

Academic Senate Minutes Wednesday, April 26, 2006 (Approved)

Call to Order

Senate Chairperson Lane Crothers called the meeting to order at 7:00 p.m.

Roll Call

Senator Fowles called the roll and declared a quorum.

Attendance and Motions













Approval of Minutes of April 12, 2006

Motion XXXVII-70: By Senator Burk, seconded by Senator Schambach, to approve the Senate Minutes of April 12, 2006. The minutes were unanimously approved.

Recognition of Members Leaving the Senate: The Senate held a formal recognition of students and faculty leaving the Senate by giving each of them a certificate of appreciation for their service on the Senate.

Chairperson's Remarks

Senator Crothers: This Senate has made a remarkable number of accomplishments this year. Those accomplishments include the revision and approval of the:

-  Solicitation Policy
-  Program Hour Limitation Policy for Undergraduate Programs
-  Administrative Withdrawal and Involuntary Withdrawal Policies (policies were revised and combined as one)
-  Equitable Treatment of Students Participating in University Events Policy
-  Classroom Disruption Policy (new policy)
-  Administration Selection Policy
-  Academic Freedom, Ethics and Grievance Policies and Procedures
-  ASPT standards concerning confidentiality expectations
-  Faculty Associates Code of Ethics
-  Code of Ethics
-  Library Policy
-  Panel of 10 Membership Revisions – Tenured faculty only

This list does not include the Information Items on this evening's agenda.

Student Government Association President's Remarks

Senator Richards: The Student Government Association lobbied in Springfield on April 26 on behalf of ISU and had the opportunity to talk to state representatives. SGA continues to seek representation for its five student vacancies on the Senate, specifically in Nursing, in Fine Arts and graduate students.

Administrators' Remarks

President Bowman: A main water line to the Watterson food court was ruptured by a company contracted by Nicor gas to reroute a gas main. As a result, the food court has been shut down until further notice. Students are urged to use Vrooman and other campus food services. Information will be posted on the ISU home page as soon as it becomes available. Lisa Huson has been appointed as the new General Counsel at ISU and will

start in that position on June 1. Senator Durbin attended a town meeting on April 18th concerning student loans. He was very surprised, but pleased, to hear that ISU has 1,574 students whose families earn an average of \$23,800 a year. In spite of the significant loss of state support, we have been able to maintain access for students within that income range.

Provost Presley: We have 26 Presidential Scholars who have accepted our offer for admission to ISU; our target is 30. We have received 25 acceptances for minority academic scholarships and 25 was our target. The average ACT and GPA for the freshman class are holding steady and the average class rank has improved by 1 point. Last year at this time, there were 221 students who were General Students with 90+ hours. As of April 1, there are now 144 General Students. Academic Advisors will be involved in several events in the upcoming days, including a mini-conference on Friday, the subject of which is the collaboration of career counselors and academic advisors. On May 2, the advisors will be informed of the priorities and achievements concerning the recommendations made by the Academic Advisement Task Force.

Bob Rossman, Dean of CAST, will retire on August 30, 2006 and negotiations have begun with one of the individuals recommended by the CAST College Council to serve as interim dean.

Entrepreneurial courses, which we now refer to as “e-courses”, are proving to be an effective marketing strategy for certain courses. Last year, with the implementation of e-courses, though the summer enrollment did not increase, there was no decrease in enrollment. In the College of Arts and Sciences, 3,495 students are currently enrolled for the summer, which is up 903 from last year just for that college alone.

Family Nurse Practitioner Graduate Students and Dr. Denise Wilson of Mennonite College of Nursing completed 70 school physicals for Irving and Sheridan Elementary School students. The families of these children did not have the financial resources to obtain school physicals for their children.

Vice President of Student Affairs Helen Mamarchev:

Commencement Schedules:

Friday, May 12, 2006:

Mennonite College of Nursing: 4:00 p.m., Braden Auditorium

College of Arts and Sciences: 7:00 p.m., Redbird Arena

Saturday, May 13, 2006:

College of Education: 9:00 a.m., Redbird Arena

College of Applied Sciences and Technology: 1:00 p.m., Redbird Arena

College of Business: 4:00 p.m., Redbird Arena

College of Fine Arts: 7:00 p.m., Braden Auditorium.

Vice President of Finance and Planning

Senator Bragg: There is a possibility that the State House of Representatives negotiators are close to reaching an agreement with the Governor’s Office of Management and Budget to restore a budget similar to the Governor’s original proposal for higher education. The IBHE had recommended an increase of about \$750,000 for ISU and the Governor had increased that to \$1 million. There is no word on a capital budget.

Committee Reports

· ***Academic Affairs Committee – No Report.***

· ***Administrative Affairs and Budget Committee – No Report.***

· ***Faculty Affairs Committee***

Senator DeSantis: The Faculty Ombudsperson program has just completed its pilot year; Dr. Ira Schoenwald of Human Resources serves in that position and has mediated 15 cases. The Faculty Affairs Committee recommended that the ombudsperson position be retained for another year and that Dr. Schoenwald continue in that position. The committee also recommended that the 2006-2007 Faculty Affairs Committee devise a way to annually evaluate the person holding the position. The committee continues to work on revisions to the Faculty Retention Report and, though I am leaving the Senate, I will continue to work unofficially with the committee to complete that task.

· ***Planning and Finance Committee – No Report.***

· ***Rules Committee – No Report.***

Action Items:

Panel of 10 Elections: The Senate elected the following individuals to the Panel of 10: Nancy Lind, Politics and Government, Richard Boser, Technology, Julie Mack, Theatre, Thomas Haynes, Curriculum and Instruction, Caroline Mallory, Mennonite College of Nursing, Roger Anderson, Biological Sciences, Bruce Hawkins, English, David Malone, Geography-Geology, Jack Howard, Management and Quantitative Services, and Sharon Naylor, Milner Library.

AFEGC Elections: The Senate elected the following individuals to the Academic Freedom, Ethics and Grievance Committee: E. Paula Crowley, Special Education, Michael Lorber, Curriculum and Instruction, Rick Whitacre, Agriculture, Bill McBride, English, Rati Ram, Economics, and Dan Liechty, Social Work.

Information Items:

04.11.06.01 Administrator Evaluation Policy (Administrative Affairs Committee)

Senator Smith: This is a policy that we have had on our agenda all year and has had a couple of delays. We did not have any changes to recommend, but we wanted to ask others with greater expertise if they had recommendations for amendments, so we discussed the policy with Associate Provost Jan Shane and Assistant Provost Chuck McGuire. Chuck requested circulating it to all deans, chairpersons and directors throughout the colleges. It was circulated and there were no amendments offered.

Senator Crothers: The document has not significantly changed; it does now structurally allow membership from some groups that were not previously included.

Senator Mwilambwe: What were those groups?

Senator Crothers: On page 2, number 2, it specifically recognizes the eligibility of full-time and part-time non-tenure track faculty members and civil service and AP staff.

Senator Mwilambwe: There seem to be some different methods of evaluation. For example, there seems to be special conditions for the Vice President and Provost. Would you explain the difference between the Provost and other vice presidents?

Senator Crothers: Much of this is carryover language. The short-term answer to it is that the Vice President and Provost controls the largest budget, the most personnel, has the largest portfolio and also evaluates faculty.

Motion XXXVII-71: By Senator Smith, seconded by Senator Borg, to move the Administrator Evaluation Policy to action. The motion was unanimously approved.

Motion XXXVII-72: By Senator Smith to approve the Administrator Evaluation Policy. The policy was unanimously approved.

04.14.06.02 *Institutional Goals and Priorities Report (Planning and Finance Committee)*

Senator Burk: As background information, we included in the report the committee's charge and the committee's procedures. We spoke with all of the vice presidents, some associate vice presidents and two deans to gather priority recommendations. The recommendations begin on page 5 of the report and they are not greatly different from the past year's recommendations. They include: continue efforts to improve competitiveness of faculty and staff salaries; increase operations budget; enhance resource bases to units to help maintain aging facilities; continue efforts to recruit high-quality students to ISU. The new addition to that list is, "In the interest of openness and transparency, the Planning and Finance Committee requests that the Vice Presidents for Finance and Planning, Student Affairs and University Development invite the campus to attend budget presentations from their areas." This was done in the past, but has fallen by the wayside during our recent, troubled financial times and we would like to see that started again. The last item is to continue to address the priorities noted in the 2004-2005 Planning and Finance Committee Report. We did not have very much time to attend to the last item very thoroughly because we focused on the question of salaries most of the year.

In addition, we have a cover letter for the report. The letter is to President Bowman and reads, "Attached, please find the 2006 Institutional Goals and Priorities Report of the Academic Senate Planning and Finance Committee. The Senate requests that you disseminate this document to the vice presidents and the deans. In addition, we would ask that you charge them with reporting their response to these recommendations to the Senate Chair during the first month of the fall semester. The response will go to the Planning and Finance Committee to inform the 2006-2007 discussions. The committee would like to know how each of the above mentioned administrators has used/or plans to use these recommendations in their planning processes. Their feedback and ideas will be of great value to the committee as it begins to explore the dual goals of recommending procedural priorities for the university and writing the 2007 Institutional Goals and Priorities Report."

Senator Crothers: This report is attempt for the Senate to give a statement about what it thinks the broad institutional policies ought to be.

Motion XXXVII-73: By Senator Burk, seconded by Senator Winter, to move the Institutional Goals and Priorities Report to action. The motion was unanimously approved.

Motion XXXVII-74: By Senator Burk to approve the Institutional Goals and Priorities Report. The report was unanimously approved.

04.17.06.01 *Involvement in Political Activities Policy (Attachment to Code of Ethics) (Rules Committee)*

Senator Holland: A few weeks ago, the Senate passed the revised Code of Ethics and, in conjunction with that, three new additional policies attached to it. Those policies were the Consensual Relations, Involvement

in Political Activities and Faculty Responsibilities to Students Policies. At the time, we mentioned that we were going to revisit the Involvement in Political Activities Policy and the Faculty Responsibilities to Students Policy. We have revised both of those policies.

The Involvement in Political Activities Policy is very close to what it was before. The two major changes are that we have removed that faculty members have a special obligation to refrain from political partisanship in their instructional duties. The reason for that is that, in many classes, the professor may argue one way in one class and another way in a different class and it could set up some fairly tense situations if a student were arguing against their direction. The other change was that now we are asking any faculty member, who is involved in any type of political office, to inform the President of that involvement.

Motion XXXVII-75: By Senator Holland, seconded by Senator Fazel, to move the revised Involvement in Political Activities Policy to action. The motion was unanimously approved.

Motion XXXVII-76: By Senator Holland to approve the Involvement in Political Activities Policy. The policy was unanimously approved.

04.17.06.02 *Faculty Responsibilities to Students Policy (Attachment to Code of Ethics) (Rules Committee)*

Senator Holland: A large part of the revision to the Faculty Responsibilities to Students Policy, which is also attached to the recently approved Code of Ethics, is clarifying the language in the old document and reorganizing it into what we consider a more appropriate order. I would like to draw your attention to item 4, which now states that faculty should provide a written syllabus, which includes the objectives of the course, office hours, location, assignment schedule and examination schedule; all the various policies particular to your course are outlined. We felt that that was just good practice and most people are doing that anyway. It is not a hard and fast syllabus; everything is always tentative.

Senator Garrison: So, an online syllabus would not be appropriate with this policy?

Senator Holland: Yes, it would be appropriate because it is a written syllabus.

Senator Garrison: What happens if someone does not abide by this policy?

Senator Holland: This is under the Code of Ethics document at this point, so, if there was some kind of violation, you would go first to AFEGC.

Senator Crothers: For faculty, one of the appropriate responses would be AFEGC; for students, it might be to go to department chairs.

Senator Garrison: Should that be stated within the policy?

Senator Holland: This policy is attached to the Code of Ethics.

Senator Borg: I agree with Senator Garrison that perhaps a reference from this document to that might be appropriate because if someone comes across this policy, the question might arise and that might not be immediately apparent.

Senator Holland: I don't object to that whatsoever; we would just need to determine where to place such

language.

Senator Smith: Within item 4, is it the intent of that first sentence for professors to believe that each of those items ought to be included within the syllabus or is it the intent that where they are relevant to the course in concern, they should be included?

Senator Holland: I believe that everything that the policy refers to concerning syllabi should be included in a complete syllabus.

Senator Smith: So, this would indicate that we should adopt a fixed schedule with dates for assignments and examinations?

Senator Holland: Not necessarily a hard and fast schedule, but you should give some general idea as to, for example, what week items are due.

Senator Riegler: I have two issues. The first concerns the word, “written”. I am not convinced that that will be interpreted as “online”, so I would like some additional language like, “and/or published online”. I am sure that in some cases written will be interpreted as printed. In the case of an online course, that would be irrelevant.

Senator Crothers: You might think about just striking the word, “written”.

Senator Holland: I am perfectly happy with that, but if an electronic copy is not written, I am not sure what it is.

Senator Riegler: My second issue has to do with office hours and location. I understand that these terms can be interpreted broadly. I teach exclusively online courses and I don’t have office hours, but I am online almost everyday. I respond to my students promptly by e-mail. I don’t really object to the concept of office hours, but I do think that it is being couched in old paradigm language and I think that we could do better, if the issue is to improve student access to faculty, if we made the language more friendly to online courses.

Senator Kukla: Is it possible to just change a few of the words to indicate that there is an online parallel?

Senator Holland: Probably so, but my guess is that this document will be the responsibility of the Rules Committee for next year.

Senator Ellerton: Is not the principle in question, access to faculty? I think that the wording could be revised to state, ‘faculty be accessible to students’, but that that access be defined in some way.

Senator Crothers: Clearly, this will be for the next Senate and we will attach a section of these minutes to this document and forward it to the next Rules Committee.

Senator Coleman: Concerning the syllabus issue—given that we have a fairly extensive review process for new programs and curricular changes, would that information in item 4 have to be communicated to school/college and university curriculum committees?

Senator Holland: No, this is faculty responsibilities to their students. We felt that the students needed to be aware of how they were going to be evaluated, what the expectations of the course were, and have some kind

of mechanism, whether office hours or communication online, for access to faculty outside of class time.

Senator Coleman: My question is not about accessibility but the format of the syllabus.

Senator Holland: As long as the information is in there about what is going on, I don't think that anyone really cares about the format of it. As to whether it goes to your department chair, college, etc., that would be up to the faculty member, but it definitely needs to go to the students so they know what to expect.

Senator Schnepfer: From the student perspective, sometimes there are things that just can't be explained by e-mail or over the phone. I know that there are many advantages to that type of communication, but I hope that the faculty would maintain some kind of regular office hours. That has been very helpful to me and to other students.

Senator Schambach: I would ask that the committee check whether there is conflict with any other policies related to the use of e-mail for communication with students, since e-mail is a non-secure medium.

The Faculty Responsibilities to Students Policy will be forwarded to the 2006-07 Rules Committee and come before the full Senate again in fall 2006.

04.17.06.03 *Performing Arts Series Advisory Board – Revision to Student Center Programming Board (Rules Committee)*

Senator Holland: The Student Center Complex Advisory Board and the Performing Arts Series Advisory (PAS) Board Polices are related. The PAS Board replaces an old Student Center board that did lots of different type of programming activities. The student programming has now been taken over by a completely separate board. The Student Center Complex Advisory Board is there to advise the Director of the Student Center complex on all directives and procedures regarding the center. The Performing Arts Series Advisory Board is mainly for Braden Auditorium. The membership includes three student members, three faculty members, at least one of whom must be from CFA, and three community members. We have community representatives because we would like to have input from the community about what kinds of things they would like to see. Both of these boards have been operating ex-officio for the last year and we are being asked to formalize the procedures for both of them.

Senator Hampton: Has there been any consideration, since this is a performing arts series advisory board, that the one faculty member from CFA be from the performing arts?

Senator Holland: My guess is that that is where the member will come from, but I don't know that they were going to require that.

Senator Borg: The university doesn't really have a definition of performing arts as opposed to visual arts. There is an assumption, but it is not clear cut.

Senator Crothers: In the selection mechanisms, it is clear that only the third category of persons, the community members, has any kind of external embeddedness. Dr. Paterson, how are you planning to choose the student and faculty members?

Dr. Jan Paterson, Dean of Students: The student members would be selected by the normal process of SGA recommending and putting those before us. The faculty members would be elected by the Academic Senate.

Although, when I met with the Senate Executive Committee, we recommended that in this first round, we would recruit the faculty members and put that before the Academic Senate for approval. From then on, it will fall into the normal Senate committee selection process.

Senator Crothers: I do think that we need to add language to that second bullet specifying that faculty members are approved by the Academic Senate and student members are approved by SGA.

Motion XXXVII-77: By Senator Holland, seconded by Senator Le, to move the item to action. The motion was unanimously approved.

Senator Holland: We do accept the friendly amendment to the PAS Policy. We will add after “three student members”, the phrase, “selected by SGA” and after “three faculty or staff members...”, the phrase, “approved by the Academic Senate”.

Motion XXXVII-78: By Senator Holland to approve Performing Arts Series Board Policy. The Senate approved the policy by majority vote. The one nay vote was made by Senator Hampton.

04.17.06.04 *Student Center Complex Advisory Board – Revision to Student Center Policy Board (Rules Committee)*

Dr. Jan Paterson: The intention is really not to change the purpose of this board, but to perhaps clarify how this board has always functioned. In its current state, it suggests that this board sets policies. In our recommendations, we suggest that it will advise on directives and procedures, which are really more within the purview of any kind of a committee anyway. We have modified the membership to include an alumni member to the board that would be appointed by the Alumni Board of Directors. There is a reduction from six to four students. We are retaining the same number of faculty members of two and there was an elimination, as recommended by the Rules Committee, of the alternate positions, which were listed in the document, but were never utilized.

Senator Brockschmidt: Why was an alumni member included?

Dr. Paterson: I asked our new Director of the Student Center to provide me with recommendations about the existing membership of the board. He based the recommendation of the inclusion of an alumni member on his experience at other institutions. We personally believe that there is a real value in including an alumni member for an additional perspective and also because the alumni use our facility quite often.

Motion XXXVII-79: By Senator Holland, seconded by Senator Fowles, to move the item to action. The motion was unanimously approved.

Motion XXXVII-80: By Senator Holland to approve the Student Center Complex Advisory Board Policy.

Senator Garrison: I think that it would be beneficial to guarantee at least one place among the student members for a member of the University Programming Board, as well as one place for a member of the Student Government Association. I would like to revise to the policy to read, “Two general student members selected by the Student Government Association, one Student Government Association member and one University Programming Board member selected by the University Programming Board” to allocate student representation.

Senator Holland: We will accept that as a friendly amendment.

The policy was unanimously approved.

Advisory Items:

04.20.06.01 Academic Plan 2006-2011

Jan Shane, Associate Provost: There are really no changes in the format of the Academic Plan for 2006-2011, which the Academic Planning Committee has submitted to this Senate and the Office of the Provost. Several pieces of the Academic Plan reaffirm the heritage and the vision of the university. We include the university mission statement, as approved by this Senate in 2002, and college mission statements as affirmed by the college councils. The university profile on page 9 provides the most recent information about such things as the number of students, programs and accreditations we have. Page 12 talks about the institutional priorities.

One significant part of the plan is the section on curricular initiatives. These are initiatives that we have looked at in terms of feasibility, we, meaning faculty, chairs and deans in the respective colleges. The third section states college goals as they are affirmed for the upcoming fiscal year and then finally the last part of the Academic Plan provides the executive summaries of the program reviews.

This year, the Academic Planning Committee reviewed degree programs in the School of Information Technology and the Department of Foreign Languages. We also did full program reviews of three of our ten IBHE-approved centers. All of the programs that were reviewed this year were considered to be in good standing. We did ask for follow up reports from the three centers and one of the degree programs, but these are not programs that are “flagged”. We just asked for future work to be done.

We have changed the center guidelines, so next year, we will ask different questions which we think will provide a better process for review of the centers. We are also going to build into that an internal audit of the centers as they go through their program review self-study and we are changing the cycle of program review for our centers to a four-year cycle from the eight-year cycle that we have for our academic degree programs. The mission and the goals of centers tend to change more quickly; they are more responsive to environmental needs.

Next year, the APC will look at the format of the Academic Plan itself. I am going to gather some models to see what other institutions do with academic planning and then work with the committee on that issue.

Senator Borg: What is the external audience for this particular report and does that have anything to do with how we write it?

Dr. Shane: The Academic Plan does really present to our Board of Trustee and our Board of Higher Education what our mission is and that our college missions fold into the mission of the institution. It is a reminder of what our heritage, our vision and our values are. We still include the executive summaries of the programs reviews even though those go separately and officially to the Board of Higher Education on July 1. The IBHE staff reads those very closely; they will ask questions about our program review executive summaries. One of the things that we have typically included, and may insert as we send this to the IBHE, is the annual update of *Educating Illinois*, which first goes to the BOT, I believe, in July.

Senator Crothers: As an aside, the update to *Educating Illinois* would normally come to this Senate for discussion. It has not this year for various sets of reasons, but we will work over the summer to ensure that it comes before us in a timely manner.

Senator Alferink: On page 5, the last bullet in the vision statement for FY 2007 says that we are to be a partner engaged in outreach with business, industry, government and education. That is limited relative to the kind of outreach that we do as an institution. It does not include, for example, social service agencies, promoting the arts to the public and many other things. I wonder if there is a way to broaden that.

Dr. Shane: That is the Board of Trustee's vision statement, which was just updated within the last board meeting or two; so that may be a good concern to express to them.

President Bowman: I agree; I think it is too restrictive.

Senator Crothers: It is worth noting that a few years ago, this process was identified by the State of Illinois as one of the best in the state.

Senator Borg: I would like to ask the Senate to extend our thanks to Dr. Shane for her work in all of this.

04.04.06.01 *Faculty Ombudsperson Midterm Report (Faculty Affairs Committee)*

Senator DeSantis: I have no additional comments about the ombudsperson report beyond those made in my committee remarks.

Senator Crothers: Under normal circumstances, we would have invited Dr. Schoenwald, but he is out of town currently. We will ask him to come and discuss these issues in more detail in the fall.

04.14.06.01 *Academic Calendar for 2010-2011-Revised (Administrative Affairs Committee)*

Senator Smith: There was only revision to the calendar. One committee member noticed that in the fall of 2010, because of the proximity to the end of the semester, that grades were actually due at 9:00 a.m. Monday instead of 9:00 a.m. Tuesday. The committee requested that rather than take that full day from faculty in terms of grading that they give us a few more hours. So, they gave us until noon. That is the only change.

Senator Brockschmidt: I note that over the last two years, there has been student concern about adding a fall break into the Academic Calendar and I just wanted to reassure the students that that was brought up and examined when looking at this calendar. However, there were reasons beyond our control that prevented us for having a fall break or an earlier start date for the semester as a viable option. As an advisory committee on this issue, we could not do anything about it.

Senator Smith: I would like to reinforce that. There was a reasonably lengthy discussion about the potential for a variety of strategies for reintroducing some kind of break in the middle of the semester. We were not able on this occasion to do anything about it.

Adjournment