K. Clark, Colanese, N. Colborn, L. Collins, Cordell, Dunn, Eggleston, Feighery, Fong-Morgan, Froyland, Gerencser, Guillaume, Heck, Henry, Hernando, Hieronymus, Hinnefeld, Isaacson, Kahan, Karakatsanis, Kwong, Lambert, Levine, Lidinsky, Lynker, Magnan-Park, Makielski, Marr, Mattox, Mayrose, McGuire, McMillen, Meisami, Mettetal, Meyer-Lee, Mociulski, Mooney, Moore, Nair, Nilsen, Pathak, Popescu, Reck, Regan-Kubinski, Ritchie-Fair, Rusnock, Saksena, Schnabel, Schroeder, Schult, Shlapentokh, Shrader, J. Smith, Sofhauser, Spitzer, S. Thomas, Torstrick, Trottier, Vaidyanathan, VanderVeen, Vollrath, Watson, White, Willig, Wolfram, Wright, Xu, Zwicker, Zynda

1. CALL TO ORDER, APPROVAL OF MINUTES

The April 2011 meeting of the Indiana University South Bend Academic Senate was called to order by President Gerencser at 1:33 pm in DW 1001.

Approval of minutes from March 25 Senate Meeting. **Motion to approve minutes—M/S/A** unanimous.

2. ADMINISTRATIVE AND OFFICER REPORTS

2.A. Chancellor Reck

- *Report from the Board of Trustees Meeting.* The New Academic Directions Committee delivered a report (posted on the IU website) on IU academic structures. President McRobbie will get input on the report and will take it to the President's retreat in August for discussion. The Regional Campus Expenditure Review Committee made numerous recommendations, which will be incorporated into the Blueprint for Student Attainment, the final version of which will be available in early summer. The Hackett Group gave their benchmarking report, including recommendations on the TIME system, back office operations in student services, and marketing and communications expenditures.
- *Budget.* The Indiana General Assembling is completing its business today, and so IU expects to complete its budget by the end of June. The Chancellor's cabinet is considering salary increases and remediation of salary compression, but is also factoring in possible budget cuts. More information will be forthcoming.
- *Technologies Priorities Task Force.* This ad hoc committee has submitted to the Chancellor a report containing several recommendations, which the Chancellor has passed on to CIO Beth Van Gordon, who's meeting with the co-chairs of the task force and others to get full information.
- *Website.* The website is being redesigned in preparation for the implementation of a web content management system. Marketing and IT have decided to wait until January 2012 to put the system in place. CIO Van Gordon will lead a team to build and test an infrastructure in the interim.
- *Parking expansion.* 44 vacant houses will be demolished to provide 170 new parking places. The project will begin in the middle of May and must be completed by Aug 29. ReStore has recovered a lot of material.
- *Education/Arts Building.* Bids for demolition of the interior have been received and reviewed. Bids for the actual renovation will open on May 5. The groundbreaking ceremony will occur in June when the Board of Trustees is here.
- *Silver LEED Certification ceremony.* The ceremony will begin at 2 p.m. on Thursday, May 19, 2011 at the Community Building located in the River Crossing student housing complex at 1735 Titan Drive (across from Martin's on Ironwood Avenue).
- *Commencement.* Commencement is May 10 at 6:00 pm.

Q&A

- Q: About the Benchmarking complaint regarding touches on timesheets: wouldn't it be better just to move to a timecard system?
- A: Yes. This has been discussed with Vice President Applegate. The timesheet system has problems on every campus.
- Q: Are the increases to the promotion raises official, and what are they?
- A: Yes. They've all been doubled: \$1000 for senior lecturers; \$3000 for associate professors; \$4000 for full professors.
- Q: Will those who'll receive promotions effective July 1 receive the new promotion raises?
- A: Yes.
- Q: Will there be retroactive increases for those promoted in past years?
- A: We hope to address this issue as part of a more general consideration of salary compression.
- EVCAA: The deans and the EVCAA have been working on the salary compression issue this year. They are waiting for comparison data. The EVCAA hopes to receive money to set aside to address compression.
- Q: Will the increase in base budget to match raised enrollment projections (to 2010 levels) result in about a 3 million dollar budget increase?
- A: Yes.
- Q: What role will the Budget Committee have in determining the use of these 3 million dollars?
- A: The Budget Committee's participation has been through budget hearings, which didn't occur this year. The hearings, or presentations, could be renewed. In regard to one-time money, the Education/Arts Building will take up much of this.
- Q: We should consider using some of the base budget increase to address the lack of increases to promotion raises over the last several years, to be fair to those who were promoted over this time. This likely will not be very expensive. For example, in the physics department, an average raise of \$1150 would bring the faculty in line with the new promotion raises.
- A: Please share this data with Bill O'Donnell.
- EVCAA: The EVCAA would like to see this data as well.
- Q: Could this data provide an argument to make money available to Academic Affairs to address salary compression?
- EVCAA: Maybe.
- Q: Has the concern with Chick-fil-A been referred to the IU Purchasing?
- A: Yes.
- Q: What about the vendor review panel?
- A: That also has been referred to IU Purchasing.
- Q: Is someone from IU Purchasing going to visit campus?
- A: Yes; Jill Schunk, new Associate Vice President for Procurement, is visiting all the campuses.
- Q: Will we have the opportunity to meet with her?
- A: Yes.

2.B. Executive Vice Chancellor of Academic Affairs Guillaume

- *Research award.* Monika Lynker and Rolf Schimmrigk of the physics department are the recipients of the IUSB Distinguished Research Award.
- *Classroom technology.* This summer IT will refresh 62 projectors; update 78 classroom instructional computers; make available a classroom-in-a-box in Elkhart and the Admin building; and install technology in 8 specialty classrooms. There has been a slight decrease in use of Oncourse at IUSB, from 65% to 62% of courses from fall 2009 to fall 2010.

- *First-year experience.* Invitation letters are going out to students with a GPA of 3.0 and above. The letter describes reacting-to-the-past classes.
- *Faculty Annual Review.* The online version of the annual report is going to be required in the future.
- *Textbook adoptions.* We need to be in compliance with the Higher Education Act, so we need to get book orders in on time. Steven Gerencser has been in communication with the EVCAA about the practical implications of meeting the deadline.
- *New Academic Directions Report.* The May 17 all-university conference on this report has been cancelled; it will occur in the fall. The report addresses issues like the joint hiring of faculty.
- *Sabbatical letters.* The letters have all gone out. The EVCAA apologizes for the delay. He waited until the Board approved them.
- *Teaching Award.* Teaching award letters have gone out.
- *Friday classes.* The policy to increase the percent of classes held on Friday is going forward; we are examining ways to do this, which will involve further discussion.
- *Natatorium/fundraiser.* May 23 is first anniversary of the Natatorium opening. The crawfish boil fundraiser is today.
- *School of Education transitions.* Karen Clark will be interim dean of EDUC, and Susan Cress interim associate dean.
- *Faculty accomplishments.* Elizabeth Bennion has been invited to attend the Higher Education Resources Services institute. Timothy Willig won a New Frontiers Grant.

Q&A

- Q: We need to consider our commuter student body in determining the schedule of Friday classes.
- Q: We also need to consider when we can meet to conduct campus business.
- A: Yes, we need to consider these issues.

3. SENATE REPORTS

3.A. Steven Gerencser, Academic Senate President

- *Next year's standing committees.* Thanks for the strong response to the call for volunteers for standing committees. There's still room on some committees; let Steven know if you're interested.
- *This year's committees.* Please send your minutes to P.N. Saksena or Bobby Meyer-Lee; and please complete your end-of-year report—this is crucial for continuity from one year to next.
- *Committee descriptions.* Steven will ask all committees next year to read over their constitutional description, evaluate it, and update it if need be. For example, some committees may likely benefit from two-year staggered membership.
- *Chick-fil-A.* The Executive Committee sent a letter to the Chancellor outlining the implications of the resolutions adopted in the March meeting, as the committee understood them. The Chancellor responded in a letter to the Executive Committee, and has sent the resolutions to IU Purchasing for their consideration; she understands that the campus, too, may ultimately have a role in the vendor review process. Steven thanks the student groups for providing information on the issue, and the Chancellor, the EVCAA, and VP Applegate for their willingness to discuss this issue.

Q&A

- Q: A student reported his concerns for the safety of those students active on the Chick-fil-A issue. Comments on various public media have been threatening to these students. The students are working with the Office of Judicial Affairs and the Threat Assessment Team about these threats. Although they understand that the Chick-fil-A issue has been forwarded to IU Purchasing, they would like to meet with faculty and/or

administration sooner rather than later to achieve some resolution in order to mitigate the threats against them.

3.B. Karen Clark, University Faculty Council Representative

- *Family Leave Policy.* President Gerencser sent to faculty a link to an online petition regarding this policy. The current policy has been extended to February 1, 2012. Between now and then, the UFC will continue to consider the policy. The UFC is discussing two changes: those earning over \$100,000 will have a cap to the benefit; and there will be a clause to reconsider the policy if a certain dollar amount is spent on it.
- *Establishment of the non-tenure-track "professor of practice" position.* The responsibilities of this proposed position would be primarily teaching; research and service would be related to teaching, and holders of this position would have a national/international reputation and have obtained the highest degree in their field. See the UFC website for more information. Email Karen if you have thoughts on this idea.
- *Change to honorary degrees policy.* A change was made to the policy for the recipients of honorary degrees so that the recipients only "may be" connected to the state of Indiana, instead of requiring they be connected.
- *Reform of UFC organization.* This discussion will continue next year.

Q&A

- Q: In the discussion of the Family Leave Policy, was there any talk about the current policy's change to a 12-week benefit from the old policy's 15-week benefit?
- A: No.
- Rosanne Cordell: In past UFC discussions of the policy, it was felt that most family leaves didn't coincide with a full semester.
- Q: Is there data on that?
- Rosanne: HR in Bloomington can probably provide that.

3.C. Rosanne Cordell, Budget Committee

Rosanne Cordell presented a detailed report from the Budget Committee, which is copied here:

**Budget Committee
Report to the Academic Senate
April 29, 2011**

One Time Fund Awards

The 2009-2010 Budget Committee awarded \$478,523.83 for campus Unmet Needs during the summer of 2010. The 2010-2011 Budget Committee awarded \$298,910.95 for Strategic Directions Initiatives in the Fall of 2010. Guidelines for both types of proposals were developed to give greater structure to the award process in the future. The lists of funded proposals, guidelines, applications, and examples of model projects are on the Budget Committee web page.

The delayed budget process by the Indiana state legislature and the need for allocating funds toward the completion of the Education Arts building has resulted in a postponed decision on whether one time funds will be available for awards. An announcement will be made in the Fall.

IU is requiring more realistic enrollment projections from all campuses, which may result in fewer one time funds available, but would result, currently, in a larger base budget. Some adjustments may be needed to move items which have been traditionally funded from one time funds into the base budget.

Issues Discussed with Chancellor Reck

Salary Compression and Promotion Raises

Although raises associated with promotions in rank for faculty have been increased, the Budget Committee has heard of no plan to address the problem of faculty salary compression systematically. It is our understanding that the Academic Cabinet has been discussing this issue, but the Budget Committee would like to see this issue broadly addressed, and not result in isolated cases of "equity" raises. Additionally, both promotion raises and salary compression should be reviewed and, if necessary, acted upon on a regular basis so that the campus does not continually fall further behind the other IU campuses.

IT Reserves & Reorganization

Co-chairs Rebecca Torstrick and Rosanne Cordell have a meeting scheduled with Chief Information Officer Beth Van Gordon to discuss the campus IT reserves fund and the reorganization of IT. It is the Committee's understanding that the reserves fund will remain on this campus, but it is unclear how it will be used. It is our understanding that, on other campuses, the balance left in the IT reserves fund is transferred to the general fund at the end of each fiscal year.

Questions have been raised regarding IT's relationship to UCET. The chancellor's understanding is that no reporting lines or manner of funding positions in UCET will change.

It appears that IMS may be moved back to IT, although we can expect that all the functions and services provided by IMS would continue.

All these matters will be discussed with the Chief Information Officer.

Budget "Hearings"

The practice of holding budget hearings was discontinued a few years ago when it was apparent that no new money would be available to allocate. Currently the Budget Committee does not see budget requests nor have a direct means of having input into budget decisions. Chancellor Reck has suggested that the Budget Committee itself should schedule budget request presentations by each of the Vice Chancellors and IT in January, and the Committee should provide the chancellor with the committee's budget recommendations and priorities by February 15. This process is in keeping with the charge of the Committee to represent the faculty in the budget process, to consult with appropriate administrators regarding the budget, and to advise the chancellor on all budget matters. This process has the added advantage of being under the control of the Committee and not subject to being cancelled by a new administration. The Committee will develop a committee procedures document in 2011-2012 which will include budget request presentations and one time funds awards.

Development Annual Report to Senate

It has been suggested that the Vice Chancellor for Public Affairs and University Advancement be asked to give a report to the Academic Senate annually on development activity. This suggestion will be given to the Executive Committee.

Respectfully submitted,
Rosanne M. Cordell, Budget Committee co-chair
April 29, 2011

Q&A

- Q: Will the budget committee be able to provide input on the transformation of one-time money to the base budget?
- A: Yes; that should be part of the budget presentation process.
- Q: The change in enrollment projections, and thus the increase in the base budget, suggests that this is the year to address salary. But if it's too late for the Budget Committee to weigh in on this issue for this coming year's budget, some flexibility should be built into the expenditure side of the budget so that salary can be addressed in the future with more meaningful input from the Budget Committee.
- A: There is still opportunity to give feedback on the budget over the summer.
- Q: Can there be a rating system for one-time funding proposals?
- A: We felt that an exact rubric was a task for future years.
- Q: Can IT/IMS address the problem with window blinds in classrooms that don't go all the way down?
- A: Beth Van Gordon has encouraged us to report problems to the helpdesk.

3.D. Jerry Hinnefeld, Non-Tenure Track Committee

In regard to the IU-mandated "up or out" policy for lecturers, Jerry Hinnefeld reported that the Non-Tenure Track Committee wrote to Vice President Applegate to request that the policy stipulate that current lecturers have their promotion timetables reset to begin this summer. Applegate agreed, but he suggested that those lecturers who have been employed for a number of years should be encouraged to apply as soon as possible. If lecturers do apply before the end of their promotion timetable, this will be treated like an early promotion, and hence they may withdraw their application at any time until it goes to the Chancellor. Jerry also mentioned that guidelines in

the schools pertaining to lecturers will need to change to incorporate this new policy; the committee has identified the pertinent language in these guidelines, and will send letters to the deans indicating this. There are some special issues related to lecturers in the health sciences, especially clinical lecturers. Discussions on these matters will continue.

3.E. Susan Moore, Library Affairs Committee

Susan Moore reported that the Library Affairs Committee has reviewed the 2010 library self-study directed by former dean Michele Russo. The committee met with the external reviewer and CIO Beth Van Gordon, and has been working with the current dean Vicki Bloom. Here are the committee's conclusions:

- The library is facing a severe budget crisis because of rapidly rising costs of serials and databases: If the collections budget remains flat, in five years there will likely be no funds to spend on monographs or any other non-serial sources.
- The library is serving more students than ever before; students like to work in the library, and hence more computers and check-out laptops are needed.
- The frequently malfunctioning elevators poorly serve the 6000 people who come to the library weekly.
- The inadequate HVAC system makes the library uncomfortably, and sometimes unhealthily, warm.
- The library plays an important role in the intellectual and cultural life on campus, sponsoring the Undergraduate Research Prize, working closely with the Campus Theme and One Book One Campus program, and hosting a greater number of guest speakers, music performances, and art exhibits than ever before.

The EVCAA reported that CIO Beth Van Gordon has said that there will be more computers in the library.

4. OLD BUSINESS: ACADEMIC AFFAIRS COMMITTEE PROPOSAL FOR ATTENDANCE AND COURSE COMMITMENT POLICY

Randy Isaacson explained the proposal and the reasons for its initiation. He called particular attention to the need, for financial aid reasons, to document students who never show up for class.

Discussion

- Q: Why not implement the first-week part of the policy campus-wide rather than at the discretion of academic departments?
- A: We felt it was best to make the policy discretionary, at this point, since it may create difficulties for particular courses.
- Q: Would the policy be in effect during the summer sessions?
- A: We thought that the policy may cause problems for six-week terms, so at this point we're just proposing it for fall and spring. We can revisit this later.
- Q: Shouldn't administrative withdrawal requests be processed at the end of the first week?
- A: We'll be flexible on this.
- Q: What happens with financial aid when students are withdrawn?
- A: After the first week, students will have to repay a disbursement. At the end of the fourth week, they may need to repay.
- Q: What about the situation when a student, after the first class doesn't show up again until the final exam?
- A: Now you have an opportunity to withdraw the student in the fourth week.

Request to make a friendly amendment to strike the phrase “At the discretion of the academic department” (in order to make the policy campus-wide).

After some discussion, the request was withdrawn.

- Q: Will this require us all to take attendance?
- A: No.

- Q: This policy has worked well elsewhere with larger withdrawal windows than are specified in the proposal.
- A: The dates were set in respect to financial aid deadlines.

- Q: What about students added to a class in a second week?
- A: Whether or not the student is withdrawn is left to the faculty member’s discretion.

Motion to close debate. 2nd. Passed.

Vote to adopt the “IU South Bend Attendance and Course Commitment Policy.” Passed unanimously.

The adopted policy is copied below.

IU South Bend Attendance and Course Commitment Policy

Preamble

Attendance and active participation in courses are key factors for academic success. Students who do not attend their classes and who do not complete their assignments in a timely manner are less likely to successfully complete their courses.

Policy

At the discretion of the academic department, students who do not attend the first scheduled week of classes and who have not made prior arrangements with their instructor may be subject to administrative withdrawal.

At the discretion of the faculty, students who miss more than 50% of their class meetings and/or who do not actively participate in their enrolled classes during the first four weeks of the fall or spring semesters may be subject to administrative withdrawal from their courses. Students may be administratively withdrawn regardless of their class level or standing.

- Courses in which the Attendance and Course Commitment Policy applies are approved by the academic department and applies to all sections. Courses on the approved list will remain in approved status until otherwise repealed by the academic department. The Office of the Registrar will maintain and publish a list of courses that have been approved to enforce the Attendance and Course Commitment Policy.
- In courses in which this policy applies, notice of the Attendance and Course Commitment Policy, including a definition of active participation, must be included in the course syllabus. Students must be informed that administrative withdrawal may have an impact on their financial aid awards and/or student visa status.
- Faculty teaching courses in which this policy applies are encouraged to take attendance. To accommodate large lecture classes and courses taught through distance learning, submission of course assignments can be used to document attendance and participation. If faculty members choose to use course work submissions as the primary means of documenting attendance and active participation, a statement must be included in the course syllabus. If attendance is not taken and a student is subsequently withdrawn for not submitting any assignments, the due date of the first assignment will be the last date of attendance.
- The instructor who initiates an administrative withdrawal may rescind it within one week of the original request.
- Students who are administratively withdrawn from their courses after any refund period will not be eligible for a tuition refund.
- Administrative withdrawal requests will be processed only during the periods listed below:
 - first week of the fall and spring semesters
 - between the end of the fourth week and the beginning of the fifth week of the fall and spring semesters
- Academic units may establish an attendance policy that is more restrictive than outlined in this policy, but administrative withdrawal will occur only during the enforcement periods.

- This policy will go into effect Fall 2011.

Suggested Syllabus Language (see notes below)

IU South Bend Attendance and Course Commitment Policy

This course has been approved to enforce the IU South Bend Attendance and Course Commitment Policy and the full text of this policy is available at (TBD LATER).

As a student in this course, you are expected to attend scheduled class meetings and actively participate in all class activities. Students who miss the first week of the semester or who do not attend 50% of the scheduled class meetings before the end of the fourth week of the semester may be subject to administrative withdrawal. Regardless of attendance, students who do not actively participate in this class by not submitting a majority of their assignments by the posted due date are subject to administrative withdrawal. Students who are administratively withdrawn from this class after the fourth week will not be eligible for a tuition refund. Administrative withdrawals may have an impact on the student's financial aid awards and visa status.

Suggested Syllabus Language Notes

Faculty are encouraged to define active participation for their classes and may edit the syllabus language to address these expectations. Per the Attendance and Course Commitment Policy, students must be informed that this policy is in effect and subsequent administrative withdrawals may have an impact on financial awards and student visa statuses.

5. NEW BUSINESS: General Education Committee proposal for the UFC Proposed Resolution On Adoption of AAC&U LEAP Essential Learning Outcomes as the Framework for General Education Programs on All Campuses of Indiana University

Linda Chen reviewed the proposal, as discussed in the March Senate meeting, to affirm the first two bullet points of the UFC LEAP resolution as our campus's response to the resolution.

Discussion

- Q: We're voting to approve the first two bullet points and not the third?
- A: Yes. We thought the third bullet point, pertaining to accepting a 30-credit hour transfer package, was too vague, and so we should wait until the UFC provides further detail on that one.
- Comment: The third point will make transfers easier, and will still give us room to retain our distinctive gen ed: We have 33-39 hours of gen ed, so even with the 30-hour package, we could still ask transfer students to do more gen ed course work. In the interest of simplicity and cooperation, we should also adopt the third point.
- Comment: But if a student has completed the gen ed requirement at another LEAP campus, they will in any event certainly be able to transfer in 30 hours. Accepting the package, however, might entail stipulating to us exactly what courses need to be transferred in.
- A: The General Education Committee was concerned about exactly what the package would mean in regard to completion of gen ed, and about what the exact contents of package would be. Generally, the Committee just felt that the details and ramifications of the 30-credit-hour package needed further clarification.
- Comment from Steven Gerencser: The UFC itself has been wavering on the third point, since, among other reasons, AAC&U is not an accrediting agency.
- Comment: Accepting the package could actually make transfers less flexible than presently (as in, for example, our handling of students with 56 or more transfer credits).
- A: Regardless of the 30-credit-hour package, Linda recognizes the obstacles gen ed creates for transfer students, and is going to work with admissions to streamline the process; LEAP will help with this because of its focus on outcomes rather than courses.
- Q: Wouldn't accepting the package further this streamlining?
- A: That's not clear at this point.
- Comment: Since the UFC is uncertain about this third item, we should wait.

- Comment from the EVCAA: Urges us to adopt the LEAP resolution to facilitate transfers and at the same time protect IUSB's distinctive gen ed.

Request to make a friendly amendment to strike the third bullet point from the resolution, and to rewrite the opening words of the first bullet point so that IUSB is the actor referring to the UFC resolution.

Friendly amendment request modified to create an independent IUSB resolution that refers to the UFC resolution and endorses the first two points of the latter. This independent resolution is as follows:

The IU South Bend Academic Senate endorses the first two points of the IU University Faculty Council "Proposed Resolution on Adoption of AAC&U LEAP Essential Learning Outcomes as the Framework for General Education Programs on All Campuses of Indiana University."

Friendly amendment accepted.

Motion to close debate. 2nd. Passed.

Vote to adopt the LEAP resolution. Passed unanimously.

6. ANNOUNCEMENTS

- A suggestion was made to establish administrator/faculty mediation or dialogue between student groups to address the threats to the students: faculty need to initiate this, since the students won't. President Gerencser said he and the Executive Committee will help with this.

7. ADJOURNMENT – 3:34 PM.