**Academic Senate Executive Committee Minutes**

**MONDAY, August 22, 2022**

**Approved**

***Call to Order***

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

***Public Comment-***None***.***

***Introductions:***

President Kinzy: I’m Terri Goss Kinzy. I’m President of the University. I’m in my second year now.

Senator Taylor: I’m Morgan. I’m a junior this year, majoring in Political Science, and I’m the Vice President of the Assembly of Student Government.

Senator Mainieri: My name is Tracy Mainieri. I’m a faculty member in Kinesiology and Recreation.

Senator Smith: I’m Zoey Smith. I’m a sophomore. I’m a Special Education major, and I’m the Secretary of the Assembly.

Senator Blum: I’m Craig Blum and I’m a faculty member in Special Education.

Senator Horst: I’m Martha Horst, Chairperson of the Academic Senate, and I’m also a professor in Music.

Senator Walsh: I’m Patrick Walsh. I’m the Student Body President. I study Economics and I’m a senior.

Senator Nikolaou: I’m Dimitrios Nikolaou and I’m an associate professor in the Department of Economics, and I’m the Secretary of the Academic Senate.

Senator Duffy: I’m Alex Duffy majoring in Political Science and Public Relations.

Senator Cline: My name is Lea Cline and I’m a professor in the School of Art and this is my 10th year at ISU.

Provost Tarhule: I’m Aondover Tarhule. I’m Provost. And I’m a junior.

Ms. Hazelrigg: I’m Cera Hazelrigg. I’m the Senate’s Office Administrator and this is my sixth year at ISU.

***Approval of Executive Committee minutes from March 28, 2022, April 11, 2022, and April 25, 2022.***

Senator Cline pointed out a scrivener’s error in the March 28, 2022 on page 7.

Motion by Senator Duffy, seconded by Senator Walsh, to approve the minutes as amended. The motion was unanimously approved.

***Oral Communication:***

Senator Horst: I just want to welcome everybody. This can be a heavy committee because you see the Senate organizational side. In general, this is an hour-long meeting with the Executive Committee. I will try to get everything finished by 5:00-5:10 p.m. and I try to get the faculty out by 5:30 p.m. That’s my goal.

We are doing something new this year. Last year, we checked with Legal, and we are allowed to distribute documents and have non-contemporaneous comments happen on the documents. We did some of that today. You had two policies come your way and Dimitrios Nikolaou made some comments on them. That way I’m hoping we can avoid devoting as much time to making editorial comments. You can also say, “I’d like to discuss this in Exec, I don’t agree with this,” or, “I think this needs further dialogue.” You can make all the kind of comments that you want, but let’s all do it as comments, because we’ll have a markup, and we can’t mark up a markup. So, we’re going to do all of our editorial comments and all of our general comments in the document as comments. Does everyone know how to do that? (Several yes’) That’s the way we do it on the Campus Communication Committee.

Ms. Hazelrigg: The first link in the email is the Teams link with your full packet. The second link is to my OneDrive where you can make your comments.

Senator Horst: Anything that’s going to go to the floor we’re going to send you OneDrive links. I realize everyone’s busy, and you might not get to it before Exec, so Cera and I thought we’d close the document on Tuesday at noon. The idea is that we will forward the comments of Exec to the committee chair. Also, if you are the committee chair, you won’t have to sit there and crazily write down things that Exec is saying. So, we will have a document that is a markup with Exec’s comments on the side. Hopefully, all the dialogue about punctuation and capitalization we won’t have to do in this hour. Any questions about that? Okay.

***Distributed Communications:***

***08.05.21.01 Executive Committee Responsibilities***

Senator Horst explained the Executive Committee’s responsibilities to the committee members.

***From President Kinzy: Surveillance Memo***

There was no discussion.

***From Provost Tarhule: Council for Teacher Education Chairperson appointment (Confirmation 08/31/22)***

There was no discussion.

***Presentations for Senate2022-2023***

The committee discussed a tentative schedule of presentations.

***Legislative Changes from Legal and Registrar: (Information/Action Item 08/31/22)***

***08.11.22.01 PA 102-0998 - Student Debt Assistance Act***

***08.11.22.04 Policy 2.1.14 Withdrawal Current Copy***

***08.11.22.02 Policy 2.1.14 Withdrawal Policy Mark Up***

***08.11.22.03 Policy 2.1.14 Withdrawal Policy Clean Copy***

Senator Horst: The state legislature was busy in May, and they passed Public Act 102-0998 on May 27th. Now, they have two things that are required. One is language regarding the holding of official transcripts. They also have language regarding withholding of unofficial transcripts, but my understanding is that students can print out unofficial transcripts on their own at any point. But we do have a transcript policy, and my understanding is that it really applies to official transcripts.

The other thing that they required is that every institution of higher education must have a policy instituting a financial or physical hardship withdrawal process. So, there is official language that has to be in the Withdrawal policy. They made this all effective on the 2022-2023 school year. Legal was initially going to have it go to President Kinzy and have her sign it (they do have the power to do that); but I said I would really like it to go through the Senate, because it is under our purview. However, because of the timeliness and because, for example, this hardship language applies to students immediately that just began this academic year, they would like it to go immediately to the floor of the Senate from the Executive Committee.

In the Withdrawal policy, that was discussed at length last year, I requested that they not make too many changes at all. There’s one editorial change with the word reasonable. The second was they changed it to student accounts. The Student Accounts person said technically they are the right answer. They were not aware of the Withdrawal policy work that we did last year. They said if it went to the Office of the Registrar, they would basically forward it to Student Accounts. The third edit, that paragraph is what’s coming from the Act. And the fourth edit, I believe you [Dimitrios] requested become a separate paragraph, is the one that other university offices will likely need to be contacted by the student regarding withdrawal. The withdrawal checklist on the Office of the University Registrar’s website includes more information about the withdrawal process and that is addressing the requirement that they assist students, if and when they choose to re-enroll. There are URL changes and several things Senator Nikolaou pointed out on the Exec mark up.

Senator Cline: I can address one of them, Dimitrios. Adding the link to the withdrawal checklist, we didn’t do that on purpose because it’s not always in the same location and we thought it would outdate the policy. So, that’s why there isn’t a hot link to the withdrawal checklist.

Senator Nikolaou: The only thing is that now because they have another sentence where it says, “More information about the withdrawal process is available through the Office of the University Registrar.” So, now that means is there a separate one for the financial and physical hardship and a different one for non-financial and physical hardship?

Senator Cline: I have no idea. What I know is that there is a withdrawal checklist but giving a hard link to it was opposed by the Registrar’s office because when they moved things around that would then make a dead link. That’s all I’m saying. I’m just commenting to adding the link. There is not separate checklists but there are certain points of the checklist where if it’s hardship or academic you have different steps. But it’s all contained in the same checklist. The one that they showed us in our discussion. But you can follow up.

Senator Nikolaou: Because you didn’t have the new language when you had the discussions.

Senator Cline: Well, the group talked about it when we were evaluating this, is there a different process to withdrawal if it’s for financial hardship, is there a different process if its academic problems. That wasn’t the law, so we didn’t get to talk about that; but I do know that we talked about that issue about whether it matters why someone is withdrawing. Is there a separate checklist depending on why you withdrawal, and the answer was no. But maybe they’ll want to make one now that there’s a specific law that binds them.

***08.11.22.05 Policy 2.1.23 Transcript Current Copy***

***08.11.22.06 Policy 2.1.23 Transcript Mark Up***

***08.11.22.07 Policy 2.1.23 Transcript Clean Copy***

Senator Horst: The second one is the Transcripts policy. Those revisions are also coming from that Public Act. There’s this condition: “Generally, if a hold exists, the transcript will not be released, subject to one exception. If the student is i) requesting a transcript be released to a current or prospective employer and ii) the student has a financial hold, the transcript will be released to the employer.” Again, that’s required language because of the Act, and they wanted to clarify it’s official transcripts, because my understanding that students can have access to their unofficial.

Senator Nikolaou: I had a question, if they want to specify what’s an administrative hold.

Senator Horst: Right. I’ll ask them that.

***Changes from Legal: (Dist. to Planning and Finance)***

***07.12.22.03 Policy 3.2.10 Emeritus Academic Employees Defined Current Copy***

***07.12.22.01 Policy 3.2.10 Emeritus Academic Employees Defined Mark Up***

***07.12.22.02 Policy 3.2.10 Emeritus Academic Employees Defined Clean Copy***

Senator Horst: This policy was looked at by Exec April 11, and there were some wording suggestions from Exec. I ran that by Jeannie, and she did a little bit of editing. I think the best thing to do with this policy, since Exec already looked at it, is to have the new Planning and Finance Committee okay those changes and then put it on the agenda for not this coming meeting but the next meeting.

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

**Reception with the President**

**Wednesday, August 31, 2022**

**5:00 – 6:45 p.m.**

**President’s Residence**

**1000 Gregory Street**

**Normal, Illinois**

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**Senate Meeting Agenda**

**Wednesday, August 31, 2022**

**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.***

***Approval of the Academic Senate minutes of April 20, 2022 and May 4, 2022.***

***Presentation: LMS Update from Rosie Hauck***

***Chairperson's Remarks***

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

***Administrators' Remarks:***

* ***President Terri Goss Kinzy***
* ***Campus Climate Survey Update by Interim Assistant to the President for Diversity and Inclusion Doris Houston***
* ***Provost Aondover Tarhule***
* ***Vice President of Student Affairs Levester Johnson***
* ***Vice President of Finance and Planning Dan Stephens***
* ***Policy updates by Janice Bonneville***

***Action Item:***

***Confirmation: Council for Teacher Education Chairperson appointment (Provost Tarhule)***

***Information/Action Items: (Legislative Changes from Legal and Registrar)***

***08.11.22.01 PA 102-0998 - Student Debt Assistance Act***

***08.11.22.04 Policy 2.1.14 Withdrawal Current Copy***

***08.11.22.02 Policy 2.1.14 Withdrawal Policy Mark Up***

***08.11.22.03 Policy 2.1.14 Withdrawal Policy Clean Copy***

***08.11.22.05 Policy 2.1.23 Transcript Current Copy***

***08.11.22.06 Policy 2.1.23 Transcript Mark Up***

***08.11.22.07 Policy 2.1.23 Transcript Clean Copy***

***Information Items:***

***From Academic Affairs Committee:***

***04.07.22.17 Policy 4.1.2 Course Proposals For Undergraduate and Graduate Courses\_Current Copy***

***04.07.22.18 Policy 4.1.2 Course Proposals for Undergraduate and Graduate Courses Mark Up***

***04.07.22.02 Policy 4.1.2 Course Proposals for Undergraduate and Graduate Courses\_Clean Copy***

***From Faculty Affairs Committee:***

***04.07.22.14 Policy 3.2.12 Ombudsperson Current Copy
04.08.22.01 Policy 3.2.12 Ombudsperson Mark Up***

***04.08.22.02 Policy 3.2.12 Ombudsperson Clean Copy***

***Consent Agenda: None.***

***Announcement of Chairperson and Secretary elected for Internal Committees:***

* ***Academic Affairs Committee:***
* ***Administrative Affairs and Budget Committee:***
* ***Faculty Affairs Committee:***
* ***Planning and Finance Committee:***
* ***Rules Committee:***

***Communications***

***Adjournment – Hard Stop 8:45 p.m.***

Motion by Senator Blum, seconded by Senator Duffy, to approve the proposed Academic Senate Agenda. The motion was approved as amended.

[***9.8 Policy on Information Resource Access and Security***](https://policy.illinoisstate.edu/technology/9-8.shtml) ***(Senate or Non-Senate?)***

Senator Horst: In 2015 the Executive Committee decided this was not a Senate policy. However, in the policy it says, “This policy will be periodically reviewed by the IT Council, and changes or additions to this policy will be recommended by this Council to the Academic Senate and the President of the University.” So, in 2015 the Executive Committee decided it was not a Senate policy but within the policy it says it goes to Senate. So, Cera and I did some research trying to figure out what the Senate was thinking back in 2011, why they wanted it to be a Senate policy. We dug up the minutes from 2011 and it turns out that this Senator Horst (Laughter) made a friendly amendment to add this text. So, I talked to Senator Horst, and she can’t remember at all. (Laughter) I think I was thinking, it says the IT Council, and it was a Senate policy at that point. And so, I thought it was important to clarify that it was still a Senate policy; I think that’s what I was thinking. So, Legal would like us to clarify if this is a Senate policy or not.

Senator Mainieri: So, if we were to decide today and agree with the decision in 2015 that it’s not a Senate policy, how does the policy wording get changed officially?

Senator Horst: Legal would take that out.

The Executive Committee determined this was a non-Senate policy.

***07.14.22.01 From Janice Bonneville: Policy 3.1.49 COVID-19 Related Leave of Absence Mark Up (Senate or Non-Senate?)***

The Executive Committee determined that this was a non-Senate policy but advisory when changes are made.

***Memo to Internal Committees***

***Administrative Affairs and Budget Committee Issues Pending List***

***Academic Affairs Committee Issues Pending List***

***Faculty Affairs Committee Issues Pending List***

***Planning and Finance IP list***

***Rules Committee Issues Pending List***

Senator Horst explained the rational for the draft of the internal committee memo and changes that will need to be made. A link will be provided to the committee members to gather further comments before finalization at the next Exec meeting.

Senator Mainieri expressed gratitude as a former internal committee chairperson for the additional guidance.

Senator Nikolaou suggests specifying categories (annual versus policy review) on the issues pending list.

***From Chairperson Horst: (Dist. to Planning and Finance Committee)***

***04.12.22.01 Policy 3.3.4 Non-Tenure Track Faculty Classifications and Performance Evaluation Mark Up***

***08.17.22.01 Email\_FW\_ policy 3.3.4***

Senator Horst: We were working on the emeriti faculty policy, and I noticed in policy 3.3.4 there is language that defines emeriti faculty, tenured faculty who retire with rank and return to the university to provide services related to teaching, research, or public service. I suggest “please see policy 3.2.10” and I took out the other language about what they’re accorded. So, that’s an edit I made because I didn’t think it was right to have emeriti faculty defined in this policy if we have another policy on emeriti faculty. That’s my suggestion.

Senator Nikolaou: Do we know who makes these classifications? Does it come from HR or the Provost’s office? Where they include lecturer, instructional assistant professor, clinician, etc. because I was trying to figure it out -- especially for lecturer and instructional assistant professor -- and I went to the AAUP and it had a different classification as to who is lecturer and who is instructional assistant. Also, it was weird where it says adjunct faculty are non-paid faculty members.

Senator Horst: That’s a traditional definition. I’ve seen that before.

Provost Tarhule: I don’t know where it comes from. I would guess HR.

Senator Nikolaou: Okay. Maybe they would want to check that these are all the up-to-date classifications and definitions.

Senator Horst: It is also confusing why this is a policy on non-tenure track faculty classifications, and then to say emeriti faculty tenured faculty. But NTT’s are not tenured. So, why is this in here at all?

Senator Nikolaou: Yeah. That was my other question, are the emeriti classified as NTT’s?

Senator Horst: We talked about them not being. This is tenured faculty. You can’t get tenure if you are NTT. You are non-tenure.

Senator Nikolaou: I’m assuming because they have retired maybe their classification changes once they retire?

President Kinzy: Retired is its own category.

Senator Nikolaou: Yeah. That’s why HR will need to double check that.

Senator Horst: I thought this would be more appropriate for this to go to Faculty Affairs. The comment that they should check the AAUP classification and look at the emeriti faculty policy and consider whether or not that should even be in this policy would be appropriate.

***From Chairperson Horst- See ASPT VII.B: (Dist. to Faculty Affairs Committee)***

***05.31.22.01 Policy 3.2.11 Employment in Excess of Full Time Appointment Current***

***05.31.22.02 Policy 3.2.11 Employment in Excess of Full Time Appointment Mark Up***

***05.31.22.03 Policy 3.2.11 Employment in Excess of Full Time Appointment Clean Copy***

Senator Horst: I looked at this policy with the Provost last year when we were working on the ASPT language regarding faculty assignments. Right now, we have ASPT language that talks about the faculty assignment for tenure track and tenured faculty, and it doesn’t say it is the equivalent of 12 hours of teaching, and 100% assignment for the tenure line faculty includes the expectation of service and scholarship. We now get a breakout. Did the other colleges receive a breakout letter? We received it in the College of Fine Arts.

Provost Tarhule: We are still having trouble with one department that is refusing to do it, otherwise it’s been done.

Senator Horst: Alright. Is everyone comfortable distributing this to the Faculty Affairs Committee?

Senator Nikolaou: They may want to look at it in conjunction with policy 3.3.7 Outside Employment, because they both talk about 1.5% and it is one of the priorities based on the memo, too.

Senator Mainieri: I was wondering if that first bullet needs to say 100% FTE tenured/tenured track faculty. Because it just says faculty. So, just to specify and not assume.

***04.15.22.21 From Novotny\_Dean annual performance survey (Dist. to Administrative Affairs and Budget Committee)***

This document was forwarded to the Administrative Affairs and Budget Committee with no comments.

The remainder of the items will be discussed at a future meeting:

***05.20.22.01 NTT\_TT Ad Hoc Committee Report\_Final (Dist. to Administrative Affairs and Budget Committee)***

***Tabled:***

***AIF Transparency (Dist. to Administrative Affairs and Budget Committee)***

***04.22.22.02 Kalter Email\_ Questions for the April 20 meeting***

***From David Marx: (Dist. to ?)***

***05.10.22.03 Marx Email\_ Policy 5.1.9***

[***5.1.9 Dogs, Cats and Other Animals***](https://policy.illinoisstate.edu/health-safety/5-1-9.shtml) ***(Non-Senate policy)***

***07.22.22.01 Lange Email Re\_ Policy 5.1.9***

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

[***8.1.5 Service Departments***](https://policy.illinoisstate.edu/services/8-1-5.shtml) ***(Senate or Non-Senate?  If not, should the AABC complete a review of the policy before it is removed from its Issues Pending List?)***

***Adjournment***

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

***Attendance:***

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