**Academic Senate Executive Committee Minutes**

**Monday, October 16, 2023**

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

**approved**

***Call to Order***

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

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

None.

***Oral Communications:***

Senator Mainieri: I'm communicating on behalf of the AABC. We started opening discussions about our issues pending item concerning fall break in mental health. This stems from an e-mail from Doctor Schimmel about concerns about the length of time between the start of the semester and Thanksgiving break. It asks us to consider if it's possible to add in an additional fall break. The wording and the issues pending reads, “review options for timing of fall break and report back to the Executive Committee with refining and or recommendations” And so, as a committee, as we were setting up the scope of the issue before we go into the issue.

We're wondering what you want us to give back to you. It could be simply information that we gather with maybe pros and cons. It could be info plus a list of options. It could be info plus options, plus a recommendation. Recommended course of action from the committee. So, the first question was what the Executive Committee of the Senate, who asked if you put this on our Issues pending list, would like to see back. We'd like to know what our end goal is so that we can do intentional work.

Senator Horst: This sentence was written by the Senate office. To summarize, I think the Executive Committee just decided to take that letter on and I forwarded to Senator Mainieri the Appendix 1 Powers and Responsibilities of the committee. I suggested she could facilitate a full-blown survey of the campus community, if your committee wants to look into it further.

Senator Mainieri: So that's the second item. We would like to know what the end result is. What do you want in our report?

Senator Horst: A recommendation.

Senator Cline: What would the whole Senate need in order to make a decision? And so if you have a white paper of the stuff that you guys learned that you took into consideration and that influenced your choice, that would be helpful I think.

Senator Mainieri: Okay, that is what I thought. And the other issue Senator Horst addressed.

***Distributed Communications:***

***From Dimitrios Nikolaou: Academic Affairs Committee (Information Item:10/25/23)***

***10.11.23.01 Policy 2.1.19 Verification of Student Identity (Current Copy)***

***10.11.23.02 Policy 2.1.19 Verification of Student Identity (Mark Up)***

***10.11.23.03 Policy 2.1.19 Verification of Student Identity (Clean Copy)***

***10.11.23.04 Notes on Policy 2.1.19 Verification of Student Identity***

Senator Nikolaou: This is 2.1.19 Verification of Student Identity; that's the one that we gathered all the information for. So the notes and policy that you see, that is the white paper. So, we talked about it in the committee the only question that came up was who is responsible for making sure to verify student’s identity. We talked about, well, for a course, once you sign in, you need to use your Ulid. So that would be automatically if it is a final exam. You need to show your ID card. Probably it's going to be the faculty or the student who is supporting us, but otherwise we didn't see any issues. And based on the white paper, it has been seen by lots of different offices.

Senator Horst: Are there any comments besides what we saw in the mark up? Seeing none, thank you to everyone that worked on this policy.

***From Craig Blum: Rules Committee (Information Item:10/25/23)***

***10.11.23.06 Milner Library Bylaws (Current Copy)***

***10.11.23.07 Milner Library Bylaws (Mark Up)***

***10.11.23.08 Milner Library Bylaws (Clean Copy)***

Senator Blum: So they asked us just for a couple of changes. There was a committee change that was deleted, and they changed the membership of the Library Council to reflect changing classification of people. I read through people's comments; this was reviewed two years ago. We didn't go through it again and we just made the changes. I think there's things like comma splices in here that people noted, so we can fix those. Some of this language was approved like tenure versus tenure track -- I think the college probably understands that. We can change it, make them change it if we want, but you know, as I said, it was just approved. I do want to point out, Senator Nikolaou, it says “research needs” up here and it was “research and creative activity.” I don't think that's what they meant. Like in an ASPT sense. What it means is people using the library for research, which may result in a creative activity like music. But application I don't think really applies in language, so it makes sense.

Senator Horst: I actually thought about that. One of the first things I do when I write a piece is I go and look at the scores of the composers who’ve written in that genre, so I appreciate that comment.

Senator Blum: I think what they meant was they were doing research but not the product.

Senator Bonnell: That language “and creative activity”, I feel like that's been added like in the recent past so it may not have been. It just was not on our radar. But I do think it's generally speaking...

Senator Horst: “The three of whom shall be elected from tenured slash tenure track faculty”, you might just work with Milner to get some of these copies. Work with Caitlin Stewart and see if they'll just accept them as editorial comments, except for the summer student one.

Senator Nikolaou: I can ask it on the floor for this summer students. I was not sure how it works it says “two consecutive semesters.” So if you have someone who was employed in spring and then they were employed for this summer, would they be eligible or not?

Senator Bonnell: The way this works to this, we seat the students. I'm not saying it should be this way, but we seat the students in the fall. The example that you gave just wouldn't probably happen that way because the students are seated for instance, in September and they serve a whole year. And then if they're around in the summer, they can still be part of council; but what you said “is you wouldn't be serving, it wouldn't be a student in the spring in the fall, and then they wouldn't be appointed in January.” That just wouldn't happen based on what we're saying. I think that really kind of goes against what we're saying, too, because it's the idea is that someone who has been around and knows the workings of the library more than just what you're getting from. Whether it's February through August. I think the real intent is probably a year's experience; but I think that probably became really difficult to write.

Senator Nikolaou: That was more of a clarification because if you didn't want to exclude those who did spring and summer and then they can be elected on the Council because they did their two consecutives, but then there will be semesters. But then if really it is fall and spring semester or spring and then then the next fall semester, then that's fine. I just want to make sure that we're not excluding the ones who have the summer term.

Senator Cline: Senator Bonnell do you elect officers annually?

Senator Bonnell: Yes.

Senator Cline: I might just suggest putting that in there because of the term of the officers isn’t clear anywhere. So, if you say at August 16th “annually”, that would indicate the one year term. Because some people sign up for committees for multiple years.

***From Kate Sheridan: University Policy Committee (Information Item:10/25/23)***

***10.11.23.11 Policy 3.1.52 Personal Plus Time (Mark Up)***

***10.11.23.12 Policy 3.1.52 Personal Plus Time (Clean Copy)***

Senator Horst: We have the Personal Plus Time; Janice Bonneville is the lead on this. There are some important clarifications on this. I can forward this to Kate Sheridan; there is a timeline with this one because there's a pending law that's coming up on January 1st. So I think we want to expedite this. And I did communicate with Janice Bonneville about the procedures; she said she would like these in because she thought the policy was complicated enough if they thought she personally thought the procedure should live in the policy.

Senator Bonnell: I asked her about that too, and she was pretty adamant that because it was so new, she wanted to keep them in.

Senator Horst: For the question, are there other “oral requests”? I don't know that might be something from the law so that's certainly valid to ask. I will forward all of the comments to Kate; otherwise are there any question about this?

Senator Mainieri: I would suggest that when this comes to the floor, a memo from the committee accompanies it. I really connected with the memo that accompanied 2.1.19 Verification of Student ID. It talked about the origin of this review is five year review here. The summary of the changes, here's what's in our control and who did we hear from basically. That type of memo for me as a senator to review materials is so helpful.

I had a question back to University Committee. I'm curious who they heard from other than Janice Bonneville, when they looked through. So, I wonder if we as executive members wanted to put together a memo template for a chair.

Senator Horst: It's already certainly in the bylaws, but I know we have an e-mail from Janice Bonneville about this that we can include, I'll ask Kate Sheridan if she wants to include any other information as to how they reviewed it.

Senator Nikolaou: I was just going to say that for the memo it depends on when it would be required because if we need to submit it this Thursday, after the Academic Senate meeting, there is no way it can happen --- for me to sit down and write a memo for a policy that we are forwarding. We voted to approve through the Committee on Wednesday and send it by Thursday noon when we are on the Senate until 9:30 pm. If we could supplement… like a week later, just before, we say, “exec it's fine, it's going to the Senate. Can you write a short memo?” If we have 10 days approximately to put together a memo, then that’s reasonable.

***From Tom Lucey: Faculty Affairs Committee (Information Item:10/25/23)***

***10.11.23.08 Policy 4.1.1 Honorary Degree (Current Copy)***

***10.11.23.09 Policy 4.1.1 Honorary Degree (Mark Up)***

***10.11.23.10 Policy 4.1.1 Honorary Degree (Clean Copy)***

Senator Horst: Now from Faculty Affairs Committee and Senator Lucey, I'm on this committee and I will forward the liaison point that it's listed as a committee member. I actually said that as well. And so, I will forward these to Senator Lucey. I will say that we did have a lot of discussion about the types of degrees, and so Senator Lucey can fill people in who are curious on the floor; it's an interesting history.

And things like whether or not it's “in confidence”, I would like to hear what Craig McLaughlin says to that because he requested certain things in the policy just even though they were “procedures”. So, we'll have that. The language regarding the recission of honorary degrees we took from the Emeritus policy, and Legal approved that. So that's where that policy and regulations wording came from.

***10.11.23.05 From Academic Affairs Committee University Hearing Panel Report 22-23***

Senator Nikolaou: Yes. So this is one of the reports we have. The main part that we focused on was under the recommendations where the committee recommends reducing the number of the faculty appointees from 20 to 15. We talked a little bit about it and if they think that it's going to be enough to manage all the cases that they have, we didn't have any issues with this. We did go though to the bylaws to understand. What is the number of the faculty and what is the number of the staff and that's where the bylaws say that 20 or more faculty and staff. Now if the recommendation is to reduce the faculty appointees to 15. What happens with the staff? And that's why in my e-mail I said that this is going to be a Rules Committee issue because they would need to look at the university hearing panel. Should we separate the 20 or more faculty and staff to talk explicitly about faculty and staff? And then specify at most or at least 15 faculty. And would it be at most at least five staff, whatever is going to give you location. But other than that.

Senator Horst: any comment? So are we going to forward this to the Rules Committee?  The suggestion.

Senators: Yes.

Senator Horst: Do we need to forward this report to the Academic Senate?

Senators: No.

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

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

***Policy review***

**Policy 7.4.2** [**Flow and Review of Grant and Contract Proposals**](https://policy.illinoisstate.edu/fiscal/grants/7-4-2/) **(Dist. To Faculty Affairs Committee)**

Senator Horst: I went through the policies that belong to the Senate to make sure we have the right dates and the right committees and that kind of stuff. I found a lot of straggler policies, they were maybe at one point on somebody's issues pending list and they sort of fell off. And so I found a lot of little issues with policies that haven't been seen in 10 years that still belong to the Senate. So that's where this list comes from. And so we'll start with policy 7.4.2. This is up for policy review from Faculty Affairs, it seems. Are there any comments about this one? Makes sense it goes to Faculty Affairs?

**Policy 2.1.20** [**Equitable Treatment of Students Participating in University Sponsored Activities**](https://policy.illinoisstate.edu/students/2-1-20/) **(Dist. To Academic Affairs Committee)**

Senator Horst: This one hasn’t been looked up since 2010. These it make sense to go to Academic Affairs Committee? Any comments?

Senators: No.

Interim President Tarhule: Curious question in policies like this, do you give the entity in this case? Craig's office, a chance to look at it and see if there are things that have changed or how does that work? Because if nobody has done anything with this in 10 years, maybe some of the practices have changed.

Senator Horst: The first step you would do is to show it to the related offices; we're just starting the process and it's shared governance.

**Policy 2.1.2** [**Eligibility for Student Health Service Benefits**](https://policy.illinoisstate.edu/students/2-1-2/) **(Dist. to Administrative Affairs and Budget Committee Committee)**

Senator Horst: This hasn't been looked at since 2002; it was deemed to be a Senate policy. Shall we put it on next committee? Or put it on the next executive committee agenda as potentially non-Senate policy?

Senator Cline: It doesn't seem to me to be a senate policy. This is not academic.

Senator Mainieri: Non-senate.

Interim President Tarhule: I think it's probably negotiated in a contract. I'm not saying that 100% certain, but I'm pretty sure that this will be part of the negotiation.

Senator Cline: Martha, as a senate chair could you contact them and say hey, it's been 21 years since it's been looked at. We don't really think it's a Senate policy anymore, but since it's been 21 years, you might want to take a look and let us know if there need to be any changes to it.

Senator Horst: Are we comfortable making this a non-senate but advisory?

Senators: Yes.

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

Senator Horst: Any Comments about this one? No, okay.

**Policy 2.1.28** [**Medical Amnesty and Good Samaritan Policy**](https://policy.illinoisstate.edu/students/2-1-28/) **(Dist. to Student Caucus of the SGA)**

Senator Horst: OK, now this one, the Good Samaritan policy actually originated with Student Government. There was a feisty debate when it went to the floor in 2012. I remember the debate; we had lots of debate about this one, but I'm pretty sure it originated with the Student Government. So that's why I suggested it go to the Student Caucus.

Senator Mainieri: Why is there a policy called procedures?

Senator Horst: They might want to reach out to the Student Code of Conduct office and see if it's overlapping, but yeah, it is sort of getting into procedures for how to implement the policy; but I'm not sure this language is showing up in the code.

Senator Horst: So we're comfortable sending that to the student caucus?

Senators: Yes.

**Policy 2.1.28a** [**Medical Amnesty and Good Samaritan Procedures**](https://policy.illinoisstate.edu/students/2-1-28a/) **(Dist. to Student Caucus of the SGA)**

**Ten Year Policy Consideration**

**Policy 8.5.1** [**University Library**](https://policy.illinoisstate.edu/services/8-5-1/)

Senator Horst: I flagged 2 potential policies for to be on a 10-year rotation. The first one is the University library policy unless there was something the library wanted to bring forward, we would evaluate or review that policy every 10 years.

**Policy 4.1.14** [**Laboratory Schools**](https://policy.illinoisstate.edu/facilities/6-1-2/)

Senator Horst: Also the lab school policy. Everyone agree with this.

Senators: Yes.

***Adjournment***

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

***Proposed* Academic Senate Meeting Agenda**

**Wednesday, October 25, 2023**

**7:00 P.M.**

**OLD MAIN ROOM, BONE STUDENT CENTER**

**Hard Stop 8:30PM**

***Call to Order***

***Roll Call***

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

***Presentation:*** ***Roopa Rawjee, Executive Director, Office of International Engagement***

***Approval of the Academic Senate minutes of 9/13***

***Chairperson's Remarks***

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

***Administrators' Remarks***

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

***Action Items:***

***From Faculty Affairs Committee:***

***09.28.23.07 Policy 3.2.12 Ombudsperson (Current Copy)***

***09.28.23.08 Policy 3.2.12 Ombudsperson (Mark Up)***

***08.10.23.01 Memo from Interim President Tarhule***

***10.05.23.01 Summary from Faculty Affairs Committee***

***Information Items:***

***From Dimitrios Nikolaou: Academic Affairs Committee***

***10.11.23.01 Policy 2.1.19 Verification of Student Identity (Current Copy)***

***10.11.23.02 Policy 2.1.19 Verification of Student Identity (Mark Up)***

***10.11.23.03 Policy 2.1.19 Verification of Student Identity (Clean Copy)***

***10.11.23.04 Notes on Policy 2.1.19 Verification of Student Identity***

***From Craig Blum: ~~University Policy~~ Rules Committee***

***10.11.23.06 Milner Library Bylaws (Current Copy)***

***10.11.23.07 Milner Library Bylaws (Mark Up)***

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***From Kate Sheridan: University Policy Committee***

***10.11.23.11 Policy 3.1.52 Personal Plus Time (Mark Up)***

***10.11.23.12 Policy 3.1.52 Personal Plus Time (Clean Copy)***

***From Tom Lucey: Faculty Affairs Committee***

***10.11.23.08 Policy 4.1.1 Honorary Degree (Current Copy)***

***10.11.23.09 Policy 4.1.1 Honorary Degree (Mark Up)***

***10.11.23.10 Policy 4.1.1 Honorary Degree (Clean Copy)***

***Internal Committee Reports:***

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

***Communications***

***Adjournment***