AGENDA FOR UNIVERSITY SENATE

December 3, 2009 4:00 p.m.

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the minutes of September 3, 2009
- III. Announcements
 - A. Next Scheduled Meetings

University Senate – Thursday, December 3, 2009, LB (Letterman Building), Rm. 125 Senate Agenda Committee – Monday, January 11, 2010 (AT 202F)

REMINDER: The University Senate will convene in TC 102, beginning with the January 21, 2010 meeting and for the remainder of the spring semester.

B. Notice of Change in Office/Department Name (Approved by Provost 9/3/09)

Current Name: Women's Studies

Proposed Name: Women's and Gender Studies

- C. Clarification of the term "Adjunct Professor" (Enclosure #1)
- D. Program Information Academic Posting 2009-10, Volume XLI-2 &3 (Enclosure #2)
- IV. <u>Recognition of Deaths</u> Elizabeth Shelton Caylor, Earl Conn, George D. Marconnit, Gene McCreery, B. Jeanette Miller, H. Kenneth Nixon, Jr., Marvin Charles Reichle, Joseph Tamney, George Yeamans
- V. <u>Committee Reports</u>
 - A. Governance and Elections Committee John Ledbetter, Chairperson
 - B. Faculty Council Barry Umansky, Chairperson
 - C. University Council Laura Helms, Chairperson
 - D. Campus Council Matthew Whitlock, Chairperson
- VI. Report by Chairperson of Senate Brien Smith (Enclosure #3 Issues in the Senate System)

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> A. Recommendation from SafeAssign Task Force Safe Assign Task Force 11/6/09

> > SafeAssign is a text-matching tool available on Blackboard that checks student assignments against an institutional database (a collection of papers submitted on campus) and against a global database (a collection of papers submitted on other campuses or that exist electronically on the web). However, in doing so it does not discriminate between properly and improperly cited materials. Therefore, this tool has its greatest value as a learning moment between student and faculty on how to properly cite and paraphrase material borrowed from previously written text. To this end, it is important for the faculty who choose to use SafeAssign to be properly trained in how to use and interpret submitted outcomes. The outcome reports from submitted work must not be used directly by faculty for grading purposes, since the report only indicates the percentage of text-matched material which may in fact be properly cited. The best use of SafeAssign would allow students to submit work prior to turning it in and to then meet with faculty to go over the report. For faculty who wish to use properly interpreted SafeAssign outcomes as part of the grading process, SafeAssign training from the University is mandatory.

B. Report from Teaching Evaluation Committee on Grade Inflation

The Teaching Evaluation Committee reviewed Dr. McClure's motion, e-mail, and the other document he provided. Although grade inflation may play a role in student ratings of instructors, the motion presented by Dr. McClure recommends implementing a 2.5 GPA standard for non-PE core undergraduate courses. The committee does not feel that the issue of assigning student course grades is within its current charge as delineated in the Faculty and Professional Staff Handbook. We suggest that perhaps the University Core Curriculum Committee might be a better group to examine this issue.

- VII. Questions Directed to the President
- VIII. Question and Answer Period
- IX. Unfinished Business
- X. New Business
 - A. Proposed amendments to the Constitution First Reading (Enclosure #4)

This is the first reading of the amendments. No discussion takes place at this meeting. Discussion and vote will take place at the January 21, 2010, meeting of the University Senate.

- XI. Other Items
- XII. Adjournment

/mt

MINUTES OF THE SECOND MEETING OF THE 2009-10 UNIVERSITY SENATE Thursday, September 3, 2009

Members Present: 55 Members Absent: 7

1. The meeting was called to order by the Chairperson of the University Senate, Brien Smith, at 4:00 p.m. Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: B. Adams, N. Ahmed, N. Akey, C. Ball, R. Bellaver, R. Bremigan, K. Brophy, B. Cahill,

- P. Chandler, G. Crawley, L. Deckers, O. Dotson, A. Edmonds, R. Fluegeman, J. Fry, J. Gora, J. Green,
- D. Grosnick, M. Guntsche, M. Harber, L. Helms, R. Hicks, J. Huff, C. Kapinus, T. King, D. LeBlanc,
- J. Ledbetter, M. Maggiotto, L. Markle, C. Marlow, W. McCune, B. McRae, M. Mills, P. Parkison,
- J. Rybarczyk, L. Shaffer, D. Shawger, G. Slater, B. Smith, G. Stamp, M. Steib, F. Sun, D. Supa, B. Umansky,
- D. Waechter, K. Warren-Gordon, M. Whitlock, A. Wieseke, B. Wills, J. Yang

<u>Substitutes</u>: Jeff Clark for D. Marini, Jon Clausen for T. Richardson, Mike Harvey for C. Walker, Amy Petts for S. Woosley, Omar Benkato for T. Zivney

Members Absent: D. Haber, M. Johnson, R. Kanu, E. Kelly, C. Munchel, R. Rarick, W. Sharp

- 2. A motion was made and seconded (Supa/Adams) to approve the minutes of April 23, 2009. The following revisions will be made to the minutes: 1) Christopher Marlow and Murray Steib will be added to the "members present" section of the minutes; 2) the election of the senate secretary was not by acclamation. An election was held by paper ballot.
- 3. Discussion ensued regarding the Standing Rules (University Senate Agenda 9/3/09, Enclosure #1) The Senate Parliamentarian, David Pearson, discussed the operating principles of the Senate.

A motion was made and seconded (Umansky/Supa) to strike all words after "formally adopted" on item 13 in the Standing Rules. Standing Rule #13 will now read:

13. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body.

The motion carried.

A motion was made and seconded (LeBlanc/Adams) to approve the Standing Rules as revised.

The motion carried.

- 4. The chairperson reviewed the other announcements regarding program changes, honorary degree, Board of Trustees Action, and recognition of deaths.
- 5. Committee Reports
 - A. Governance and Elections Committee John Ledbetter, Chairperson

John reported that the committee met this morning and elected Larry Markle secretary.

B. Faculty Council – Barry Umansky, Chairperson

Barry reported that the Faculty Council will meet next Thursday, September 10. They have an agenda item pertaining to the revision of the University Promotion and Tenure document.

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C. <u>University Council</u> – Laura Helms, Chairperson

Laura reported that the University Council will meet on Thursday, September 17. An issue from the Senate Agenda Committee has been sent to the Extended Education Committee, which is under their purview.

D. Campus Council - Matthew Whitlock, Chairperson

Matt reported that the Campus Council chairperson who was elected at the last meeting of the spring semester, 2009, did not return to Ball State this fall. Since he was elected vice chairperson, he has taken the position of chairperson again for the academic year. The next meeting of the Campus Council to be held on September 24, will have an item on their agenda to elect a vice chairperson for this year.

6. Report by Chairperson of Senate – Brien Smith (University Senate Agenda 9/3/09, Enclosure #4)

The GANTT chart was reviewed by the membership of the Senate.

There will be a meeting of the committee chairpersons with the executive committee of the University Senate later in September. This will provide an opportunity for the committees to meet and elect officers.

David Pearson, a member of the Safe Assign Task Force, reported that progress has been made on Safe Assign and it is now fifty percent complete in application.

7. Questions Directed to the President

The President reported the following:

- On campus enrollment is up to 17,627, up from 16,901 last year
- Freshman enrollment is up: 3871 vs. 3798 last year
- Transfers are up: 773 vs. 726 last fall
- New graduate enrollment is up: 634 vs. 508 last year
- New international students are up: 243 vs. 147 last fall
- Diversity is up: among all undergraduates, 10.3% vs. 9.4% last fall; among freshmen, 11.7% vs. 10.0% last vear
- Honors College freshmen up: 343 vs. 289 last fall
- Academic Honors diploma: 61.1% vs. 55.6% last fall
- Retention of the freshmen class has improved from 77% two years ago to 78.3% last year to 78.4%
- Housing is at 99% Occupancy

A ribbon-cutting ceremony was held this past Tuesday (9/1/09), for DeHority Hall.

There will be an Information Technology event (Tech4U) on September 17 including the Schwartz Special Collections and Digital Complex in Bracken Library.

Mid-October will include a celebration of the opening of the Ball Honors House with family members of Ed and Virginia Ball.

There were no questions directed to the President.

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8. Question and Answer Period

There were no questions.

9. Unfinished Business

There was no unfinished business.

- 10. New Business
 - A. Membership of Councils/Committees in University Governance system (Senate Agenda, 9/3/09, Enclosure #5)
 - 1. A motion was made and seconded (Umansky/Supa) to accept the membership of the Faculty Council and appointments made by the executive committee.

The motion carried.

2. A motion was made and seconded (Helms/Supa) to accept the membership of the University council and appointments made by the executive committee.

The motion carried.

11. Other Items

A. H1N1 Virus Update

The University's Crisis Management Team was represented today by Dr. Alan Hargrave, Team Chair and Associate Vice President for Student Affairs/Director of Housing and Residence Life, and Dr. Kay Bales, President's Cabinet Liaison and Vice President for Student Affairs, as well as Dr. Kent Bullis, Medical Director of the Health Center. The Senate Agenda Committee invited them to today's meeting to provide an update on the H1N1 Virus.

A question and answer period followed their update.

The meeting adjourned at 5:00 p.m.	
October 1, 2009	
Brien Smith, Chairperson	Carolyn Kapinus, Secretary

/mt

Clarification of the term "Adjunct Professor"

Original version

1.34 Adjunct Professor

The title Adjunct Professor is used for persons who by their professional cooperation significantly assist the University in its academic programs, regardless of the fraction of load assigned and, in most cases, without remuneration. The person recommended to be an Adjunct Professor must be approved by the academic department and recommended through the usual channels. Adjunct faculty are not eligible for tenure or for membership in the University Senate.

Suggested Revision:

1.34 Adjunct

The title of Adjunct is used for persons who by their professional cooperation significantly assist the University in its academic areas, regardless of the fraction of load assigned and, in most cases, without remuneration. The person recommended to be an Adjunct must be approved by the academic department and recommended through the usual channels. Adjunct faculty are, but is not eligible for tenure or for membership in the University Senate. Adjunct titles should be determined by the appropriate area according to position and credentials and approved by the appropriate dean.

Faculty and Professional Personnel Handbook, Page 44

Rationale:

This definition has led some to believe that the only adjunct title available is "Adjunct Professor." However, the HR list (approved by the Board of Trustees) includes at least 6 different adjunct titles for this year alone. (instructor, visiting scholar, lab technician, etc.)

(An unusual appointment letter can be filed if there are issues)

Program Information - Academic Posting 2009-10, Volume XLI-2

Revised Programs

College of Applied Sciences and Technology

Department of Technology

Minor in Construction Management

Minor in Design Technology

College of Communication, information, and Media

Center for Information and Communication Sciences

Information and Communication Technologies for Non-Engineers Certificate

College of Fine Arts

School of Music

Major in Music Composition, B.M.

Major in Music Performance: Symphonic Instruments, B.M.

College of Sciences and Humanities

Interdepartmental Programs - Science

Master of Arts in Science Education

Department of Anthropology

Master of Arts in Anthropology

Department of Computer Science

Major in Computer Science

Minor in Computer Science

Minor in Computer Security

Department of Criminal Justice and Criminology

Minor in Criminal Justice and Criminology

Department of English

Minor in Creative Writing

Department of Natural Resources and Environmental Management

Major in Natural Resources and Environmental Management

Department of Physics and Astronomy

Program Title Change:

Minor in Astronomy to Minor in Astrophysics

Department of Physiology and Health Science

Major in Health Science

Minor in Public Health

Minor in Environmental Health

Department of Social Work

Major in Social Work, BSW

Program Information - Academic Posting 2009-10, Volume XLI-3

Revised Programs

College of Applied Sciences and Technology

Department of Family and Consumer Sciences

Major in Family and Consumer Sciences

School of Physical Education, Sport, and Exercise Science

Exercise Science Major in Physical Education

Minor in Aquatics

College of Fine Arts

Department of Art

Major in Art, B.F.A.

College of Sciences and Humanities

Interdepartmental programs

Doctor of Education (EdD) in Science Education

Department of Mathematical Sciences

Middle School/Junior High Mathematics License, 24-31 hours

Department of Physiology and Health Science

Minor in Community Health Education

Teachers College

Department of Educational Psychology

Master of Arts in Educational Psychology

Department of Educational Studies

Computer Education Teaching License (Undergraduate, Non-Stand-Alone License),

15 hours

Proposed Amendments to the Constitution – First Reading

1. Membership of Public Safety Committee

Public Safety Committee 2/18/09 Campus Council 3/19/09 Governance and Elections Committee 9/3/09 Senate Agenda Committee 11/23/09

1. Remove the Associate Dean for Student Affairs and Director of Housing/Residence Life from the ex officio membership of the committee.

<u>Rationale</u>: The Director of Public Safety (already an ex officio member of the committee) reports directly to the Associate Dean for Student Affairs and Director of Housing/Residence Life.

2. Add the Victim Advocate, ex officio, or a designee (Non-voting)

<u>Rationale</u>: A victim advocate is now on campus and the committee believes a member in this capacity is necessary as they could speak to victims' issues on the Committee.

3. Add the Associate Vice President for Facilities, Planning and Management, ex officio, or a designee (Non-voting)

<u>Rationale</u>: A considerable portion of the responsibilities for the Committee deals with the University's grounds. This member could better understand the context of the Committee's requests.

Page 12, Faculty and Professional Personnel Handbook

CURRENT MEMBERSHIP:

Voting

- Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two
 year terms
- Two faculty appointed by the Faculty council, for staggered two year terms
- Two members appointed by the University Council, for staggered two year terms
- Two students appointed by the Student Government Association, for one year terms

Non-Voting

- The Associate Dean for Student Affairs and Director of Housing/Residence Life, ex officio, or a designee
- The Director of Public Safety, ex officio, or a designee
- President of Staff Council, ex officio, or a designee

PROPOSED MEMBERSHIP:

Voting

- Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two
 year terms
- Two faculty appointed by the Faculty council, for staggered two year terms
- Two members appointed by the University Council, for staggered two year terms
- Two students appointed by the Student Government Association, for one year terms

Non-Voting

- The Victim Advocate, ex officio, or a designee;
- The Associate Vice President for Facilities Management and Planning, ex officio, or a designee;
- The Director of Public Safety, ex officio, or a designee;
- President of Staff Council, ex officio, or a designee.

2. <u>Membership and Policy Statements of University and Department Promotion</u> and Tenure Documents

University Promotion and Tenure Committee 11/18/08 Senate Agenda Committee 8/24/09 Faculty Council 9/10/09 Senate Agenda Committee 10/19/09

The University Council and Committee Structure / I General Structure / Faculty Council /4. Standing Committees:

- 14. University Promotion and Tenure Committee
 - 14.1 Membership The membership of the University Promotion and Tenure Committee shall consist of the following:
 - 14.11 <u>Voting</u>
 - 14.111 Seven tenured faculty, one representing each college, elected by the tenured and tenure-track faculty, for staggered three year terms.
 - 14.112 Should a college representative be unable to complete the term of election, the college will vote to elect a new representative, or the college alternate to the committee will serve the remainder of the term.

(Page 25 – Faculty and Professional Personnel Handbook)

University Promotion and Tenure Document / III. Policy Statements:

- 1. Policy Statements for Promotion
 - 1.10 No person may serve as a member of a Department Promotion and Tenure Committee who is a candidate for promotion.
 - 1.101 An individual so elected who later becomes a candidate for promotion must resign from the committee.
 - 1.102 The one exception to these provisions involves the chairperson of the department when he or she is a candidate for promotion. <u>In that circumstance</u>, he or she shall not participate in his or her ex-officio capacity during the deliberations of promotion to the same rank.
 - 1.103 No candidate shall be evaluated by a Promotion and Tenure Committee of fewer than three (3) eligible voting members. Department committees on which tenure line faculty serve must be a minimum of four (4) persons in order to maintain the minimum voting membership requirement when a tenure line committee member is excused during the review of his/her progress towards tenure proceedings.

 Departments which under these or any other conditions cannot form a Promotion and Tenure Committee of at least three voting members shall develop specific provisions subject to the approval of the College and the University Promotion and Tenure Committees.
 - 1.11 At any step in the promotion process (Department Promotion and Tenure committee; department chairperson; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending a faculty member favorable for promotion shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement. All candidates for promotion will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of strengths and weaknesses in the areas of teaching, scholarship, and service.

(Pages 60 and 61 – Faculty and Professional Personnel Handbook)

University Promotion and Tenure Document / IV. Promotion and Tenure Committee Structure:

- 1. Department Promotion and Tenure Committees
 - 1.1 Membership
 - 1.11 The Department Promotion and Tenure Committee shall be elected annually, preferably by written ballot. The electorate shall consist of tenure-track and tenured faculty members of the affected unit.
 - 1.12 In the event of the resignation of an elected committee member, the Department shall have procedures in place for the replacement of the resigning member.
 - 1.13 The department chairperson shall be an ex officio non-voting member.
 - 1.14 The names of the committee members shall be forwarded to the academic dean by the second week in October of each academic year.
- 2. College Promotion and Tenure Committees
 - 2.1 Membership
 - 2.11 Each department in a college shall be represented on the College Committee.
 - 2.12 In the event that the department representative to the College Committee should resign, the College and the Department shall have procedures in place for replacement of the resigning member.
 - 2.13 The academic dean shall be an ex officio non-voting member.
 - 2.14 The elected college representative to the University Promotion and Tenure Committee from each college shall meet with the College Committee as a non-voting liaison person.
- 4. University Promotion and Tenure Committee
 - 4.1 Membership
 - 4.11 The University Promotion and Tenure Committee shall consist of the following:
 - 4.111 Seven tenured faculty, one representing each college, elected by the tenured and tenure-track faculty, for staggered three year terms.
 - 4.112 Should a college representative be unable to complete the term of election, the college will vote to elect a new representative or the college alternate to the committee will serve the remainder of the term.
 - 4.113 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

(Pages 65 and 66 – Faculty and Professional Personnel Handbook)

3. Non-voting membership of Teaching Evaluation Committee

Governance and Elections Committee 10/1/09 Senate Agenda Committee 10/19/09

Replace Director of University Computing Services with Director of Unified Technology Support, ex officio, or a designee.

Rationale:

There has been a reorganization within Information Technology. The area within University Computing Services concerned with the processing of faculty evaluations has become part of Unified Technology Support.

4. Committee Representation

Governance and Elections Committee and appointed Task Force 11/5/09 Senate Agenda Committee 11/23/09

Senate Constitution

Part IV: University Councils and Committees

- 16. University Senate Councils or committee members who establish a pattern of absence from official meetings, thus depriving their unit or constituency of representation, may be replaced upon the recommendation of the chairperson or the written request of at least one-third of the membership of the committee or council affected. Such recommendation or request shall be made to the Chairperson of the Governance and Elections Committee. After review by the Governance and Elections Committee, and being satisfied that appropriate notification to those involved has been made, the Governance and Elections Committee shall declare the position vacant and will initiate appropriate replacement procedures.
- 17. In the event that no person can be found willing or able to serve as representative of a college on a standing committee according to constitutional provision, then the Governance and Elections Committee may, following consultation with the dean of the college in question, designate a replacement member from another college, to serve for that academic year only. The designee would be a committee member at large and not responsible for representing the interests of the college whose seat he or she has been given.

Rationale: At present, the membership provisions of fifteen standing committees specify one representative from each college. It has been our experience that faculty members from small colleges may be loath to serve on multiple university level committees, whereas in populous colleges, there are more faculty members requesting university level service opportunities than can be satisfied. The language of the proposal ("no person can be found", "consultation with the dean") ensures that this measure could be invoked only after every reasonable effort has been made to fill representative committee seats according to standard practice. This proposal does not replace existing principles or practice, but rather provides an avenue for some limited flexibility in meeting the needs of university committees. In some circumstances, it could allow colleges to exercise intentional prioritization as how to meet their university governance obligations.

47. 18. The word "colleges" in this document refers to the following colleges: College of Applied Sciences and Technology; College of Architecture and Planning; Miller College of Business; College of Communication, Information, and Media; College of Fine Arts; College of Sciences and Humanities; and Teachers College.