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Academic Senate Executive Committee Minutes
Monday, March 17, 2008, 4:00 P.M.
(Approved)

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Call to Order
Senate Chairperson Holland called the meeting to order.

Present: Larry Alferink, Ted Mason, Dan Holland, Susan Kalter, Ed Stewart, Paul Borg, Acting Provost Jan Murphy, Farzaneh Fazel, President Al Bowman

Absent: Allison Graham, Mark Cassata, David Horstein

Approval of Executive Committee Minutes of February 25, 2008
Motion XXXIX-52: By Senator Borg, seconded by Senator Alferink, to approve the Executive Committee Minutes of February 25, 2008. The minutes were unanimously approved.

Distributed Communications
03.12.08.01   *From Frank Waterstraat/Academic Affairs Committee: Sense of the Senate Resolution in Support of Institutional Artifact Portfolio for General Education Program Assessment-Draft 2 (Senate Communication 3/26/08)*
Senator Holland: It is my understanding that the resolution has now been sent around to the members of the Academic Affairs Committee and people are happy with it.

Senator Stewart: I believe so; everybody had input and some changes were made.

Senator Mason: In the second "Whereas" in the first line, it should be "assessed on an (rather than "a") ongoing basis."

Senator Alferink: I have actually two corrections. In the last paragraph in the first line, "Be it therefore resolved that in order assess", the word "to" should be inserted. Also, in that paragraph, instead of, "the Academic Affairs Committee strongly recommends the Academic Senate adopt", it should read, "the Academic Senate adopts" since this is not asking the Senate to endorse their recommendation but rather for the Senate to endorse the assessment tool. Additionally, "endorses" would be a better word than "adopts".

Senator Stewart: Shouldn't there be semicolons at the end of each "Whereas"?

Senator Borg: Yes and just prior to the final "Whereas", there should be an ", and;".

03.13.08.01   *From Larry Alferink/Rules Committee: University Hearing Panel – Addition to Senate Bluebook - Revised (Senate Action Item 3/26/08)*
Senator Alferink: The committee met and I also again talked with Ann Newman, Director of Community Rights and Responsibilities. We took into account the comments at the last Senate meeting. What we ended up doing was making this parallel to the process for selecting faculty for External Committees, wherein both students and faculty on the Rules Committee basically select faculty to go onto the External Committees, including the University Hearing Panel, and students and the faculty on the Rules Committee would do the same thing in respect to the student membership (for the UHP). Ann told me originally that the University Hearing Panel Selection Committee did not function anymore, but she tells me now that it does, so I put it back in. There was some discussion about the word "elected" in the last sentence. The students suggested we put in "must be nominated" in the first line.

Senator Fazel: When you talk about faculty for External Committees, does the Rules Committee decide that? There is no election afterwards?

Senator Alferink: It goes to the Faculty Caucus based on the recommendations of the Rules Committee. For students,

it goes to the SGA.

Senator Fazel: But in the Faculty Caucus, we usually don't have the choice of electing people; it is just a slate of nominees.

Senator Borg: If we ever have more nominees than the slots available, we would have an election; but that hasn't happened in 20 years.

Senator Fazel: Is it because we don't have enough volunteers?

Senator Holland: Yes.

Senator Borg: Technically, we do elect them. That's what a slate is; it is an election.

Senator Kalter: Given that it is not entirely clear that this is parallel to the one for faculty and staff, I wonder if a sentence needs to be inserted where the crossed out sentence is. After it is forwarded to the Rules Committee for its recommendation, would the Rules Committee then forward it to the SGA?

Senator Alferink: Correct.

Ms. James: The student nominations have never gone to the Rules Committee since we changed the *Bluebook*.

Senator Alferink: But this is a panel rather than a committee and the panel has special features as well, so there are reasons for it. The students on the committee were unanimous in supporting this, but, yes, the intent is to have it forwarded from Rules to SGA.

Senator Fazel: For students, are we expecting to have more nominees than slots so people would be able to vote or is it also a slate?

Senator Alferink: I think that the intent is that it would still be a slate, but we have never gone through this with the students, so I don't know.

Senator Borg: Perhaps to answer Susan's question, in the last sentence we could add "then" and the sentence would read, "Students then are elected…"

Senator Kalter: That would help.

Senator Alferink: Note that there is no limit for either students or faculty, so basically what would happen if there were students that SGA did not approve of, they would not elect them.

Senator Holland: So the students would actually go through two processes, the Rules Committee and UHP Selection Committee?

Senator Alferink: Right, students have to be vetted in terms of academic standing and in terms of disciplinary standing.

Ms. James: Is that why it would go to the Rules Committee?

Senator Alferink: That's why they get nominated by Community Rights and Responsibilities.

Ms. James: We have other panels where there are faculty; they go through the same processes even though they are panels and not committees. I was just wondering why you are stressing that this should go to the Rules Committee.

Senator Alferink: Just because the faculty go through the Rules Committees and it just makes it parallel for the

student selection.

Ms. James: Other student nominations don't go to the Rules Committee; we have panels that have students on them that don't go to the Rules Committee.

Senator Alferink: One of a number of things is that Community Rights and Responsibilities solicits nominations very broadly from the campus. They obtain nominations from all RSOs, all academic departments and the Honors Program and we wanted to retain that broad outreach. Secondly, I think this panel may be a little unique, as I believe the former Provost noted last semester, in that cases of academic dishonesty go through a process that is within Student Affairs. Academic dishonesty cases can be heard by either two students and one faculty member or one student and two faculty members. I don't know of any other External Committee of the Senate where the students would hold a majority on an academic issue, so that is one of the reasons.

Senator Kalter: Does the Rules Committee collect faculty and staff nominees from departments?

Senator Alferink: That comes from the Senate Office.

Senator Borg: That is that sheet that comes out every year asking for volunteers to serve.

Senator Kalter: So even there, there is a certain parallel?

Senator Alferink: There is a solicitation, broadly, to the faculty. Now one of the things in here (is the selection of staff), which, as far as I know, doesn't happen, because I don't remember the Rules Committee dealing with any staff nominees. Ordinarily, staff wouldn't be on External Committees of the Senate. This one does permit staff to serve on the University Hearing Panel. There are certainly staff that would be good additions, academic advisors for instance and a variety of other people, so I was wondering if we might also at some point discuss some mechanism for that to happen, such as through the AP Council and the Civil Service Council.

Senator Borg: That is probably a good idea; I would suggest that somehow the appropriate councils be contacted and asked if there is a process by which they do that.

Senator Holland: Are there other committees that have staff on them?

Senator Alferink: Not that I can recall.

Ms. James: There are many committees on which staff serve, including CTE and the two new committees created for the Student Center.

Senator Kalter: If we did that, would we have to change the election process since this is only a Faculty Caucus election process?

Senator Borg: It would be a different process of election, but it would be something parallel to that.

03.17.08.01   *From Jan Murphy, Acting Provost: Announcement of Dean Search for CAST (Chairperson's Remarks 3/26/08)*

Provost Murphy: This memo is just a perfunctory alert to the Academic Senate that we are beginning the process of searching for a dean for the College of Applied Sciences and Technology. Our goal is to establish the search committee through the processes as identified in the policy for that. We will work on things like the position description and advertisement. We can do that electronically with Dr. Everts. The deadline we are looking at is early fall so that we would not be having any kind of a candidate selection process until Dr. Everts is here. We are hoping for a January 1, 2009 start date. That will be the third year of an interim dean appointment, so we feel like we need to help that college move forward.

Senator Holland: Is there some notion to do that for the College of Business based on the cycle of their major

conferences?

Provost Murphy: The President and I have talked a bit about that and there, again, we can start to move forward. I have a meeting again with you (President Bowman) on Thursday. If the timeline looks good to you, then we will have a similar memo to the Senate to get going on roughly the same thing other than a start date that is a year from this summer. So it's a much longer search, but I think the issue is very, very early fall meetings, so we would want to have advertisements and things ready to go. So, hopefully, by the next Senate Exec meeting, if the timeline looks good to the President and he is ready to move forward on that, we will start that ball rolling.

President Bowman: The Business timeline for hiring is different than in other disciplines. I think Dr. McGuire's contract expires on June 30, 2009.

Senator Fazel: It would be good to make an offer to someone, if possible, in late fall, so that they could start in the summer.

President Bowman: Yes and we wanted the search to be under the new Provost.

Senator Fazel: I think you mentioned last time that the announcement could go out, with her approval. In other words, we could send it to Dr. Everts before she arrives.

Provost Murphy: That's our plan for CAST and so, again, for the College of Business, I have a tentative timeline laid out. The President and I met Thursday and if that meets with his approval, then we ought to be able to move forward with the same things, thinking about position description and getting advertisements out.

Senator Fazel: In terms of actually interviewing dean candidates, fall would be fine for Dr. Everts?

Provost Murphy: Absolutely. The same thing with the College of Applied Sciences and Technology—I think the interview process, itself, really needs to occur with her here.

Senator Kalter: The College of Fine Arts also has an interim dean. Would they wait until the next cycle?

President Bowman: Yes, we just haven't talked about when it will be, but it would probably follow the same scenario.

Senator Borg: Fine Arts is assuming at this point that the current interim will be there for at least two years—this year and next year for sure.

Panel of Ten and AFEGC Nominees
Senator Holland: On a related note, the Panel of Ten currently has one nominee, so I am asking everyone to beat the bushes on this with two upcoming searches and possibly three.

Senator Borg: Senate members are not eligible to serve, are they?

Senator Holland: Senate members cannot serve on the Senate's External Committees.

Provost Murphy: What is the timeline of hoping to have a new Panel of Ten established?

Senator Holland: At the end of the semester. The AFEGC (Academic Freedom, Ethics and Grievance Committee) also has only one nominee. Please try to get people to nominate; I will also bring this up at the Senate meeting.

Provost Murphy: Cynthia, can I get from you who will be finishing a term and who might have a second year next year? If we are not going to get a Panel of Ten established until the end of the semester, we may look at the current members.

Ms. James: Members only serve for a one-year term.

Senator Borg: So I would suggest that you identify someone on the current list and maybe we can encourage them to reapply.

Provost Murphy: But once we have picked them, I would think that a lot of our searches cross fiscal years.

Senator Borg: Once they are in charge of a committee, the person will continue to chair the committee even if his/her term has ended, but being selected to serve on the Panel of Ten is a year-to-year election process.

Senator Holland: So you could choose someone now.

Senator Fazel: Can a member of a college serve as the chair for the search for that same college?

Senator Borg: There is no restriction concerning that.

Senator Holland: They just have to be a Panel of Ten member.

Senator Fazel: So, for example, for the College of Business, the chair of the search committee could be from the College of Business?

Senator Borg: Theoretically. The person who sets up the search will look at the Panel of Ten and decide if it is a wise thing to have someone from the same college, but there are no rules restricting it.

Senator Holland: That is one of the ways in which the Provost can balance the committee—by gender, ethnicity, whatever they want to do—it's one of the people that they get to chose out of a group.

Proposed Agenda for Academic Senate Meeting of March 26, 2008:
Academic Senate Meeting Agenda
Wednesday, March 26, 2008
7:00 P.M.
OLD MAIN ROOM, BONE STUDENT CENTER

Call to Order

Roll Call

Approval of Minutes of February 20, 2008

Chairperson's Remarks

Student Body President's Remarks

Administrators' Remarks
- *President Al Bowman*
- *Acting Provost Jan Shane-Murphy*
- *Vice President of Student Affairs Steve Adams*
- *Vice President of Finance and Planning Steve Bragg*

Committee Reports:
- *Academic Affairs Committee Chairperson: Senator Waterstraat*
- *Administrative Affairs and Budget Committee Chairperson: Senator Lonbom*
- *Faculty Affairs Committee Chairperson: Senator Borg*

- ***Planning and Finance Committee Chairperson: Senator Fazel***
- ***Rules Committee Chairperson: Senator Alferink***

Action Item:
03.13.08.01   University Hearing Panel – Addition to Senate Bluebook - Revised (Rules Committee)

Communications:
03.12.08.01   Sense of the Senate Resolution in Support of Institutional Artifact Portfolio for General Education Program Assessment (Academic Affairs Committee)

Adjournment

Motion XXXIX-53: By Senator Borg, seconded by Senator Stewart, to approve the Senate Agenda of March 26, 2008.

The committee agreed to add the IBHE-FAC Report to the March 26, 2008 Agenda if Professor White was available to report to the Senate. With the tacit amendment, the agenda was unanimously approved.

Discussion:
Appropriate Use of Information Technology Systems Policy
Senator Holland: There is an item that will come up, potentially; Mark Walbert has sent me a draft of the policy on the appropriate use of Information Technology Systems that they are working through. My guess is that there is almost no way we are going to be able to handle it this year because it is a policy that we will really want to talk about. It may actually go to the Rules Committee at some point. Does anyone have suggestions as to how we would like to handle it?

Senator Borg: What has he asked the Senate to do?

Senator Holland: To approve policy.

Senator Borg: Then the policy needs to go to the appropriate committee and get started through the process.

Senator Alferink: Is it a final draft?

Senator Holland: I think that he will be meeting next week to do a final draft.

Provost Murphy: He is hoping to finalize it on Monday.

Senator Borg: May I suggest that we, as an Executive Committee, agree that when their final version comes, it will go directly to the appropriate committee rather than wait for us to meet again.

Provost Murphy: What is the appropriate committee? Is it Rules or Administrative Affairs? The policy involves copyrights for intellectual property software.

Senator Borg: We would need to check the policy website and see to what committee it was sent last time.

IBHE-FAC Representative
Senator Holland: I am guessing from the e-mails that I have been getting that Curt White is stepping down as the IBHE representative. Lane would like to do it, but we had someone who was an alternate when Curt could not do it. Do we have to do an election for this?

Senator Borg: We do; the Senate selects the representative. Usually, it's just endorsing the person who wants to do it. Do we know if we have two people who are interested in doing it? Does the person who is the alternate now want to do it? If that is the case, then the Senate will have to decide.

Senator Kalter: Would it be the Senate or the Faculty Caucus?

Senator Borg: The whole Senate because it is not just a faculty matter.

Senator Kalter: I thought that there were student and staff representatives.

Senator Borg: I don't remember, but we will have to look it up.

Senator Holland: Who is the alternate?

Ms. James: Ken Jerich.

Senator Holland: He may actually want to do it. I will call him and check.

Provost Murphy: Is there an official term? Is Curt wanting to give this up in the middle of a term or is this the end of his term?

Ms. James: His term ends in May 2009.

Administrative Search Processes
Senator Fazel: Do you recall when the document for administrative searches was approved by the Senate? I know that we agreed to look at it again in three years.

Senator Alferink: It was two years ago; so next year we will have to look at it.

Adjournment
Motion XXXIX-54: By Senator Kalter, seconded by Senator Fazel, to adjourn. The motion was unanimously approved.