

**AGENDA FOR  
UNIVERSITY SENATE MEETING**

*(Meeting #6, 2011-12)*

**January 19, 2012**

**4:00 p.m.**

**LB (Letterman Building), 125**

**PLEASE NOTE ROOM CHANGE FOR  
SPRING**

Approval of senate minutes of December 1, 2011

I. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – Monday, February 6, 2012, 8:00 a.m., LB 104

University Senate – Thursday, February 16, 2012, LETTERMAN BUILDING, Rm. 125

**PLEASE NOTE ROOM CHANGE FOR SPRING SEMESTER**

B. Constitutional Amendment results (Enclosure #1)

C. Program Information – Academic Posting 2011-12, Volume XLIII-3

Revised Programs

Miller College of Business

Department of Information Systems and Operations Management

Minor in Business Information Technology

Minor in Information Systems for Computer Science Majors

Minor in Information Systems for Non-Computer Science Majors

D. 2012-13 Academic Calendar approved by Undergraduate Education Committee (Enclosure #2)

E. Recognition of Deaths – Lloyd Nelson, Kathleen (Kay) Wagoner, Rosemary Williams

F. University Senate Action

Approved by President, no Board of Trustees approval required (12/6/11)

1. Gender Identity Statement

2. Clarification of Reconsideration/Appeal pertaining to deliberations of Promotion and/or Tenure

G. ILearn-Integrated Learning Institute

II. Committee Reports

A. Governance and Elections Committee – Richard Bellaver, Chairperson

B. Faculty Council – John Ledbetter, Chairperson

C. University Council – Barbara Wills, Chairperson

D. Campus Council – Kevin Thurman, Chairperson

- III. Report by Chairperson of Senate – Eric Kelly (Enclosure #3 - Issues in the Senate System)
- IV. Questions Directed to the President
- V. Question and Answer Period
- VI. Unfinished Business
- VII. New Business

A. Standardization of titles for research faculty

Governance and Elections Committee 12/1/11

Senate Agenda Committee 1/9/12

- 1.38 Other Titles – Upon recommendation by the chairperson of the appropriate academic department or unit and approval by the appropriate academic Dean and the Provost, other titles may be used for persons employed as regular full-time, contract full-time or part-time faculty who are uniquely qualified to serve the University.

Addition to 1.3, Page 82, Faculty and Professional Personnel Handbook

B. Course Repetition Policy (Enclosure #4)

C. Constitutional Amendment – First Reading (Enclosure #5)

- VIII. Other Items
- IX. Adjournment

/mt

# MINUTES OF THE FIFTH MEETING OF THE 2011-12 UNIVERSITY SENATE

Thursday, December 1, 2011

Members Present: 53

Members Absent: 15

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

Roll Call was taken by initialing the roster located at the entrance to TC 101.

Members Present: E. Agnew, R. Bellaver, O. Benkato, E. Bowers, R. Bremigan, B. Brey, S. Byrum, J. Cassady, J. Chapman, C. Corbin, G. Crawley, J. Forbey, A. Gary, M. Gerhard, J. Gora, J. Green, C. Griewank, D. Grosnick, M. Guntsche, M. Hanley, M. Harvey, T. Hendricks, M. Holtzman, J. Jemiolo, E. Kelly, T. King, K. Kreamelmeyer, D. LeBlanc, A. Leahy, J. Ledbetter, T. Mahfouz, S. Parkinson, D. Pearson, L. Pellerin, J. Popovicova, S. Rice-Snow, C. Seni, D. Shawger, G. Slater, G. Stamp, M. Steib, K. Subler, K. Thurman, L. Wiley, B. Wills, J. Zhao, S. Zhuk

Substitutes: Corby Roberson for B. Canada, Beau Browning for C. Griewank, Andy Beane for K. Hall, Mark Neely for J. Huff, James Rybarczyk for S. Pattison, Con Sullivan for K. Stanton

Members Absent: S. Amato, J. Ellery, M. Hamil, B. Hannon, T. Hardin, J. Kim, M. Maggiotto, P. Magro, M. McGrew, D. Middleton, C. Munchel, T. Richardson, W. Sharp, B. Wagner, A. Wieseke

2. A motion was made and seconded (Crawley/Shawger) to approve the minutes of October 27, 2011.

The motion carried.

3. Item I. A. (next scheduled meetings), under Announcements was reviewed.

B. Update on Exam Services schedule during finals week

Provost King yielded the floor to Marilyn Buck, Associate Provost. In response to concern with Testing Services hours during the four-day finals week, Marilyn reported they will extend their Friday hours until 6pm. An additional pick-up time has been added on Saturday from 1-3pm. Their Sunday pick-up time will continue as usual. She is hopeful these additional hours will allow faculty to pick up their exams and have additional time to submit grades by the Monday noon deadline.

C. The chairperson of the senate reminded members of the deadline on the constitutional amendment, Tuesday, December 6, at 5:00pm.

D. Item I.D. (Revised Program Information) and E. (Honorary Degrees) was reviewed.

4. There was a moment of silence in recognition of the deaths of Donald Edward Bivens, Robert Eldon Marsh, and most recently, Brian Eckstein.

5. Committee Reports

A. Governance and Elections Committee – Richard Bellaver, Chairperson

Richard reported the committee met today and reviewed and approved 1) a revision to the Undergraduate Education Committee membership, and 2) titles for research faculty. Joe Losco and Ray Scheele were in attendance at today's meeting to discuss the membership and professional personnel representation to the Salary and Benefits Committee. They have offered to put together another proposal that will revise the balance between professional personnel and faculty. It will be forwarded to the Salary and Benefits Committee for their review.

B. Faculty Council – John Ledbetter, Chairperson

John reported the council did not meet in November.

C. University Council – Barbara Wills, Chairperson

Barb reported the council met on November 10 and heard reports from Randy Howard regarding the Phased Retirement Plan and Stan Geidel concerning the Supplemental Compensation Policy. The Course Repetition Policy as well as a revision of the wording in the policy for Withdrawal from all Classes was approved.

D. Campus Council – Kevin Thurman, Chairperson

Kevin reported the council met this month and tabled the Course Repetition Policy. There was discussion concerning designated smoking areas and the policy in general as well as skate boarding on campus. Gene Burton will be invited to the next meeting of the council.

6. Report by Chairperson of Senate – Eric Kelly (University Senate Agenda 12/1/11, Enclosure #1)

The chairperson reported the University Promotion and Tenure items will be moving forward and should come to the councils in the spring.

7. Questions Directed to the President

The President answered the following questions:

1. *A senate member asked if she could expand on the financial incentives for students.*

The university has a four point initiative to provide students financial incentives for completing their education in four years. This includes a \$500 scholarship if you graduate in four years or fewer. Hybrid schedules and summer school have reduced costs. Minimum credit hours in many degrees have been reduced from 126 hours to 120. Our performance funding is based on our graduation rates. We need to help students understand the necessity to make steady progress towards graduation. This plan assists in keeping in line the University's goals and the State's values.

A student qualifies for the \$500 scholarship if they graduate in four years or fewer in December 2012, or thereafter. To cover this incentive, internal funds are reallocated to financial aid.

To help students make better choices of majors, every freshmen going through orientation takes a career interest inventory. Follow-up counseling sessions are running this fall. Statistics show 50% of freshmen students enter college with an undeclared major, and 50% change their major while in college. This helps them in selecting their major.

2. *Is there any change in tuition for summer/repeated courses?*

One of the four points in the initiative is the reduction of summer tuition. Beginning in summer 2012, it will cost less 18% for on-campus courses in the summer. Also, students are allowed to take up to 18 credit hours at the same cost as taking 12 credit hours during the academic year.

The President reported the following:

- A Conversation with David Letterman and Rachel Maddow will take place on Friday, December 2, at 4:00pm in Emens Auditorium. In addition, Rachel Maddow's nightly show on MSNBC will be produced live in our television studio at 9:00pm.

- A President's Perspective will be sent next week reporting on the Strategic Planning effort, as well as the self-study conducted by the University for the Higher Learning Commission review in 2013-2014.
- Winter commencement is December 17. The commencement speaker is Arthur Levine, president of the Woodrow Wilson National Fellowship Foundation. Honorary doctor of law degrees will be awarded to Howard A. "Luke" Kenley, and Tanya Walton Pratt.
- Enrollment applications for fall, 2012, are up 8.4% over where we were last year.

8. Question and Answer Period

- *A senate member directed a question to Marilyn Buck, co-chair of the self-study for the university accreditation. Senior faculty members are asking about culture/planning/expectations regarding this particular accreditation. What has changed in the last 25-30 years that requires so much preparation this time?*

Marilyn replied the government is controlling more of a culture of assessment. It has been there for the last 20 years, but the government wants to actually see how we're doing it. For that reason, this must be a university-wide process. The reviewers will actually walk up and down the streets and stop anyone they see and they will have questions for them. They want to verify what we've said in our report. They'll want to know how they're personally involved in the assessment and if they were involved in their area's assessment.

She suggested departments to invite her and Dean Maggiotto (the other co-chair of the self-study) to one of their faculty meetings. They would be happy to answer any and all questions. Their goal is to find ways to make it as easy as possible on the departments.

- *A senate member questioned why construction workers were not held to the smoking policy on campus as faculty/staff/students.*

The President would like to stay on top of this issue and encouraged anyone seeing this happen to contact campus safety and they will issue a citation.

9. Unfinished Business

There was no unfinished business.

10. New Business

A. Withdrawal from All Classes (University Senate Agenda, 12/1/11, Enclosure #3)

Lynda Wiley, member of the Extended Education Committee, spoke regarding business process modeling through the new Enterprise Resource Planning (ERP) system. The item on today's agenda is for withdrawing from ALL classes. There is a sense of urgency because the State Board of Accounts is on campus and there needs to be language consistent for both on campus and extended education classes for withdrawing from all classes.

A motion was made and seconded (Pearson/Crawley) to approve the document.

Discussion ensued. ***Regarding all online courses, students must visit a website and not speak with a human?***

The reason for this procedure is because most extended education students do not live in the area. Staci Davis, Director of Online and Distance Education Programs, was in attendance at today's meeting and stated the withdrawal process would take them through the same questions as

on-campus classes, but through electronic format. They would contact the student by phone if there was a red flag in the process.

***What about withdrawal after the withdrawal period. Faculty can assign a W or an F. What is the justification for an F?***

Katie Slabaugh, Assistant to the Vice President for Student Affairs, and Ombudsperson, stated this is the prerogative of the faculty member. An “F” may be in order if the student didn’t do well on a test AND did not come to any classes. It is completely up to the faculty member. It was noted that the grade appeals process is also an option if a student believes a grade was assigned unfairly.

***Does 60% match up with the 10-week period?***

Staci confirmed it does match up.

The motion to approve carried.

11. Other Items

- ***Could the Senate clarify that the amendment was sent to all departments and that the senate representative was not responsible for obtaining the vote from the departments?***

The amendment was sent electronically with a read receipt requested. It is documented in the senate office that all departments and vice presidential areas opened the electronic correspondence.

A motion was made and seconded (Gary/Crawley) to adjourn. The meeting adjourned at 4:40p.m.

January 19, 2012

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Eric Kelly, Chairperson

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Amy Leahy, Secretary

/mt

Current 1.3

*A total of two contract faculty elected for staggered two-year terms by and from the full-time contract faculty with a minimum of three years of full-time, continual service to the university;*

Proposed revision 1.3:

**A total of two contract faculty elected for staggered two-year terms by and from the full-time contract faculty;**

Page 6, Section 1 of the Faculty and Professional Personnel Handbook

Rationale for Constitutional Amendment:

Three of the four components that make up the body of University Senate have no time requirement for the number of years served before being able to run for a position in University Senate. The statements for requirement can be found in Section I of the constitution; ( II Membership), 1.2 (pertaining to regular faculty), 1.4 (pertaining to professional personnel) and 1.5 (graduate and undergraduate students). Section 1; II Membership, 1.3 states that contract faculty must have 3 years of continuous service before being able to run for University Senate.

The CFC proposes a change to the constitution of the university handbook language that will align contract faculty service with regular fulltime faculty, regular fulltime professional personnel, and students.

*Please see attached excel spreadsheet for voting by department/college.*

**Ball State University 2012-13 Calendar**  
**Fall Semester (August 20, 2012-December 14, 2012)**

August 16, Thursday	Residence halls open at 9 a.m. for new students.
August 17, Friday	Faculty meetings. Academic year for faculty begins.
August 18, Saturday	Residence halls open at 9 a.m. for returning students. Saturday classes meet.
August 20, Monday	<b>University classes for Fall Semester begin.</b> Late Registration and Change-of-Course accepted.
August 24, Friday	Late Registration and Change-of-Course end.
September 3, Monday	Labor Day – no classes. University administrative offices closed.
October 15, 16, Mon., Tues.	Fall Break—no classes University administrative offices open.
October 24, Wednesday	Course Withdrawal Period ends.
November 21, Wednesday	Residence halls close at 8 a.m.
November 21-25, Wed.-Sun.	Thanksgiving recess – no classes. University administrative offices open on Wednesday.
November 25, Sunday	Residence halls open at 9 a.m.
November 26, Monday	Classes resume.
December 8, Saturday	Final examination day for Saturday classes.
December 10, Monday	Last meeting day for regular classes.
December 11-14, Tues.-Fri.	Final Examination Period.
December 14, Friday	<b>Fall Semester ends.</b>
December 15, Saturday	December Commencement. Residence halls close at 6 p.m.
December 17, Monday	Grades due by 12 noon.
December 16-Jan. 6, 2013	Semester break.

**Ball State University 2012-13 Calendar**  
**Spring Semester (January 7, 2013-May 3, 2013)**

January 6, Sunday	Residence halls open at 9 a.m.
January 7, Monday	<b>University classes for Spring Semester begin.</b> Late Registration and Change-of-Course accepted.
January 11, Friday	Late Registration and Change-of-Course end.
January 21, Monday	Martin Luther King, Jr. Day Celebration – no classes. University administrative offices closed.
March 9, Saturday	Residence halls close at 8 a.m.
March 3-10, Sun.-Sun.	Spring Break. University administrative offices open March 11-March 15.
March 17, Sunday	Residence halls open at 9 a.m.
March 18, Monday	Classes resume.
March 18, Monday	Course Withdrawal Period ends.
April 26, Friday	Last meeting day for regular classes.
April 27, Saturday	Final Examination day for Saturday classes.
April 29-May 3, Mon.-Fri.	Final Examination Period.
May 3, Friday	<b>Spring Semester ends.</b>
May 4, Saturday	May Commencement. Residence halls close at 6 p.m.
May 6, Monday	Grades due by 12 noon.

**Ball State University 2012-13 Calendar**  
**Summer Semester (May 14, 2013-July 20, 2013)**

May 13, Sunday	Residence halls open at 9 a.m.
May 14, Monday	<b>University classes for Summer Semester begin.</b> Late Registration and Change-of-Course accepted.
May 18, Friday	Late Registration and Change-of-Course end.
May 28, Monday	Memorial Day – no classes. University administrative offices closed.
June 25, Monday	Course Withdrawal Period ends
July 4, Wednesday	Independence Day – no classes University administrative offices closed.
July 20, Friday	<b>Summer Semester ends.</b>
July 21, Saturday	July Commencement. Residence halls close at 6 p.m.
July 23, Monday	Grades due at 12 noon.
July 23-August 15	Summer Extended Period.

**Ball State University 2012-13 Calendar**  
**First Summer Session (May 14, 2013-June 15, 2013)**

May 13, Sunday	Residence halls open at 9 a.m.
May 14, Monday	<b>University classes for First Summer Session begin.</b> Late Registration and Change-of-Course accepted.
May 16, Wednesday	Late Registration and Change-of-Course end.
May 28, Monday	Memorial Day – no classes. University administrative offices closed.
June 4, Monday	Course Withdrawal Period ends.
June 15, Friday	<b>First Summer Session ends.</b>
June 18, Monday	Grades due at 12 noon.

**Ball State University 2012-13 Calendar**  
**Second Summer Session (June 18, 2013-July 20, 2013)**

June 18, Monday	<b>University classes for Second Summer Session begin.</b> Late Registration and Change-of-Course accepted.
June 20, Wednesday	Late Registration and Change-of-Course end.
July 4, Wednesday	Independence Day – no classes. University administrative offices closed.
July 9, Monday	Course Withdrawal Period ends.
July 20, Friday	<b>Second Summer Session ends.</b>
July 21, Saturday	July Commencement. Residence halls close at 6 p.m.
July 23, Monday	Grades due at 12 noon.

*(PLEASE NOTE: FACULTY APPROVED THIS REVISION TO FORWARD FOR SENATE REVIEW AND TO EXPEDITE THE BANNER PROCESS, WITH THE STIPULATION IT IS TO BE FORWARDED TO THE UNDERGRADUATE EDUCATION COMMITTEE (UEC) FOR REVIEW.)*

### **UNDERGRADUATE COURSE REPETITION**

1. An undergraduate student may repeat a course once in order to replace a grade of C or below. The original and second grade will remain on the student's academic record, but the second grade the student receives will be used in figuring the student's G.P.A. A "W" will not replace a previous grade.
2. If it is necessary to take a course to meet program requirements, the student may do so as many times as necessary. However, all grades, except the first one received in any course the student repeated, will be used in computing the student's G.P.A.
3. A student's academic record and transcript will show all grades that the student received, but a notation will appear if courses are repeated. The credits for the course will count only once toward the student's graduation requirements.
4. Colleges may limit course repetitions even further. Students should become familiar with college policies.
5. The University is not obligated to offer courses so that a student can repeat them.

Faculty and Professional Personnel Handbook, Page 220

Proposed revision to replace 1-5 above.

### **UNDERGRADUATE COURSE REPETITION**

1. An undergraduate student may repeat a course an unlimited number of times except in cases where a department has imposed repetition limits. The repetition of a course does not remove the previous grades from the student's official academic record. **A "W" will not replace a previous grade.**
2. The last grade in a course will be used in computing the student's GPA. The credit hours will count only once toward meeting minimum hourly requirements for graduation.
3. The University is not obligated to offer courses so that a student can repeat them.

Rationale for revision (per Marilyn Buck, Associate Provost and Dean of University College):

The Banner system will not allow us to continue our current Undergraduate Course Repetition policy found on page 220 of the Faculty and Professional Personnel Handbook. The problem is our current policy of including multiple grades on a course into the GPA. If this is done in Banner, every time a grade is included in the GPA calculation, it counts as credit toward graduation. This means if someone took a 3-credit course 3 times, the student is given 9 hours toward graduation.

Proposed Amendment to the Constitution – First Reading

The first reading is for informational purposes only. No discussion will take place at this meeting.

12. Undergraduate Education Committee 34

- 12.1 Membership – The membership of the Undergraduate Education Committee shall consist of the following:
- 12.11 Voting
- 12.112 ~~Seven~~ **One** members appointed by and from the Faculty Council, for ~~staggered~~ two year terms;
- 12.111 Fourteen faculty, two from each college, shall be elected by the faculty of that college, for staggered two year terms;
- 12.113 Three undergraduate students appointed by the Student Government Association, for one year terms.
- 12.12 Non-Voting
- 12.121 The Provost and Vice President for Academic Affairs, ex officio or a designee;
- 12.122 The Director of Academic Systems, ex officio, or a designee;
- 12.123 One Academic Advising Resource Center Coordinator appointed by the Faculty Council, ex officio, or a designee.
- 12.2 Responsibilities – The Undergraduate Education Committee is responsible for the following initiatives and activities:
- 12.21 To elect a Chairperson and a Secretary from its appointed faculty membership by majority vote for one year terms;
- 12.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
- 12.23 The officers and the Provost and Vice President for Academic Affairs, ex officio, or a designee, shall constitute an Executive Committee to prepare an agenda for each meeting and to expedite committee business;
- 12.24 To discuss, plan, and explore the future educational direction of the University, in cooperation with other councils and committees;
- 12.25 To review and approve new curricula and undergraduate educational programs, ~~and~~ to recommend revision of existing curricula **and** programs when desirable, **and to approve program delivery methods;**
- 12.26 To serve as a sounding board to the subcommittees when advice and counsel are sought by the subcommittees;
- 12.27 To evaluate undergraduate educational programs;
- 12.28 To initiate and receive proposals from the colleges or other sources, and recommend policies and procedures relevant to degree requirements, academic schedules and calendars, grading and credit practices, and academic standards and related matters;
- 12.29 To initiate, receive proposals from the colleges or other sources, and recommend policies and procedures on matters concerning the establishment of qualifications for regular faculty and professional personnel and the establishment of standards for determining faculty loads;
- 12.30 To review its own organization, procedures, and functions and to make recommendations to the Governance and Elections Committee on these matters.

## Clean version

### 12. Undergraduate Education Committee

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  - 12.11 Voting
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  - 12.25 To review and approve new curricula and undergraduate educational programs, to recommend revision of existing curricula and programs when desirable, and to approve program delivery methods;
  - 12.26 To serve as a sounding board to the subcommittees when advice and counsel are sought by the subcommittees;
  - 12.27 To evaluate undergraduate educational programs;
  - 12.28 To initiate and receive proposals from the colleges or other sources, and recommend policies and procedures relevant to degree requirements, academic schedules and calendars, grading and credit practices, and academic standards and related matters;
  - 12.29 To initiate, receive proposals from the colleges or other sources, and recommend policies and procedures on matters concerning the establishment of qualifications for regular faculty and professional personnel and the establishment of standards for determining faculty loads;
  - 12.30 To review its own organization, procedures, and functions and to make recommendations to the Governance and Elections Committee on these matters.

### Rationale for revision:

The Undergraduate Education Committee has two representatives elected by each of the seven colleges for a total of 14 faculty members, as well as a representative from each college, appointed by and from the membership of the Faculty Council. Given the responsibility of Faculty Council members to attend as department representatives to the University Senate, as well as serve on additional committees which require members by and from the membership of the Faculty Council, it was suggested to reduce the number of Faculty Council members to one instead of a representative from each college.