**Academic Senate Executive Committee Minutes**

**MONDAY, February 13, 2023**

**Approved**

***Call to Order***

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

***Public Comment***

None.

***Approval of Executive Committee minutes from 01/17/23.***

Motion by Senator Mainieri, seconded by Senator Myers, to approve the minutes. The motion was unanimously approved.

***Oral Communication:***

***SGA Membership- Alignment of SGA bylaws and Senate bylaws and other structural issues***

Senator Horst: The first item I have is SGA membership. We’ve had some issues with SGA members of the Executive Committee, and SGA members in general. Cera and I have been looking at the SGA bylaws in addition to our bylaws to try to figure it out. As I do that, I see more and more things that are not matching. For instance, you guys have a GPA requirement. We don’t have that in our bylaws.

Senator Myers: Yeah. So, we have a semester GPA, if I’m not mistaken, and that’s different than the University Constitution’s definition of what good academic standing is.

Senator Walsh: To my understanding there’s not even anything mentioned in the Academic Senate regarding GPA, because it’s mainly faculty. So, yeah, we have a GPA requirement.

Senator Horst: Another question, who are on this committee?

Senator Walsh: So, it should be the Student Body President and then the three legislative Exec members.

Senator Horst: Right. That’s what it says in your bylaws, but in our bylaws, it doesn’t say that. It says four SGA members. No, you’re included, but that’s what’s I’m saying. There are these little differences of the bylaws, the SGA bylaws and our bylaws. I wrote down a whole bunch. Quorum. The attendance policy. We were having this discussion about your attendance policy for internal committees and our attendance policy, they are slightly different.

Senator Walsh: Within our bylaws there are certain exemptions where someone is granted an excused absence (this is going to sound really weird) that doesn’t count as one of their three excused absences. So, if someone, for example, has a class conflict that comes up throughout their term that they couldn’t predict because it’s second semester or if it’s a doctor’s appointment. Things along those lines, they’re not going to be using one of their excused absences. Now, for instance, if they had another club meeting, then it would be one of their actual excused absences. After you use three excused it becomes unexcused. After three unexcused you are excused from the association.

Senator Horst: And that’s for your meetings or our meetings?

Senator Walsh: That’s for our meetings. And that’s where, I think, some of the confusion comes in because Academic Senate is also a responsibility that when you join SGA you are taking on. But our attendance policy only applies to our SGA responsibility, not the Academic Senate.

Senator Horst: Okay. And then another point of confusion happened when there was this University Hearing Panel case and there was a little bit of tension because SGA was about to pass some resolutions. All SGA includes the senators and also these ex-officio RSO members. If they are all passing this resolution, do they all create a conflict of interest if they are on the University Hearing Panel? SGA is an internal committee but is it all of SGA or is it just the assembly? So, what I’m proposing—not for this version of the bylaws—but at some point, the Rules Committee needs to sit down with the SGA bylaws and our bylaws and really go through them and get them into alignment.

Senator Blum: Yeah. So, here’s the thing. We are very close to Article VI, which is internal committees. In fact, we are most likely going to pass that out of Rules next time. In principle, SGA is an internal committee and so there is a portion of the bylaws that says all committees, which includes their internal committees. So, the attendance policy, if passed by the Senate, in the new version for internal committees there is no distinction between excused and unexcused absence, it’s just a number. So, in the proposed version it’s if you hit five. So, four absences whatever the reason, it’s the fifth absence and then you would be certified. If we are going to carve out exceptions or a different set of rules for when you guys meet, then that would need to be done.

Senator Horst: There is a piece that they are running by themselves, right. But I wrote down some other things. SGA breaks out into caucus’, and it seemed like those were closed meetings.

Senator Walsh: We have caucus speakers. They speak in the meeting. That would be like Chief Woodruff from the ISU PD come and speak about campus safety.

Senator Horst: Okay. You have Executive Committee meetings that aren’t open to the public.

Senator Walsh: They are technically open to the public.

Senator Horst: It’s those little things that you need to fix in your bylaws.

Senator Myers: Does it say they are closed meetings?

Senator Horst: Um-hum.

Senator Garrahy: So, technically they are open, that’s the…

Senator Walsh: It’s just nobody shows up. You know what I mean?

Senator Garrahy: Nobody used to show up to some Senate meetings either.

Senator Walsh: I don’t think it says closed in ours, but I could be wrong.

Senator Horst: This does not have to be done this year. I’m saying that in the future it might be good for the Rules Committee to sit down with the SGA bylaws, particularly if you guys are staying an internal committee, which, I’m still waiting for that decision.

Senator Walsh: From us?

Senator Horst: That was something Legal brought up last year.

Senator Blum: What Chairperson Horst is saying is we can carve out exceptions. Like if there needs to be clarification on the exception about your meetings I can insert a line, with exception to SGA, an internal committee, for attendance, for example. Like if there needs to be an exception.

Senator Horst: There’s a lot of stuff in their bylaws, let’s just start there. For instance, we didn’t know about this GPA requirement at all. There’s a lot of details about how SGA manages their meetings and how they manage their senators. And do we at all want to reflect that in the Academic Senate Bylaws, and do we want to clarify who is the internal committee? Is it SGA, which includes all the other members by the way I read your bylaws, particularly now if they are voting.

Senator Walsh: Because assembly is defined as voting members.

Senator Horst: Or is it the assembly that is the internal committee?

Senator Myers: I thought the assembly was the internal committee of the Academic Senate while…

Senator Horst: It’s listed as Student Government Association.

Senator Walsh: That would be the entire thing then.

Senator Blum: Yeah. In the bylaws it says SGA. So, we don’t discriminate. But maybe we should, right, maybe that’s a point of clarification.

Senator Horst: Yeah. This is the issue that Legal brought up. We discussed trying to talk about it this year but we haven’t been talking about that. So, there’s two things. One, is SGA an internal committee? If so, are they really compliant with the Open Meetings Act, and we need to, for instance, make sure their Executive Committee meetings are in the open. And two, particularly if they are an internal committee, should we be looking at their bylaws a little bit more closely? That’s what I’m proposing to send to Rules. But the internal committee part is something that the Office of General Counsel thought it was a difficult position for your guys to be in legally, if you recall that meeting from last year.

Senator Blum: It would make a big difference if you were an affiliated group.

Senator Horst: Or is it the assembly?

Senator Blum: Or if there is other narrowing, yeah.

Senator Horst: Is it the assembly that’s the internal committee and SGA is a separate RSO that has constitutional powers.

Senator Blum: We could say the SGA assembly, right.

Senator Walsh: So, the assembly is a chunk of the Student Government. Technically, I’m not part of the assembly. So, it would be assembly plus Student Body President. I’m always a little addition.

Senator Horst: I think that’s the most pressing thing. If you guys can figure out if you want to maintain SGA as an internal committee.

Senator Myers: I think we are pretty much in agreement that we still want to maintain our internal committee status, if I’m not mistaken.

Senator Walsh: Yeah, that’s what Exec pretty much decided.

Senator Horst: And you talked to Legal?

Senator Walsh: We have. I think what could solidify this more is if we passed a resolution through Student Government.

Senator Myers: I could do that.

Senator Horst: So, if you do maintain the entire structure of SGA as an internal committee than you really need to have your bylaws go through Rules to make sure you are compliant with the Open Meetings Act and everything else in the Academic Senate bylaws.

Senator Myers: I’ll tell you what, we also have an internal committee that’s supposed to be investing things like changing, looking, and making sure that our bylaws are in coordination with Academic Senate called Policies and Procedures. Is there any way that we can make it an external committee where Policy and Procedures and Rules Committee kind of coordinate together how best to figure all these issues out?

Senator Horst: This is an issue that would take about two years to get to, Craig?

Senator Blum: Yeah. The best thing I think is to decide what you want. And then from there we begin work on the Senate bylaws. You’re Student Government, and I think you can come in and say this is what we have, and this is what we want, right. Then we can look for the intersection, because it’s a little bit hypothetical. Well, do you want this, do you want it to be the Assembly? If you want it to be the whole thing that means, there has to be alignment between the Senate Bylaws. If there’s this chunk, then that means this chunk has to be aligned. If it’s an affiliated group, that means that none of that stuff is going to apply. So, I don’t have a care on which path SGA chooses, but they need to choose, and then I think the Rules Committee will be accommodating. But we have to make sure the Bylaws agree so that you guys, as an internal committee of the Senate, are actually following the Bylaws as written.

Senator Horst: So, for instance, your Public Comment language for Open Meetings Act, I think, has to be a bit tighter, with time limits and such. Craig and I (I don’t mean to put words in your mouth) would be happy to meet with you guys or your bylaws group. Legal met with you before, but we have this question mark that’s been hanging over this whole topic for a year, do you want the entire SGA to be an internal committee, and if so, what does that mean? And if that is what you guys want, I think Rules needs to go through the bylaws of SGA a bit closer. Okay.

***Change meeting time of Senate***

Senator Horst: We had that conversation last time about changing the meeting time. We’ve had some student senators that have trouble making all of the hours of the Senate. I started thinking, if SGA is locked in to 6:00-10:00 p.m. and we are proposing, for instance, 3:00-6:00 p.m. then student senators would have to have Wednesday’s free from 3:00-10:00 p.m. So, I guess I’m asking is SGA willing to move their time a little bit?

Senator Myers: I’m new to the Academic Senate. Is there talks of moving Academic Senate to 3:00-6:00 p.m. on Wednesday’s?

Senator Walsh: Last week we kind of touched on that.

Senator Garrahy: I think the conversation is that it’s always been from 6:00-9:00 p.m. And there are conversations that it’s very limited for faculty members because of their next day teaching schedule, family obligations, coming in and teaching an 8:00 a.m. class in the morning and then being here until 9:00-9:30 p.m. So, there is that conversation.

Senator Mainieri: Which would be the similar things that the students experience.

Senator Garrahy: Yes.

Senator Horst: There’s a whole class of faculty that don’t serve on the Senate because they have children.

Senator Garrahy: Well, there are a whole class of faculty who don’t serve on Senate regardless of if they have children or not.

Senator Blum: I think it’s one of those things, for every person you are going to help you are going to hurt other people.

Senator Myers: Honestly, students wouldn’t be able to make it, more than likely, if it was from 3:00-6:00 p.m. anyways.

Senator Walsh: That’s a pretty tough issue. Most students at least have class until 3:15 p.m. That’s pretty common. And a lot of students, especially this year, have later classes until like 5:50 p.m.

Senator Horst: I do think if we move, we have to move together.

Senator Walsh: I would agree.

Senator Horst: Otherwise, students would have to have the SGA time free on Wednesday and then Senate time on Wednesday.

Senator Walsh: There would be a lot of conflicts. They will be like; well, I can be there for SGA but not for Academic Senate because of class responsibilities. And then when the second semester gets opened up where students are maybe required to take a class that dips into 3:15 p.m. or 4:00 p.m. or whenever, then students will be dropping. It would create a lot of in and out the door.

Senator Horst: Is 5:00 p.m. a problem?

Senator Blum: If I was going to do anything with move, I think maybe an hour might be something to float. One hour earlier. It would be earlier, and people could get out earlier. I think that would have a minimal impact. I imagine that there are faculty that have a class that goes until 5:00 p.m. If I was going to start with a shift I would start with an hour shift, not a three-hour shift.

Senator Horst: All we are talking about doing is doing a survey. So, we’ll do a survey of SGA and the Senate.

Senator Walsh: Could we possibly open it up to student body? Just because one of the things that I was actually going to mention is people who are interested in SGA it’s Constitutionally required that they’re told in information sessions that you have to be open at this time of the week from 6:00-10:00p.m. If we are going to be moving that that would create some conflicts with people who are going to be running an election and might impact our members coming into SGA.

Senator Garrahy: I think the key word is exploring. Because you will have people lose their minds, both students and faculty, if there is some kind of change coming.

Senator Mainieri: I was going to also suggest that we, from a faculty and staff side, look beyond the current Senators to get that feedback. Because if we are interested in bringing in new folks, right, maybe framing it as, we understand Senate’s a time commitment, we’re exploring different times that could make it more amenable for different folks to be involved in Senate. Which of these times would push you over the edge of considering? The reality is that people are sitting in the room from 6:00-9:00p.m. or 6:00-10:00 p.m. are going to mostly show up regardless of when that three hour is.

Senator Garrahy: The other thing too, again, I usually don’t use other universities for gauges, but just as an FYI the University of Illinois, I was just on their website, their Senate meets from 3:10 to 5:10p.m. Northern Illinois meets at 3:00 p.m. and I didn’t go very far but Northern Illinois I counted has 50 members of their Senate. Now, I don’t know if they have student senators or what, but both of those institutions have a 3:00 p.m. start time.

Senator Horst: So, it sounds like since SGA has this requirement this is not going to happen next year?

Senator Walsh: That was what I was about to say, if we did do this survey and if it was found to be desirable by a lot of people, if there would be a way to have like a year gap? Because there are already students, I can guarantee you, who are already planning on running in the election and they are assuming the 6:00-10:00 p.m. requirement. I would hate to have them then change their schedule or not be unable to run because there was a last-minute switch.

Senator Horst: Okay. You have a posted 6:00-10:00 p.m. requirement. Okay. Cera and I, in our spare time, sounds like something we can do for the summer. Maybe release it in the fall. And we’ll do the student body, the faculty, and then maybe the Senators and SGA, and float a couple of hour shifts. But we will have a four-hour block, right?

Senator Walsh: Yeah.

Senator Horst: Okay. 6:00-10:00 p.m. 5:00-9:00 p.m. 4:00-8:00 p.m. 3:00-7:00 p.m. We could just see. It’s not going to happen for next year. And it sounds like we can’t do it because you guys have this posted requirement. Okay. Great.

***For what search positions should Academic Senate have a separate forum?***

Senator Horst: Okay. There’s a lot of searches going on in the Provost’s office. A couple years back we started doing separate forums not only for things like the AVP positions but also for the deans. So, we did a separate forum for the CAS dean, and the Engineering dean, which was unusual because there was no college council. But do we want to continue doing that? For instance, there’s a CAST dean search, and there is a college council in the CAST college.

Senator Garrahy: I’m wondering Martha, obviously you have more experience going to these, do you think there is a lack of opportunity for members of the Senate who want to attend a general forum for something like a dean’s position that they could not ask the same questions that they would ask in an individual forum?

Senator Horst: I think for certain positions it’s important to have a shared governance lens there. So, for instance, for the Office of General Counsel, it’s important. Certainly, when Craig Gatto’s position comes up. There’s an important conversation regarding how you are going to work with the Senate. But I’m puzzled by… nobody goes to these. You and I were the only ones who went to the Engineering deans. I think we don’t need to do the deans. They were set up for different reasons.

Senator Garrahy: I think you are right.

Senator Mainieri: Could it be something, I mean if we’re talking about deans, AVP positions, right now if feels like there’s a thousand but usually there is not a thousand happening, so could it be that when we have an announcement of an executive level search that we just decide as an Executive Committee? do we need to do this or not. I agree, I think Craig Gatto’s position is really important. That AVP position is important to have a shared governance lens to that. But I don’t think my answer would be the same for all AVPs in the Provost’s office.

Senator Horst: Okay.

Senator Mainieri: it’s gone now, but like the Student Success position perhaps.

Senator Horst: Perhaps.

Senator Mainieri: That one wouldn’t be as important—not, as important, but we don’t need a separate meeting. Whereas, we have certain positions that we interact with all the time, right, the AVP AA being one of them.

Senator Horst: Does that sound good to everyone? We just agreed we don’t need one for the CAST dean search.

Senator Garrahy: Correct.

Senator Horst: If you are free, go to the open forum. And we’ll just approach them as they are announced. We’ll have to look at what the Provost announced for this year, because the list is substantial.

Provost Tarhule: I’m hoping we don’t have anymore. If I can actually fill the positions and not have to do any more searches.

Senator Horst: Cera, for next time I think we are all in agreement about Craig Gatto’s position, but Deneca’s we might want to have a chat about. I’d be interested to see the job description for that. I think that’s it in terms of Panel of Ten searches.

Provost Tarhule: That’s coming up soon too. Interviews should be coming up soon.

***Distributed Communications:***

***From Academic Affairs Committee: (Information Item 02/22/23)***

***02.10.23.02 Policy 4.1.17 Classroom Disruption\_Current Copy***

***02.10.23.03 Policy 4.1.17 Classroom Disruption\_Mark Up  
02.10.23.01 Policy 4.1.17 Classroom Disruption\_Clean Copy***

This policy was not discussed for further legal review.

***02.01.23.01 Taube Email\_ Policy 4.1.16 (Propose Deletion)***

Senator Horst: Last time, we talked about policy 4.1.16 and we had some questions. I forwarded those questions to Dan Taube. He responded in email, and you have those answers in front of you. Basically, the records that we were talking about are kept on Campus Solutions. And then he talked about the definitions being in this identity data dictionary. That area of the University is working towards going through these policies and creating more coherent language regarding them. I’m part of this data governance committee, that’s how I became aware of policy 9.8. I believe many people acknowledged that this policy language is really out of date. I would just like to hand it over to Dan Taube and his group and they can work with it as they so choose. This policy has been on our books for six years, I think, and we’ve done nothing.

Senator Mainieri: I think returning it to the folks that are most on the ground with these policies is a great idea.

The committee unanimously agreed policy 4.1.16 is outside the Senate’s purview and to remove for AABC’s issues pending list.

***Discussion of approval process for creation of a School  
Guidelines for a Unit's Designation as a School at Illinois State University***

Senator Horst: In a few weeks, we are going to potentially have a proposal from a program to create a school out of the program. This is really unusual to create a new unit. There’s not a lot of guidelines as to how to do it. It does have to get approval from the Board. Any organizational structural change, in the Constitution it says the Academic Senate shall review that, and it will go up to IBHE. I have been working with Ani to determine how to do this. They have an agreement from 2005 between the Senate and the Provost regarding turning departments into schools. It was in vogue in the 2000s to have departments turn into schools. I have a list: Art, Music, Theatre, Applied Computer Science, Communications, Health, Phys Ed, and Recreation (I think that’s KNR), and social work all went from departments to schools at this time twenty years ago. So, this agreement, I think, refers to that process because it says department, “The University will recognize subdivisions of existing colleges as schools rather than departments when,” and then it has this line, “the University does not create significant additional cost.” That’s not true for this case that’s coming through in a couple of weeks.

Senator Blum: Which is entirely new, right?

Senator Horst: Yes. And so, this had a provision that it went straight to the Administrative Affairs and Budget Committee and only them. I’m learning that Ani is really amazing at having timelines and figuring out how to get things through a process. So, she wants to know what the process is that we’re going to have for this decision. I don’t think we can have it go straight through AABC. That’s this process, right, and I don’t think it relates to what we’re talking about. We could have it go straight to the Senate floor. Or we could have it go through an internal committee. This also has to go through IBHE and the Board of Trustees. They would really like this process to be complete by, say, December of next year.

Senator Garrahy: Of 2024?

Senator Horst: So, the Board this summer. IBHE in the fall. And then they could recruit for the next year.

Senator Blum: So, is it going to be moving existing faculty or is it going be a completely new thing, kind of like a new college? A new school. New people.

Senator Horst: It’s an interdisciplinary program right now.

Senator Garrahy: I was going to say because in Kinesiology and Recreation our name change did not move anyone. It changed the name, and it was based on the growth of the department at the time and the changing of departments. We used to have dance with us for decades until this change.

Senator Horst: Right. Exactly. It’s a little bit more complicated than the department/schools that was done twenty years ago.

Senator Blum: This interdisciplinary thing was a big focus of reinventing the University, right. Public/private partnerships. Interdisciplinary work. They created these interdisciplinary schools where different disciplines were working side by side. That was kind of like a revisioning of the University about twenty years ago.

Senator Mainieri: Is the curriculum process involved in this?

Senator Horst: The curriculum is in place.

Senator Mainieri: But like if we, for example, if we want to change our program name (which we are considering) doesn’t that type of change go through the curriculum committee process? So, if we were changing a program name, or those type of changes go through the curriculum pipeline as their pathway toward us?

Senator Horst: Yes. I can’t say whether or not this is going through the curriculum committee or not. Provost Tarhule?

Provost Tarhule: Just to give you context, and it might answer the question indirectly. CTK, Creative Technologies, is a program in the College of Fine Arts. They have faculty who are in existing departments in Fine Arts, but their specialty is CTK. Over time they have grown very rapidly in a short period of time. I think they have over 200 students now just in CTK. They think if they had a more focused organizational structure, they could actually be over 400 students in the next few years. So, that would be a good size department. They feel like their faculty, so the faculty in the college or in other units within the college (not outside of the college) would really like to coalesce together under one administrative structure and give this program a greater focus. So, the curriculum already exists. They are already teaching it. The question of would the faculty move. Yes, the faculty would most likely move over from their current tenured homes to this new unit that would be created. But most of the curriculum already exists. I do not foresee, I could be wrong, but I do not see a major wholesale curriculum issue that we need to add courses and things like that.

Senator Horst: I tried to keep it all confidential.

Provost Tarhule: I’m sorry.

Senator Horst: So, yes, CTK wants to become a school and the question is what process would we like to use for the Senate? Would we like to have an internal committee look at it or have it go to the full Senate?

Senator Mainieri: If CTK didn’t exist in this form, and all the sudden we wanted to create a school, what’s that process?

Senator Horst: That’s like the College of Engineering.

Senator Mainieri: Could we mirror whatever that process is?

Senator Horst: We could.

Senator Mainieri: Or is that cumbersome? I’m sorry I’m misremembering the specifics.

Senator Horst: Right. Part of what I did recently was try to have a conversation with Ani to just perhaps change the Disestablishment of Academic Units policy to include language regarding establishing academic units so that next time we do this we might have a policy in place. But we could have it go straight to the floor. That’s what we did for the College of Engineering.

Senator Mainieri: If we could just mirror the process that we already know can work to create something new, the only difference here is that it just exists, but it’s still something brand new. Right?

Senator Horst: Brand new in that it would be a new unit.

Senator Blum: It’s less new. There’s already some of it in existence. So, it’s more you’re going to have to have a chair or director, and then you’re going to have to have some sort of administrative structure within that, program directors/coordinators, things like that. Some of that probably already exists, right. Talking through it, it doesn’t seem to be that huge of a thing other than the director position.

Senator Garrahy: I do have a question though. If they have a current enrollment of about 200 and they have the potential to move to 400, you would have to hire new faculty wouldn’t you?

Provost Tarhule: Yeah.

Senator Garrahy: So, that wouldn’t be, and I know we’re not necessarily using this guideline, but “the University does not create significant additional cost in the creation of a school.” So, that would be a little bit different, along the lines of the College of Engineering, that you would have to add more faculty, right.

Senator Horst: But they need a financial proposal. That’s why this 2005 thing doesn’t apply at all. They were proposing to go straight to AABC, and I said no because I don’t think this applies at all.

Senator Blum: I agree. It’s similar. It’s not going to need quite as much because it’s not a new college, but I think what people are talking about, the similar idea of having some kind of financial proposal and seeing this number of expansions.

Senator Garrahy: And why? I think just coming to us and saying to the Senate we want to do this, how am I to say no to another college, but just tell us why.

Senator Mainieri: I think that’s why going directly to the floor seems appropriate to me. We don’t need a committee to also be questioning. Just do it like we did before, would be my recommendation.

Senator Horst: Okay. And so, we’ll have them go straight to the floor. We will get a proposal when they get it to us. It should have a financial component. I told them 5-10 pages. Does that sound about right to everyone? Presented by the dean and the Provost’s office in tandem?

Senator Garrahy: What about data that shows their potential for growth?

Senator Mainieri: So, it’s like justification and financial obligation.

Senator Horst: Okay, we are going to send the proposal straight to the floor. We’re expecting a financial proposal, something along the lines of 5-10 pages, there should be data documenting growth and a justification for why they need to be a new unit. And it can be presented by the Provost’s office and the dean together.

***From Senator Cobi Blair:***

***02.09.23.01 - ISU Syllabus Bank Proposal***

***02.09.23.02 - Resolution Supporting the Adoption of a Syllabus Bank at ISU (Signed #1)***

Senator Horst: We have a document from Senator Blair. Do you guys want to take the floor because this is an SGA resolution?

Senator Myers: Sure. I can talk about that. We just looked at a couple of other institutions like U of I and benchmarked basically. And we said, hey, it would be important for students to know going into the classes that they are registering for exactly what they are getting into. That’s important in terms of getting a syllabus out. Do you have anything else to say?

Senator Walsh: Yeah, of course. I think Braxton really covered the gist of it, but when I spoke to Amy Hurd and then Jana Albrecht and one of the things that they both mentioned is—of course we don’t want to encroach on the faculty members’ academic freedom in that aspect—but one of the things they did mention, I think I’m remembering this right, they said that each course is supposed to have a set syllabus; and, many faculty do not have that set syllabus. So, if we could encourage having that for like Politics 100, that’s the set syllabi, this is what’s likely to be discussed. Those types of things. Something along those lines. Additionally, I know Cobi mentions in his explanation of the legislation, he talks about one of the main benefits, especially with the cost of what college is and especially regarding textbooks, textbook websites such as Cengage, for instance, you can purchase the entirety of Cengage and save a lot of money. Say for instance, all four of your classes are on Cengage but you accidently picked Pearson instead of a Cengage class, so now you have to buy a Pearson subscription when you could have just taken the Cengage one that covers all. If you knew that a professor likely uses Cengage in past syllabus, that would help. Now that doesn’t mean that the professor will now guarantee that they have to follow what their former syllabus stated; it’s just more of a reference of what’s likely to be talked about, what book they’d likely use, what time they may likely be at (well, they’ll already know that). The general gist is that.

Senator Blum: So, what do you mean by set syllabus? At the beginning, you said classes already have a set syllabus, I’m just asking, because that could mean different things to different people.

Senator Horst: It’s set up the day before typically.

Senator Garrahy: It really depends on the school and the department.

Senator Blum: There are some places in the university that use a more common syllabi structure. Some places in the university use common syllabi structure for certain parts. So, for example, TCH has a very common syllabi for their NTT faculty. That’s how they kind of do it. Some use of a teaming structure to come up with syllabi, and some are completely independent. They all have syllabi, but I would say my syllabi from a class from last semester to this semester is roughly the same, but it’s not identical. And I had a book change, and it was the difference between the third addition and the fourth addition. Sometimes that information is not found out in advance. I always talk to my students about this, would you rather have this, or would you rather have that, because the newer additions could offer more electronic access that’s cheaper actually, than maybe some of the other ones. So, there’s kind of pros and cons off that. I mean that’s how I deal with it. I don’t know that early on. That’s what I mean, what is set syllabus meant to you?

Senator Walsh: I was more referring to, I had a lunch with Amy and Jana this past Friday, and that’s where they mentioned (and I can find out what that specifically way), but it was like a set syllabus.

Senator Garrahy: So, the conversation is, a syllabus, there is a school syllabus, a department syllabus. And that syllabus, when a new faculty member takes that class, should be given to that faculty member by their department chair or school director. The syllabus is the official document of that course. The addendum is where the professor goes in and puts in all of her information, textbook and everything. So, in the School of Kinesiology we have a file that has all of the syllabi for all of the courses in Exercise Science, Physical Education teaching, all of our programs. And that’s there. Now, does every department have that? I have no clue. But the way it was explained to me years ago was that’s supposed to happen so that there is an official syllabus. Now, and I have lots of comments on this, but I don’t know if you two gentlemen are the people that I should be speaking to about this, but a textbook change is not something that has to be in the syllabus, rather it’s posted or not. You know, we do have course finder and that lists all of that information, but that’s not something you would necessarily see, especially in courses that have multiple sections. So, that’s something. But there is supposed to be an official syllabus for each course, and there are over 5,000 courses offered each semester.

Senator Horst: Let’s start with, what would you like the Senate to do? We don’t create websites.

Senator Myers: Maybe explore options. Maybe starting conversations with SAIT. I know we coordinate with SAIT (Student Affairs Information Technology).

Senator Horst: I mean, they could set this up for you. They could put in a proposal to set it up for you, but we don’t really do that.

Senator Garrahy: Who’s going to manage it?

Senator Horst: We do policies.

Senator Walsh: I’m referring to the department heads.

Senator Garrahy: Even still, someone would have to upload all that information for 5,000 courses per semester, and not every semester the same courses are offered.

Senator Myers: Maybe it could be managed the same way Course Finder. Maybe it could be folded into like how we currently have Course Finder.

Senator Mainieri: So, kind of to bring it back to what our role is here today, right, because this proposal has come to us and what should we do with it. I think the question that I’m wondering, and I see in the resolution, “urges Executive Committee of the Academic Senate to encourage the administration.” So, I guess I’m curious because we have the actual thing of doing it, right, creating something to do it, which is outside the purview of Academic Senate. That would be working with IT folks to see if that’s a possibility. But I think the resolution says you are coming to us for an endorsement to encourage that it might happen. Am I getting that correct?

Senator Walsh: Yes.

Senator Mainieri: So, my question to Martha, what are the mechanisms within the Senate structure, like if the faculty, students, staff wanted to endorse or support/not support this resolution as they are asking, what are the mechanisms that we have available within Senate to do that?

Senator Horst: So, we have a Sense of the Senate Resolution. You could put a proposal in front of the Senate as a resolution like you did with SGA and ask the Senate to endorse it. But let me just read to you Senator Clines response, “For Monday’s meeting. I would not support the syllabus bank. The reasons that the students provide, I believe, are not in sync with actual practice and faculty rights. While I can see why some students might find this an attractive idea, I think that it’s not common practice in the US because it encourages professor shopping; and as the proposal is written, it would ask faculty to abandon their own academic freedom. Shell syllabi would be offered by faculty, the structure of the course only, what the university owns, and not the type of material that the student proposers are asking for. Even in the barebones way, I would see this getting significant resistance by the faculty members of the Senate. The students have provided no evidence to support their claims in this proposal. How exactly would having a syllabus bank help define ISU as a regional leader in this student experience without any data? This is an ungrounded assertion.” I’m just reading this to you. If you did put it in front of the Senate as a resolution to endorse this idea of a syllabus bank and ask some other organization like Student Affairs to actually do the process and do the work, I’m not even sure if it would pass.

Senator Mainieri: I wanted to make sure that we understand what the mechanism will be.

Senator Horst: And the resolution does not need to be on the agenda.

Senator Mainieri: These Sense of the Senate’s happen during Communications. In the past, I feel like when students or Student Government have brought these types of things, they have sometimes sought out other senators, beyond student senators, to perhaps co-sponsor the Senate of the Senate.

Senator Blum: I was going to suggest anything content wise, if you wanted adoption from faculty, you are going to have to work out these issues around academic freedom and about how actually the practicality of it. People are going to see this and immediately think about my syllabus and my courses and how is this real. We, for example, for our faculty, we keep a list of prior syllabi. And that’s for faculty purposes so if you get a new course assigned you can go look at those syllabi and get an idea of what other people do. But it’s an internal thing for professors in the department of Special Education. So, it has a lot of utility and people use it all the time. But no one is making judgements about courses or anything from that. I do think there is a little bit of concern about getting incorrect information.

Senator Garrahy: I’m also interested in what the valuable analytics somebody can provide me with because one of the sentences, it says, “a monitoring system,” which I don’t know if that’s the best word, “a monitoring system could provide instructors with valuable analytics about the students that view the syllabus.” I’m going to be very honest, I’m in a very lock step program because it’s an education program. So, this is not going to impact my students at all. But what kind of valuable analytics? That just seems to be very broad wording that I think needs to be defined because I think faculty are going to want to know what the metrics are.

Provost Tarhule: I was going to ask that maybe we can take a step back and try to figure out what problem is that the students are trying to accomplish. Maybe we can revisit the premise of the question. Sometimes there’s more than one way to solve a problem. We might have phrased the problem a certain way and we think the syllabi bank will serve it. But maybe there are other ways of serving that problem. So, if you don’t mind, whoever proposed these, maybe before you go to the Senate, it may be useful to meet with either Jana or Amy in my office and other people who work on the student success initiatives to hear what the concern is, what the challenge is, and to see if there is another way that that problem, the same issue you have could be addressed. That’s not to say drop this. It’s to just to say, is there another way that we can help you get to where you want to go?

Senator Myers: I’m actually getting coffee with the Senator on Wednesday, so I can definitely tell him that.

Provost Tarhule: Yeah. I think that would be helpful. We can put together a group of people who work on student success initiatives and say what is it that the students are trying to solve, and how can we help you.

Senator Mainieri: I will just add, I think you are right in noting that there are other universities that do this and do this well. I came from one. Clemson University has a syllabus repository and it’s just part of culture at Clemson. Also speak with some faculty members, right, to hear their potential concerns and the question that they would have if you were to bring this to the floor so that you can be prepared to have materials ready for those questions.

Senator Garrahy: It’s something, and I say simple, but I don’t mean it to be. But it would be best if the completed syllabi could be prepared by them, and I think the “them” they are speaking about is registration. So, for example, March registration begins for fall and summer pretty soon. I can tell you my syllabi are not done then because I change everything. Not everything. I change a lot each semester so that I stay interested in the courses that I teach. So, that would never happen on my end. There is no way I would have my fall ‘23 syllabus ready to go in March. And I know I’m not alone in that.

Senator Blum: And teaching assignments change too.

Senator Garrahy: Yes. That’s an excellent point.

Senator Blum: So, when we get out teaching assignments and they say beware we could change this at any moment, that does happen regularly.

Senator Horst: Or is it a textbook affordability issue again? Is this what he’s trying to address?

Senator Walsh: I think that’s part of it, but I don’t think it’s all of it.

Senator Myers: So, as listed in the proposal, I think want we are trying to achieve is a little bit of a preview into courses before students get in. We’ve heard a lot from students talking about their issues with withdrawing from certain classes because they thought it was one way but, in all reality, they didn’t really like the course. But in addition to that, they’ve already bought the textbook too. So, I guess what this senator, and what this proposal is trying to do, is trying to find better ways of communication in between faculty and students throughout the syllabi process about the specific courses. But, I think we could definitely have some deeper conversations about the actual question and what we can do about that.

Senator Garrahy: What role do the academic advisors play in this? So, for example, and I know not every student goes to their academic advisor, I get that. But I think, certainly, academic advisors may be a good starting point if students have questions about courses. Now, I realize that they may not be able to be able to answer gen ed questions, but I would guess that most academic advisors within a department have a pulse on the courses that their students are required to take within the major.

Senator Myers: I’ll tell you that, at least from my perspective, I actually haven’t talked to a lot of other academic advisors, but one thing I can tell you about my specific academic advisor and the academic advisors I’ve had in the past, in talking to them they had a pulse on what a lot of the gen ed classes are going to be like for us. But when it comes down to a lot of the other classes that we are required to take, for example, I have to take a couple of 200 level and 300 level classes. They have less on a pulse on what those classes will provide for me in terms of experience, in terms of what I’m going to learn. So, I don’t know if that answers you question or not.

Senator Garrahy: No. Because I’m confused. So, these are academic advisors within your major that have a greater pulse on gen ed and less of a pulse on your major?

Senator Myers: Um-hum. Well, less of a pulse more on… again this is my specific major, less of a pulse on the 200 level classes or the 300 level classes that I have to take than the gen eds specifically because that’s where they see a lot of students going into through that major.

Senator Horst: Okay. So, the Provost has extended his hand and you can work with his staff and potentially zero in on what this issue is. And, like I said, we could do a Sense of the Senate Resolution. That does not have to be on the agenda, but it might be more appropriate to maybe go through some other office.

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

***Proposed* Academic Senate Meeting Agenda**

**Wednesday, February 22, 2023**

**7:00 P.M.  
Old Main, 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: NCAA Constitution and New NIL Visualize Program (NCAA Division I Board of Directors and Professor of Marketing Jeri Beggs, Director of Athletics Kyle Brennan, and Senior Deputy Director of Athletics Leanna Bordner)***

***Approval of the Academic Senate minutes of 01/25/23 and 02/08/23.***

***Chairperson's Remarks***

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

***Administrators' Remarks:***

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

***Action Items:***

***From Executive Committee:***

***01.13.23.01 Barrett Email\_RE\_ Bikes Skateboards Scooters and other Recreation and Transportation Devices on Campus***

***01.12.23.03 Policy 5.1.8 Bikes, Skateboards, and other Recreation and Transportation Devices Current Copy***

***02.03.23.02 Policy 5.1.8 Bikes, Skateboards, and other Recreation and Transportation Devices Mark Up***

***01.30.23.01 Policy5.1.8 Bikes, Skateboards, and other Recreation and Transportation Devices Clean Copy***

***From Faculty Affairs Committee:***

***12.09.22.04 Policy 3.3.11 Endowed Chairs and Professorships\_Current Copy***

***12.09.22.05 Policy 3.3.11 Endowed Chairs and Professorships\_Mark Up***

***12.09.22.03 Policy 3.3.11 EndowedChairs-Professorships\_Clean Copy***

***Internal Committee Reports:***

* ***Academic Affairs Committee: Senator Cline***
* ***Administrative Affairs and Budget Committee: Senator Nikolaou***
* ***Faculty Affairs Committee: Senator Smudde***
* ***Planning and Finance Committee: Senator Valentin***
* ***Rules Committee: Senator Blum***

***Communications***

***Adjournment or Hard Stop 9:00 p.m.***

Motion by Senator Myers, seconded by Senator Mainieri, to approve the agenda as ammended. The motion was unanimously approved.

***Policies up for policy review:***

[***6.1.3 Space Management and Planning***](https://policy.illinoisstate.edu/facilities/6-1-3.shtml) ***(Non-Senate?)***

The committee decided this is not a senate policy but would like to be advised if changed.

[***6.2.3 Space Planning***](https://policy.illinoisstate.edu/facilities/6-2-3.shtml) ***(Non-Senate?)***

The committee decided this is not a senate policy but would like to be advised if changed.

[***1.18 ISU Compliance Program Policy***](https://policy.illinoisstate.edu/conduct/1.18%20Compliance%20Program%20Policy.shtml) ***(Dist. to Rules Committee)***

Senator Horst: I would recommend Rules contact Alice Maginnis who is chair of the University Compliance Committee to see if she has any changes she’d like to put forward.

The committee assigned this to the Rules Committee.

[***4.1.6 Grading Practice***](https://policy.illinoisstate.edu/academic/4-1-6.shtml) ***(Dist. to Academic Affairs Committee)***

The committee assigned this to the Academic Affairs Committee.

[***7.7.6 Registration Blocks***](http://policy.illinoisstate.edu/fiscal/7-7-6.shtml) ***(Dist. to Academic Affairs Committee)***

Senator Mainieri: There seems to be quite a bit of procedure in this policy. So, when it’s sent to the committee, just keep that in mind.

Senator Horst: Yes. It’s essentially a procedural policy.

Senator Mainieri: It seems like that first sentence is the policy.

Senator Horst: Yes.

The committee assigned this to the Academic Affairs Committee.

[***3.2.4 Salary Adjustments***](https://policy.illinoisstate.edu/employee/3-2-4.shtml) ***(Dist. to Faculty Affairs Committee)***

Provost Tarhule: There are some things that we would like to change in the policy, and not just me I know that Jeannie would like some changes as well.

Senator Horst: Okay. Well, we can take it off of our regular policy review and you can submit a draft with any proposed changes. We can just deal with it that way.

Provost Tarhule: Okay.

[***3.3.2 Faculty Hiring Procedure***](https://policy.illinoisstate.edu/employee/3-3-2.shtml) ***(Dist. to Faculty Affairs Committee)***

Senator Horst: I have a note here, “faculty on a terminal appointment are no longer entitled to the privileges of probationary tenure appointments and are no longer considered in the ASPT process.” We did change policy 3.3.8 AFEGC that gave them rights under that policy. So, I think we need to add something, “with the exception of the rights and processes defined in policy 3.3.8, faculty on terminal appointments,” etc. etc. because we changed 3.3.8 just a couple of years ago. Anything else on Faculty Hiring Procedure?

Senator Mainieri: I think it’s funny we have a policy called Faculty Hiring Procedure.

Senator Horst: And then there’s specific language about terminal faculty. It’s almost like we should have a policy about terminal faculty.

The committee assigned this to the Faculty Affairs Committee.

***Adjournment***

Motion by Senator Myers, seconded by Senator Walsh, to adjourn. The motion was unanimously approved.

***Attendance:***

|  |  |
| --- | --- |
| ***Martha Horst***- Chairperson- WKCFA Faculty | Present |
| ***Patrick Walsh-*** Vice Chair and Student Body President | Present |
| ***Dimitrios Nikolaou-*** Secretary-CAS Faculty | Excused |
| ***Craig Blum-*** COE Faculty | Present |
| ***Lea Cline***- WKCFA Faculty | Excused |
| ***Deb Garrahy***- CAST Faculty | Present |
| ***Tracy Mainieri***- CAST Faculty | Present |
| ***Zoe Smith-***Secretary of the SGA Assembly | Absent |
| ***Braxton Myers***- President of the SGA Assembly | Present |
| ***President Terri Goss Kinzy***- Ex-officio non-voting | Excused |
| ***Provost Aondover Tarhule***- Ex-officio non-voting | Present |