

Executive Committee Minutes
Monday, September 16, 2002
4:00 P.M.
(Approved)

Chairperson Lane Crothers called the meeting to order at 4:00 p.m.

Present: Ryan Allen, Carolyn Bathauer, Paul Borg, Nicole Clemmons, Lane Crothers, Eileen Fowles, Jack Howard, Mark Ligunas, Khalid Razaki, Jim Reid

Excused Absences: Vic Boschini, Al Bowman

Approval of Executive Committee Minutes of 09/03/02

Motion XXXIV-16: By Senator Fowles, seconded by Senator Allen, to approve the September 3, 2002 Executive Committee minutes. The minutes were unanimously approved.

Communications (distributed):

- 08.30.02.01 From Ann Harris, Diversity and Affirmative Action: Affirmative Action Plan 2002-2003
- 09.04.02.01 From Al Bowman: FY03 Salary, Promotion and Tenure Review with Faculty Caucus of the Academic Senate. The Executive Committee will follow up with the Provost at the September 30, 2002 Executive Committee meeting.
- 09.04.02.02 From Al Bowman: International Faculty and State of Illinois CMS Issues. See Discussion Section.
- 09.04.02.03 From G. N. Naidu: Post-Tenure Review Recommendations (To Faculty Caucus)
- 09.05.02.01 From Al Bowman: Summative Evaluation Schedule for Administrators (FYI To Administrative Affairs and Budget Committee)
- 09.05.02.02 From Eileen Fowles: Study of Alcohol and Drug Use Memo (To Vice President of Student Affairs). The memo suggests adding gambling addictions to the study of alcohol and drug use.
- 09.10.02.01 From Jack Howard: Sense of Senate Resolution – Classroom Space. See Discussion Section.
- 09.10.02.02 From Ron Fortune: Memorial Statement Honoring Professor Maurice Scharon. See Discussion Section.
- 09.11.02.01 From Sharon Stanford: Consensual Relations Policy (To Rules Committee and Administrative Affairs and Budget Committee). See Discussion Section.
- 09.11.02.02 From Lane Crothers: Development of Paper on Issues Related to Recruitment and Retention of Faculty and Staff at ISU (To Faculty Affairs Committee). See Discussion Section.
- 09.11.02.03 From Larry Alferink: Draft of Academic Calendar 2007-2008 (To Administrative Affairs and Budget Committee). See Discussion Section.
- 09.11.02.04 From Ann Harris, Diversity and Affirmative Action: Technical Assistance Bulletin 1.1

Proposed Agenda for Academic Senate Meeting September 25, 2002:

Call to Order

Roll Call

Approval of Minutes of September 11, 2002

Chairperson's Remarks

Student Government Association President's Remarks

Committee Reports

Illinois Board of Higher Education - Faculty Advisory Council Report (Senator Jerich)

Communications

Adjournment

Motion XXXIV-17: By Senator Razaki, second by Senator Allen, to approve the agenda. The memorial statement for Dr. Maurice Scharton and the Senate Resolution for use of classroom space were removed from the proposed Senate agenda (see Discussion Section). The revised agenda was unanimously approved.

Discussion:

09.04.02.02 *International Faculty and State of Illinois CMS Issues*

President Boschini: We had a final meeting on the CMS issues for international faculty today. We have conflicting federal rules about hiring practices. One rule states that we cannot pose questions about international status to potential faculty or staff until after they are hired. However, another rule states that we have the burden to prove that the individual hired has been in the United States for at least 90 days. We are trying to find a better way to do this. The voluntary card given to potential faculty and staff contains a question about race, etc., the data from which is used only to report statistics to the government. We will add the question, "Are you a U.S. citizen?" to that card. If the response is no, then when the individual is hired we will immediately have this information. Also, in the letter that we send to every new employee, we are going inquire about international status. If the employee is not a citizen, Sharon Stanford will start working with that individual immediately. We think that this will help solve the problem.

09.10.02.01 *Sense of Senate Resolution – Classroom Space*

Senator Howard's proposed resolution suggests that Williams Hall be used as additional classroom space during the Schroeder Hall renovation. President Boschini stated that it would not be cost effective to do so. The addition of the resolution to the Senate agenda may be reconsidered in the future. President Boschini stated that he would ask Richard Runner to address the Senate on issues related to this topic.

09.10.02.03 *Memorial Statement Honoring Professor Maurice Scharton*

Senator Crothers: The chairperson of the English Department has asked that this memorial statement for Professor Scharton be read at the next Senate meeting.

Senator Razaki: If you read a memorial statement for one faculty, you should do it for all faculty. The exception I see is that if this took place while he was still in service.

Senator Reid: I can see another logic—either we do it for all faculty or none *or* for we do it for everyone for whom there is a formal request.

Senator Howard: A more appropriate place would be the obituary section of the university magazine.

Senator Boschini: Asked the Senate Chairperson to contact Barb Todd to provide the information contained in the memorial statement for the next issue of the Report.

09.11.02.05 *Consensual Relations Policy (To Rules Committee and Administrative Affairs and Budget Committee)*

Senator Crothers: As the proposed policy on Consensual Relations now includes how ethics and grievance issues can be handled by making reference to established grievance procedures, the Rules Committee's role in reviewing this policy would be different than as originally expected. Additionally, this proposed policy was sent to all of the governance groups—AP Council, Civil Service Council and the Student Government Association. I was hoping that all the input would be filtered through the Senate.

Senator Borg: Since the Senate has representatives from all of the governance bodies, the Senate would be the appropriate place for those groups to submit their input.

President Boschini: You should speak to the chairperson of each of the governance groups and ask them to refer all of their opinions on the policy to the Senate.

Senator Crothers: We also need to agree on which committee will report on the policy to the Senate, Administrative Affairs or Rules? One committee would be meeting to inform the other.

Senator Reid: We have had occasions in which two committees worked on a policy without any problems at all. I would stress that whichever committee reviews this policy pay close attention to the SCERB policies.

Senator Crothers: We need to set a precedent in that both committees will come to a final resolution and that only one committee will report on an issue.

Senator Fowles: Since this is a policy, the Administrative Committee should make the report to the Senate. The grievance part of the issue is separate; it supports the policy, but is not the main focus of the policy.

The policy will be sent to both the Administrative Affairs Committee and the Rules Committee. The Administrative Affairs Committee will have the reporting authority after clearance and consultation with the Rules Committee.

09.11.02.06 *Development of Paper on Issues Related to Recruitment and Retention of Faculty and Staff at ISU (To Faculty Affairs Committee)*

Senator Crothers: I have charged the Faculty Affairs Committee with developing a report on issues related to recruitment and retention of faculty and staff at Illinois State University.

Senator Borg: Exactly what does the charge to the committee entail?

Senator Crothers: At the IBHE Big Picture meeting, we were asked for data demonstrating the costs of recruitment and the value of faculty time, as well as strategies to help facilitate retention and recruitment. The Faculty Affairs Committee could compile the data and report on those issues.

09.11.02.07 *Draft of Academic Calendar 2007-2008 (To Administrative Affairs and Budget Committee)*

President Boschini: The 2007-2008 Academic Calendar does contain the extension of the Thanksgiving break period to a full week. It was the sentiment of the students last year to speed this up and start it before 2006. If that is still the sentiment, would you send me a note so that I can have that on record? I would try to start the extension before 2006.

Senator Crothers: Technically, Administrative Affairs Committee has authority over that. I will contact the chair of that committee.

Senator Borg: Having only one week after Thanksgiving break puts a real constraint on end of semester activities. One possibility would be to start a week later in August and continue a week later in December.

Senator Crothers: You should make those suggestions to the chair of the committee.

07.01.02.01 *Use of Surveillance Equipment in 2003 – Follow up with President Boschini*

Senator Crothers: We received a memo from President Boschini about the potential use of surveillance equipment on campus. However, specific placement information was not included.

President Boschini: Each fall, I send a general memo of this kind in order to comply with the Senate resolution. Additionally, before any equipment is installed, I inform this committee about the specific usage. I don't like to have surveillance on the grounds because of the environment it creates on campus.

Senator Razaki: I would think for student safety that there would be surveillance cameras on the quad.

President Boschini: I don't want surveillance on the quad. Studies have shown that the placement of telephones is more effective. I will find out where all of the surveillance cameras on campus are located.

Faculty Caucus Agenda

Senator Crothers: As no other internal committee of the Senate has its agenda set by the Executive Committee of the Senate, as chair of the Faculty Caucus, I am going to rule that it is my authority to call meetings without getting clearance through the Executive Committee. We, as the Executive Committee, can refer issues to the caucus, but the calling of meetings is something that is up to the Senate chair in consultation. The faculty need to talk briefly about the

Faculty Caucus agenda, but I don't know if the students need to be here. Therefore, we can adjourn the Executive Committee meeting.

Senator Reid: Does your decision mean that the Rules Committee does not need to propose changes to the Faculty Caucus section of the Blue Book and the Senate bylaws?

Senator Crothers: If you wish only the faculty to refer issues to the Faculty Caucus, then you would have make changes. I don't think you would have to address the rest of it.

Disability Concerns

Senator Razaki: Ann Caldwell, Director of Disability Concerns, notified the faculty in a memo of August 28, 2002 that, after discussion with former Provost Al Bowman and Dr. Helen Mamarchev, she has authorized a change in procedure for providing examinations to students with disabilities. The former procedure was that Disability Concerns would provide faculty with the names of students to which examinations would need to be delivered and a student worker would deliver the examinations to the student's home and also return the examinations to the faculty. The new rules state that it is the faculty members' responsibility to deliver and pick up the exams. You can do it through the internet or through a fax system. My objection is that I don't think that the faculty members should be forced to take on this responsibility. That is the work of the Office of Disability Concerns. In the memo, she states that, in some cases, faculty members have not provided exams at the times that student workers were scheduled to pick them up. I don't think this is the right solution to this problem.

Senator Howard: I think that sending examinations on the internet should be strongly discouraged.

Senator Crothers: Why don't we place this as a discussion item for the next Executive Committee meeting? It is also appropriate to invite Dr. Mamarchev to come to address these questions, as well as Ann Caldwell.

Adjournment

Motion XXXIV-18: To adjourn. The motion was approved by standing vote.