

**AGENDA FOR
UNIVERSITY SENATE MEETING**

**September 28, 2006
4:00 p.m.
BB 109**

- I. Roll Call
- II. Approval of the minutes of August 31, 2006
- III. Announcements
 - A. Next Scheduled Meetings

Senate Agenda Committee – October 16, 2006, 8:00 a.m., AT 202F
University Senate – October 26, 2006, 4:00 p.m., BB 109
 - B. Board of Trustees Action

Approved by President, does not require Board of Trustees Approval

 1. Removal of class schedule, sex code, and place of birth from student directory information
 2. Phase-out of the Department of Library Services
 3. Editorial Changes to Constitution
 4. Athletics Report to the Senate
 5. Report of Financial and Budgetary Affairs Committee
 6. Revision of Student
 7. Addition of new criteria for Outstanding Teaching Awards
 - C. Program Information – Academic Posting 2005-06, Volume XXXVII-8
Revised Programs:
 - College of Applied Sciences and Technology
 - Fisher Institute for Wellness and Gerontology
 - Master of Arts in Applied Gerontology
 - College of Communication, Information, and Media
 - Department of Journalism
 - Master of Arts in Journalism
 - D. Task Force to review Student Academic Ethics Policy

- IV. Recognition of Deaths – Lawrence A. Lucas, Lilian Phillips, Juanita J. Smith
- V. Committee Reports
 - A. Governance and Elections Committee – Ione DeOllos, Chairperson
 - B. Faculty Council – Mark Popovich, Chairperson
 - C. University Council – Adam Stegner, Chairperson
 - D. Campus Council – Matthew Walker, Chairperson
 - E. University Core Curriculum Task Force II – Juli Eflin, Chairperson

UCC Task Force-II Report (Enclosure #1)
- VI. Report by Chairperson of the Senate – Bruce W. Hozeski (Enclosure #2 – Issues in the Senate System)
- VII. Questions Directed to the President
- VIII. Question and Answer Period
- IX. Unfinished Business
- X. New Business
 - A. Withdrawal Policy – approved by Faculty Council 9/7/06 (Enclosure #3)
- XI. Other Items
- XI. Adjournment

MINUTES OF THE SECOND MEETING OF THE 2006-07 UNIVERSITY SENATE
Thursday, August 31, 2006

Members Present: 65

Members Absent: 3

1. The meeting was called to order by the chairperson of the University Senate, Bruce Hozeski, at 4:00 p.m. Roll call was taken by initialing the roster located at the entrance to BB 109. New members introduced themselves to the members of the University Senate.

Members Present: B. Adams, N. Ahmed, R. Blount, J. Cecil, G. Crawley, L. Deckers, I. DeOllos, J. Eflin, J. Gora, K. Gorman, F. Groom, D. Haber, D. Hahn, M. Harvey, M. Hawkins, J. Helton, B. Hozeski, R. Huffman, S. Islam, L. Johnson, K. Kabadaki, K. Kalumba, E. Kelly, T. King, N. Kingsbury, M. Lacy, J. Ledbetter, C. Lehnertz, A. Lisec, J. Manuel, J. McClure, J. McKean, S. Meier, B. Messner, B. Mills, H. Mortimer, W. Mucherah, G. Murray, K. Neumann, C. Payne, D. Pearson, M. Popovich, R. Rarick, G. Reid, J. Rybarczyk, R. Shackelford, W. Sharp, R. Spangler, R. Stankewitz, A. Stegner, F. Suppe, B. Umansky, J. Vann, M. Walker, G. Watson, A. Wieseke, E. White, T. White, E. Whittern, B. Wills, P. Wohlt, E. Wolner, T. Zivney, E. Zygmunt-Fillwalk

Substitutes: Gary Dodson for J. Olesen

Members Absent: W. McCune, M. McGrew, P. Spengler

2. Announcements

- A. A motion was made and seconded (Popovich/Stegner) to approve the Standing Rules of the University Senate (Senate Agenda 8/31/06, Enclosure #1)

Motion carried.

It was requested that committees not wait until the end of the year to send in minutes for that year. Minutes should be sent electronically to Melanie Turner, Undersecretary to the University Senate, so that they may be forwarded in a timely manner to the appropriate executive committee officers.

- B. In an effort to conserve paper, we will continue to produce enclosures to the agenda only once. Please take responsibility for bringing all appropriate materials with you to each meeting.

- C. Next Scheduled Meetings

Senate Agenda Committee – September 18, 2006, 8:00 a.m., AT 202F
University Senate – September 28, 2006, 4:00 p.m., BB 109

The Chairperson of the Senate announced that there will be a meeting for all council and committee chairpersons on Tuesday, September 19, at 4:00 p.m. in BB 109 to review procedures and answer any questions.

- D. Schedule of University Senate and Faculty Council Meetings
(Senate Agenda 8/31/06, Enclosure #2)

- E. Board of Trustees Action

Approved by Board of Trustees 5/5/06

1. Doctoral Program Admission Requirements

Approved by Board of Trustees 6/29/06

2. Change in name of the Department of Industry and Technology to Department of Technology

Approved by President does not require Board of Trustees Approval

1. Mercury Resolution
2. University Calendar
3. Policies for School of Extended Education Courses

F. Program Information – Academic Posting 2005-06, Volume XXXVII-8

Revised and New Programs:

- College of Communication, Information, and Media
 - Department of Telecommunications
 - Major in Telecommunications
- College of Sciences and Humanities
 - Department of Computer Science
 - Minor in Computer Security (New)
 - Major in Computer Science
 - Minor in Computer Science
 - Minor in Computer Applications
 - Minor in Web Technology

G. Center for School Innovation (CSI)

The Center for School Innovation (CSI), a collaborative operation among the College of Architecture and Planning, the Center for Energy Education/Research/Service (CERES), the Miller College of Business, and Teachers College, will focus on school development activities, entrepreneurial school leadership, and brokered services requested from schools. A School Design Studio will be established to provide a creative environment for addressing school development needs, ranging from planning facility renovation to designing innovative curricula. A summer institute, with accompanying activities throughout the year, will enable participants to secure a Certificate in Entrepreneurial Education Leadership. Associated with CSI, but not within its operation, will be a master's degree option in entrepreneurial education leadership, capturing essential theories, concepts, knowledge, and skills from the three colleges. In addition, requests for assistance will be brokered through CSI to faculty or other centers and institutes on campus where expertise exists to address particular needs.

H. Ball State University Confidentiality Agreement

The Chairperson of the Senate reported that this new law was effective 7/1/06. Questions were raised by the faculty of the university regarding who signs this document. The form that was distributed was a template used by another University. The corrected version is on Ball State's University Compliance website.

I. Non-Senate committee appointments

1. University Review Board
 - Replace Robbie Bacon with Brian Tomlinson
2. University Patent and Copyright Committee
 - Replace Jody Britten (no longer at the university) with Gail Ring for remaining term
 - Reappoint Keith Kothman for second term
 - Appoint Darlene Lynch for Kay Hodson-Carlton (term has expired)

Additional Announcement:

J. Special Leave Committee deadlines

The Chairperson of the Senate explained that the handbook lists specific dates regarding submission of special leave applications to the department chairs as well as to the dean of the college. The deadline for submitting special leave applications to the department chairperson is the fourth Monday of October, which is October 23. The deadline for submission to the dean of the college is Fall Break. It was proposed that this date be moved to Wednesday, November 1, for submission to the respective dean of the college, and Wednesday, November 8, to the chairperson of the Special Leave Committee. The packet to the chairperson of the Special Leave Committee shall include eleven copies of the comments and recommendations of the College Dean, along with applications and departmental comments.

3. Terry King, Provost and Vice President for Academic Affairs, recognized the deaths of Kenneth L. Joy, Linda D. Keys, Jack D. Riegle, Coranell "Corky" Rossow, and Shelby Dean Smith.
(Attachment #1)

4. Committee Reports

a. Governance and Elections Committee – Ione DeOllos, Chairperson

1. A motion was made and seconded (Kelly/Popovich) to approve the distributed list of senate committee membership (Senate Agenda 8/31/06, Enclosure #3)

Motion carried.

2. Governance and Elections Ad Hoc Committee – editorial changes to Constitution
(Senate Agenda 8/31/06, Enclosure #4)

Ione reviewed the constitutional changes that were approved as editorial by the ad hoc committee. There will be other changes that will need a constitutional amendment and will be submitted for approval by the Senate soon.

Discussion ensued regarding the deletion of the professional personnel from the Special Leave Committee. Bruce Hozeski explained that there used to be professional personnel on campus who had faculty rank. There is now only one.

Discussion ensued regarding the University Grade Appeals committee and the faculty appointment issue. Ione responded that this was an editorial change to clarify the term "designated." There are other issues regarding the policy of the committee which will be submitted for review as an amendment.

Discussion ensued regarding the responsibilities of the committees and if they were working under the new responsibilities that were approved by the Faculty and Professional Personnel in May, 2004. Bruce responded that they are working under the old responsibilities; however, he hopes to have this resolved by the end of the Fall semester.

Discussion ensued regarding the membership change on the Publications and Intellectual Properties Committee. Bruce reported that he will ask the Senate Agenda Committee to request the Publications and Intellectual Properties review their current policies. The rationale for the membership change is

due to the fact that the University is no longer involved in monograph publishing. Since this particular responsibility was dropped from committee responsibilities, the office of University Communications no longer needs to be represented. It was requested that the rationale be corrected on the list of editorial changes to reflect the appropriate subject.

It was requested that the rationale be corrected on the list of editorial changes to reflect the appropriate subject. (Attachment #2)

A motion was made and seconded to approve these changes.

Motion carried.

3. Reorganization of Office of Diversity Policy Institute, Center for Peace and Conflict Studies, Office of Teaching and Learning Advancement

Ione read a letter from then Acting Provost, Deborah Balogh, regarding this issue.

b. Faculty Council – Mark Popovich, Chairperson

Mark reported that the first meeting of the Faculty Council is Thursday, September 7. There is one item of new business on the agenda regarding changes in withdrawal policies.

c. University Council – Adam Stegner Chairperson

Adam reported that the Council will meet on Thursday, September 14.

d. Campus Council – Matthew Walker, Chairperson

Matt reported that the Council will meet on Thursday, September 21.

e. University Core Curriculum Task Force II – Juli Eflin, Chairperson

Juli reported that the committee will meet on Friday, September 8 and have an additional date scheduled to meet, if necessary. The task force will have a report for the Senate for their September 28 meeting as well as guidelines for departments and the Undergraduate Education Committee regarding the types of courses that are needed for each part of the new core. The goal is to have it ready for the Board of Trustees on December 15, 2006. This will allow the departments the entire spring semester to develop core courses.

5. Report by Chairperson of the Senate – Bruce W. Hozeski (Senate Agenda 8/31/06, Enclosure #5)

6. Questions Directed to the President

President Gora reported that there will be an increase of \$200,000 per annum to the library budget for the purchase of books.

She reported that the Indianapolis Center is almost ready to open and looks forward to receiving ideas from all departments. These ideas should be submitted through the Provost's Office.

With regard to enrollment statistics, the academic scores are slightly higher for the incoming freshman class as with previous classes. There is an increase of just under 300 students in the freshman class; the total enrollment

is actually down. The freshman classes of 2004 and 2005 were 300 students smaller than the freshman class of 2003. We are down approximately 400 students on campus at the upper level.

A Senator inquired whether there has been any effort to make the Web of Science/Web of Knowledge database available to Ball State faculty and if a buying consortium was in the process with other universities. The senator believes that this buying consortium would bring the quality of the electronic library at Ball State up to par with both Purdue and Indiana Universities at a much lesser expense. The President suggested that he direct his particular questions to O'Neal Smitherman, Vice President for Information Technology and copy her for follow-up.

A Senator inquired regarding immersion experiences and if there would be adjustments made for compensation. President Gora responded that she realizes this is a more intensive learning experience and is in the process of seeking new funds. Another Senator replied that the issue has come up several times and may be premature. He believes that the key question we all have to ask is what is best for the students and for the core curriculum in the future. He believes there will be some changes as we work through the process.

A Senator suggested that all Senators review the comments on the core curriculum website regarding dual systems.

A Senator inquired as to the leadership of the Admissions Office. The President responded that it is a personnel issue and could not elaborate.

A Senator wanted to pass on a positive comment regarding the new Bethel Street entrance to campus.

The President reported that the light sculpture will be installed in Sursa Hall in late September and the new pipe organ will be dedicated in October. She urged Senators to attend the first football game of the season against Eastern Michigan.

7. Question and Answer Period

A Senator reported that some faculty members are being kicked off Blackboard, BSU @ Work, etc. After several phone calls, it was resolved by the Help Desk. Provost King reported that this is a serious issue and the situation will be reviewed.

8. Unfinished Business

There was no unfinished business.

9. New Business

There was no new business.

10. Other Items

Bruce reported that one of the items of business for the Agenda Committee is the communication to departments and the campus community regarding the actions by the Senate. The Senators are elected by their departments, professional personnel areas, or the SGA. It is their responsibility to take it to their constituents. The Agenda Committee will continue their work on better communication throughout the campus community.

University Senate Minutes
August 31, 2006
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A motion was made and seconded (Umansky/Stegner) to adjourn.

The motion carried, and the meeting was adjourned at 5:15 p.m.

September 28, 2006

Bruce W. Hozeski, Chairperson

Rebecca Adams, Secretary

/mt

ISSUES IN THE SENATE SYSTEM, 2007-07
September 28, 2006

CAMPUS COUNCIL

Handicapped Parking (Temporary Permits) – from Agenda Committee 11/21/05 (Public Safety)
Beneficence Pledge – from Agenda Committee 8/21/06

FACULTY COUNCIL

Evaluation of Teaching (Teaching Evaluation)
Grade Inflation (Teaching Evaluation)
Restructuring Ball State Health Care Plans – from Agenda Committee 10/4/04
(Salary and Benefits)
Definition of Creative Arts for Faculty Award – from Agenda Committee 3/21/05
(Creative Arts)
1-2-1 Agreement (International Programs) – from University Council 9/15/05
Terminology of Contract Positions at BSU – from Agenda Committee 10/17/05
(Contract Faculty)
Athletic Funding – from Agenda Committee 11/21/05 (Financial and Budgetary Affairs)
Load credit for directing an undergraduate honors thesis or master's thesis – from Agenda Committee
8/21/06 (Salary and Benefits)
Major in Peace Studies – from Agenda Committee 8/21/06 (Undergraduate Education)

UNIVERSITY COUNCIL

Retirement Models (Financial and Budgetary Affairs)

GOVERNANCE AND ELECTIONS COMMITTEE

Representation of Student Affairs areas on University Senate

9/21/06

PROPOSED WITHDRAWAL POLICY Faculty Handbook

WITHDRAWAL FROM A COURSE

1 Change of Course Period

Student may drop/add a course through the fifth class-day of classes of a semester (fall, spring, and summer) and third day of classes of a summer session. Courses dropped through this period are not recorded in the student's permanent record.

2. Course Withdrawal Period

From the sixth to the forty-fifth day of classes in a semester, sixth to the thirtieth day of classes of a summer semester, and fourth to the fifteenth day of classes of a summer session. *Saturday is not considered a class day for these purposes.*

2.1 All student-initiated withdrawals will be accepted and recorded as "W" during this period

2.2 Students wishing to withdraw from a course during this period

2.21 Should see the instructor and discuss the withdrawal

2.22 Must take the initiative to obtain the withdrawal form with instructions (paper or on-line), and

2.23 Must submit the completed withdrawal form to the Office of Registration and Academic Progress by the close of business hours on the last day of the withdrawal period.

2.3 Discontinuance of enrollment or abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an "F" grade.

3. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances

If there are verifiable extenuating circumstances which make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy, ~~with the approval of the instructor.~~ The faculty member is responsible for determining the grade to be assigned, W or F.

WITHDRAWAL FROM ALL COURSES

Students who find it necessary to withdraw from all courses during a semester or summer session must report immediately to the ~~Office of the Dean of Students Assistant to the Dean, Division of Student Affairs (AD 238)~~ Office of the Vice President for Student Affairs and Dean of Students to complete an application for withdrawal. All withdrawals from all courses at any time on or after the first day of classes must be requested on the required form and filed in this office.

1. Course Withdrawal Period

From the first to the forty-fifth day of classes in a semester, first to the thirtieth day of *classes* of a summer semester, and first to the fifteenth day of *classes* of a summer session.

- 1.1 The grade of “W” is automatically given for each course in which a student is registered when withdrawal from all courses is accomplished during this period.
- 1.2 Abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an “F” grade.
- 1.3 When a student withdraws from all courses, each faculty member is notified on the Withdrawal Notice form. The faculty member in whose course the student is registered will record the last date of attendance and a grade of “W”.

2. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances.

- 2.1 If there are verifiable extenuating circumstances that make withdrawal from all courses necessary and academically justified after the withdrawal period, the ~~Dean of Students Assistant to the Dean, Division of Student Affairs~~ Office of the Vice President for Student Affairs and Dean of Students (or designate) may grant an exception to the above withdrawal policy, ~~with the approval of the instructors.~~ Each faculty member is responsible for determining the grade to be assigned, W or F.

TO REPLACE “WITHDRAWAL FROM A CLASS,” p. 208, and “WITHDRAWAL FROM ALL CLASSES DURING A SEMESTER OR TERM,” p. 209-210
IN FACULTY AND PROFESSIONAL PERSONNEL HANDBOOK

RATIONALE

Reasons for Changing Withdrawal Policy

1. The interpretation of the second withdrawal policy differs among departments and even among instructors within a department.
2. Many instructors do not have a substantial graded activity (test, paper, etc.) during the first withdrawal period.
3. The policy differs depending on the source of information: BSU Catalog vs. Faculty Handbook vs. Second Withdrawal Form.
4. Many instructors/advisors are not available for consultation with students during the last few days of the second withdrawal period.
5. There has been some confusion at the end of the semester; i.e., instructors giving a W on the withdrawal form and an F on the official grade report at the end of the semester. This can be corrected with a “change of grade” form but in the process can lead to some unintended and undesirable consequences, such as disqualification and cancellation of the student’s schedule.
6. Many other MAC and Indiana schools have more liberal withdrawal policies.

Course Withdrawal Policies

Institution	Withdrawal Period	Grade Issued	Signatures Required *
Ball State University	4.5th week 4.5 - 9th week	W through 4.5th week W or F (affects GPA) after that	Student during 4.5th week Student and Instructor after that
Indiana University	8th week	W	Student, Dean of College, and Chair of Dept.
Indiana State University	10th week	DP or DF, neither affects GPA	Student
Purdue University	9th week	W for freshmen, upperclassmen receive W through 4th week and W, WF, or WN after that (none affect GPA)	Student Advisor for freshmen Advisor for upperclassmen through 4th week and Instructor's 5th - 9th week
University of Indianapolis	Until final exam week	W	Student, Registrar, and perhaps other campus offices
University of Southern Indiana	Until final exam week	W given until 9th week W or F (affects GPA) after that	Student, Advisor, and Instructor
Bowling Green State Univ.	9th week	WP or WF (affects GPA)	Student and Instructor
Central Michigan University	10th week	W	Student and Instructor
Eastern Michigan University	2/3 of semester	W	Student
Kent State University	10th week	W	Student
Miami University of Ohio+	3 rd – 6 th week 6 th week to semester end After semester ends	W WP if grade is C- or better WF @ instructor's discretion if earning below C- WF affects grade point WF which counts as F in GPA	Student and Instructor
Michigan State University	Mid-semester	No grade	Student
Northern Illinois University	8th week	W	Student and Dean
University of Toledo	8th week	W (max. of 22 credits of W)	Student
Western Michigan University	2nd Monday past mid-semester	W	Student

*Signatures required as a means of keeping track of student withdrawals