AGENDA FOR
UNIVERSITY SENATE MEETING

(Meeting #5, 2012-13)

November 29, 2012
4:00 p.m.
Letterman Building (LB) 125

Approval of senate minutes of October 25, 2012

I. Announcements
   A. Campus Smoking Policy
      Smoking Policy Review and Implementation Committee
      Dr. Kay Bales, Vice President for Student Affairs, Dean of Students
   B. Dr. Randy Howard
      Vice President for Business Affairs, and Treasurer
   C. Next Scheduled Meetings
      Senate Agenda Committee – Monday, January 7, 2013, 2:00p.m. (LB 104)
      University Senate – Thursday, January 17, 2013, 4:00 p.m., (LB 125)
   D. Program Information – Academic Posting 2012-13, Volume XLIV-2
      Revised Programs
      Miller College of Business
      Department of Marketing and Management
      Major in Entrepreneurial Management
      College of Sciences and Humanities
      Department of Political Science
      Master of Public Administration (MPA)
   E. Board of Trustees Action – Nominee for the Honorary Doctor of Laws (Enclosure #1)

II. Recognition of Death – Veva McCoskey, Harlan Roepke, Byron Torke

III. Council/Committee/Student Senate Reports
   A. Governance and Elections Committee – Ralph Bremigan, Chairperson
   B. Faculty Council – Kip Shawger, Chairperson
   C. University Council – Katie Slabaugh, Chairperson
   D. Campus Council – Kevin Thurman, Chairperson
   E. Student Senate – Chris Wilkey, President, Student Government Association

IV. Report by Chairperson of Senate – David Pearson (Enclosure #2 - Issues in the Senate System)
   A. Please remind your departments/areas that amendment results are due in the University Senate Office by 5:00p.m., Monday, December 10.
V. Questions Directed to the President

VI. Question and Answer Period

VII. Unfinished Business
   A. Constitutional Amendment – Term Limits for Council/Committee Membership – **Second Reading** (Enclosure #3)

VIII. New Business
   A. Constitutional Amendment – Revision of Start Date for University Senate Executive Committee – **First Reading** (Enclosure #4)
   
   B. Diversity Statement SR-02-10/11 (Enclosure #5)

IX. Other Items

X. Adjournment

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1. The meeting was called to order at 4:00 p.m., by the Chairperson of the University Senate, David Pearson.

Roll Call was taken by initialing the roster located at the entrance to LB 125.


**Substitutes:** Cindi Marini for M. Holtzman, Brian Meekin for C. Munchel, David Roof for T. Richardson

**Members Absent:** S. Byrum, B. Canada, C. Corbin, J. Dowden, J. Gruver, M. Hamil, B. Hannon, J. Kluth, M. Myring (for J. Ledbetter), E. Levitt, T. Mahfouz, R. Purviance, R. Fluegeman (for S. Rice-Snow)

2. A motion was made and seconded (Shawger/Thurman) to approve the minutes of September 27, 2012.

The motion carried.

3. **Announcements**

   A. Special Guest – The chair introduced Phil Repp, Vice President for Information Technology

   Vice President Repp updated the senate on the progress of Enterprise Resource Planning (ERP). The super administrators (super admins) are all in place and operating effectively. The super admins are a community of users who act as trainers on campus and are knowledgeable about what is happening on campus. There are 17 on the student/academic side and 17 on the business affairs side. These people gain information and work within a community within their own buildings or combination of buildings. Information Technology meets daily and gathers all things happening and then share with the super admins. They have gleaned excellent feedback from these people and the feedback is both good ideas and complaints.

   The next step is the business processes, which includes purchasing, travel, and budgeting. As the system grows, there will be changing and alterations for what we do. This can all be conveyed through the super admins.

   We are about two-thirds of the way through the entire process. We have implemented the finance module, HR, payroll, financial aid and we are probably two-thirds of the way through the student module. This is the largest module, which includes admissions, schedules, etc. They are currently working on DegreeWorks. Training starts the week of October 29 and through November. Down time has been reduced since transitioning from Florida to the IUPUI-Campus.

   On the systems side, the main thing ongoing is the reporting structure and getting information out to everyone. Argos has been implemented and is tied to the system. It will grow over the many months. The last element, and it will take some time to implement is the partnership project, “customer relations management.” It is the last piece of the entire enterprise.

   Other items are a work in progress: EPAF’s, applicant tracking, and other tools.

   The following questions were directed to Vice President Repp:

   - With the savings proposed on this new software, will there be a reduction in personnel? What benefits will we accrue and what will we save once everything is in place?

   Vice President Repp responded that the area of Information Technology has not replaced seven retirements in the last 30 months. There is direct savings and ongoing costs because of the efficiencies.

   He added that Information Technology will be looking at the number of software packages we utilize for what we simply do around campus. We currently have 50-60 software packages. License costs will shrink as we drop them off. Hosting, moving things offsite, and not rehiring are all things that will reduce the cost. There is an annual savings of $1.2M just
with the reduction of personnel in Information Technology. This will be significant across campus once everything is up and running.

- *Are these costs offset somewhat by the increased work that’s been imposed by the super admins?*

Vice President Repp responded that currently we’re pushing work around. He hopes there won’t be as much to push around once the system is more familiar with everyone.

The chair thanked Vice President Repp for attending today’s meeting. He added that Vice President Randy Howard will be attending the next meeting and it was the consensus of the senate that he speaks on healthcare at this particular meeting.

4. Agenda Items B. (Next scheduled meetings), and C. (Graduation Policy) were reviewed.
5. There was a moment of silence to recognize the death of Jack Kovell.
6. **Committee Reports**

   A. **Governance and Elections Committee** – Ralph Bremigan, Chairperson. Ralph reported the committee met this morning and discussed starting and ending dates of terms in the governance system. The terms normally start the first day of fall semester for faculty. However, some things arise in the summer for senate officers. The Governance and Elections Committee drafted language which will be a constitutional change. It will affect only the senate officers.

   Another non-action item discussed was the responsibilities and membership of the Professional Education Committee (PEC). The PEC is in agreement in some areas and is continuing their discussion with the other areas. Because of the procedure involved with constitutional amendments, this constitutional change would not take effect any sooner than fall, 2014.

   B. **Faculty Council** – Kip Shawger, Chairperson. Kip reported the council met on October 4. Laura Helms spoke about DegreeWorks and Yasemin Tunc spoke about Blackboard. Keith Kothman, chair of the University Promotion and Tenure Committee, attended the meeting to get a sense of faculty agreement/disagreement with regard to proposed language revisions to the Promotion and Tenure document. The faculty representatives were requested to take this information back to their departments and discuss it. He will return to the November 1 meeting of the faculty council to receive feedback from council members who have discussed it with their departments. They also approved the constitutional amendment concerning term limits for council/committee members.

   C. **University Council** – Katie Slabaugh, Chairperson. Katie reported the council met on October 11 and had a presentation by Bill Knight, Executive Director of Institutional Effectiveness, regarding the Workplace Satisfaction/Diversity Climate survey sent out via e-mail. He was very pleased with almost 60% return rate on the surveys. The council also approved the constitutional amendment concerning term limits for council/committee members. Their next meeting is November 8.

   D. **Campus Council** – Kevin Thurman, Chairperson. Kevin reported the council met last week and approved the new diversity statement to be added to course syllabi. They also heard updates on Cardinal Cash and the Smoking Task Force.

   E. **Student Senate** – Chris Wilkey, President, Student Government Association. Chris reported the SGA meets every week and invited anyone to attend. He was pleased to inform the senate that all committee/subcommittee student seats have been filled. He requested he be contacted should students not show up for their appointed meetings. The SGA has also submitted legislation to move their appointment dates to be in line with university governance. Lastly, they are working with IUPUI to make textbook purchases tax free.

7. **Report by Chairperson of Senate – Dave Pearson (University Senate Agenda 10/25/12, Enclosure #1)**

   The chair reported the senate agenda committee received a very good presentation on revising contract faculty titles. They will be working one last time with the Provost to see if an agreement can be reached.

   A member of the senate inquired about the Task Force on Academic Rigor and where they were with their work. The chair of the senate hopes to have a report from the task force either at the November meeting or the first meeting of 2013. They are moving forward and working on language with which to submit recommendations.
He reminded the senate members that amendment voting results from departments and areas are due in the senate office by 5:00pm on Monday, December 10.

8. Questions Directed to the President

The President had no report, but responded to the following questions:

- Regarding ICHE and the new metrics. Where do they come from? Do Universities get together and suggest these?

  The President replied that ICHE (Indiana Commission for Higher Education) is comprised of 14 commissioners and a staff, all of whom are divided into subcommittees. The metrics are determined by the Commissioners based on recommendations of their staff. There is opportunity for input by the universities. This year ICHE agreed to meet with the institutions and hear their input. All of the universities had an opportunity to provide input. ICHE looks at other state-wide funding models across the country. At our presentation at the ICHE meeting in West Lafayette, we provided documentation that Ball State’s Strategic Plan is aligned with the ICHE Strategic Plan, even though our funding would be cut for the third biennium. There was a discussion to find a way to “fix” the formula.

  She went on further to say that for the last several years, she and other colleagues have fought against the four-year graduation rate, as a primary factor in funding. Nevertheless, there is a general movement across the country for “on-time” graduation rates to drive funding. The conversation can be vigorous, dynamic, and ongoing, but it does not mean anything changes in the funding formula.

- Speaking of four-year graduation, could you speak to UCC-21 requirements, in that every student has to have a writing intensive course. There are fewer than 50 and many with prerequisites; there really are only 15 that don’t have limitations to taking the class. Will adjustments be made if we simply cannot get the course?

  The President responded that we should have available the courses students are required to take. Writing well and writing intensive courses are very important. The Provost’s Office will work with departments to ensure the availability of courses. The new DegreeWorks map is going to be important in facilitating course scheduling. She rarely, however, hears a story from a student where they couldn’t get the course they needed to graduate. The new “APP” we’re developing will include notices to students who are deviating from a 4 year degree path.

- Another question about performance metrics. This senate member is teaching an introductory class. It is difficult to predict as to who is going to succeed and who is going to fail. He assumes that’s in some sense how admissions is dealt with?

  The President responded that there is a science to the art of admissions. The higher the GPA, the more willing the student is to work hard; the SAT gives the indication of a student’s learning potential and general aptitude. For many freshmen, it is difficult to transition from high school to college. There is a difficult social element in the adjustment of the freshman student. It all involves students being able to make friends, find staff/faculty member they can be comfortable with, becoming excited about course work etc. We produce reams of data on factors influencing freshmen to sophomore retention. We are trying to retain at least 80% of the freshman class. There is actually a relatively small percentage of students flunking out. Students give up for other reasons; they haven’t really committed intellectually to the challenge, etc. We take a high interest in the undeclared students because they make up the larger group of those who are not retained.

  Provost King added there are a number of groups looking at the on-time graduation rate, particularly in the area of early intervention with the use of social media and focusing on students not performing well but do have the capacity to succeed if we can catch them early enough. There will be more in the next few months. Advising plays a tremendous role in the first year of school. Transfer students count in the funding formula and have higher attrition rates because they are assumed to know what they’re doing, don’t make friends as easily, etc.

9. Question and Answer Period

There were no questions.

10. Unfinished Business

A. Salary and Benefits Revisions in Handbook (Enclosure provided at 9/27/12 University Senate meeting)
A motion was made and seconded (Shawger/Steib) to return to the Salary and Benefits Committee for work by the committee and Associate Provost Robert Morris. It will then be sent back through the senate system.

The motion carried.

11. New Business

   A. Term Limits for Councils/Committee membership – Constitutional Amendment
      (First reading, University Senate agenda, 10/25/12, Enclosure #2)

      A motion was made and seconded (Wilkey/Steib) to approve, with no discussion.
      A motion was made and seconded (Thurman/Griewank) to table until the next meeting of the Senate.

      The motion carried.

12. Other Items

   There were no other items.

13. Adjournment

   The meeting adjourned at 5:00 p.m.

November 29, 2012

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David Pearson, Chairperson       Amy Harden, Secretary

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NOTIFICATION OF ACTION BY THE BALL STATE UNIVERSITY
BOARD OF TRUSTEES

Date of Board Meeting  October 17, 2012  Item No. 6

Distributed to:  Provost King
                Ms. Arrington
                Ms. Hofmann
                Ms. Turner

Subject: Honorary Degree

Provost King, with the endorsement of the Graduate Education Executive Committee, recommended the awarding of an honorary doctorate to innovator and entrepreneur Mr. Scott Dorsey at the December 2012 commencement.

SCOTT DORSEY
NOMINEE FOR THE HONORARY DOCTOR OF LAWS

Provost King, with the support of the Graduate Education Executive committee, recommended Scott Dorsey for an honorary doctor of laws in recognition of his successful career as chief executive officer of ExactTarget.

As one of the cofounders of what has become an industry leader in interactive marketing campaigns across all channels—email, mobile communications, the web, and social media—Mr. Dorsey has repeatedly demonstrated creativity and innovation. He grew ExactTarget from its start of helping business clients use the then-emerging medium of email to a publicly traded industry leader with more than 1,200 employees world-wide. His numerous business awards, including the Ernst & Young Entrepreneur of the Year, the Stevie Award/American Business Awards 2011 Executive of the Year, and the TechPoint Trailblazer in Technology Award, are matched by his record of civic leadership in Indianapolis, demonstrated by his MS Society Hope Award, Junior Achievement’s Best and Brightest and Indiana Business Hall of Fame honors, and his work as chair of the Marketing and Communications Division for the Indianapolis Super Bowl Committee.

Mr. Dorsey’s success in business and commitment to his community are exemplary. Furthermore, his work and passion represent that which we wish our graduates to emulate.

The following action was recommended:

THAT APPROVAL BE GRANTED TO AWARD AN HONORARY DOCTOR OF LAWS TO MR. SCOTT DORSEY AT THE DECEMBER 2012 COMMENCEMENT.

On motion by Mr. Hall, seconded by Ms. Phillips, the recommendation was approved.

From:  Anita Kelsey
        Recording Secretary
        Board of Trustees
CONSTITUTIONAL AMENDMENT – SECOND READING

Term Limits for Councils/Committees in Senate System

IV University Councils and Committees

1. The Senate shall maintain three University Senate Councils – the Campus Council, the Faculty Council, and the University Council – to assist the University Senate in forming educational policies. The three University Senate Councils shall maintain the following standing committees:

   1.1 Campus Council: Events Programming and Scheduling, Public Safety, Student Activities, Student Center, Student Financial Assistance, Student Rights, Ethics and Standards, University Traffic Appeals Subcommittee, Parking Subcommittee;

   1.2 Faculty Council: Academic Freedom and Ethics, Contract Faculty, Creative Arts, Creative Teaching, Graduate Education, Instructional Media Support, Library, Professional Education, Salary and Benefits, Special Leave, Teaching Evaluation, Undergraduate Education, University Grade Appeals, University Promotion and Tenure;


2. The establishment of new University Senate Councils and Council Standing Committees shall be recommended to the Senate by the Governance and Elections Committee.

3. Members of councils or standing committees/subcommittees in the Senate system, with the exception of students, may serve three complete and consecutive two-year terms. An exception is the University Promotion and Tenure Committee, whose members may serve two complete and consecutive three-year terms.

4. When a faculty or professional personnel position is vacated on a council or committee/subcommittee in the Senate system, a replacement will be elected or appointed, whichever the case may be, to complete the original term through the same process used for electing or appointing the vacating representative. The person elected or appointed as a replacement will be eligible for later election or appointment to terms as per Section IV.3. When a student position is vacated on a council or committee/subcommittee in the Senate system, a replacement will be appointed by the President of the Student Government Association.

5. Individuals who have been elected or appointed for the maximum allowed number of consecutive full terms (as per IV.3) are ineligible to serve in the same capacity for a full term.

6. The membership of each council will elect by majority vote a Chairperson, Vice Chairperson and a Secretary for a one year term who will constitute the Executive Committee responsible for the following:

   6.1 Proposing assignments to each of the standing committees on the Councils;

   6.2 Preparing an agenda for each meeting of the Councils;

   6.3 Receiving and forwarding recommendations or issues approved by each Council.

7. The Chairperson for the Campus Council shall be a student; the chairperson for the Faculty Council shall be a faculty member; and the chairperson of the University Council shall be a professional personnel member.
II Membership
(Senate)

1. Membership in the University Senate shall consist of the following elected and ex officio representatives:

1.1 By virtue of their offices the President of the University, the Provost and Vice President for Academic Affairs, the chairpersons of the three councils of the University Senate, and one academic dean selected annually by all such deans to represent them;

1.2 One elected regular faculty representative from each department for staggered two-year terms;

1.3 A total of two contract faculty elected for staggered two-year terms by and from the full-time contract faculty;²

1.4 One professional personnel representative, elected by and from each professional personnel area, for staggered two-year terms. The electorate in each unit shall be the professional personnel on tenure, tenure-track, or continuing contracts. For purposes of participation in the governance system, faculty with primary assignment in one of the professional areas shall be defined as professional personnel.

1.5 By virtue of their offices the President of the Student Government Association; the President of the Student Senate, the President Pro Tempore of the Student Senate, one graduate student elected by the graduate student body at large, and six undergraduate students elected by the student body at large for one-year terms. In the case of vacancies the President of the Student Government Association shall appoint students to best represent the diverse student population at Ball State University.

1.6 Needed adjustments will be made whenever changes occur in the number of units.

2. No person except students may serve more than three consecutive full terms as an elected member of the Senate.

3. Individuals who have been elected for the maximum allowed number of consecutive full terms (as per II.2) are ineligible to serve in the same capacity for a full term.

3.4 All elections of faculty and professional personnel representatives to the University Senate will be conducted by the units which they represent under the Governance and Elections Committee. Student representatives will be appointed by the Student Government Association. Appointments shall be made and elections shall be held by 15 March³ each year for Senators to be seated in the fall.

4.5 Ex officio and elected members of the Senate have full voting rights in University Senate and on University Senate standing committees. Any member of the University Senate who is unable to attend one or more of its sessions may designate an alternate from the same unit for such meetings. The alternate must register with the Secretary of the Senate to be eligible to participate and vote.

Page 14, Faculty and Professional Personnel Online Handbook
III Structure and Organization§

1. The University Senate shall have three elected officers, chosen by majority vote of the newly elected Senate to serve one year terms, who must be elected members and not ex officio members of the Senate. After the completion of Senator elections in the spring, a special session of the Senate will be convened no later than 30 April for the purpose of electing Senate officers and members of Senate Agenda Committee. Those eligible to vote during this session will be newly elected Senators and sitting Senators who have one year remaining in their current term. Newly appointed and elected officers and committee members will be seated in the fall, and current sitting officers will continue to serve until the fall. The newly elected Senate officers will be seated on the Monday following spring commencement. All other newly appointed and elected officers, Senate members, Council members, and Committee members will be seated the first day of fall semester.
Title: Senate Resolution Presenting a Diversity Statement to Ball State University

Summary: A senate resolution creating and presenting a Diversity Statement to Ball State University from the Diversity and Multicultural Committee of the Student Government Association to be put into Syllabi.

Whereas: Ball State University has a diverse campus and;
Whereas: Students should not be discriminated against because of race, religion, ethnicity, national origin, disability, sexual orientation, gender, age, or economic status, and;
Whereas: Discrimination is a subjective point of view, and;
Whereas: Students should be allowed an open communication with Professors to discuss issues of discrimination,

Therefore be it Resolved That: The Ball State University Student Government Association officially presents the Diversity and Multicultural Committee’s Diversity Statement to be put into syllabi at Ball State University.

Ball State University is committed to fostering and promoting a healthy learning community. All students will be treated with respect, tolerance, and equality regardless of race, religion, ethnicity, national origin, disability, sexual orientation, gender, age, or economic status. If, for any reason, a student feels discriminated against in the classroom based on these differences, he/she should contact their professor or the department chair. The Office of University Compliance or the Office of Student Rights and Community Standards may be contacted if the student is not satisfied with the results of meeting with their professor or department chair. The Ball State University community believes in the strength of diversity and recognizes the importance of appreciating equality.