**Academic Senate Executive Committee Minutes**

**MONDAY, September 27, 2021**

**Approved**

***Call to Order***

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

***Oral Communication:***

Senator Horst: I am working with Legal on some OMA compliance issues. There are some requests to release some documents and I’m working with Legal to flesh out what is required of the Senate. I’m also working with them on the Senate structure, because everything that applies to the Senate also applies to all the external committees. So, they’re concerned about OMA compliance, and I have to see what they want to do. They are advocating for less external committees. So, there’s some conversation about that because any committee that’s a formal standing committee of the Senate has to comply with what the Senate complies with.

We’re also creating a document on the policy review processes. In relation to that, Cera and I had a meeting with an IT team, and we are trying to develop a workflow software program. We’ve been creating these documents about how things go through the Senate and at what points emails are generated and at what point things go on various lists. The concept is that we have a software program that will be generating emails, communicating what stage your document is in, funneling it to the correct people, and making sure the right document goes to the President to get signed. That kind of stuff. The second page details all of the different lists that Cera maintains. There’s lots of just manual documents that she updates. So, the idea is this software program will update everything.

Senator Garrahy: So, it would make Cera’s life easier.

Senator Horst: Yes.

Senator Garrahy: I’m all for it.

Senator Horst: So, we’ve been working on that and we’ll see if that proposal gets approved. The idea is that we would try to pilot this program in the summer. Legal was also excited about the proposal because of the last piece of the policy, things get approved by the Senate and then they go to Legal for a last review. They also want to be notified at various stages when the documents are going through the process, so that they are alerted when policies are reviewed. So, we’ll see what the IT people think.

***Distributed Communications:***

***From Rules Committee: (Information Item 10/6/21)***

***01.21.21.11 COUNCIL ON GENERAL EDUCATION-current***

***01.21.21.12 CGE Charge Mark Up***

***01.21.21.05 CGE Charge-CLEAN Copy***

Senator Stewart: In some communications with Senator Horst earlier today, it may be that this needs to go back to Rules briefly. This has been a little bit of a hockey puck. It’s come to Exec and then got kicked back for mysterious reasons at the very end of spring 2021, and then we voted to bring it forth. You can see that there’s been some name updates. We reviewed the functions. There are various small updates to it.

Senator Horst: What I pointed out to him was (because I used to be Rules Committees chair), the language about how the faculty members are appointed that doesn’t quite match what we’re doing. We do this call for volunteers, and then we see who’s interested in CGE and then we seat them based on that. This says, “nominees for membership shall be named by the respective college for approval.” Which the wording sounds like it would be an election, or would it be a dean nomination? And then if you wanted to do that, you would have to do it after the slate was approved. So, I just asked him to take that back to Rules to figure out if they wanted it to be a dean nomination or if they wanted it to be a call for volunteers. Because I think there are no other committees that the members are elected by the college. The UCC follows this external committee process. I mean there are some like the University Review Committee and the Faculty Review Committee that are elected by the college. So, do you want to keep this on the Senate agenda?

Senator Stewart: Let me think about that. My plan is to look at some other similar committees and see if there’s better language. This is the preexisting language, by the way. This was not something that was made as a change. Rather, this was the existing language, and then as Martha has correctly pointed out, this language probably should be updated. So, it might just be that there is some text from another committee that could be easily slotted in.

Senator Nikolaou: I had, “College of Arts and Science,” add an “s” behind that.

Senator Stewart: Yes.

Senator Nikolaou: I don’t know if you’ve talked about the part of CAS Associate Dean. Is it specifically the Associate Dean for Academic Programs and Student Success, or is it any of the Associate Deans from CAS?

Senator Stewart: Okay.

Senator Garrahy: I have a question as well, because I’m not familiar with this committee. Where is says faculty serving on CGE should have taught in the program or have familiarity with the program if the college does not contribute. Does Milner teach within CGE, and Mennonite? Or is this where that last sentence comes in?

Senator Stewart: I think that is where the last sentence comes it. But we can also imagine that someone in CAS, for example, many CAS departments do teach gen ed courses, but we could imagine individual faculty member who has specialties where they don’t, and there the requirement is, hey, you should at least know something about how the gen ed program works if you’re going to serve on this committee.

Senator Cline: I think that’s something to bring up with the committee, in terms of the selection process. Right? Because how can you ensure that you are getting someone with some familiarity? If you’re going to do it differently than through the deans… An appointment seems like they can target individuals and they know who’s teaching and what not.

***09.13.21.01 From Lea Cline: Remove item from AAC’s Issues Pending list***

Senator Horst: This is something that Exec suggested that be removed. Now, Lea’s asking for the Title IX item from 2016 be removed from AAC’s Issues Pending list as we suggested. Okay. Everyone is in agreement of what we decided before.

***From OEOA Director, Title IX and ADA Coordinator Jeffrey Lange: (Advisory Items 10/6/21)***

***09.17.21.01 Title IX Procedure Update
09.17.21.02 Policy 1.2.2 Hostile Educational Environment Sexual Harassment-Student Procedures MARK UP***

***09.17.21.03 Policy 1.2.3 Title IX Hostile Work Environment Sexual Harassment Procedures MARK UP***

Senator Horst: This communication is from Jeffrey Lange and he would like to present two changes to policies 1.2.2 and 1.2.3 as an Advisory Item. It’s on the agenda.

***From Rules Committee: (Information Item 10/06/21)***

***09.23.21.02 Policy 1.10 Editorial Changes MARK UP***

***09.23.21.03 Policy 1.10 Renner Stewart email exchange***

***09.23.21.04 Ray Email about Policy 1.1.0***

Senator Stewart: The changes here are very minimal, although we did verify and check a couple of things. The changes come at the very end primarily where they’re updating various places that ought to be contacted in case of subpoenas, etc. So, some updated contact information. Rules did also look at F, about what counts as directory information. We thought it was at least worth checking with a couple people, because it lists some things that initially might seem a little alarming, like the weight and height of members, people’s hometowns. It turns out most of this is dictated by FERPA, so there’s perfectly good reasons that it’s there. In other cases, there really are good reasons, like a sports team might need to report weights or heights, based upon a category an athlete might fall into. It’s also worth stressing that the fact that this information counts as directory doesn’t mean it is just dumped on the internet; it may be. And a lot of this information is not going to be released, except for very special circumstances, like, with hometown, if their local newspaper contacted us wanting to know how many graduates from a hometown there were this year. Then that kind of thing might be released. There are a couple associated emails. We ran this through legal to make sure that the offices that they want to update to were still the correct ones. Also, we checked with Jess Ray about this clause about the directory information. He also supports the view that, yes, this is accurate. This is the stuff that’s supposed to be there.

Senator Otto: I was going to say, the very last phone number in the last paragraph doesn’t have an area code.

Senator Nikolaou: Under F, where it starts listing, “name, address (…” should we put a comma at the end, “telephone number?” It seems something is missing over there. B needs a full stop at the end, not a comma.

Senator Horst: I was wondering if the last paragraph should be an itemized list. “Questions concerning the University’s policy regarding release of information may be directed to…” And then have a list.

Senator Garrahy: That would make it easier to read.

Senator Stewart: Sure.

Senator Horst: Did you run this by Charley Edamala or someone from his team?

Senator Stewart: No. The people that I contacted were Teri Hammer and Jess Ray.

Senator Nikolaou: Also, the question that I had was is this the same as what is posted on the website? Because as I was looking, on the second page where it lists the five policies, the website doesn’t list 1.1.9, which doesn’t seem to exist at all. And then the 1.13, here it is named the Use of Secured Numbers, the website says 1.13 Identity Protection. 9.3 has a different name.

Senator Horst: Cera, did we do a mark up against the current policy on this one?

Ms. Hazelrigg: No. This is the markup provided by Rules. Looks like it’s from 2017.

Senator Horst: I think we need a current mark up.

Senator Nikolaou: In the last paragraph we also want to say the Vice President for Academic Affairs and Provost, so the “for Academic Affairs” is missing. Then I had a question, is the Assistant to the President and the Public Records Officer one in the same person, or are they different, and should we specify it somewhere in the policy? Because the Chief of Staff is the Assistant to the President but also Doris is the Assistant to the President.

Senator Cline: The person that you currently contact for FOIA is not the Assistant to the President.

Senator Nikolaou: But that’s what the policy says, it says it’s the Assistant to the President and Freedom of Information Act Officer.

Senator Cline: I’m just saying, I don’t believe that is currently the case. It’s Molly in Public Relations.

Senator Nikolaou: Yeah. And then what was added at the very end, it says and for Freedom Information Act requests contact the Public Records Officer. So, that’s why. Because at the beginning it says that the Assistant to the President is the FOIA Officer, but then it says that for requests about FOIA contact the Public Records Officer.

Senator Horst: It sounds like a request Legal should be weighting in on since they’re running this. Right?

Senator Nikolaou: Yes. Because I don’t know, in the beginning where it says the Assistant to the President, if they just didn’t change it, or if it is indeed the Assistant to the President who is the FOIA officer. That I don’t know.

Senator Cline: Currently, the FOIA Officer is in the Media Relations department.

Senator Horst: So, could you contact Teri Hammer and figure that out, and then we need a markup of the current policy and not have the 2017 mark up. Also, the area code.

Senator Stewart: Yeah.

***From Rules Committee: (Remove from Issues Pending Folder)***

***09.23.21.01 - TAC Viability - Response from Murphy***

Senator Stewart: Rules had this lingering thing on their Issues Pending list to quickly assess the viability of the Textbook Affordability Committee. It was difficult to figure out exactly what the issues were meant to be, but it seemed to be roughly that the committee was having trouble finding membership. Given their current charge, which was about gathering data, they were having tremendous trouble gathering appropriate data because they were sending surveys to chairs that weren’t making its way to faculty, and if they were making the way to faculty most faculty were not responding to it. So, they were having a lot of problems with that. We then discussed (there’s an email about that) with the current chair of the Textbook Affordability Committee, especially in light of the change to their charge. Rules did discuss this, we didn’t just accept the answer from the Textbook Affordability Committee, but we largely agreed that partly because the TAC wants to revise their charge to move more towards education and advertising, like, hey, there are these resources available. They may actually already be in the process of developing something like a best practice guide for faculty. That helps shift the emphasis away from aggressively gathering data that they weren’t seemingly able to get, and towards a more fruitful role. It was also pointed out by a member of Rules that abolishing a Textbook Affordability Committee, just in principle, seems like a bad idea. It seems like an important kind of committee to have. We can adjust their function. I think those are the primary things I have to report.

***From Rules Committee: (Information Item 10/06/21)***

***09.23.21.06 TEXTBOOK AFFORDABILITY Current Copy***

***09.23.21.05 TEXTBOOK AFFORDABILITY-mark up***

***09.23.21.07 TEXTBOOK AFFORDABILITY-Clean Copy***

Senator Stewart: We decided to add a permanent new member, the Assistant Vice President for Student Success or designee. In light of that, Rules thought, well, we’re changing the number of administrators and designees on the committee, so that’s why they also thought it would be a good idea to up the number of students from three to four, and up the number of faculty from three to four. They also added this clause that no more than two faculty should be from any one college or division, in the case of the College of Arts and Sciences. Right. That would prevent the committee from say being a bunch of people from humanities, or whatever. To get some diversity on the committee. There are some shifts in the functions. Rather than researching textbook affordability or textbook costs, it’s now collaborating with stakeholders and identifying and addressing problems. That narrows the mandate a little bit and also makes it sort of more cooperative. Systematic analysis of textbooks. You can see other things are added and crossed out here. I won’t go through them all. We ended up with a tightened-up functions list, with a much heavier emphasis on the education element.

Senator Garrahy: This is a random question because we are doing this in my school, is any conversation about the influence of looking at diverse, equitable, and inclusive textbooks? Or do we have a checklist for our faculty when they’re looking at textbooks, in terms of different textbooks in terms of when they buy, parameters they may want to give some thought to when they are looking at material. It doesn’t mean it can happen, based on what your area of expertise is, but to give some thought to it.

Senator Horst: That could be something for the floor, but that seems like it would be outside of the functions. But we could talk about it on the floor. Because there was interest from the students on that. I would say that this is staying a mixed external committee, which we’ve had problems with getting a faculty or student senator. So, that was part of the designee language. I did conceive of a way to run the election. The Faculty Caucus can announce that we are about to seat the external committees’ slates and we could ask for a volunteer at that point. And then if you don’t get any then you can just go about making the external slate. This is really the only mixed external that we have. It was intentionally set up that way because they wanted to emphasize the importance of it, but we’ve had trouble seating senators. So, I did think that was a way to go. But you can just basically get volunteers and if there’s none then we’ll go to the pool of people.

Senator Stewart: Right. So, maybe during the communications portion of the Faculty Caucus in the meeting before we have to do the external committee slate. Yeah.

Senator Nikolaou: I have one small thing. Vice President for Student Affairs. “For” instead of “of.”

***Academic Affairs External Committee Report***

***Annual Report, Academic Planning Committee, 2020-2021***

***Council for General Education annual report AY2021***

***Honors Council Report 2020-2021***

Senator Cline: We reviewed these reports. I gave the committee two meetings to give feedback, and no one had any questions or concerns about them. They were all quiet. So, I brought them forward to say the committee have reviewed and accepted them.

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

***Proposed* Academic Senate Meeting Agenda**

**Wednesday, October 6, 2021**

**7:00 P.M.**

**OLD MAIN ROOM, BONE STUDENT CENTER**

***Call to Order***

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

***Roll Call***

***Presentations: Operating and Capital Funding Request to the State of Illinois (Vice President of Finance and Planning Dan Stephens, Assistant Vice President for Budgeting and Planning Sandi Cavi, and Director of University Budget Office Amanda Hendrix)***

***Chairperson's Remarks***

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

***Administrators' Remarks***

* ***President Terri Goss Kinzy***
* ***Provost Aondover Tarhule***
* ***Vice President of Student Affairs Levester Johnson***
* ***Vice President of Finance and Planning Dan Stephens***

***Advisory Item:***

***From OEOA Director, Title IX and ADA Coordinator Jeffrey Lange:***

***09.17.21.01 Title IX Procedure Update
09.17.21.02 Policy 1.2.2 Hostile Educational Environment Sexual Harassment-Student Procedures MARK UP***

***09.17.21.03 Policy 1.2.3 Title IX Hostile Work Environment Sexual Harassment Procedures MARK UP***

***Action Item:***

***From Rules Committee:***

***02.18.21.12 Academic Planning Committee Blue Book page Current Copy***
***09.09.21.07 Academic Planning Committee Blue Book page Mark Up***

***09.09.21.08 Academic Planning Committee Blue Book page Clean Copy***

***From Rules Committee:***

***02.23.21.02 Administrative Affairs and Budget Committee Blue Book Charge Current Copy 02.23.21.03 Administrative Affairs and Budget Committee Blue Book Charge Mark Up***
***02.23.21.01 Administrative Affairs and Budget Committee Blue Book Charge CLEAN COPY***

***From Rules Committee:***

***02.23.21.04 Planning and Finance Committee Blue Book Charge Current Copy***
***02.26.21.01 Executive committee minute excepts 08-22-17 AFAC report***
***02.26.21.02 Planning and Finance IP list AFAC report***

***Information Items:***

***From Rules Committee:***

***09.23.21.07 - TEXTBOOK AFFORDABILITY Current Copy***

***09.23.21.05 TEXTBOOK AFFORDABILITY-mark up***

***09.23.21.06 TEXTBOOK AFFORDABILITY-current***

***Academic Affairs Committee: Senator Cline***

***Administrative Affairs and Budget Committee: Senator Smudde***

***Faculty Affairs Committee: Senator Nikolaou***

***Planning and Finance Committee: Senator Vogel***

***Rules Committee: Senator Stewart***

***Communications***

***Adjournment or Hard stop at 8:45 p.m.***

The agenda was unanimously approved, with friendly amendments as indicated above.

***From Director of Financial Aid Bridget Curl (Dist. to Academic Affairs)***

***09.14.21.04 RE\_ Policy 7.7.8 Updating needed***

***09.14.21.03 Policy 7.7.8 Tuition and Fee Waivers Policy Current Policy***

***09.14.21.01 Policy 7.7.8 Tuition and Fee Waivers Policy Mark UP***

***09.14.21.02 Policy 7.7.8 Tuition and Fee Waivers Policy Clean Copy***

Senator Horst: The internal auditor recently conducted an audit of the Tuition Waiver program and during the audit they recommended these changes. They are hoping the changes can be made quickly.

Senator Cline: Do we know how quickly?

Ms. Hazelrigg: The auditors were hoping for it to be updated during this fall semester.

Senator Horst: Do people think this is a Senate policy?

Senator Cline: That’s a good question because it’s not about the academic endeavor it’s about finances.

Senator Horst: And everything is governed by statutes.

Senator Cline: I suppose the ruling that I would want is, is it statutory? If it’s statutory, it probably shouldn’t be a Senate policy because we don’t have any effect on it anyway.

Senator Horst: Could you ask those questions when you’re doing the review?

Senator Cline: Review them both and ask Legal whether these are things that are all statutory.

Senator Horst: Right. Review the policy and in that process discuss whether or not this is all beyond the Senate’s control. It doesn’t seem to me to be in the Senate area, but I think we should do this review.

Senator Cline: Of 7.7.8. Same question applies to 7.7.2?

Senator Horst: Yes. And then after we do the review, then we can determine if they should be removed from the Senate policy review list, then we can take them off after this final review.

Senator Cline: Okay. So, how it’s written here, it’s not a policy review but rather a directed request.

Senator Horst: Yes.

***From Christy West (Dist. to Academic Affairs and discussion if this should remain a Senate policy)***

[***Policy 7.7.2 Financial Aid Distribution***](https://policy.illinoisstate.edu/fiscal/7-7-2.shtml) ***Current Copy***

***09.17.21.04 Policy 7.7.2 Financial Aid Distribution MARK UP***

***09.17.21.05 Policy 7.7.2 Financial Aid Distribution Clean Copy***

Senator Horst: Christy West writes, “these changes are due to internal audit finding and we’d like the changes to be posted as soon as possible. This expands the types of financial aid.” I found a lot of typos and grammatical error that I can just share with you.

Senator Stewart: Same.

Senator Horst: But everyone is comfortable with this going to Academic Affairs? And after they’ve completed their review, determine if you think this is a Senate policy.

Senator Cline: Yes. I understand my charge.

***Policy Review:***

[***Policy 2.1.12 Pass/No Pass - Credit/No Credit Policy***](https://policy.illinoisstate.edu/students/2-1-12.shtml) ***(Academic Affairs Committee)***

Senator Horst: We are now on the five-year policy review items. First, we have Pass/No Pass. Any comments on this one? You might want to figure out if they are comfortable ditching the credit/no credit if they’re making that change.

Senator Cline: What do you mean?

Senator Horst: They have the Credit/No Credit or the Pass/No Pass and in 2015 Campus Solutions implemented, they say the Credit/No Credit terminology will be replaced by the Pass/No Pass. Has it been long enough?

Senator Cline: Okay.

Senator Horst: And also, Dimitrios, we did some work with the Pass/No Pass language on the catalog. Do you remember that?

Senator Nikolaou: Yeah. There were the different abbreviations that we had to remove or clarify what they were. Yeah.

[***Policy 2.1.19 Verification of Student Identity***](https://policy.illinoisstate.edu/students/2-1-19.shtml) ***(Academic Affairs Committee)***

Senator Horst: I thought this was an interesting one. Any comments on that? You might want to work with Charley Edamala to attempt to see if they have any insight in verifying student identification.

[***Policy 4.1.17 Classroom Disruption***](https://policy.illinoisstate.edu/academic/4-1-17.shtml) ***(Academic Affairs Committee)***

Senator Horst: Any input on this one?

Senator Cline: I think it needs to be reviewed, especially in light of COVID related things.

[***3.2.1 Academic Personnel***](https://policy.illinoisstate.edu/employee/3-2-1.shtml) ***(Faculty Affairs Committee)***

Senator Horst: This is scheduled to go to the Faculty Affairs Committee. You might want to look at 3.3.2 which also defines faculty. That one seems pretty straight forward.

[***3.2.3 Academic Notice of Appointments***](https://policy.illinoisstate.edu/employee/3-2-3.shtml) ***(Faculty Affairs Committee)***

Senator Horst: This is going to Faculty Affairs.

***Proposed Non-Senate Policies:***

[***1.2 Anti-Harassment and Non-Discrimination Policy***](https://policy.illinoisstate.edu/conduct/1-1-2.shtml)

Senator Horst: Now, we go to a request from Legal. Like I said, there are now a lot of policies that were in the list of Senate policies to review. Legal would like us to reconsider some of these. I’ll start with the Anti-Harassment and Non-Discrimination policy. This is initiated by the Office of Equal Opportunity and Access. They are requesting that this policy be moved from the list of University policies requiring Senate review to the list of University policies that do not re quire Senate review. There is an understanding that they will come as advisory with any changes. What do people think about 1.2 as a Senate policy?

Senator Stewart: I’ll just mention that this might be true for many of them. One general reason maybe to want this to come to the Senate is that sometimes going through these reminds people what the policy is.

Senator Horst: But could we do that as an advisory item?

Senator Stewart: Yeah. There might be another way.

Senator Horst: Like he’s going to do with the Title IX policies. He’s going to come and talk about the recent changes to the policy. The curriculum is under the faculty control, right, with the understanding that it’s in the academic area understood. But if we want to extend the academic area broadly conceived and say that we have expertise in this area. I’ll give a counter example. The Religious Accommodation policy, which Dimitrios’ committee worked on. I’m not sure how much consideration was given to how that would go, like classroom mechanics. How much time was allotted? We did a lot of, okay, we recognize the need for this accommodation, but as a faculty member we need a little bit more time. So, there was a dialogue about how that policy would be executed by the faculty and the student’s responsibility and a new time. So, there can be an argument to be made about something that is coming from a federal mandate that we should be reviewing. But the flip side is that we have a lot of policies that we are committing to review every five years and there’s limited resources. So, Legal was basically saying that this is a technical policy that’s governed by statute.

Provost Tarhule: The other issue with this is its almost always falls under very personal personnel type issues. Difficult type of issues. So that’s something to think about.

Senator Cline: And we all do have the training. Right? From the State of Illinois. The sort of presence of mind type of stuff. So long as we’re doing those training videos it’ll be top of mind.

Senator Horst: In my limited knowledge, these are all governed by federal statutes.

Senator Cline: Yeah. Or are crafted by our lawyers to meet the statute.

Senator Garrahy: And again, if we only look at them every five years, some of these are going to change… you know, Title IX is changing due to the former administration. So, these things will need to change much faster then every five years. I see it as advisory, but I don’t feel comfortable reviewing this with my limited law degree (which I do not have).

Senator Horst: We will start with this one and just say that it’s off the Senate list, but when you change this item it will be an advisory item to the Senate. Are people comfortable with removing this from the Senate list?

Senator Spranger: I think it makes sense to leave it in OEOA’s hands.

Senator Horst: All right. We will let them know we expect this to be an advisory item if there are any changes, but we’ll take it off the Senate policy review list.

***Adjournment***
Motion by Senator Cline, seconded by Senator Nikolaou, to adjourn. The motion was unanimously approved.

**Attendance**

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| --- | --- | --- | --- | --- |
| **SENATE****REPRESENTATIVES** | **Attendance** | **MOTION:** | **MOTION:** | **MOTION:** |
| Name |  |  |  |  |
| Cline, Lea | Present |  |  |  |
| Garrahy, Deb | Present |  |  |  |
| Horst, Martha | Present |  |  |  |
| Kinzy, Terri\* | Present | NV | NV | NV |
| Miller, Chloe | Present |  |  |  |
| Nikolaou, Dimitrios | Present |  |  |  |
| Otto, Stacy | Virtual |  |  |  |
| Small, Maddy | Present |  |  |  |
| Spranger, Avery | Present |  |  |  |
| Stewart, Todd | Present |  |  |  |
| Tarhule, Aondover\* | Present | NV | NV | NV |
| Villalobos, Rodrigo | Present |  |  |  |