

Executive Committee Minutes
Monday, August 23, 2004
(Approved)

Call to Order

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

Present: Paul Borg, Lane Crothers, Richard Boser, Nathalie op de Beeck, Marian Hampton, Josh Rinker, Brian Blair, Craig Kauzlarich

Absent: Farzaneh Fazel, Dusty Evernden, Provost Presley, President Bowman

Approval of Executive Committee Minutes of April 26, 2004

Motion XXXVI-1: By Senator Borg, seconded by Senator Rinker, to approve the Executive Committee Minutes of April 26, 2004. The minutes were unanimously approved.

Oral Communications:

**04.07.04.01 2003-2004 Rules Committee Request: Confidentiality of Personnel Issues Audit;
 Proposed SGA Resolution: External Committee Reorganization**

The 2003-2004 Rules Committee submitted the following request to the Executive Committee in April 2004: "The Rules Committee requests that the Executive Committee ask the Administration for specific details of any rules and procedures in place regarding the privacy and/or non-disclosure of personnel matters, especially regarding consensual relations, for Civil Service, AP and administrative employees of the University. If the information received appears to need further investigation and/or strengthening, we ask the Executive Committee to refer this issue to the appropriate committee(s) of the 2004-2005 Senate for review." Senator Crothers reported that Dr. Dammers, Assistant to the President, has collected information regarding the confidentiality of personnel issues; this information will be provided to the Executive Committee and then forwarded to the Rules Committee for consideration. Note: Faculty confidentiality of personnel issues, for faculty other than Faculty Associates, is protected in the revised Code of Ethics approved by the Senate on February 18, 2004.

The Student Government Association will present its position in a resolution on the reorganization of Senate external committees without Senate consultation. SGA supports the reorganization of the committees at issue; however, the Executive Committee will further discuss the way in which these changes were made. The SGA resolution will also go to the Rules Committee for discussion.

07.08.04.01 From Doug Hesse, Interim Director of the Honors Program: Honors Council Membership

The Senate Chairperson received a memo from Doug Hesse, Interim Director of the Honors Program, concerning collegiate representation on the Honors Council. Dr. Hesse noted that the majority of the current membership was from one college and recommended a broader range of disciplinary representation. The issue was referred by the Executive Committee to the Rules Committee.

Distributed Communications:

05.03.04.01 From Peggy Haycraft: College of Arts and Sciences Revised Bylaws

The College of Arts and Sciences Bylaws were approved by the Senate on November 5, 2003, with the exception of Appendix B. Appendix B was referred back to the CAS College Council for revision. Specifically, the Senate asked the Council to define the term "special rules", contained in Appendix B, that may apply to particular elections. Senator Crothers stated that he had no objections to the language in the bylaws as revised. The bylaws were referred to the Rules Committee for review.

06.23.04.01 From Sharon Stanford: Confidentiality of Documents – ASPT and AFEGC

At the request of the Academic Freedom Ethics and Grievance Committee Chairperson, the following question was referred to legal counsel after a promotion and tenure decision: "Is the report of the Academic Freedom and Ethics and Grievance Committee (AFEGC) done for the Faculty Review Committee (FRC) a confidential document or can it be released by any of the individual parties involved in the case?" Legal counsel referenced the confidentiality sections in the ASPT and AFEGC Policies in its opinion. ASPT Policy, Section I.D. reads, "Deliberations of all committees and officials within the faculty status system process shall be confidential and files of committees and officials shall be managed in keeping with University policies regarding personnel files." Legal counsel concluded that, as the FRC is a vehicle of the ASPT process, the confidentiality of the ASPT process applies to any AFEGC deliberations that eventually conclude with

the requested report to the FRC used in their promotion and/or tenure deliberations. However, there are no specific references to the confidentiality of the usual AFEGC deliberations, though hearings are considered closed unless an exception is requested by both parties (Section X.A.2. of the AFEGC Policy). There is also no specific reference to the confidentiality of the report of the AFEGC. Counsel further concluded that, given the review of each of these documents' references or lack of references to confidentiality, it appears that deliberations are confidential, but reports of the ASPT committees are not. Thus, an AFEGC report required by the ASPT process can be released by any of the individual parties who receive a copy of the report, as the release of reports is the current norm in the ASPT process. Legal counsel will share its opinion with the University Review Committee (URC), which is currently considering adding explicit language to specify the confidentiality in ASPT processes. Further, counsel will ask the URC to consider instructing committees, such as the AFEGC, to use a less discursive template for their reports to individuals. The Senate Chairperson will share the counsel's opinion with the Faculty Caucus at its next meeting on September 1, 2004.

06.30.04.01 From President Bowman: Surveillance Equipment Use (Senate Communication Item 9/1/04)

In conformity with the University' Policy on "Use of Electronic Equipment for Surveillance Purposes", the President forwarded a memo to the Senate Executive Committee advising the Senate that during the fiscal year 2005, it may be necessary to acquire and use surveillance equipment to protect life and property or to conduct law enforcement investigations. Wherever appropriate and practical, information that such equipment is or might be used will be posted.

08.02.04.01 From Joe Rives, Planning and Institutional Research: FY04 Performance Report (Senate Communication Item 9/1/04)

Illinois colleges and universities are annually required to submit a Performance Report (formerly known as the Results Report) to the Illinois Board of Higher Education. These reports summarize institutional progress towards full implementation of the statewide strategic plan for higher education, entitled *The Illinois Commitment: Partnerships, Opportunities and Excellence*. The performance indicators within Illinois State University's *Fiscal Year 2004 Performance Report* reflect the goals contained in the most current edition of *Educating Illinois*, the University's strategic plan. Table 1 of the report shows that seven of the University's performance indicators have been achieved or maintained, 15 moved in the desired direction from the previous year, five showed no change, and three moved in the opposite direction. Three performance indicators do not yet have comparable data to determine University progress. A full copy of the Performance Report is available online at: www.pir.ilstu.edu/accountabilityreports/resultsreport/fy04_performance_report.pdf. For further information on the University's *Fiscal Year 2004 Performance Report*, contact Joe Rives, Director of Planning and Institutional Research.

08.06.04.01 From Lane Crothers: Memos to Academic Senate Internal Committees – Summary/Prioritization of Tasks Pending

In a memo to all members of the Senate Internal Committees, Senator Crothers summarized and prioritized all issues pending before each Internal Committee. He asked for the endorsement of this memo by the Executive Committee. Senator Borg suggested appending a bulleted list of Internal Committee tasks to the memo. The current list of tasks contains the history and current status of each issue pending and is quite detailed. Senator Crothers agreed to attempt to summarize this list for inclusion within the memo. The Executive Committee agreed that the memo should be forwarded to all internal committee members.

08.17.04.01 From Provost Presley: Summative Evaluations for Administrators

The Summative Evaluation Schedule for Administrators will be added to the Senate Agenda of September 1, 2004 as a Communication Item.

08.17.04.02 From Provost Presley: Nomination Process for Distinguished Professors

Each year, Illinois State University has the opportunity to appoint up to two faculty members to the rank of Distinguished Professor. The invitation to nominate individuals for this rank is on the Senate Agenda of September 1, 2004 as a Communication Item.

Proposed Agenda for Academic Senate Meeting of September 1, 2004

Call to Order

Roll Call

Approval of Minutes of May 5, 2004

Green Team Presentation (Chuck Scott, Chairperson)

*Chairperson's Remarks**Student Government Association President's Remarks**Administrators' Remarks**Committee Reports**IBHE-FAC Report (Prof. Curt White, IBHE-FAC Representative)**Communications:*

08.02.04.01 *FY04 Performance Report*

08.17.04.02 *Nomination Process for Distinguished Professors*

*University Family Campaign Update**Adjournment*

Motion XXXVI-2: By Senator Borg, seconded by Senator Hampton, to approve the September 1, 2004 Senate Agenda. Additions to the agenda were the following Communication Items: update on the NCA accreditation process, surveillance equipment use, summative evaluation schedule for administrators and the Patriot Act Resolution from Senators Reid and op de Beeck. The agenda, as revised, was unanimously approved.

*Discussion:**Approval of Internal Committee Student Appointments by the Student Government Association*

Motion XXXVI-3: By Senator Borg, seconded by Senator Rinker, to accept the student appointments to the internal committees of the Senate, as recommended by the Student Government Association President Josh Rinker. Student vacancies will be filled as soon as possible. The Executive Committee unanimously approved the motion. Below is a list of the members of the internal committees.

Academic Affairs Committee**6 Faculty, 5 Students, Provost/Designee:**

1. David Barone, CAS, Faculty
2. Margo Coleman, CAST, Faculty
3. Harry Deutsch, CAS, Faculty
4. Hassan Mohammadi, CAS, Faculty
5. Jim Reid, CAS, Faculty
6. Vacancy, COB, Faculty
7. Charity Hunter, Student
8. Jamie Darnell, Student
9. Sarah DeWitt, Student
10. Josh Rinker, Student Body President
11. Vacancy: Student
- 12. Provost's Designee (Ex-Officio): Steve Adams, Enrollment Management***

Administrative Affairs and Budget Committee**5 Faculty, 4 Students, VP Finance & Planning:**

1. Jinadasa Gamage, CAS, Faculty
2. Marian Hampton, CFA, Faculty
3. Ken Jerich, COE, Faculty
4. Emily Schlenker, Mennonite College of Nursing, Faculty
5. Peter Smith, CAST, Faculty
6. Brian Blair, Student
7. Ben Brockschmidt, Student
8. Jared Rackauskas, Student
9. Angie Drew, Student
- 10. VP of Finance and Planning (Ex-Officio): Stephen Bragg***

Faculty Affairs Committee

4 Faculty, 1 NTT Faculty, 1 Faculty Associate,

2 Students, Provost/Designee:

1. Mary Jo Adams, NTTF Representative
2. Dan Holland, CAS, Faculty
3. Kim Pereira, CFA, Faculty
4. Thomas Simon, CAS, Faculty
5. Deborah Trissel, Faculty Associates Representative
6. Roslyn Wylie, Milner Library, Faculty
7. Joe Mahoney, Student
8. Jessica Brinton, Student
9. **Provost Designee (Ex-Officio): Jan Shane, Associate Provost***

-
Faculty Caucus

1. 29 Tenure/Probationary Tenure Faculty
2. 1 Non-Tenure Track Faculty
3. 1 Faculty Associate
4. Chairperson of the Chairs Council/Rep. (Voting Member of the Caucus)
5. John Presley, Provost (Ex-Officio)

-
Planning and Finance Committee

Senate Chair, Secretary of Senate, 6 Faculty,

5 Students, Civil Service Rep., A/P Rep., Provost/Designee, VP Finance & Planning:

1. Lane Crothers, Senate Chairperson
2. Paul Borg, Senate Secretary
3. Rick Boser, CAST, Faculty
4. Martha Burk, Civil Service Representative
5. Mboka Mwilambwe, A/P Representative
6. Bill O'Donnell, CFA, Faculty
7. Mike Plantholt, CAS, Faculty
8. Rod Riegle, COE, Faculty
9. Frank Waterstraat, CAST, Faculty
10. T.Y. Wang, CAS, Faculty
11. Zach Koutsky, Student Trustee
12. Derek Halfar, Student
13. Lauren Herchenbach, Student
14. Lisa Serritella, Student
15. Vacancy: Student
16. Vacancy: Student
17. **Provost John Presley (Ex-Officio)***
18. VP Finance & Planning (Ex-Officio): Stephen Bragg

Rules Committee

6 Faculty, 5 Students, Provost Designee:

1. Farzaneh Fazel, COB, Faculty
2. Dan Hammel, CAS, Faculty
3. Chu Jong, CAST, Faculty
4. Nathalie op de Beeck, CAS, Faculty
5. Phil Parette, COE, Faculty
6. Ramaswamy Radhakrishnan, COB, Faculty
7. Craig Kauzlarich, Student
8. Dusty Evernden, Student
9. Maggie Lograsso, Student
10. Vacancy: Student
11. Vacancy: Student
12. **Provost's Designee (Ex-Officio): Sharon Stanford***

-
Student Government Association

1. Lane Crothers, SGA Faculty Liaison
2. Josh Rinker, Student Body President

3. Zach Koutsky, Student Trustee
4. 20 SGA Student Senators

***Academic Senate Internal Committee Assignments
For 2004-2005 Provost/Designees**
(Submitted by Office of the Provost)

****ACADEMIC AFFAIRS COMMITTEE (STEVE ADAMS)***

University Curriculum Committee issues (Jan Shane)
New Program Approval Form (forwarded from P&F Committee)

Academic Standards and Enrollment (Steve Adams)

General Education Program issues (J Presley)

Academic Planning Committee issues (Jan Shane)

Hour Limitation for Baccalaureate Programs (Steve Adams)

School Designation Procedures (J Presley)

Academic Progress Alert System Review (Steve Adams)

Academic Dishonesty (Steve Adams, Brent Paterson)

Withdrawal from Course Policy (Steve Adams)

ADMINISTRATIVE AFFAIRS AND BUDGET COMMITTEE

Annual Review of Academic Calendar (Steve Adams)

Administrator Selection and Search Policy (Sharon Stanford)

Randomized Student ID numbers (Sharon Stanford, Ira Schoenwald)

Senate Meeting times (J Presley)

Disestablishment of Academic Units Policy (J Presley)

Annual Budget (S Bragg)

Annual Capital request (S Bragg)

Amplification, Display of Flags, Solicitation Policies Policies/Policies Relevant to Student Affairs Division (Brent Paterson) (Update Per Provost 8/30/04)

FACULTY AFFAIRS COMMITTEE (JAN SHANE)

Report on recruitment and retention of faculty (Sharon Stanford, Ira Schoenwald)

NCA Faculty Distinctiveness Special Emphasis (Jan Shane)

Faculty Ombudsman (Ira Schoenwald)

Post-tenure Review (Jan Shane)

PLANNING AND FINANCE COMMITTEE (PROVOST PRESLEY)

Institutional Goals and Priorities (J Presley)

Model for Budgeting and Planning (J Presley)

Academic Planning Rep – Program Review (Jan Shane)

Finance Models (S Bragg)

RULES COMMITTEE (SHARON STANFORD)

Senate External Committee Reorganization (Sharon Stanford)

Mass Electronic Communications Policy (Mark Walbert)

Honors Council membership (Jan Shane)

Faculty Associates Code of Ethics (Sharon Stanford, Bob Dean)

Faculty Code of Ethics (Sharon Stanford)

Confidentiality of Personnel Issues (Sharon Stanford, Richard Dammers)

College Bylaws updates/revisions (Sharon Stanford)

NTT membership on Dean/Chair 5-year Review Committee (Sharon Stanford)

External Committee Reorganization Without Senate Consultation (Jan Paterson, Student Affairs Division, Dean of Students) (Update Per Provost 8/30/04)

Adjournment