

MINUTES OF THE SEVENTH MEETING OF THE 2010-11 UNIVERSITY SENATE

Thursday, March 24, 2011

Members Present: 48

Members Absent: 14

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

Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: C. Ball, R. Bellaver, R. Bremigan, J. Chapman, G. Crawley, L. Deckers, A. Edmonds, J. Fry, J. Gora, J. Green, D. Grosnick, K. Hall, R. Hicks, M. Holtzman, J. Huff, R. Kanu, C. Kapinus, T. King, A. Leahy, J. Ledbetter, M. Maggiotto, L. Markle, W. McCune, M. McGrew, B. McRae, M. Miller, J. Mitchell, S. Parkinson, P. Parkison, K. Pickersgill, J. Popovicova, M. Pyron, T. Richardson, J. Rybarczyk, D. Shawger, G. Stamp, M. Steib, D. Supa, B. Umansky, B. Wagner, B. Wills, J. Yang, J. Zhao

Substitutes: Lathrop Johnson for M. Guntsche, Kathy Segrist for D. Haber, Bruce Frankel for E. Kelly, Jeffrey Clark for D. Marini, Matt Harber for D. Pearson

Members Absent: J. Coggeshall, T. Cummins, R. Dolon, M. Harvey, T. Hendricks, J. Han Kim, C. Munchel, S. Rice-Snow, W. Sharp, C. Walker, K. Warren-Gordon, M. Whitlock, A. Wieseke, T. Zivney

2. A motion was made and seconded (Supa/Crawley) to approve the minutes of February 17, 2011.

The motion carried.

3. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – April 11, 2011, 8:00 a.m., Letterman Building (LB) 104  
University Senate – Thursday, April 21, 2011, 4:00p.m., Letterman Building (LB) 125

**This will be the final meeting of the 2010-11 University Senate. The first meeting of 2011-12 will proceed immediately following adjournment of the final meeting of 2010-11, for the purpose of elections.**

B. The Academic Posting was reviewed.

C. Report from Provost's Task Force on Response Rates for Online Evaluations

Jim Jones, Assistant Director-Research and Design, Unified Technology Support, was invited to discuss this issue with the members of the senate. He reported that there have been online evaluations since fall, 1999, but it was using a system developed internally. In time, a larger system was necessary and the evaluations were outsourced to the firm, Digital Measures.

He overviewed the security of the system that he gathered from their website as well as correspondence with them. All data is housed offsite, unlike before. The servers are encrypted, locked, caged, stored and secured by armed security guards. It is backed-up in five geographic locations with an iron mountain storage system. FERPA and Safe Harbor principles are adhered to. It is as secure as you'd expect with this type of data.

A student may ask: "If these are anonymous and you don't know what our answers are, how do you send me a reminder?" These reminders are generated by Digital Measures. Another database checks and resends the

evaluation and then checks off the e-mail when it is returned. The responses are kept separate from addresses. This creates the anonymity.

A senate member questioned who gets to read the evaluations. Mr. Jones responded that in the past, the department reads them, and a summary is given to the faculty member. Usually, only the faculty member can see the evaluations if it is faculty defaulted. There are 1-2 colleges where the dean's office could access them. There is no clear policy in place stating only department chairs can see it, but the college can't. He is responsible for handling defaults and security levels.

A senate member questioned how a faculty member could find out who has access to this information? One could ask the faculty chairperson, or an e-mail could be sent to him directly. He suggests handling it at the department level first.

A senate member questioned if there were any norms and if he knew how the university was doing as a whole? He stated there are no published norms; he hasn't been asked to do that. This is usually handled at the department level. There have been no questions as to how the university is doing overall.

A senate member questioned about the five-week courses. Mr. Jones responded that the evaluation tools are set up with very specific evaluation periods. For example, one just completed and another five-week course will start next week.

D. The deadline for the constitutional amendments is Monday, April 4.

4. There was a moment of silence to recognize the deaths of Jennifer Landreth, Mary Shannon, and Dianna Wolfe

5. Committee Reports

A. Governance and Elections Committee – John Ledbetter, Chairperson

John reported that the committee met this morning and worked through nominating a slate of officers for University Senate and representatives on the Senate Agenda Committee. He mentioned the faculty position on the Indiana Commission for Higher Education (ICHE) and the deadline of April 15 for submitting applications directly to ICHE.

B. Faculty Council – Barry Umansky, Chairperson

Barry reported the Faculty Council met on February 24. The last meeting of the academic year is Thursday, March 31. The issue of Retirement Models is very close to completion. The Ghost Employment issue will be brought forward to the University Senate at their April meeting.

C. University Council – Barb Wills, Chairperson

Barb reported that the University Council met last month and approved the policy on Academic Clemency. Their next meeting is April 7, at which time they will have a report from the Governance and Elections Committee concerning the revision of the membership and responsibilities of the Salary and Benefits Committee, and conduct election of officers for 2011-12.

D. Campus Council – Mike Miller, Chairperson

Mike reported the Campus Council met on March 17 and heard an update from the Cardinal Cash task force, as well as the Meal Card Reimbursement issue. The Meal Card Reimbursement issue is in Business Affairs for consideration. Other items discussed concerned weather safety and the possibility of having weather radios in each department office. The Student Senate resolution concerning the use of preferred names on class rosters was passed and is on today's senate agenda.

6. Report by Chairperson of Senate – John Ledbetter (University Senate Agenda 3/24/11, Enclosure #2)

The issue of phased retirements has been forwarded to Terry Zivney, Chairperson of the Salary and Benefits Committee.

7. Questions Directed to the President

President Gora reported on the following items:

- The Strategic Plan Task Force met for the first time on Wednesday, March 23, under the leadership of Provost and Vice President for Academic Affairs, Terry King.
- The University's North Central – Higher Learning Commission accreditation visit is during the 2012-13 academic year. Associate Provost Marilyn Buck and Dean Michael Maggiotto are co-chairs of the accreditation self-study report. They will assist in appointing a steering committee for the accreditation.
- The NCAA review is a ten year review. The University will be submitting a report to them in April 2011 and the NCAA will be coming to visit in the fall. The NCAA self-study is led by Vice President for Student Affairs and Dean of Students, Kay Bales. The campus community will hear more them in the near future.
- Ball State had an event at the Statehouse in Indianapolis to celebrate, informally, the end of the Bold Campaign, and decided to end it the way it began, by awarding 55 full-tuition and fee scholarships, with the Governor as well as both speakers of the House and Senate in attendance. A report regarding the success of the Bold Campaign will be available to the university community sometime this summer.
- Hudson Akin will return on April 11 to Ball State as the Vice President for University Advancement, replacing Ben Hancock.

8. Question and Answer Period

A senate member asked if the university community be made aware of who applied and who received special assigned leaves? The Provost reported that 27 or 28 were approved, which is a few less than last year.

The University Senate website does not reflect the agenda materials for 2010-11. The Senate Office will work on posting this material to the website as soon as possible.

9. Unfinished Business

10. New Business

A. Policy on Academic Clemency

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

Discussion ensued. A question was asked to clarify the student had to be registered before applying. Nancy Cronk, Registrar, responded this was correct. This will help in handling the volume of incoming applications. They should be approved for admissions prior to applying and prefer they show credentials as to what they've received prior to returning.

The motion to approve the Policy on Academic Clemency carried.

B. Student Senate Resolution Sr-03-10/11 (University Senate Agenda, 3/24/11, Enclosure #4)

A motion was made and seconded (Supa/Umansky) to place on the senate floor for discussion and endorsement.

Kayla Pickersgill, 2011-12 SGA President, was present at today's meeting and discussed the history of the resolution. The student senate is hopeful the new Enterprise Resource Planning (ERP) system will accommodate this request. The legal name is to be kept on all official documents and the preferred name would be placed on class rosters. It was reported that this would be used under the banner system; however, it would be best to implement during the second phase of the ERP banner system. The only name that can change is their first name.

The motion to endorse the resolution carried.

11. Other Items

There were no other items.

12. Adjournment

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Carolyn Kapinus, Secretary