

**AGENDA FOR
UNIVERSITY SENATE**

**January 21, 2010
4:00 p.m.**

**TC (Teachers College), Room 102
(PLEASE NOTE ROOM CHANGE)**

- I. Roll Call
- II. Approval of the minutes of December 3, 2009
- III. Announcements
 - A. Next Scheduled Meetings
Senate Agenda Committee – Monday, February 8, 2010 (AT 202F)
University Senate – Thursday, February 18, 2010, TC (Teachers College), Rm. 102
 - B. Nomination for Honorary Doctor of Humane Letters (Enclosure #1)
 - C. University Budget – Randy Howard, Vice President for Business Affairs and Treasurer
- IV. Recognition of Deaths – Mary Jo Arndt, David Gadziola, Jane Ellen Smith Hughes, Ralph Kirkpatrick, James Watson, George Welker
- V. Committee Reports
 - 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 #2 - Issues in the Senate System)
- VII. Questions Directed to the President
- VIII. Question and Answer Period
- IX. Unfinished Business
 - A. Proposed Amendments to the Constitution – Second Reading (Enclosure #3)

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X. New Business

XI. Other Items

XII. Adjournment

/mt

MINUTES OF THE THIRD MEETING OF THE 2009-10 UNIVERSITY SENATE

Thursday, December 3, 2009

Members Present: 45

Members Absent: 17

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, C. Ball, R. Bellaver, R. Bremigan, B. Cahill, G. Crawley, L. Deckers, J. Fry, J. Green, D. Grosnick, M. Guntsche, M. Harber, M. Harvey, L. Helms, R. Hicks, J. Huff, M. Johnson, R. Kanu, C. Kapinus, T. King, J. Ledbetter, M. Maggiotto, L. Markle, C. Marlow, W. McCune, M. Mills, P. Parkison, R. Rarick, T. Richardson, J. Rybarczyk, B. Smith, G. Stamp, M. Steib, D. Supa, B. Umansky, D. Waechter, K. Warren-Gordon, M. Whitlock, A. Wieseke, B. Wills, S. Woosley, J. Yang

Substitutes: Jeff Clark for D. Marini, Harold Mortimer for K. Shawger

Members Absent: N. Akey, K. Brophy, P. Chandler, O. Dotson, A. Edmonds, R. Fluegeman, J. Gora, D. Haber, E. Kelly, D. LeBlanc, C. Munchel, W. Sharp, G. Slater, P. Spengler, F. Sun, C. Walker, T. Zivney

2. A motion was made and seconded (Supa/Crawley) to approve the minutes of September 3, 2009.

The following revisions will be made to the minutes: 1) Add M. Harvey to “members present,” who was not substituting for C. Walker.

3. Agenda Items III. and IV., were reviewed.

4. Committee Reports

- A. Governance and Elections Committee – John Ledbetter, Chairperson

John reported that the committee met every month this fall and worked on several matters including the constitutional amendments on the agenda today for the first reading.

- B. Faculty Council – Barry Umansky, Chairperson

Barry reported that the Faculty Council conducted its first asynchronous meeting. There are a few glitches that may need to be worked out pertaining to the “reply to all” procedure.

- C. University Council – Laura Helms, Chairperson

Laura reported that the University Council received the final report from the Task Force on Professional Personnel issues. The Task Force recommended increasing or changing the professional personnel representation on several committees. The council requested further information for the next meeting, at which time they will be ready to vote.

- D. Campus Council – Matthew Whitlock, Chairperson

Matthew reported that the Campus Council created a task force to work on the issue of Cardinal Cash in the Village. They will be researching the issues with other Indiana colleges and universities prior to taking it to the Vice President and ultimately to the council for review. The issue of dining services reimbursement for students on field trips is under discussion.

Matthew added that he was one of 16 students who went to Purdue to observe their student government association and reported that student involvement is high on our campus as compared to Purdue.

5. Report by Chairperson of Senate – Brien Smith (University Senate Agenda 12/3/09, Enclosure #3)

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

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.

David Pearson, a member of the task force, gave a brief report on findings of the task force.

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.”

Carrie Ball, a member of the Teaching Evaluation Committee, was present to answer questions.

A question was raised as to whom would have jurisdiction over this issue. The Chairperson of the Senate replied that there really would not be any committee. Dr. McClure’s motion went beyond the Core, but that the Undergraduate Education Committee or the University Core Curriculum Subcommittee might be possibilities.

6. Questions Directed to the President

The President received a call from the Governor’s Office which prevented her from attending today’s meeting.

7. Question and Answer Period

A. The Provost reported the following academic programs that have either been approved or are awaiting approval from the Indiana Commission on Higher Education (ICHE):

1. Masters in Applied Behavioral Analysis (awaiting ICHE approval)
2. Bachelor of Arts in Sales (implementing Fall, 2010)
3. Masters of Fine Arts, Visual Arts, with emphasis in animation and glass

B. A question was asked regarding the parking situation by Christy Woods because of the new building construction. The Provost reported that an allbsu was sent regarding parking, but he would look further into the situation.

8. Unfinished Business

There was no unfinished business.

9. New Business

- A. Proposed amendments to the Constitution – First Reading
(University Senate Agenda, 12/3/09, 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.

The Chairperson explained the procedure for amendments. The second reading will take place at the January meeting, at which time there can be debate and discussion. The vote will take place at this time. If the amendments pass, the departments will have 60 days to vote and respond to the Senate Office with their results.

10. Other Items

- A. A senate member asked for an update on the UCC-21. Laura Helms, ex officio member of the Undergraduate Education Committee, reported their progress.

Provost King reported that nearly 100 tier 1 courses have been approved, with 10 in the pipeline.

- B. A senate member inquired as to whether the Senate can revise the amendments. The chairperson replied that the senate has no power to revise, only to pass or fail the amendment(s).

The meeting adjourned at 4:45 p.m.

January 21, 2010

Brien Smith, Chairperson

Carolyn Kapinus, Secretary

NOTIFICATION OF ACTION BY THE BALL STATE UNIVERSITY
BOARD OF TRUSTEES

Date of Board Meeting December 18, 2009 Item No. 5

Distributed to: Dr. Brien Smith
Ms. Turner
Ms. Arrington

Subject: Honorary Degree

Provost King, with the endorsement of the Graduate Education Executive Committee, recommended the awarding of an honorary doctorate to internationally recognized business executive Angela Ahrendts at the May 2010 commencement.

ANGELA AHRENDTS
Nominee for the Honorary Doctor of Humane Letters

Provost King with the support of the Graduate Education Executive committee recommends Angela Ahrendts for an honorary doctor of humane letters in recognition of her tremendous success as a business executive and for her contributions to Ball State University. Ms. Ahrendts' professional success story, especially as an alumna, would be compelling and inspirational for our students, faculty, and staff.

Originally from New Palestine, Indiana, Ms. Ahrendts is a graduate with a Bachelors Degree in Marketing and Merchandising. She moved immediately to New York City and began her successful career in merchandizing. She was an Executive Vice President of Henri Bendel, and she spent six years, from 1989 to 1996 as President of Donna Karan International where she was responsible for Donna Karan Collection, Donna Karan Signature, Donna Karan International and Donna Karan Licensing.

Ms. Ahrendts joined the executive team of Liz Claiborne Inc. in 1998, becoming Executive Vice President diversifying the corporation from 10 to 41 brands. During her tenure, she was responsible for womenswear and menswear brands with combined annual sales of approximately 40% of total company revenues. She also led a number of new product and category launches and was responsible for a series of international growth and innovative supply chain initiatives for a number of key brands.

She joined Burberry in January 2006, and became CEO on July 1, 2006. In 2008 Ms. Ahrendts, alongside Burberry Creative Director Christopher Bailey, set up The Burberry Foundation, committed to dedicating global resources to help young people realize their dreams and achieve their goals and potential through their power and creativity. The Burberry Foundation invests in select charities focused on supporting young people in the key cities in regions where the majorities of Burberry employees live and work, and where they are able to participate in volunteer roles with Burberry charity partners on the ground.

Ms. Ahrendts was on Forbes 100 Most Powerful Women 2 years in a row. She was number 76 in 2006 and number 67 in 2007. She also made the Fortune Magazines International Power 50 as number 18 in 2007 and number 27 in 2008.

Ms. Ahrendts would be an impressive recipient and a superb example for our graduates. Above all else, her story would convey the importance of hard work, perseverance, and willingness to take risks.

The following action was recommended:

THAT APPROVAL BE GRANTED TO AWARD AN HONORARY DOCTOR OF HUMANE LETTERS TO MS.
ANGELA AHRENDTS AT THE MAY 2010 COMMENCEMENT.

On motion by Mr. Momper, seconded by Mr. Hughes, the recommendation was approved.

FROM: Anita Kelsey
Recording Secretary
Board of Trustees

Proposed Amendments to the Constitution – Second 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.

Rationale: 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)

Rationale: 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)

Rationale: 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. Membership and Policy Statements of University and Department Promotion 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 Voting

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. In that circumstance, 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.

<p><u>Rationale:</u> 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.</p>

17. 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.