**Academic Senate Executive Committee Minutes**

**MONDAY, September 19, 2022**

**approved**

***Call to Order***

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

***Public Comment***- None.

***Approval of Executive Committee minutes from September 6, 2022.***

Motion by Senator Smith, seconded by Senator Duffy, to approve the minutes. The motion was approved, with one abstention.

***Oral Communication:***

***Martha Horst***Senator Horst: I’m part of the National Council Faculty Senates and we’re having an event on October 28th regarding getting faculty excited about shared governance and strategies for getting faculty on committees. So, if anyone is interested in coming to that event with me, just let me know and I’ll get you a link.

Cera has offered her services if you have any questions about going between different platforms that the Senate uses.

Reminder, the State of the University Address is a Senate event. I hope you all can come. It’s tomorrow at 2:00 p.m. in CPA.

***President Kinzy: Update regarding evaluation of search committee policy***President Kinzy: As we initiated our efforts on enhancing the diversity of our faculty and their ability to represent diversity of ideas within their courses, within their scholarship is we’ve started looking at some of our policies and procedures and some of the things that don’t address some of the state of the art in understanding how to approach the challenging issue of being inclusive in our hiring. It’s not just faculty it’s also for staff. So, we are going to look at three policies and a procedure that we think some with simple changes, some with more complicated change could allow us to be more inclusive in our processes. So, one is the Search Committee policy 3.2.2 which doesn’t talk about the aspects of a search firm being charged to make sure that they are inclusive in forming the pool of candidates or assisting with the work that we do. It’s silent on equity, diversity, and inclusion. So, we’d like to just add something in there so that it is very clear to these search firms what we expect.

Another one is 3.2.2 Administrative Selection and Search, and the Constitution. It’s Panel of Ten, but it’s also about looking at our search committees. One of the things we’d like to take a look at is by adding a few at-large selections the hiring manager could leave a space where we could make a committee more inclusive if we felt that a very important voice was missing- and that’s inclusive in every single form of the word inclusive.

Another one is 3.4.13 Search Firms, that’s where you want the search firms to know that we are charging them to be inclusive in their approach. And that’s actually really important because some search firms need to be challenged to be more inclusive, including in the composition of their search partners.

The other is the procedures. There’s currently a faculty procedure about hiring best practices at the University. It lacks any significant focus on how can we be more inclusive in our search processes. There’s a lot of scholarship out there. Things like, when do you invite someone’s partner to campus? At the executive level, I’ve made an edict that when we’re hiring people, like General Counsel, Vice Presidents, any senior position we are much quicker to remember we are hiring a family, and that we are bringing in their significant other before people are being forced to make decisions. Some of these inclusive practices are actually efficient and they’re much better for the University, but they also increase the likelihood of people moving with their family. Also, things about where do you advertise? How do you look at the composition of a search committee? What does it mean to be inclusive? How can you get a diversity of ideas? That last one we would also do for staff, which would be new for us as an institution. So, we’re just starting this process. We had a meeting with Dr. Doris Houston, myself, Janice Bonneville, and Senator Horst to talk about drafting up a policy of which of these are HR policies that are simple, we would bring forward in that panel, and which of these are going to be more collaborative. But it’s part of a real holistic approach to what we are doing. It also comes out of our faculty and staff surveys, and I think will tie to the survey that you just heard about today about our workplace climate. So, this is just to say that we really want to take a holistic look at this, it makes sense to do them all at once, and we will be working in close partnership with the Senate.

Senator Cline: I’m on a search committee now that’s going to be an estep search- with this new enhancement- and a lot of procedures that are being asked of us that are unusual for the purposes of extra equity and inclusion. Are those the kinds of changes that we’ll be making globally, or will there be separate diversity enhanced searches?

President Kinzy: Every hire should have an eye toward equity. I think they seem additional now because they are not part of the normal structure, but they are at many places part of the normal structure. So, we’ll be more codifying the search advocate program that we’ve been really working to build. That would be every search.

Senator Horst: We’ll have a best practices document that’s up-to-date.

President Kinzy: Right. So, the procedures can be updated at any time, and the policies will be much more intentional in what we’re trying to accomplish. I do not believe that the only diversity that we can get at this University is in positions that specifically effects scholarship of topics of particular interest to people of color, or with equity lenses. I think that a Professor of Physics should have the same emphasis on equity in the search as somebody in Latin American Studies or Women and Gender Studies. But that’s my personal opinion, which I saw a lot of shaking heads, so I don’t think I’m the only person who feels that way.

Senator Horst: So, you’re going to work with DIAC for the procedures document for the faculty searches?

President Kinzy: Yes. They have done some work in this, but then we looked at some scholarship and there are really great papers in this space, we’ll be working with them. As we do, Senate likes when subject matter experts bring information forward as well. We will use HR resources they have as appropriate.

Senator Horst: So, eventually we’ll see all this work. Thank you, President, for doing it.

President Kinzy: Yes, we are doing it holistically.

***Distributed Communications:***

***09.07.22.01 Cline Email\_ Policy 2.1.14 Withdrawal***Senator Cline: My task at the end of last meeting was to find out whether the wording on the Withdrawal policy as it had been edited through Legal at the beginning of the Academic year was fully dependent on the law or whether there was some wiggle room, given that there was a question on the floor. So, you have the response from Legal in which they state it is taken directly from the law.

Senator Horst on Senator Mainieri’s behalf: The email confirms my initial impression that we should leave this language as is and not include a mention of victims of violent crimes as suggested on the floor.

The Committee decided not to forward this question to an internal committee.

***Advisory Items:***

***From Dan Elkins: Acad Fac Priorities Report September\_2022\_final (Also dist. to Administrative Affairs and Budget Committee)***

There was no discussion.

***Deans and Chairs/Directors Cumulative Evaluations FY23-FY27 (Advisory Item 09/28/22)***

This was sent to AABC for review.

***From Rules Committee: (Information Item 09/28/22)***

***09.15.22.06 Academic Senate Bylaws Excerpts Current Copy
09.15.22.07 Academic Senate Bylaws Excerpts Mark Up
09.15.22.05 Academic Senate Bylaws Excerpts Clean Copy***

Senator Blum: There were a few things I wanted to discuss. One, there weren’t some recommendations included from the subcommittee of last year, and that’s right. When we met to talk about the quorum issue, for example, we edited off of not the subcommittee recommendations but the existing recommendations. It wasn’t going to be an easy drop in because in the subcommittee recommendations they actually redid voting in the committees. In the current bylaws there is no voting portion to the committees. So, it made it easier to just accept the language.

Senator Horst: So, one thing is the language right now has this carve out for people with accommodations from OEOA. The subcommittee suggested that student senators also with SAAS accommodations also should get a carve out. So, instead of just saying you have an accommodation with OEOA you should also have an accommodation from SAAS. That was a recommendation from the subcommittee and it’s right in the sentences we were working on.

Senator Blum: So, I can go back, and we can essentially infuse what Rules started with into the new recommendations.

Senator Horst: Legal called me because they were confused by the 35% attendance requirement. They think the proposal has compliance issues with Open Meetings Act and they would like to see a different approach. Then they started quoting the definition of what a meeting is. So, I conferred with Alice Maginnis, and she suggests that we establish that quorum is based on currently seated voting members. And then, there is a concern about the minimum number needed for a committee. For example, if you have a committee of nine it can’t get below three or four. They suggest that the minimum number for committee member should be set in the charge of the committee, because the way it reads now it’s confusing the quorum with the minimum number. It alerted them. Also, we have a document that the Board of Trustees prepared that goes through the legal justification for setting the quorum to be a majority of the current voting members. So, we could include that language if people so choose. They just went through a similar process.

Senator Cline: You missed an oxford comma, but that’s minor. I just have a question. It sounds like you are going to go back and look at some of this, but the article having to do with the committees and their accretion of what quorum entails is very clear. But for the main part of Article V, I thought it was unclear about when a person is not physically present but allowably videoing in, they don’t count, but then they do count. They do count for votes, but they don’t count for quorum. It’s just not clear. My suggestion might be to do what you do for the committees which is to have a separate paragraph that specifically deals with quorum to define the term and what it means. It’s really clear for the committees but it’s not clear overall.

Senator Blum: That language was already there, but we’ll be happy to take the feedback.

Senator Cline: Right.

Senator Blum: I just thought I would mention that. It’s there now.

Senator Cline: Right. As it reads now it speaks about the procedures for the adoption stage may be suspended only through the unanimous vote of the voting senators present. Present voting members shall include those members physically present and those permitted to join with an OEOA accommodation. But then later it says those people do not count for the quorum pursuant to the Act. So, it just needs to be clarified, I think. Because that information exists in two separate paragraphs it’s not clear to me.

Senator Horst: So, are you saying, Lea, that right now it’s mixed in with the language of procedures to obtain action?

Senator Cline: Yeah.

Senator Horst: Are you saying that the Senate should have a separate section for quorum?

Senator Cline: I think that would be a nice way to go about it given how clear it is in Section 6 of Article VI that it’s quorum for business. Right. It’s a whole separate paragraph that explains that. Right now, you have to hunt to find it.

Senator Horst: And then you probably want to include it in other places, too. But just to have separate language about what is quorum for a senate, because now it’s really confusing.

Senator Cline: That would allow you to enter in that new information about SAAS for student senators versus faulty senators.

Senator Blum: Yeah. We can go back and revisit it all. My question is, is there anything that is pressing with this? Can we deal without this language immediately?

Senator Horst: Yes. But it is important. And it’s the first piece of the puzzle with the bylaws, and you have to take out the 35% thing.

Senator Nikolaou: I have a question. So, what is our approach with… That’s why I didn’t make any comments on the bylaws, because I didn’t see any of the changes we made in the ad hoc committee. When I looked at it, it seemed like Legal told us that we need to pass the Open Meeting Acts language, and then we are just doing that part and then we are going back to revisit the same articles or what? Because when we are adding sections, this is going to change other parts of the bylaws.

Senator Blum: Yes, you’re right. When I started looking at this, I immediately realized it was more complicated than just dropping something in. So, what we’ll have to do is we’ll have to go back to the subcommittee’s recommendations, take the ideas that need to be excluded and the ones that need to be included, and then some clarification—actually we didn’t change anything, that is the existing language from last year—and sort of merge it all together so the recommendations that the subcommittee made, the recommendations that Exec made, and so all of these are in a place. That we have a section called quorum… all that is in one document. Right now, those came from different sources, at different times, for different reasons.

Senator Horst: I advised Craig to do it in pieces because there’s so many moving parts to the bylaws right now that haven’t been resolved. For instance, the SGA question, this has a sunset clause, and the URC not being able to make quorum.

Senator Nikolaou: And we are going to do it similar to the ASPT, where we vote for each one of them separately and then vote for all of them together? I’m thinking, let’s say it goes on the floor and we approve some changes on Article V, then we don’t make any changes in the other parts. The other parts are not going to be consistent with the previous article because there are cross references. So, if we approve something that is new language and then we don’t change the others, it’s going to create inconsistency.

Senator Horst: That’s why we’re trying to get all the language done with the quorum definition. This is what we did last year. These are the places that quorum is defined. Rules has done parts of the bylaws before- like appendix two charges. We don’t have to do the bylaws the entire time. But I hear what you’re saying.

Senator Blum: I get your point. And I’ll try my best.

Senator Horst: We developed a strategy. We came up with three major things and then we’ll start doing the articles in pieces and then try to get to Appendix II. But the definition of affiliated groups is a big question mark.

***From Administrative Affairs and Budget Committee: (Information Item 09/28/22)***

***06.20.18.01 College of Education Deans Evaluation Instrument\_2017-2018***

Senator Nikolaou: This is the only Dean Evaluation instrument that is outstanding from 2017. Even though we had a couple of small comments, we approved it, and then I’m just going to email the college council to tell them for the next round. Because they also have a new dean. They may actually want to update their evaluation form.

Senator Horst: I found the policy that said we have to do this. In 3.2.15 it says, “These questionnaires will be submitted for approval to the Chairperson’s Council, Dean’s Council, Provost, President, and the Administrative Affairs committee of the Academic Senate. The approved questionnaires will be provided to the Academic Senate as information items.”

I note that it says, “cultural diversity and equity,” and we usually say, “equity, diversity, and inclusion.”

Senator Nikolaou: That’s one of the comments that we had. And then we said, well, instead of sending it back to them because they might say, well, now we want to change the whole document. So, at least for this year, they can say that they have the newer version and if they want to update it for their new dean then they can.

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

***Proposed* Academic Senate Meeting Agenda**

**Wednesday, September 28, 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 August 31, 2022 and September 14, 2022.***

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

***Chairperson's Remarks***

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

***Administrators' Remarks:***

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

***Action Item:***

***Tabled:***

***From Academic Affairs Committee:***

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

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

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

***Information Items:***

***From Planning and Finance:***

***07.12.22.03 Policy 3.2.10 Emeriti Academic Employees Defined Current Copy
09.15.22.10 Policy 3.2.10 Emeritus Academic Employees Defined Mark Up
09.15.22.09 Policy 3.2.10 Emeritus Academic Employees Defined Clean Copy***

***From Administrative Affairs and Budget Committee:***

***06.20.18.01 College of Education Deans Evaluation Instrument\_2017-2018***

***Consent Agenda: None.***

***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 8:30 p.m.***

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

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

***09.09.22.01 McLauchlan Email\_Re\_ moving policies to \_non-Senate\_ list***

[***7.4.5 Time and Effort Reporting***](https://policy.illinoisstate.edu/fiscal/7-4-5.shtml)

[***7.4.6 Cost-Sharing Confirmation Report***](https://policy.illinoisstate.edu/fiscal/7-4-6.shtml)

The committee decides this is non-Senate but will be advisory if changes are made.

***From Jana Albrecht:***

***09.09.22.02 Albrecht Email\_ Meeting with Faculty Caucus and\_or Academic Affairs Committee***

***12.17.20.01 Academic Progress Alert System history***

Senator Horst: I became aware of this through my work on the Information Technology Advisory Council. When a student fails a class, as many instructors know, you are often asked to provide documentation regarding their attendance records. They are asking that this information be gathered at the point when the grade is inputted. So, I’m just going to read some of the information I received, “The Financial Aid office and the Office of University Registrar jointly request assistance implementing a process that requires instructors to enter a date of last activity or attendance for students with a failing or incomplete grade.” The way this process should work is an instructor has a student with a failing or incomplete grade, the instructor must then go to the proposed solution and either note that a student never attended class or if they did attend, input the date of activity or attendance. Currently this process is handled by manual querying any applicable students in Campus Solutions, individually emailing instructors, tracking each response, and then following up where necessary. There’s potential audit finding problems, and they want to ensure that the University is not required to pay monetarily fines; and, it allows the University to keep receiving their federal Title IV funding.” So, they can speak much more to the problem. I raised some concerns about being a faculty at the moment of inputting grade and having to all the sudden gather all this information regarding the students who are failing, for every single student, not just the one that receive on an email, but they have a lot of data regarding this. They want to work with us. They want this to go through Senate. They want to work and meet with the Faculty Caucus. They want to give us data as to what happens if we don’t. If you don’t do this kind of tracking, what are some of the financial penalties. She just wants to start the process of having this potentially go to Academic Affairs and then a meeting with the Faculty Caucus.

There is precedent for something like this going through the Senate. The Alert System went through the Senate. Also, because we are switching over to Canvas, there’s this scenario where data from grades and scores that are inputted in Reggie Net, any sort of data that tracked student performance and student attendance could populate fields over in Campus Solution. But they’re trying to develop some sort of processes that make it less burdensome on people who teach massive classes and have lots of documentation to do.

Senator Cline: I think this is great. I would love to do it, but they have to update the system. Currently, the way that it is, it would be a massive undertaking for faculty able to enter four grades at a time, five grades at a time, I have 200 students. I don’t see a page of 200 students. I see a page of five students at a time. Unless you import directly from Reggie Net. So, the system is very clunky. So, if we can do if through Canvas, great. Otherwise, they need to have a separate system for that reporting for the failing. Maybe a second email comes to you that says now report on who’s failing or absentee grades or something. Because the system as it is now it would be a horrific ordeal for someone who has more than 20 or 30 students, because you can only see them five at a time in the Campus Solutions system.

Senator Garrahy: While I certainly understand, I’ve never had classes of 200 so I can’t contribute to that. But, I think, the majority of faculty on this campus don’t have 200 classes. We pride ourselves on smaller class sizes. I think the big issue is getting faculty to understand that this is related to the funding that our students get. I never really understood that before. I would always say, well, why am I being asked? But I do understand that if students are receiving financial aid, they are earning money to be in class, and therefore I do track that they are in class so I can answer that question.

Senator Horst: It says, all this data is used by the United States Department of Education and the University to help determine the type and amount of financial benefit a student is required to pay back.

President Kinzy: It was an audit finding this year. I think it’s been an audit finding before, too.

Senator Horst: I’m very sympathetic to the large class problem. It would be at the point that you’re doing the grades, because the other system doesn’t really work where they send you the nice email.

Senator Cline: Right. I have total sympathy for them because I get those emails all the time; and it’s an individual and as staff member who then has to go and reach out to all of the faculty. That’s burdensome. But also, the systems as it is now for inputting that material now is burdensome.

Provost Tarhule: Did you say that this is required for every grade? Because it’s my understanding that you have to enter the data of attendance only if there is an F.

Senator Horst: Not for every grade; but if someone fails, you might not have to do documentation for them now. Generally, you’ll get the email that they’ve failed all of their classes, so the Federal Government is trying to decide at what point did the student cease becoming a student? Did they attend the whole year, and they just didn’t do well enough to pass, or did they quit somewhere in January?

But if you put it at the point of doing the grades, then you would have to document every single F. Jana Albrecht has documentation, like 85% of the people who get F’s actually end up going over the threshold where you would need the documentation. The question I have is should this document and topic go to Academic Affairs Committee with a meeting with the Faculty Caucus after we are done with the ASPT material? Perhaps in January.

Senator Garrahy: I’m going to say yes because I think faculty need to hear from their representatives that we have these things called audits where we are told what we are doing well and what we are not doing well, and how when I negate to pay attention to that information, in this instance, could be a negative impact on a students’ funding.

Senator Horst: Right. I think if they don’t do the documentation, I think it’s the same as zero, or something like that, as opposed to half. So, you wouldn’t get half back. Right.

Provost Tarhule: Right.

President Kinzy: This is not the only audit finding that will eventually be coming here. There’s another one to related to faculty. We are working very hard on our audit findings this year.

Provost Tarhule: There is about 25% of faculty we never hear from. So, for those 25%, the students are simply assumed to not attended classes. Those students, if they are eligible for some financial aid, never get it. The challenge for us is how can we make the process of entering the last day of attendance as easy as possible for faculty. I can tell you, Lea, as someone who’s used Canvas before, you are going to be able to see all of your students—at least 20 at a time, I think.

Senator Cline: This isn’t Reggie Net’s gradebook; this is Campus Solutions as we enter it into the Registrar’s office.

Provost Tarhule: Yeah. But forget that one because we are moving to Canvas. So, this will not apply.

Senator Horst: Okay. So, our students senators have to go to an event. Is everyone okay with this going to Academic Affairs and a subsequent meeting with Faculty Caucus?

Senator Cline: What do you mean have the Academic Affairs Committee deal with it and then have the Caucus? Can we have meetings with the Caucus as part of fact finding and then go to the AAC?

Senator Horst: I think they need to consult with as many faculty as possible. So, I thought the Faculty Caucus would be a good so they can gather data.

Senator Cline: Before Academic Affairs.

Senator Horst: Okay. Before Academic Affairs. That makes sense.

***From Professor Fusun Akman:***

***09.13.22.01 Fusun Akman Senate Petition\_Redacted
09.14.22.05 Faculty Student Disputes
09.16.22.01 Academic Integrity \_ Dean of Students - Illinois State***

This will be discussed at the next meeting.

***Adjournment***

Motion by Senator Walsh, seconded by Senator Garrahy, 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 | Present |
| ***Tracy Mainieri***- CAST Faculty | Excused |
| ***Alex Duffy***- President of the SGA Assembly | Present |
| ***Zoe Smith-***Secretary of the SGA Assembly | Present |
| ***Morgan Taylor***- Vice President of the SGA Assembly | Absent |
| ***President Terri Goss Kinzy***- Ex-officio non-voting | Excused |
| ***Provost Aondover Tarhule***- Ex-officio non-voting  | Present |