AGENDA FOR
UNIVERSITY SENATE MEETING
(Meeting #7, 2016-2017)
March 30, 2017
4:00 p.m.
LB (Letterman Building) Room 125

Approval of Senate Minutes of February 23, 2017
I. Announcements
   A. Next Scheduled Meetings
      University Senate – Thursday, April 27, 2017, 4:00 p.m., Letterman Building (LB), Rm. 125
      Senate Agenda Committee – Monday, April 17, 2017, 2:00 p.m. (LB 104)
   B. Notice of Change in Department/Office Name (Enclosure #1)
      - Current Name: Division of Strategic Communications
      - New Name: Marketing and Communications
      - Effective Date: Immediately
   C. Academic Posting, 2016-2017, Volume XLVIII-3-5 (Enclosure #2)
II. Recognition of Deaths
   Dr. Rodney E. Davis
   Barbara N. Heifner
   Professor Emeritus of Information Systems
   and Operations Management
   Assistant Professor of Nursing Emerita
   Retired 2016
   42 years of service
   Retired 1993
   18 years of service
III. Committee Reports
   A. Governance and Elections Committee – Karen Kessler, Chairperson
   B. Faculty Council – Tarek Mahfouz, Chairperson
   C. University Council – Lola Mauer, Chairperson
   D. Campus Council – Kathy Berryhill, Chairperson
   E. Student Government Association – James Wells, President
IV. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #3 - Issues in the Senate System)
V. Questions Directed to the Interim President
VI. Question and Answer Period
VII. Unfinished Business
VIII. New Business
   A. Stopping the Tenure Clock (Enclosure #4)
IX. Other Items
X. Adjournment

/mw
MINUTES OF THE SIXTH MEETING OF THE 2016-17 UNIVERSITY SENATE
February 23, 2017

Members Present: 45  Members Absent: 14

1. The meeting was called to order by the Vice-Chair of the University Senate, Karen Kessler, at 4:00 p.m.
   Roll Call was taken by initialing the roster located at the entrance to LB 125.

   Dodd, B. Frankel, K. Gayes, J. Ghezzi, J. Griffith, L. Helms, M. Hill, J. Hopwood, J. Jemiolo, K. Kessler, J. Khubchandani, R.
   Wheeler, R. Wijesinghe, S. Wu, A. Yen, S. Zhuk

   C. McIntosh for C. Thomas

   McKinney, A. Moore, K. Rosenberger, A. Smith, E. Zygmunt

   Substitutions were noted.
   A motion was made and seconded to approve the minutes of January 19, 2017.
   Motion carried

2. Vice-Chairperson Kessler thanked the representative from Unified Technology Support for running the console.

3. Announcements
   Items I. A. (Next Scheduled Meetings), I. B. (Notice of Change in Department/Office Name, Enclosure #1) were reviewed by
   the Senate membership. It was noted that if people want to bring an item to the Senate Agenda Committee for consideration
   to be included on the Senate Agenda, it is good to do so about a week before the meeting.

4. Recognition of Deaths
   There was a moment of silence to recognize the deaths of Dr. Thomas Ray, David C. Mercer, Mr. James Allan (Al) Rent, and
   Edith L. Pittenger.

5. Committee Reports
   A. Governance and Elections Committee – There was no quorum during the last meeting. The committee will meet again
      next week. Upcoming meetings will involve discussions about facilitating the voting process for CAST programs and the
      colleges voting to absorb these programs. G&E will be reaching out to the departments and colleges involved to discuss
      how this voting process will work. K. Kessler offered a reminder that these votes will be recommendations not decisions.
      The goal is to complete the voting by the end of March.
   B. Faculty Council – Approved the Bias Incident Reporting Procedure resolution at its January 26th meeting and Stopping
      the Tenure Clock language revisions at its February 16th meeting.
   C. University Council – Met on Feb. 2 and discussed moving Telecommuting to the Professional Personnel Salary &
      Benefits Committee. The next meeting is scheduled for March 2.
   D. Campus Council – No report. The next meeting is scheduled for March 16.
   E. Student Government Association – SGA elections are in process, and the Executive Board will be voted on Monday and
      Tuesday. SGA is currently assisting in a Dance Marathon, scheduled for Saturday, Feb.25. Student Government held an
      emergency cabinet meeting this past Sunday to discuss students’ concerns about their immigration status, the focus of
      which was offering students resources and assuring their safety, as opposed to advocating for the university to take a
      political stance.

6. Report by Vice-Chairperson of Senate – Karen Kessler – GANTT chart (Enclosure #2) - Issues in the Senate System
   • Telecommuting – Potentially moving to University Council
   • Stopping the Tenure Clock – Approved by the Faculty Council & up for review by the Senate Agenda
     Committee

University Senate Agenda  March 30, 2017  2
• Responsible Conduct of Research – The Research Committee intends to connect with the newly hired person in the Office of Research Integrity, specializing in the Responsible Conduct of Research, within the next few weeks to review this issue.
• ROA – The ad hoc committee has met twice to discuss this issue and is making progress.
• Bias Incident Response Reporting Procedure – Will be reviewed in New Business
• Review of Senate System Structure – The ad hoc committee met Tuesday and is progressing on this issue. The committee plans to meet monthly.
• Titles and Promotions for Contract Faculty – The ad hoc committee is meeting weekly and anticipates having a draft for the Senate Agenda Committee to review by next week.

7. Questions Directed to the Interim President
   There were no questions.

8. Question and Answer Period
   There were no questions.

9. Unfinished Business
   There was no unfinished business.

10. New Business
    A. Bias Incident Reporting Procedures (Enclosure #3)
        The Senate reviewed the Bias Incident Reporting Procedures resolution, which requires faculty to choose one of two language options to include in their syllabi.

        A motion was made and seconded to bring the issue to the floor.
        Motion carried

        The Vice-Chair opened the floor for discussion.

        Questions/issues raised:
         • Potential legal ramifications of the resolution
         • The resolution’s relationship to the first amendment
         • The resolution’s relationship to the procedure for reporting bias incidents
         • Inclusion of the statement as a way to promote a valuable resource for students and faculty
         • The resolution’s relationship to questions of academic freedom
         • The variety of interactions covered under Bias Incident Reporting Procedures (student-student, faculty-student, staff-student, etc.)
         • Evaluating the resolution as a student-led initiative as opposed to a top-down mandate
         • Determining the appropriate context for Bias Incident Reporting information
         • Reading the resolution in light of students’ experiences of harassment on campus

        A motion was made and seconded to approve that the language will be included in syllabi, with faculty choosing one of the two language options:

        Yes: 44
        No: 6
        Motion carried

11. Other Items

    Bobby Steele, Interim Director of the Multicultural Center, requested that anyone with further questions about Bias Incident Reporting procedures contact him or his office.
12. Adjournment  
A motion was made and seconded to adjourn at 4:52 p.m.  
Motion carried

Respectfully Submitted,

Rachel Kraus, Secretary

/mw
NOTICE OF CHANGE IN OFFICE/DEPARTMENT NAME

Current name*: Division of Strategic Communications
Proposed name: Marketing and Communications
Effective date: Immediately

This information is to be completed by University Human Resource Services

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>100100</td>
<td>141020</td>
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A job title change for Faculty or Professional Personnel resulting from the office/department name change needs to be processed on a P-3 "Notice of Change in Status/Compensation." A job title change for Staff Personnel can be processed by contacting the Human Resources Representative of the appropriate area.

Chair/Department Head/Administrator

College Dean/Appropriate Administrator

Vice President/Senior Staff

Send completed form to: Marie Williams, AVP for Human Resources/Admin. Svcs.

University Human Resource Services will notify:

Assistant Controller
Budget Office
Bursar
Sponsored Projects Admin.
Facilities Planning & Management
Financial Info Systems & Technology
Information Technology
Inventory Control
Office of the President
Payroll and Employee Benefits
Printing Services
Provost & VP Academic Affairs

Purchasing Services
Registrar’s Office
Telephone Services (ITS)
University Senate
University Marketing & Comms.

*Changes in names of academic departments must be approved by the Board of Trustees.

Academic Posting, 2016-17, Volume XLVIII-3 (New and Revised Programs)
(*Click the hyperlinked title above for the complete, detailed listing.)
College of Communication, Information, and Media
  Department of Communication Studies
    Minor in Management and Organizational Communication
College of Fine Arts
  Department of Art
    Master of Fine Arts, Visual Arts (Animation, Glass, Ceramics, Metals, Sculpture)
  School of Music
    Major in Music Media Production
College of Sciences and Humanities
  Department of Mathematical Sciences
    Major in Actuarial Science
    Master of Arts in Statistics
    Master of Science in Statistics

Academic Posting, 2016-17, Volume XLVIII-4 (New and Revised Programs)
(*Click the hyperlinked title above for the complete, detailed listing.)
Academic Programs
  (NEW) Certificate in Behavioral Studies (Pending ICHE Approval)
Interdepartmental Programs
  Major in Legal Studies
Teachers College
  Department of Special Education
    (NEW) Major in Applied Behavior Analysis with an Emphasis in Autism (Pending ICHE Approval)
College of Sciences and Humanities
  Department of Criminal Justice and Criminology
    Associate in Arts – Criminal Justice and Criminology
    Major in Criminal Justice and Criminology
    Minor in Criminal Justice and Criminology
  Department of Mathematical Sciences
    License in Middle School/Junior High Mathematics
College of Health
  Department of Nutrition and Health Science
    Masters in Nutrition and Dietetics

Academic Posting, 2016-17, Volume XLVIII-5 (New and Revised Programs)
(*Click the hyperlinked title above for a complete, detailed listing.)
Interdepartmental Programs
  Real Estate Development
    Minor in Real Estate Development
College of Health
  School of Kinesiology
    Major in Sport Administration
  Department of Nutrition and Health Science
    Master of Arts in Nutrition and Dietetics
College of Sciences and Humanities
  Department of Biology
    Major in Biology
  Department of History
Master of Arts in History
Department of Mathematical Sciences
        Master of Arts in Mathematics Education
Department of Physics and Astronomy
        Major in Physics
Teachers College
        Interdepartmental
                Dual Major in Early Childhood/Early Childhood Special Education
Department of Elementary Education
                Teaching Major in Early Childhood Education
                Teaching Major in Elementary Education
Miller College of Business
        Department of Accounting
                Master of Science in Accounting: Professional and Accounting Concentration
                Master of Science in Accounting: Research and Analytics Concentration
College of Fine Arts
        Department of Music
                Minor in Music: Jazz/Commercial
| FACULTY COUNCIL | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
| Issues | Committee | Start | End |
| Responsible Conduct of Research | SAC to Research | 9/15/14 |
| Telecommuting (Originated from University Council) | Salary & Benefits Business Affairs Prof. Pers. S&B | 11/19/12 | 3/19/13 | 3/20/17 |

| UNIVERSITY COUNCIL | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
| Issues | Committee | Start | End |
| Responsible Conduct of Research | SAC to Research | 9/15/14 |
| Telecommuting (Originated from University Council) | Salary & Benefits Business Affairs Prof. Pers. S&B | 11/19/12 | 3/19/13 | 3/20/17 |

| CAMPUS COUNCIL | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
| Issues | Committee | Start | End |
| ROA (Reporting Outside Activities) Policy | Ad hoc committee on FPPH, then to FC and UC | Tabled, 4/28/16 Senate |

| SENATE AGENDA | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
| Issues | Committee | Start | End |
| ROA (Reporting Outside Activities) Policy | Ad hoc committee on FPPH, then to FC and UC | Tabled, 4/28/16 Senate |
| Stopping the Tenure Clock | Gender Equity Task Force SAC P&T SAC FC SAC | 10/28/16 | 11/21/16 | 11/28/16 | 2/13/17 | 2/16/17 | 3/20/17 |

| GOVERNANCE & ELECTIONS | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
| Issues | Committee | Start | End |
| The ad hoc committee on Senate Restructuring | From UC To G&E To SAC To G&E (Tabled) ad hoc committee | 3/24/16 | 10/6/16 | 10/24/16 | 11/3/16 | 11/21/16 |
| Titles and Promotions for Contract Faculty (ad hoc committee, chaired by Tonya Skalon) | From SAC To ad hoc committee To G&E | 4/18/16 | 11/21/16 | 3/23/17 |
To: Dr. Kourtland Koch  
University Senate Agenda Committee  

From: Dr. Jennifer Paliloni  
Chair – University Promotion and Tenure Committee  

Date: January 26, 2017  

**RE: CHANGES TO THE UNIVERSITY P&T DOCUMENT**  

In Academic Year 2016-2017, the University Promotion and Tenure Committee was asked to review proposed language regarding Stop the Tenure Clock. This language was submitted to the Senate Agenda Committee by Dr. Charlene Alexander and the Gender Equity Task Force.

The University P&T Committee has reviewed the language as presented. Dr. Charlene Alexander was invited to meet with the University P&T Committee and together revised the proposed language.

The University P&T Committee is submitting the attached language as revised and approved by the committee.

If you have any questions or need additional clarification, please contact me.

Thank you.

Attachment
Revised and Approved Statement:

2.91 When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.

2.92 Ball State University is committed to providing a work environment that enables faculty to be successful. The university also recognizes that faculty may encounter life circumstances that can impair or prevent progress toward professional and scholarly achievement. This is true for faculty working toward tenure within a limited and specific timeframe. A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:

2.921 Birth or adoption of a child;
2.922 The faculty member is seriously ill;
2.923 The faculty member is the principal caregiver for a dependent who is seriously ill or incapacitated;
2.924 The faculty member is the principal caregiver for a family member or partner who is seriously ill;
2.925 The faculty member will be on leave for at least one semester of the academic year.

Within one year of the occurrence of the qualifying event, but before the affected annual Promotion and Tenure review, a request that a year not be counted as a tenure-creditable year shall be made to the department chair. The request shall include documentation of the circumstances involved. The request requires approval of the department chairperson, the appropriate dean, and the Provost and Executive Vice President for Academic Affairs.

Faculty who receive approval are not required to submit Promotion and Tenure materials during the period approved by the Provost and Executive Vice President for Academic Affairs. The faculty member is also not expected to submit an extra year’s worth of research when tenure review resumes.

Revised and Approved Statement with Final Strikethrough Revisions:

2.91 When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.

2.92 Ball State University is committed to providing a work environment that enables faculty to be successful. The university also recognizes that faculty may encounter life circumstances which can impair or prevent progress toward professional and scholarly achievement. This policy provides faculty the opportunity to seek an extension of the tenure clock. A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:

2.921 Birth or adoption of a child;
2.922 The faculty member is seriously ill;
2.923 The faculty member is the principal caregiver for a dependent who is seriously ill or incapacitated;
2.924 The faculty member is the principal caregiver for a family member or partner who is seriously ill;
2.925 The faculty member will be on leave for at least one semester of the academic year.

A request that a year not be counted as tenure-creditable shall be made to the department chairperson prior to the beginning of the academic year. The request requires approval of the Department Promotion and Tenure Committee. The request requires approval of the Department Promotion and Tenure Committee, the department chairperson, the appropriate dean, and the Provost and Executive Vice President for Academic Affairs.

Faculty who receive approval are not required to submit Promotion and Tenure materials during the period approved by the Provost and Executive Vice President for Academic Affairs. The faculty member is also not expected to submit an extra year’s worth of research when tenure review resumes.