

**AGENDA FOR
UNIVERSITY SENATE**

**April 23, 2009
4:00 p.m.**

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the Minutes of the University Senate, March 26, 2009
- III. Announcements
 - A. Next Scheduled Meeting

University Senate – April 23, 2009, 4:00 p.m., LB Rm. 125

**Please Note: As is customary, there will be two senate meetings on this date; the first meeting will be the last meeting of the 2008-09 senate.
There will be a brief break and the second meeting will be the first meeting of the 2009-10 senate.
Elections of officers will take place at this meeting.**

B. Name change

Current Name: Student Center Cardinal Crossing Food Court
New Name: Student Center Tally Food Court (SC Tally)

C. Program Information – Academic Posting 2008-09, Volume XL-9

Revised Programs

College of Applied Sciences and Technology

School of Physical Education, Sport, and Exercise Science

Athletic Training Major in Physical Education

Master of Arts or Master of Science in Exercise Science

Master of Arts or Master of Science in Physical Education and Sport

Department of Technology

Master of Arts in Technology Education

Miller College of Business

Department of Information Systems and Operations Management

Associate in Science – Business Information Technology

Major in Information Systems

Major in Operations Management

Teaching Major in Business and Marketing Education

Senior High, Junior High/Middle School Education Program

College of Sciences and Humanities
Department of English
Major in English
Teachers College
Department of Counseling Psychology and Guidance Services
Master of Arts in Counseling
Department of Educational Studies
Minor in Leadership Studies
Minor in Multicultural Education

D. Results of Constitutional Amendment – (Enclosure #1)

IV. Recognition of Deaths –Dr. Beverly Kay (Hurley) Simpson

V. Committee Reports

A. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson

B. Faculty Council – Barry Umansky, Chairperson

C. University Council – Laura Helms, Chairperson

D. Campus Council – Matthew Whitlock, Chairperson

E. Annual Athletics Report - James Ruebel, NCAA/MAC Faculty Representative

VI. Report by Vice Chairperson of Senate – Brien Smith (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. Consideration of change to Faculty and Professional Personnel Handbook

Governance and Elections Committee 1/15/09

Faculty Council 4/2/09

Senate Agenda Committee 4/13/09

FIELD TRIPS

1. No field trips, travel, or other events involving students that impact attendance in other classes shall be scheduled during the first week or during the last week of class and final examinations week two weeks of a semester. Exceptions will be granted only after consultation with and approval of the Provost and Vice President for Academic Affairs and the Vice President for ~~Marketing, Communications and Enrollment Management~~ Student Affairs.

2.

Faculty and Professional Personnel Handbook, Page 211

B. Revisions to Graduate Faculty Policy (Enclosure #3)

C. Revision to Student Code of Conduct

Student Rights, Ethics, and Standards Committee 2/13/09
Senate Agenda Committee 4/13/09
Campus Council 3/19/09

5.3.6 Smoking – Smoking in ~~University buildings, classrooms, offices, and other enclosed work areas or in student housing~~ areas on campus other than those designated for smoking. *See also Smoking Policy, Appendix L.*

Faculty and Professional Personnel Handbook, P. 239

D. Editorial Revision of Grade Appeals Policy (Student Code, 6.5)

Senate Agenda Committee 4/13/09
Campus Council 4/16/09

Replace “business days” with “school days” in policy, to be consistent with the Academic Ethics Policy.

Faculty and Professional Personnel Handbook, P. 249

E. Revision to Student Organizations and Activities Disciplinary Procedures (Student Code, 6.3)
(Enclosure #4)

F. Addition to Student Code, Academic Ethics Policy

Student Rights, Ethics and Standards Committee 2/13/09
Senate Agenda Committee 4/13/09
Campus Council 4/16/09

7.4.4 Course Withdrawal

Withdrawal from a course when faced with an accusation of academic dishonesty in that course does not preclude imposition of a penalty for the violation, including failure in the course. If penalty shall be determined to be course failure, the instructor may submit a Change of Grade form to the Registrar to replace the “W” with an “F”.

Faculty and Professional Personnel Handbook, P. 254

XI. Other Items

XII. Adjournment

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**UNIVERSITY SENATE AMENDMENT – VOTING RESULTS – MARCH 31, 2009
 PROPOSED REVISION TO THE CONSTITUTION**

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>TOTAL</u>
<u>Academic Affairs</u>	9	4	0	13
<u>Business Affairs</u>				0
<u>Information Technology</u>	62	4	8	74
<u>Student Affairs</u>	51	0	2	53
<u>University Advancement</u>				0
<u>Enrollment, Marketing, and</u>				
<u>Communications</u>	30	1	0	31
<u>SUB TOTALS</u>	152	9	10	171
<u>Family/Consumer Sciences</u>	28	0	0	28
<u>Technology</u>	13	1	0	14
<u>Military Science</u>	9	0	0	9
<u>Nursing</u>	26	0	0	26
<u>SPESES</u>	36	0	0	36
<u>Wellness/Gerontology</u>	4	0	0	4
<u>SUB TOTALS</u>	116	1	0	117
<u>Architecture</u>				0
<u>Landscape Architecture</u>	9	0	0	9
<u>Urban Planning</u>				0
<u>SUB TOTALS</u>	9	0	0	9
<u>Accounting</u>	13	0	1	13
<u>Economics</u>	4	0	12	16
<u>Finance and Insurance</u>	10	1	0	11
<u>Info.Syst/Oper.Mgmt.</u>				0
<u>Marketing/Management</u>	18	0	0	18
<u>SUB TOTALS</u>	41	1	1	59
<u>Information/Comm.Sciences</u>	6	0	1	7
<u>Communication Studies</u>	14	0	0	14
<u>Journalism</u>	24	0	0	24
<u>Telecommunications</u>				0
<u>SUB TOTALS</u>	44	0	1	45
<u>Art</u>	28	0	0	28
<u>Music</u>	36	0	2	38
<u>Theatre/Dance</u>	14	0	3	17
<u>SUB TOTALS</u>	78	0	5	83
<u>Anthropology</u>	0	13	0	13
<u>Biology</u>	0	22	0	22
<u>Chemistry</u>	0	16	0	16
<u>Computer Science</u>	0	13	0	13
<u>Criminal Justice/Criminology</u>	0	15	0	15
<u>English</u>	0	26	0	26
<u>Geography</u>	0	12	0	12
<u>Geological Sciences</u>	4	2	0	6

History	0	15	0	15
Mathematical Sciences	0	27	2	29
Modern Languages/Classics	0	24	0	24
Natural Resources	0	5	0	5
Philosophy/Religious Studies	0	10	0	10
Physics and Astronomy	5	8	2	15
Physiology/Health Science	2	16	1	19
Political Science	0	12	0	12
Psychological Science	6	8	4	18
Social Work	0	8	0	8
Sociology	0	11	0	11
Speech Pathology/Audiology	0	17	0	17
SUB TOTALS	17	280	9	306

Counseling Psychology	8	0	0	8
Educational Leadership	10	0	0	10
Educational Psychology				0
Educational Studies	17	0	1	18
Elementary Education	31	0	0	31
Special Education	9	0	2	11
Burriss Laboratory School	36	0	0	36
SUB TOTALS	111	0	3	114

TOTALS	572	291	41	904
	YES	NO	ABSTAIN	TOTAL

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4/1/09

GRADUATE FACULTY POLICY⁷⁰

As a member of the Council of Graduate Schools, Ball State University subscribes to the view that every University should have a recognizable graduate faculty that includes individuals who have a commitment to graduate education, whose scholarly activities are appropriate to the direction of advanced degree programs, and who collectively assume responsibility for equivalence of value across degree programs. Ball State also recognizes that definitions of scholarship vary among the academic disciplines, and we acknowledge that the use of a single criterion to define members of the graduate faculty discounts the diversity that characterizes scholarly and artistic competence, intellectual leadership, and experience with graduate education.

The purpose of the following policy is to outline the two classifications of graduate faculty, the responsibilities and prerogatives, the terms of membership, the articulation of departmental criteria, and the routing of appeals. Upon Application all new tenure-track line faculty are considered a regular graduate faculty member for a six year term. Eligible for Regular Membership or for one three year term of Associate Membership. New tenure-track faculty are encouraged to apply for Regular Membership as soon as possible. Other tenure track or tenured faculty are eligible for Regular or Associate Membership only. Part-time faculty are eligible for Associate Membership only. All faculty members teaching graduate courses must apply for membership to the graduate faculty by the end of the term in which they appear as an instructor of record.

1. Regular Member

1.1 Criteria

- 1.11 In judging the qualifications of an applicant for the Graduate Faculty, the primary consideration is whether the faculty member is an active and productive scholar and an effective teacher at the graduate level.
- 1.12 In general, graduate faculty are expected to demonstrate:
 - 1.121 Scholarly competence, which is usually reflected by possession of the highest earned degree in the candidate's field or an exceptionally meritorious record as a scholar in lieu of the highest earned degree; and
 - 1.122 Intellectual leadership, which typically connotes active participation in contributing to the discipline at various levels, e.g., state, regional, national, and international. Successful applicants are recognized by scholars in the field for their intellectual attainments and creative contributions, and they may be sought out for their expertise to serve in positions of scholarly leadership such as membership on editorial boards and professional reviewing for scholarly journals and presses; and
 - 1.123 Potential to direct the research of graduate students, to teach graduate courses effectively, to plan and direct graduate programs, and to direct research/creative projects and theses.

1.2 Responsibilities and Prerogatives

- 1.21 Graduate faculty are eligible to:
 - 1.211 Teach all levels of graduate course work within their academic, artistic, or clinical competence;
 - 1.212 Serve on doctoral committees;
 - 1.213 Direct Ed.S. and master's theses or creative projects and to chair Ed.S. and master's committees;
 - 1.214 Serve on Ed.S. and master's thesis or creative project committees;
 - 1.215 Develop graduate programs and courses;
 - 1.216 Serve as members of the Graduate Education Committee;
 - 1.217 Vote on graduate faculty issues.
- 1.22 Directors of dissertation, theses, research papers, and creative projects who retire or who move to other institutions may be retained as director when such arrangements are advantageous to the student and convenient to the former faculty member and Ball State University.

1.3 The Doctoral Committee Chair Endorsement

- 1.31 Applicants who qualify for regular graduate faculty membership may apply for an endorsement to chair doctoral committees and direct doctoral dissertations.
- 1.32 In addition to meeting the criteria listed above, applicants must have the earned doctorate and demonstrate a high level of competence in directing research/writing.

2. Associate Member

2.1 Criteria

- 2.11 Prospective associate members of the graduate faculty are expected:

- 2.111 To have completed an advanced degree in an area relevant to the field of study, or in lieu of the advanced degree, to have developed a high level of competence in an area of special need not covered by a regular member of the graduate faculty;
- 2.112 To provide reasonable assurance that their service will be available throughout the period of the special need.
- 2.12 Members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.
- 2.2 Prerogatives and Responsibilities
 - 2.21 Members may teach all levels of graduate course work within their academic, artistic, or clinical competence;
 - ~~2.22 Directors of dissertations, theses, research papers, and creative projects who retire or move to other institutions may be retained as directors when such arrangements are advantageous to the student and convenient to the former faculty member at Ball State University.~~
 - ~~2.23 Members drawn from outside the University may serve as committee members but not as chairpersons.~~
 - ~~2.24 Members inside the University may chair master's theses or research project committees.~~
 - 2.22 Members may serve as committee members, but not as chairpersons, of theses, research papers, and creative projects.

3. Terms of Membership

- 3.1 Regular members of the graduate faculty are appointed for a period of six years.
- 3.2 Associate members are appointed for three years.
- 3.3 Reappointments are subject to the same criteria and conditions as the original appointment;
 - 3.31 Faculty who fail to qualify for reappointment to the graduate faculty may complete their ongoing obligations; however, except under special circumstances, they may not take on new obligations that are specifically reserved for the graduate faculty;
 - 3.32 Faculty who fail to qualify for the endorsement may complete their obligations as doctoral committee chairs or dissertations directors; however, except under special circumstances, they may not take on new obligations as doctoral committee chairs or dissertation directors.

4. Departmental Guidelines and Procedures

- 4.1 An appropriate departmental committee, e.g., the Graduate Faculty Committee or the Salary-Merit Committee, takes the primary role in defining the criteria for appointment and reappointment of its graduate faculty, in accordance with the general principles listed in this policy. New or revised criteria will be forwarded to the departmental faculty for approval.
- 4.2 These criteria for graduate faculty membership and the doctoral committee chair endorsement will be submitted every six years via the College Dean to the ~~Graduate Dean~~ Graduate Education Committee for review and approval.
- 4.3 Approval of an applicant's graduate faculty status is determined by the Dean of the Graduate School, upon the joint recommendation of the applicant's department and College Dean. Exceptions to these policies are made on a case-by-case basis; occasionally, individuals may be authorized to perform specific graduate faculty duties with the approval of the Dean of the College and the Dean of the Graduate School.
- 4.4 The application will consist of the candidate's curriculum vitae together with a cover letter prepared by the department that includes the classification sought and an overview of significant professional activity.

5. Appeals

Appeals from an adverse departmental decision should be made to the Dean of the College; appeals from an adverse college decision should be made to the Dean of the Graduate School; appeals from an adverse decision of the Dean of the Graduate School should be made to the Faculty Affairs Committee of the Graduate Education Committee, though in all cases the final decision will be made by the Dean of the Graduate School.

6.3 STUDENT ORGANIZATIONS AND ACTIVITIES DISCIPLINARY PROCEDURES

A recognized student organization and/or its members collectively or individually (when acting as part of the organization) may be held responsible for violations of the Code of Conduct and, when appropriate, be subjected to disciplinary action. When a student organization is accused of committing a violation of University policy, (including but not limited to any violation of published University policies and procedures) or local, state or federal laws, a complaint may be filed with Office of Student ~~Organizations and Activities~~ Life. Upon receipt of such a complaint, the ~~Director of Student Organizations and Activities~~ Assistant Vice President for Student Affairs/Director of Student Life (or his/her designee) shall conduct an investigation and determine if a hearing will be held regarding the complaint.

- a. When the accused organization is a fraternity or sorority, the ~~Director of Student Organizations and activities~~ Assistant Vice President for Student Affairs/Director of Student Life may choose to refer the case to the appropriate Greek governing Board (IFC, PHC or NPHC) for ~~investigation and~~ adjudication.
- b. If it is determined that the alleged violations are by individuals but not collectively by the organization, the case will be referred to the Office of Student Rights and Community Standards for adjudication.
- e. ~~It may be determined upon review that the adjudication for the organization can be handled administratively by the Director of Student Organizations and Activities. In such cases, the Director will conduct a hearing, render a decision and, if necessary, impose sanctions.~~
- c. If an organization is accused of a severe policy or risk management violation (including but not limited to hazing, fighting, or other physical violence, or egregious violation involving alcohol or illegal drugs) the adjudication for the organization can be handled through an administrative hearing by the Assistant Vice President for Student Affairs/Director of Student Life or appropriate Student Life staff member.
- d. ~~If, in the investigation of an alleged violation, it is determined that the offense may warrant consideration of withdrawal of recognition as a possible sanction, the case will be referred to the Hearing Board for adjudication.~~
- d. If the allegation involves club sports, the administrative hearing will be done in consultation with the Director of Recreation Services or his/her designee.
- e. All other cases may be referred to the Student Organization Hearing Board for adjudication.