**Academic Senate Executive Committee Minutes**

**Tuesday, September 5, 2023**

**Hovey 419, 4:00 P.M.**

**approved**

***Call to Order***

Academic Senate chairperson Martha Callison Horst called the meeting to order.

***Public Comment: All speakers must sign in with the Senate Secretary prior to the start of the meeting.***

None.

***Brief Overview of Senate Action Request System – Cathy Savitzky, Business Administrative Associate and Zech Jacob, Business Administrative Associate***

Senator Horst: Before we start with our Senate Executive Committee, here's Cathy Savitzky, Administrative Associate, and Zeck Jacob. They have been meeting with Tracy and myself all summer, and the idea is to make it a little bit easier to communicate with the Senate and to establish a process where we're not using 4 different platforms at once. So, we're trying to centralize the information. We're trying to create a centralized record keeping of where everything is in the process as opposed to just having an “issues pending list”. We're trying to create a database, basically, of what's going on with each item. So, Cathy has been working on form for us, and she's just going to give a quick demo.

(Business Associate Cathy Savitzky gave an overview of how the senate system will work with Kuali.)

Interim President Tarhule: Is it behind a wall? If it’s on the website, can anyone access it or do you have to have an ISU ID?

Business Associate Savitzky: We can do it either way, but for this one, we were going to put it behind authentication.

Interim President Tarhule: Can the policy numbers be linked? Rather than someone getting the number, can we go to that specific area can just click on it?

Senator Nikolaou: Can you create a dropdown list? Then they just click on it, and it's automatically generated.

Business Associate Savitzky: I know we can do a drop down of all the policies.

Senator Cline: who are you envisioning? If Amy Hurd has gotten an auditor and something needs to be done. You envisioning that she’ll follow this? Is it also for faculty who want us to look at something to consider?

Senator Horst: Right now, all of the request of everything that comes here goes to my email. It’s unclear if they are requesting something. This is more of a formal request. Also, people from the public can make a request and we will know exactly what they’re asking us. The college council when they’re submitting something. The other thing that's happening is this is going to be sending out automatic emails to the requesters as it's going through the process, and to legal, because they want to know where things are in the process will be alerted.

Senator Cline: I’m trying to think back to last academic year We had an email from a faculty who asked you question about calendars. If you were to envision this, do you think they would know what to do for request?

Senator Horst: Like other?

Senator Cline: I wonder if there is some way, we can it a little bit like “comment for Executive committee or something like that”

Senator Horst: Yes, in the description box that where we are thinking for that.

Business Associate Savitzky: Yeah, the description is where we're thinking, …. okay, we want you to change the calendar description of request, so they could put in changes to the academic calendar.

Senator Horst: The plan is also to beta test this at some point so, thank you Cathy and Zech. Our next item is approval of the minutes.

***Approval of the minutes from 05/01/2023***

Motion by Senator Fulton, seconded by Senator Blum, to approve the minutes. The motion was unanimously approved.

***Oral Communications:***

***Dist. Of the Executive committee and senate materials.***

Senator Horst: Now that we have a new person. I'm appreciating the complexity of what we do. And I'm even baffled at all of the places that things have to go, and I wasn't really aware of all the things that Cera was doing. So, when I first started on the Executive Committee in the Senate, we did everything by paper. We would get our packets delivered to us Monday at around 2, and then we would have the meeting at 4. Then we moved to paper and email. We got the email. But we still got the paper packets. Then we started setting up the TEAMS site with paper, the email, and the TEAMS site. I am wondering if it would be, could it be acceptable that we not have the email and just have the material posted on TEAMS for the Executive committee?

Senator Fulton & Beddow: yes

Senator Beddow: we just started doing that for SGA.

Senator Fulton: That what I do for my agenda, because something always needs to be fixed on my end or someone forgot something.

Senator Blum: I also use to TEAMS.

Senator Mainieri: I think one of the things that I think about is, we've been using the emails to distinguish the ones that were supposed to comment on versus the ones we're not supposed to comment on.

Senator Nikolaou: Are we sure that everyone will be able to access TEAMS without any problems? Because last year, we had sometimes where people said we cannot access TEAMS, or we see something totally different in teams.

Senator Horst: So, for exec it will be fine, but not with the full senate.

Senator Nikolaou: We don’t know if it creates problems when you go to MAC or apple product.

Senator Cline: iPad are always a problem. We can try running it for a couple of meetings.

Acting Provost Yazedjian: The one thing I would add is in our office, from the time I’ve been there, we get those emails forwarded to the staff for review. They don’t have access to TEAMS, unless you want to give them access which would be too much.

Senator Cline: keep it the way it is.

Senator Horst: Why don't you think about it? We can talk about it next time.

***Distributed Communications:***

***08.31.23.05 Excerpt From 2018 debate on policy 3.2.13***

***08.29.23.01 From David Marx: Registrar***

***08.30.23.01 From Ani Yazedjian: Registrar***

Senator Horst: I had a correspondence from David Marks, who was on the Senate for a long time. He used to be chair of AABC; he was not the chair of AABC when the change happened to this policy. This policy has been changed a lot. He’s familiar with this policy. I forwarded all of these documents to the Acting Provost Yazedjian. Would you like to say anything?

Acting Provost Yazedjian: I would just start by saying in terms of the context of whether or not it should have been a Panel of 10. When I answered the email that Senator Horst sent me, it said, “what’s your read of it.” So, my read was there are three things that are mentioned in there about curriculum, supervising faculty and staff, and one other, direct report. My reading of that is that the Register doesn't fall into that. But then Senator Horst sent me the minutes from that where Jan Murphy did say it might involve curriculum, but she wasn't sure. Then Susan Kalter said something about articulation agreements. I think there are two issues. Number one is interpretation of the policy, and then number two is the process by which we determine what searches are Panel of 10… if they're not clearly articulated in that. So, I can't speak to the process from last year about the Registrar. If you ask me what my read of the Registrar is, I don't think it falls under policy 3.2.13. What Martha and I also discussed over email is to let you know. These are the searches that are coming up in our office, and then we can have a discussion (inaudible).

Senator Horst: The area of the policy that seems to cause the most trouble is academic affairs administrator. Going forward, I don’t think we should renege the promotion of Stacy; I don’t know what David was calling for, but it’s water under the bridge, as far as I’m concerned. Should we change this policy to make clearer?

Senator Cline: This was in your list for the summer.

Senator Mainieri: When I was reading it, it’s like directly report to provost and any of the following three things.

Senator Horst: Right but that’s that debate that Susan had with “such as not limited to.” For some academic affairs administrator position, like Acting Provost Yazedjian said, where, potentially, the policy could apply …. in part J, it says it can come to the Executive Committee. We're the body for the University, we’re the shared governance body for the university. We could just try to make that language clearer, so that we don't get in the situation again. It was unclear if the Registrar should have been in Panel of Ten search.

Senator Nikolaou: Maybe it came up because of what had happened last year or two years ago with the email that came from CAS?

Interim President Tarhule: The other question to add is, what are we trying to accomplish? If we say, in order to try to clarify the policy. Under what circumstances would we think the registrars will need to be included as a Panel of Ten search?

Senator Cline: I think the word is control, because not all policies that need Stacy's input are necessarily for Stacy's opinion, which I know how that sounds. But, I mean, we worked on the withdrawal policy last year, right? We had to do a lot of work with Stacy, but it wasn't Stacy executing Stacy's belief about what should be withdrawal dates. It was her answering questions about the “if we do this, what are the kind of manifestations that will mess up for other things.” So, she was involved. But she wasn't the actor, and that's important to bear in mind.

Senator Horst: Thank you guys for your correspondence. I think it’s a good understanding going forward.

***\*\*Approval of Proposed Senate Agenda– See pages below\*\****

Motion by Senator Mainieri, seconded by Senator Beddow, to approve the agenda. The agenda was unanimously approved as amended. See below.

***From Angela Bonnell: Milner Bylaws (Dist. To Rules Committee)***

***08.14.23.06 2021 Milner Library Bylaws***

***08.14.23.07 2023 Milner Library Bylaws clean copy***

***08.14.23.08 Milner Library Bylaw Markup***

Senator Horst: So, the Milner Bylaws, Senator Bonnell?

Senator Bonnell: Those are really minor changes.

Senator Blum: Okay.

Senator Horst: I wrote down that these last went through in 2021. So, they recently had a thorough review. Their requests are pretty straightforward.

Senator Bonnell: We had to review the membership because so many APs reclassified into civil service. Talking about ratios of different groups.

Interim President Tarhule: Is that process completed? My understanding was it’s still on going.

Senator Bonnell: I’m talking about another thing.

Senator Mainieri: It’s the university conversion of AP to Civil Service positions.

Senator Mainieri: So, I think this is a hopefully straightforward procedural change, and if anything would change in the future, it would be another straightforward procedural change.

Senator Horst: Any comments on that?

Senator Nikolaou: I have some small comments that I’m just going to send directly to Senator Bonnell.

***From Amy Secretan: (Dist. To Rules Committee)***

***08.14.23.09 ILLINOIS STATE UNIVERSITY CONSTITUTION 2017-10-20 May 2023 edits***

***08.14.23.10 Academic Senate Bylaws2022-11 - May 2023 edits***

***08.14.23.11 (Joint edit) Changes to Constitution and Bylaws May 2023***

***08.14.23.12 Staff Council Merger letter***

***08.14.23.13 Staff Council merger proposal***

Senator Horst: Amy Secretan is proposing some changes; we’ve been hearing about some of these changes. As I've indicated to a couple of people, this language describing the process of the membership of the Senate has not been looked at in 20 years. We consider their request, there's a lot of items we also might consider. Does anybody have any comments at this time about the proposal?

The first thing is how to format it. The Board has a particular way they lay out their documents. The next thing is that Doris Houston's position has been created. It's a direct report to the President. And she is not ex-officio. Would that be something that you would want to ask Rules to consider as well?

Interim President Tarhule: So that she be an ex-officio member of the senate? Does she want to be?

Senator Horst: She comes to every meeting.

Senator Blum: Anyone have any feedback or not?

Senator Beddow: I think we should look into it. It’ll be important to have.

Senator Horst: The next thing is in this document. It says “the chair of the chairs council”. At the very least, you want to change it to the “chair of the leadership council”. I sent a note to the chairs of the Leadership Council today asking if they want it to be designee or whatever they'd like. In Article 5 B 2, it says, “Each college shall have at least one representative on the academic senate.” It also sets the membership at 29, and it says every two years we’re supposed to do this reapportionment of the seats. We have a new college now.

I did have a discussion with Anthony Jones and Tom McLoda this summer asking about the Faculty Associate seat. It’s been several years since they sent someone over. They are trying to find someone. They've indicated that nobody seems to be interested; yet they don't want to lose their seat. I dug up the minutes for them. The seat was created 20 plus years ago for them. I showed them in the minutes the rationale that the faculty associates 20 years ago gave for having that representation. They want to have a seat, but then they're not filling it. That is another issue.

Interim President Tarhule: They said Business is not filling up their seat.

Senator Horst: They have two people, I think. Last year, Business didn’t fill their seat at all.

Senator Blum: Just a side… for College of Education, faculty associates come to college shared governance activities, like college council. I don’t know… if they want to preserve it, they have to come. We know that they want to participate in the shared governance; I think it’s evidenced by their activity in the college of education.

Interim President Tarhule: If I may give general information. I don’t know if it will affect your decision making. They often complain to me that they feel marginalized -- that the university sets them aside, and we don't take them into account. So, with that narrative of losing a seat, this may just feed into that narrative. I’ve met with them, and they have complaints. Of course, at that time I didn't know that there was a seat that they are not utilizing. I could have said something; I just want you to know that’s something that they convey to me as we make this decision.

Senator Horst: So, those are some of the things the Rules committee should discuss.

Senator Bonnell: What did we do in 2000 or 1999 when Mennonite was added? Was just added a seat outright, or was that taken from somewhere else?

Senator Horst: I can look into that, but I know the Senate was established in the Constitution in 96, and Mennonite was founded in 1999.

Senator Mainieri: Another reason why, looking at how this new college will impact giving up seats. Those type of things are adding seats is, With the addition of the new committee, we're starting to see that, for some of the committees, the balance of representation is off. The number of faculty tenure, tenure-track faculty available to be chairs on some of the committees is fairly low. I think that that those new changes and the addition of that committee… it could also be part of the discussion, right? As we're thinking about the number of seats on senate.

Senator Horst: Yes, it is difficult when we have five seats empty for faculty.

Senator Horst: I'm hoping that we can expedite this, and I'm hoping that we could get it on the Board meeting in May, so to make that happen. February --out of your committee, then March--- through the Senate. And April, the Board reviews it, and then it's on their agenda in May.

Senator Horst: The other part of the proposal is Campus Communication Committee. I did a brief history on the Campus Communication Committee. That’s the committee that writes the letter with all the shared governance bodies. It's two civil service, two AP, three faculty from the Senate, and the Student Body President. They are proposing to change it to 4 staff members. So, they would have the majority of that committee.

Senator Blum: Does the committee vote on what to say?

Senator Horst: We write the letter and we do vote on the letter.

Senator Blum: So, it’s the voting.

Senator Horst: It is not necessarily the voting. Why would one body have a majority over the other bodies?

Senator Cline: It’s off balance; we just have one student member for staff. If you’re trying to create a sense of balance in that committee, that’s pulling it off.

Senator Blum: right.

Senator Horst: I did a history search; I don’t have it on me, but it’s been around since the at least the 1969. They just proposed replacing the two civil service and two AP. We might want to have a discussion with Amy, and Kumi-Darfur and Senator Monk to talk about the structure. Senator Nikolaou, you’ve been in that committee before.

Senator Nikolaou: Yes, it would make sense to have it, because we are bringing to the Board of Trustees what the committee thinks about. So, it makes sense to have, let’s say, three students, three faculty and three staff members, where each one is equally represented.

Senator Horst: I would say, do the constitution first, and then do the bylaws.

***From Craig McLauchlan: (Dist. To Faculty Affairs Committee)***

***08.14.23.01 Honorary Degree Policy Change Recommendation***

***08.14.23.02 Policy 4.1.1 fall 21***

***08.14.23.03 Policy 4.1.1 Markup***

Senator Horst: Now we are at the honorary degree. This should be distributed to the Faculty Affairs Committee; That's where it traditionally goes. Any comments about the proposed changes?

Senator Mainieri: We agree with where it should go. My comment is the name of the policy ends with the word procedures. And there are a lot of procedures in here, and some of the suggestions that we're being asked to consider are more procedures than policy. I feel like that could be part of the committee discussion as they look at this policy.

Senator Horst: So, we have a language about the committee. And then, basically, the nomination procedure would be decided by the committee. Something like that?

Senator Mainieri: I think we've done a good job in other policies to really narrowing down that nomination process to what should be in the policy and leaving the procedure to whoever is over seeing that process.

Interim President Tarhule: Can we offer a Doctorate of Law?

Senator Horst: So the committee will have to look into the policy more. Whether or not we can technically offer Dr. of Law, and the thing about the structure committee and the nomination procedures will be established annually by committee and post it on website. Okay thank you.

***08.14.23.04 From Jeannie Barrett re Transcripts policy (Dist. To Academic Affairs Committee)***

[2.1.23 Transcripts | University Policies and Procedures | Illinois State](https://policy.illinoisstate.edu/students/2-1-23/)

Senator Horst: The state passed a law; the law was effect on June 9th, 2023. There are some changes that the Office of General Counsel has suggested to comply with this, and the changes are for the Transcript policy. She has detailed those in the email. Everybody’s in agreement that it would go to the Academic Affairs Committee?

All Senators: Yes

Senator Horst: There is another part for the changes that have to do with the past due debt policy, and Christy West and Jeannie Barrett have identified policy 7.7.7; this policy could contain some of this now legally required language. It is an item on the agenda to discuss if it would stay a senate policy.

Senator Mainieri: I have the same question on the Transcripts policy. It feels like these are process use for registrar office.

Senator Horst: So, you are proposing that 2.1.23 is not a senate policy.

Senator Mainieri: I don’t see anything in this policy that the senate need to be actively involve in.

Senator Horst: Does everybody have the Transcript policy in front of them? Are people comfortable to determine whether or not this is a senate policy right now?

Senator Nikolaou: Either way, we will have to review it for this round in the Academic Affairs.

Senator Horst: Not necessarily.

Senator Cline: We didn’t have a vote so it could be done by Jeannie Barrett’s office.

Senator Horst: Also, Stacy Ramsey is working on it.

Senator Cline: It’s about legal compliance, not about decision making.

Senator Nikolaou: I would say to hold off because we haven’t looked at the actual policy to determinate if it’s a senate policy or not.

Senator Horst: You’re uncomfortable to decide right now.

Senator Nikolaou: Yes.

Senator Horst: However, I did ask you all about the policy 7.7.7, which is another piece of this. It is now currently a senate policy; and if it remains one, we will change it as soon as possible because of the changes in the law. Do we want to keep it as a senate policy?

Senator Mainieri: This goes back to discussion I feel like we're having frequently last year. There seems to be a lot of procedures in this policy. If we decide to take things off of our list, it’s part of the communication also to guide offices.

Senator Horst: Let’s discuss this (7.7.7); does anybody object to taking this off the senate policy list? Is everybody in favor of taking it off?

Senators: in favor of taking it off.

Senator Horst: Do you want to keep this as an advisory policy? If it changes, it can come back to the senate to see what change.

Senator Fulton: It would be nice to know what ends up happening just so that we can talk through it.

Senator Horst: Okay.

***08.30.23.02 From Benjamin Schmeiser weather advisory Email (Dist. To Academic Affairs)***

Senator Horst: So, we had a communication on the floor of the Senate by Senator Schmeiser.

Senator Nikolaou: Policy 3.1.6 it talks only to the winter semester break, and it’s regarding a specific employee. If we need to add something for the summer session break, that’s where the changes will happen. We also have policy 5.1.10; based on the way it’s written; it does not say anything about it.

Senator Horst: Who owns that policy?

Senator Nikolaou: 5.1.10… It says VP for Finance & Planning and the Provost decide if they are going to shut down classes.

Senator Horst: If they are not senate policy, we can forward it to whoever handles it.

Senator Fulton: At least in the College of Fine Arts, you only get three absences no matter what; unless you have stuff for the army, covid or a doctor note, most teachers will give you an absence for that. It will count towards your three absences, and after that it marks your grade.

Acting Provost Yazedjian: But if a student has a potential accommodation, they could retroactively go to SAS, and SAS connects with the faculty member?

Senator Mainieri: Both of them are not senate policy.

Senator Horst: So, the suggestion is that since these are both… these two policies are not senate policies. We are going to forward this comment plus the comment that we did add on to the 1.11 Academic Calendar policy, but we aren’t going to take this because both policies aren’t senate policies.

Senator Nikolaou: It should be straight forward.

Senator Mainieri: Can we also request that they remove any gender language from the policy?

Senator Cline: I think the question that Senator Schmeiser was bringing up is that because there wasn't a declaration of an emergency from the University; that limited some faculty’s meetings for students. If the institution says this is a severe weather situation, then that gives license to faculty to say, “Without that, it’s an individual faculty member discretion.” This sometimes will disadvantage the students.

Interim President Tarhule: In the case of heat, there are tables with the service that has guidelines, and we didn’t make those guidelines. People might feel like it’s really hot, but we have to follow the guidelines.

Senator Cline: Then that is the answer to Senator Schmeiser.

Interim President Tarhule: Yes, they are specific guidelines from the National Weather Service that trigger those heat advisory. It is not a judgement call.

***08.14.23.14 From Martha Horst: List of Potential 10-year Review Cycle Policies - 2023***

Policy 6.1.16 [*Display of Official Flag on campus (Non-Senate?)*](https://policy.illinoisstate.edu/facilities/6-1-16/)

Policy 7.1.22 [*Foundation (Non-Senate)*](https://policy.illinoisstate.edu/fiscal/general/7-1-22/)

Policy 7.8.1 [*Operating Budget (Non-Senate)*](https://policy.illinoisstate.edu/fiscal/budget/7-8-1/)

Policy 7.7.7 [*Student Billing (Non-Senate)*](https://policy.illinoisstate.edu/fiscal/accounts/7-7-7/)

***Adjournment***

Motion by Senator Cline, seconded by Senator Fulton, to adjourn. The motion was unanimously approved.

***Proposed* Academic Senate Meeting Agenda**

**Wednesday, September 13, 2023**

**7:00 P.M.**

**OLD MAIN ROOM, BONE STUDENT CENTER**

***Call to Order***

***Roll Call***

***Public Comment: All speakers must sign in with the Senate Secretary prior to the start of the meeting.***

***Presentation: Color of Money (Vice President for Finance and Planning Dan Stephens, Associate Vice President for Planning & Budgeting Sandi Cavi, and Executive Director of the University Budget Office Amanda Hendrix)***

***Chairperson's Remarks***

***Student Body President's Remarks***

***Administrators' Remarks***

* ***Interim President Aondover Tarhule***
* ***Acting Provost Ani Yazedjian***
* ***Vice President for Student Affairs Levester Johnson***
* ***Vice President for Finance and Planning Dan Stephens***

***Advisory Item: Differential Tuition (Acting Provost Ani Yazedjian)***

***Internal Committee Reports:***

* ***Academic Affairs Committee: Senator Nikolaou***
* ***Administrative Affairs and Budget Committee: Senator Mainieri***
* ***Faculty Affairs Committee: Senator Lucey***
* ***Planning and Finance Committee: Senator Valentin***
* ***Rules Committee: Senator Blum***
* ***University Policy Committee: Senator Sheridan***

***Communications***

***Adjournment***