# AGENDA FOR UNIVERSITY SENATE

March 25, 2010 4:00 p.m.

TC (Teachers College), Room 102

- I. Roll Call
- II. Approval of the minutes of February 18, 2010
- III. Announcements
  - A. Next Scheduled Meetings

Senate Agenda Committee – Monday, April 12, 2010 (AT 202F) University Senate – Thursday, April 22, 2010, TC (Teachers College), Rm. 102

PLEASE NOTE: THIS IS THE FINAL MEETING OF THE 2009-10 SENATE. AFTER ADJOURNMENT OF THIS MEETING, THERE WILL BE A FIVE MINUTE BREAK AND THE NEW SENATORS WILL BE SEATED FOR THE FIRST MEETING OF 2010-11, AT WHICH TIME THE SENATE ELECTIONS FOR EXECUTIVE COMMITTEE WILL TAKE PLACE.

B. Program Information – Academic Posting 2009-10, Volume XLI-6

**Revised Programs** 

College of Applied Sciences and Technology

School of Physical Education, Sport, and Exercise Science

Major in Sport Administration

Fisher Institute for Wellness and Gerontology

Minor in Gerontology

College of Fine Arts

Department of Theatre and Dance

Major in Theatre

College of Sciences and Humanities

Department of English

Major in English

Minor in Creative Writing

Minor in Linguistics

Minor in Literature

Department of Mathematical Sciences

Major in Actuarial Science

Minor in Mathematical Sciences

- C. Recognition of Deaths: Phyllis A. Harland, George William Jones
- D. Preference Polls Update

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- E. University Budget
- F. Policies for Online Graduate Courses and Programs (Enclosure #1)

### IV. 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
- V. Report by Chairperson of Senate Brien Smith (Enclosure #2 Issues in the Senate System)
- VI. Questions Directed to the President
- VII. Question and Answer Period
- VIII. Unfinished Business
  - A. Compensation and Load Credit for Teaching Responsibilities (Returned to Salary and Benefits Committee by President Gora Senate Action #0809-06)

Salary and Benefits Committee 10/16/08 Faculty Council 2/26/09 Senate Agenda Committee 3/16/09 University Senate 3/26/09 Senate Agenda Committee 8/24/09 Faculty Council 9/10/09 Salary and Benefits Committee 11/4/09 Faculty Council 2/25/10 Senate Agenda Committee 3/15/10

### Compensation and Load Credit for Teaching Responsibilities

4.13 Under normal circumstances, the direction of independent studies, master's theses, and doctoral dissertations shall be considered part of a faculty member's scholarly, creative, and teaching responsibilities during the academic year. <u>Each college will establish a written policy to address load credit for teaching responsibilities beyond one's regular course load such as the direction of independent studies, master's theses, honor's theses, and doctoral dissertations. <u>This policy is subject to the approval of the appropriate dean, provost, and the Board of Trustees.</u></u>

Faculty and Professional Personnel Handbook, p. 48

- IX. New Business
- X. Other Items
- XI. Adjournment

/mt

# MINUTES OF THE FIFTH MEETING OF THE UNIVERSITY SENATE February 18, 2010

Members Present: 54 Members Absent: 11

1. The meeting was called to order at 4:00 p.m., by the Chairperson of the University Senate, Brien Smith.

Roll Call was taken by initialing the roster located at the entrance to TC 102.

Members Present: B. Adams, N. Ahmed, C. Ball, R. Bellaver, B. Cahill, P. Chandler, G. Crawley, L. Deckers,

- O. Dotson, A. Edmonds, J. Fry, J. Gora, J. Green, D. Grosnick, M. Guntsche, M. Harber, M. Harvey, C. Hall,
- L. Helms, R. Hicks, J. Huff, R. Kanu, C. Kapinus, T. King, J. Ledbetter, M. Maggiotto, D. Marini, L. Markle,
- C. Marlow, W. McCune, B. McRae, P. Parkison, R. Rarick, T. Richardson, J. Rybarczyk, D. Shawger,
- G. Slater, B. Smith, G. Stamp, F. Sun, M. Steib, D. Supa, B. Umansky, D. Waechter, M. Whitlock,
- A. Wieseke, B. Wills, S. Woosley, J. Yang

<u>Substitutes</u>: Irene Livshits for R. Bremigan, Beth Terrell for C. Munchel, Deborah Ceglowski for C. Walker, Jerome McKean for K. Warren-Gordon, Howard Hammer for T. Zivney

Members Absent: N. Akey, K. Brophy, R. Fluegeman, D. Haber, M. Johnson, E. Kelly, D. LeBlanc, M. Mills, L. Shaffer, W. Sharp, P. Spengler

2. A motion was made and seconded (Supa/Adams) to approve the minutes of January 21, 2010.

The motion carried.

### 3. Announcements

Agenda Items III. A., B., C. were reviewed.

### D. Preference Polls

The chairperson reported that the preference polls will be mailed electronically for the first time. He requested the senators to talk with their constituents regarding this change and offer any information concerning time commitments, etc., for participation on committees.

# E. University Budget

The chairperson reported that the first of two public forums took place yesterday, February 17. Approximately 300 people were in attendance. The second forum will be held on March 16, 2010, at 4:00 p.m. in the Student Center Ballroom. The forum will be streamed live on the university website for those unable to attend.

### 4. Committee Reports

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

John reported that the committee met earlier this month. The policy for an asynchronous meeting was passed by the committee and is on today's agenda.

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# B. <u>Faculty Council</u> – Barry Umansky, Chairperson

Barry reported that the Faculty Council met in January and discussed the items on the GANTT chart. The council heard a presentation from members of the Financial and Budgetary Affairs Committee, John Ledbetter and Sue Weller, regarding the activity of the committee concerning the university budget.

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

Laura reported that the council met on February 18 and had a presentation from Barb Wills, University Council representation to the Financial and Budgetary Affairs Committee. The council approved the final piece of business from the Task Force on Professional Personnel regarding increasing professional personnel representation on committees within the senate system.

### D. Campus Council - Matthew Whitlock, Chairperson

Matthew reported that the Campus Council met on February 11 and heard a report on the smoking task force and passed the revision to the academic calendar.

6. Report by Chairperson of Senate – Brien Smith (University Senate Agenda 2/18/10, Enclosure #2)

The GANTT chart was reviewed by the membership of the Senate. There are a number of items in the senate system that have been or are nearing completion.

### 7. Questions Directed to the President

The President reported the following:

- The university does not plan to cut pension benefits, contrary to the Daily News. PERF will not be affected. TIAA-CREF has been currently contributing 12.2% with no vesting period and the university may look at future contributions. Indiana University has reduced their contributions to 10% with a five-year vesting period.
- There have been excellent ideas submitted by the university community where there could be significant savings. Healthcare benefits are another area where there can be significant reductions without significantly impacting benefits. The Salary and Benefits and Financial and Budgetary Affairs Committees have been tapped for input regarding the budget cuts.
- In the budget that was put forward to the state for 2010-11, there was a 4% salary increase, as in 2009-10. That will have to be re-examined. It is not possible to preserve the entire salary increase as requested to the state, but she is hopeful some of it will be preserved.
- Data regarding retention of the freshman class, from fall into spring. It was mentioned at the last senate meeting that the total enrollment this spring is actually the highest in 16 years. There was a 93.48% return of the fall, 2009, freshman class. The Research Office reports this is a 5% increase since fall, 2005. This could be better, but it is better than it was in previous years.
- There are 525 more students living in residence halls than last spring, which is an encouraging sign.

A senator commented on the discussions from the Salary and Benefits Committee concerning Purdue's budget cuts. They have cut retirement contributions down to 10% and the remaining 5% is put into a salary increase.

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A senator inquired regarding about healthcare benefits and if the university is looking at both employee contributions as well as what it does to the out-of-pocket expense. The President responded that they will look at the impact on any action that is imposed. More than 75% of the general fund is for salaries and benefits. It is inevitable that this portion of the general fund will be impacted. Their goal is to do their best in making reductions that do not severely impact current employees, but the first priority is ensuring the educational experience of students.

### 8. Question and Answer Period

A senator inquired as to whether the social media policy was brought to the senate or faculty council for deliberation, and if not, why it was not an item of business.

The Chairperson responded that it was not brought to the senate, explaining that the senate is to oversee the curriculum of the university. Secondly, their responsibility is to advise on budget, tenure, and policies of the university. It would not fall under the purview of the senate.

### 9. Unfinished Business

There was no unfinished business.

### 10. New Business

A. Academic Calendar Revision
 Undergraduate Education Committee 11/2/09
 Faculty Council 1/28/10
 Senate Agenda Committee 2/8/10 (Pending approval of Campus Council)
 Campus Council 2/11/10

- 1. Match the number of instructional days in fall semester to spring semester
- 2. Mirror the breaks
  - eliminate Fruesday
  - reinstate the 2 day fall break and move the days to Monday and Tuesday of Thanksgiving week (fall break will be a week, which matches the week-long break in the Spring.)
- 3. Finals will remain five days, M-F, matching the spring semester finals week
- 4. Under this plan, the fall Monday night class time configuration will be lengthened as is currently done in the spring Monday night class schedule

A motion was made and seconded (Steib/Shawger) to move to the floor for discussion.

Amy Leahy, chairperson of the Undergraduate Education Committee, was present to answer questions from the senate.

Concerns with the revision included dropping one more day of instruction, and having a one week vacation only two weeks prior to semester break. The current situation proves to affect faculty morale, and create a lack of time to prepare for classes, especially lab courses.

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Discussion included the part-time courses that are shorter than a regular semester and are difficult to make up, the comparison of IU and PU instruction days and the current situation not being effective; some faculty cancel classes and students do not show up for class.

A suggestion was made to add an additional day to the spring schedule by adding Saturday finals.

The motion to approve the revision in the academic calendar carried, with abstention.

B. Revision to procedures for asynchronous meetings (University Senate Agenda, 2/18/10, Enclosure #3)

A motion was made and seconded (Ledbetter/Dotson) to move to the floor for discussion.

Barry Umansky, Chairperson of the Faculty Council, reported that a task force made up of him, Dave

Pearson, and Marilyn Buck, worked on the revision. The revision pertains to electronic voting and the

procedure of "apply to all," which clogs up e-mail boxes.

The following friendly amendments were suggested and approved:

- 1. Replace the word "present" to "participating" within the document.
- 2. Add "All e-votes will be verified by the chairperson of the Governance and Elections Committee," at the end of the revision.

The motion to approve the revisions to asynchronous meetings, including the friendly amendments, <u>carried.</u>

### 11. Other Items

The Provost reminded the members of the senate that individual faculty members are not authorized to cancel class unilaterally.

The meeting adjourned at 5:15 p.m.		
March 25, 2010		
Brien N. Smith, Chairperson	Carolyn Kapinus, Secretary	
/mt		

Graduate Education Committee 9/15/09 Extended Education Committee 2/3/10 Senate Agenda Committee 2/8/10 Faculty Council 2/25/10 Senate Agenda Committee 3/15/10

University Senate Agenda March 25, 2010 Enclosure #1

#### POLICIES FOR ONLINE GRADUATE COURSES AND PROGRAMS

Ball State University offers graduate off-campus and online delivery options to meet the educational needs of students facing the challenges of time, distance, and family and work responsibilities. Online courses allow students to complete course work from home, work, or wherever there is high-speed access to the Internet. Students are not typically required to come to campus; class discussion and assignments are submitted online. Interaction with the instructors and classmates can take place through email, threaded discussion boards, file sharing, chats, Web page postings, and telephone. At present, there are four primary modes of online graduate courses, and some courses may offer a blend:

**Traditional Online:** These are semester-based online courses that differ from independent learning classes. Instructors post assignments online with specific due dates, and they guide students through the course work, just like on-campus courses. Multimedia can be incorporated in these courses such as Mediasite video clips, pod casts, simulations, animation, etc.

**Mediasite:** Mediasite is a classroom recording technology that allows on-campus classes and presentations to be recorded for viewing by off-campus students. Students in the off-campus section can view the lectures online in real-time while the course is being taught live or later in the day as an archived video. High-speed Internet connection is required to view the lectures or clips recorded in Mediasite. These are semester-based online courses.

**Web Conferencing:** These semester-based courses are taught live on-campus in Muncie and are simultaneously video-streamed through the Internet. High-speed Internet connection is required to view these courses.

**Independent Learning Program (ILP):** These online courses are offered in 10-week and 9-month formats. Students may register for courses at any time during the year and complete the courses at their own pace within the 10-week or 9-month timeframe. The entire course is developed and posted online for the student to see from day one. Multimedia can be incorporated in these courses such as Mediasite video clips, pod casts, simulations, animation, etc.

### 1. Institutional Context

Online graduate courses and programs support and extend the roles of the Graduate School at Ball State University.

- 1.1 All online graduate courses and programs must be consistent with the Graduate School's role and mission in their content, purposes, organization, and enrollment history.
- 1.2 All online graduate courses and programs must comply with appropriate external accreditation requirements (e.g., North Central Association).
- 1.3 All online graduate courses and programs will be subject to the same development and review processes as those offered on campus. (Note: See the current policy for offering classes through Extended Education, FPPH pp. 162-164. See section 3.6, p. 164.)
- 1.4 The number of graduate hours taken via ILP combined with the number of transfer hours cannot exceed the maximums established for all graduate degree programs (9 hours for master's degrees with 44 hours or fewer; 15 hours for master's degrees with 45 hours or more).
- 1.5 No more than nine hours taken via ILP can be used on any graduate certificate program.

#### 2. Curriculum and Instruction

Departments and/or academic units are responsible for ensuring that online graduate courses and programs maintain the high standards of quality and rigor commensurate with those offered on campus.

2.1 Online graduate courses and programs will result in graduate-level learning outcomes appropriate to the rigor and breadth of graduate certificates and degrees awarded by Ball State University.

- 2.2 The importance of appropriate interaction (synchronous or asynchronous) between instructor and students and among students will be reflected in the design of all online graduate courses, and in the technical facilities and services provided.
- 2.3 Instructors of all online graduate courses must be accountable to the department.
- 2.4 Enrollment in online graduate courses should be limited as determined appropriate by the department and college.
- 2.5 Graduate courses offered via ILP may be offered in 10-week or 9-month formats.
- 2.6 Academic departments or units offering online graduate degree or certificate programs must provide a coherent plan for students to access all courses necessary to complete the program, or clearly notify students of requirements not included in the electronic offering. Hybrid programs, mixing online and on-campus elements should be designed to ensure that all students have access to appropriate services.

#### 3. Faculty

- 3.1 Developers and instructors of all online graduate courses and programs must have Regular or Associate Graduate Faculty status.
- 3.2 The ratio of graduate faculty stipend to graduate tuition should match at least the ratio of undergraduate faculty stipend to undergraduate tuition.
- 3.3 Graduate faculty will be eligible for a stipend comparable to that offered to undergraduate faculty for the creation of each online graduate course.
- 3.2 The University will provide an orientation program for online graduate course development and ongoing technical, design, and production support for participating graduate faculty.

### 4. Students

- 4.1 Admissions policies for online graduate courses and programs are consistent with the policies for those offered on campus (see the Graduate Catalog).
- 4.2 Students must get approval from academic departments or units to register for a graduate course offered via ILP.

### 5. Evaluation and Assessment

Academic departments or units must document the assessment of student achievement and the evaluation of online graduate courses and their instructors. \_Assessment and evaluation must meet the standards established by the North Central Association of Colleges and Schools, the Higher Learning Commission.

- 5.1 Academic departments or units are responsible for documenting the assessment of student achievement in relation to intended learning outcomes in all online graduate courses.
- 5.2 Academic departments or units are responsible for documenting the evaluation of all online graduate courses and the instructors, consistent with departmental policies for evaluation of teaching and the guidelines for evaluation of teaching in the *Faculty and Professional Personnel Handbook*.

To be maintained in Graduate Education Office, Office of the Provost, and School of Extended Education