

Academic Senate Executive Committee Minutes
Monday, January 26, 2009
(Approved)

Call to Order

Academic Senate Chairperson Dan Holland called the meeting to order at 4:00 p.m.

Present: Paul Borg, Farzaneh Fazel, Dan Holland, Susan Kalter, Kathleen Lonbom, Ted Mason, Matt Spialek, Ed Stewart, Jodi Sullivan, Provost Sheri Everts

Absent: Jacqueline Krug, President Al Bowman

Distributed Communications:

01.14.09.01 From Mboka Mwilambwe, AP Council: Request to Consider the Inclusion of Members of Other Groups on the Senate Executive Committee (Dist. Rules Committee)

Senator Holland: The first distributed communication is from Mboka Mwilambwe about the possible inclusion of other groups on the Executive Committee. This is something that we talked about perhaps a year ago. The students and faculty are well represented here. Obviously, we could not have representation from all of the other groups.

Senator Fazel: What are the other groups?

Senator Holland: Faculty Associates, AP Council, Civil Service Council and Non-Tenure Track Faculty.

Senator Borg: The NTT faculty who are on the union contract are not part of the university governance system.

Senator Holland: There is a request to consider this and if we do it, how should it be done?

Senator Borg: When the current arrangement of the Senate was done, I was away. Why the decisions were made, I am not sure, but the compromise for inclusiveness was to add representation on the Senate, but to keep the Senate constituted pretty much as it was with a majority of faculty as voting representatives. The additions were good because it does give "a vote", but the constitution of the Executive Committee remained pretty much as it was. The one group that does not have its own organization is the faculty. One of the recommendations was to have a separate faculty senate that would be comparable to the other four groups and then have those groups feed to the central group, which would have its own Executive Committee.

Ms. James: Paul, did we establish at a previous meeting that some civil service staff do not have representation by the union?

Senator Borg: Yes, there are some people who are not represented, but the people who are in the union are not officially represented on the Senate. There is a non-tenure track faculty representative on the Senate, but it is my understanding that the decisions of the Senate are not binding on their contracts or vice versa. Is that correct?

Provost Everts: That seems to be what Chuck (McGuire) indicated.

Senator Borg: It was pointed out that we did have a faculty caucus that concerned itself with certain confidential items previously, and that took over those things that were of particular concern to the faculty. If we were to try to increase the representation on the Executive Committee, it would have all kinds of ramifications. I would be perfectly willing to have attendees that are non-voting members, like the Provost and the President, who are not voting members of the Executive Committee.

Senator Kalter: One of my questions regarding this is kind of the obverse of the union issue, in that, particularly for APs, they include, I think, the president and vice presidents.

Senator Borg: One could argue that.

Senator Kalter: So I was wondering how that could be sorted out, particularly given that not all APs are represented by the presidential and vice presidential areas.

Senator Borg: Some AP employees also have faculty status, so it is a far more complicated issue and I would hesitate at trying to sort that out.

Senator Kalter: Mboka, do you have anything that you would like to add?

Mboka Mwilambwe, Administrative/Professional Council: I talked to Dan about this and we had discussions about it on the AP Council. It never really worked out. I think that the perception has been that this group is not as inclusive as it could be, but I know, in fact, that the reality is different. I was looking to have the perception match reality by bringing the two together. I have seen that there is a lot more collaboration on all sides, between administration and faculty, because everyone realizes that we need to project a positive perception of the university. So I do think, personally, that this would be something that would be good for the university as a whole so that it would be clear that at all levels, we do work together. I know that there were a number of issues that Paul brought up that might be a little complex, but I think it's something to strive towards.

Ms. James: I think that it was a step forward adding AP and Civil Service as representatives on the Senate. Perhaps this group or the Rules Committee could look at the issues that Paul has raised and Mboka's request and consider whether AP and Civil Service Council voting representatives on the Executive Committee would be another step in the right direction.

Senator Borg: The voting membership is on the more important body, which is the Senate, itself, not the agenda-setting Executive Committee.

Mr. Mwilambwe: For some people, that is also an important thing, setting the agenda. Perception, again, is an important thing. I have previously attended an Executive Committee meeting. At first, I wasn't sure that I was permitted to attend. I read the rules and saw that it was an open meeting. So I attended a meeting and I realized that, 'well, it's not that bad; it's pretty good.' So there really is not much to hide, though people might have that perception. Therefore, I thought a good way to debunk that perception would be to have representation here, in whatever form, and then just go from there.

Ms. James: Do we want to send this to the Rules Committee?

Senator Mason: I think it deserves a discussion.

Senator Borg: The Rules Committee would be a place to begin a process or provide reasons for the whole Senate to discuss whether or not and, if so, what kinds of implications there are. I think redoing this would require a complete change in the...is this in the Blue Book or the constitution?

Senator Holland: It's in the Blue Book and I think also the constitution.

Senator Borg: It's in the constitution and that would require Board of Trustees approval.

Senator Holland: Even if it's a non-voting member?

Senator Borg: Yes, changes of that sort require that kind of official procedure.

Senator Kalter: One of the reasons that I asked the question about the AP Council was because of the Memorandum of Understanding.

Senator Borg: This has nothing to do with that.

Senator Kalter: No, but with how you distinguish an AP who is part of the administration.

Senator Borg: That's not part of the Memorandum of Understanding.

Senator Kalter: Perhaps I am not clear on the memorandum then.

Senator Borg: The Memorandum of Understanding was agreed to before changes were made to the Senate structure. The memorandum was, essentially, to keep things going because of the legal issues involved.

Ms. James: I think that Paul wrote the Memorandum of Understanding.

Senator Kalter: Yes, that is why I asked the question.

Senator Borg: I reiterate that I would hate to be part of a group trying to make those distinctions and then incorporate that as a basis for selecting representatives. Right now, the collegiality of the groups and the various groups now being included on the Senate are part of this understanding, in general, of what governance is. I will remind you that by Illinois State law and by action of the Board of Trustees, all legal authority of the university is vested in the person of the president.

Ms. James: Is it not still in the constitution that the Academic Senate is the chief advisory body to the president?

Senator Borg: Yes, but the constitution promulgated in 1969 said that we take "legislative" action on the part of the university and that our legislation is then enacted by the signature of the president. That was passed by the Board of Regents and because of that, the Senate was part of the legal system of the university. That was taken away, but we operate under the same assumption. The assumption, however, is only as good as the Memorandum of Understanding.

For your information, the following is the full text of "Memorandum of Understanding":

“Memorandum of Understanding on Board of Trustees and Academic Senate Procedures on Academic Senate Actions

The Academic Senate agrees that the Board of Trustees has final legal authority and that the Academic Senate makes recommendations to the President and the Board of Trustees.

The President and the Board of Trustees agree that the faculty (or appropriate representative bodies, such as the Academic Senate) has primary responsibility for academic issues, faculty affairs issues and educational issues related to student life and is entrusted with the authority to recommend policies on those issues to the President. The President and the Board of Trustees anticipate that these recommendations will be modified or rejected only in exceptional circumstances.

The Board of Trustees anticipates further that, in the interest of open communication, the President will communicate with the Academic Senate concerning any rationale for modification or rejection of an Academic Senate recommendation pertaining to academic issues, faculty affairs issues and education issues related to student life.

Paul Borg
Chairperson
Academic Senate
Illinois State University

David Strand
President
Illinois State University

William D. Sulaski
Board of Trustees
Illinois State University

Signed and Dated:
1/21/99

1/6/99

1/6/99”

Senator Holland: So the question remains: what would we like to do with Mboka's request?

Senator Borg: Let's send it to the Rules Committee for discussion.

Senators Mason and Kalter: I agree.

Senator Kalter: The Rules Committee meetings are open meetings as well, so anyone can attend.

Ms. James: Mboka, can I let Joe (Solberg) know that you are going to sit in on one of those meetings?

Mr. Mwilambwe: Sure.

01.14.09.02 From Barb Todd, Internal Campaigns Executive Director: "Gladly We Give", Faculty/Staff/Retiree Annual Fund - Request for Presentation at Council/Senate Meetings (Senate Presentation on 2/4/09)

Senator Holland: Our next communication is from Barb Todd, Internal Campaigns Executive Director. She has requested to give a presentation at our next Senate meeting about the Gladly We Give Faculty/Staff/Retiree Annual Fund.

Per the University Advancement website, "The Gladly We Give Faculty/Staff/Retiree Annual Fund is a way for current and retired employees to invest in the university, thereby investing in our own futures, our students' futures, and the future of the community. Gladly We Give is designed to encourage more faculty, staff, and retirees to support the University each year and to recognize and thank all current and retired employees for their annual gifts to Illinois State University."

01.20.09.01 From Provost Everts: Recommendation for Subsequent Ten-Year AIF Review (Dist. Administrative Affairs and Budget Committee)

Senator Holland: Next we have a memo about the subsequent 10-year Academic Impact Fund review.

Provost Everts: Given that this is a review of the AIF largely during a time that I wasn't here, much of the response, which is somewhat of an overview, is future oriented. Also, Senator Kalter, here is a document requested by your committee. I don't know if you want to distribute it here, but this is a document for your committee. Just as Mboka noted, we have nothing to hide in this, so as long as there is information associated with the AIF (we will keep you informed). This is one of the issues that Kay Moss and Jonathan Rosenthal are dealing with now, and, as they answer some of the more specific questions, there is more usable data now than appeared in some of those previous reports. So this memo is somewhat of an overview. The document I gave to Senator Kalter is a more specific piece and you will receive some additional written responses as well prior to your February 4th committee meeting.

Senator Kalter: I had asked that we defer the Executive Committee's discussion of this document because we (the Administrative Affairs and Budget Committee) are drawing up a report on AIF recommendations. Jan Murphy attended the last committee meeting we had in December and she went away from that meeting with my request for a response. I thought that that was going to be internal only to the Administrative Affairs Committee, so I would like for us to kind of pull this off the Exec agenda until our committee has had a chance to discuss it.

Senator Holland: That works for me.

01.23.09.01 From Ed Stewart/Academic Affairs Committee: Withdrawal Policy – Withdrawal from Courses/Withdrawal from University (Senate Information Item 2/4/09)

Senator Stewart: This policy revision came from Jonathan Rosenthal and the registrar to our committee, the Academic Affairs Committee. The idea is that people who are, for whatever reason, having problems at the university and have to withdraw from the university or withdraw from courses, are doing the right thing to withdraw because of life's circumstances. Rather than penalize them by making it impossible for them to come back to the university, because they got zeros in all of their courses and their GPAs are, therefore, very low since they withdrew from the university, this is to just simply eliminate those obstacles and assign a "W" (as a "grade"). It just seems like it is fairer

and makes more sense.

Ms. James: Would a “W” affect a GPA?

Senator Stewart: No, but a “WF” would. It would register as a zero for the course.

Senator Holland: Is this to be at the eight-week point?

Senator Stewart: As far as I know, it’s eight weeks. We are not changing that part of it. If Jonathan wants to revisit that later, we can.

Senator Holland: I think that you can withdraw later than that—up to the thirteenth week.

Senator Kalter: On page 3, the paragraph just above the section, “Withdrawal Policy-Dropping All Courses”, it mentions that if you are withdrawing from a single course, you can do it if you have the recommendation of a licensed physician or clinical psychologist after the official withdrawal period. I really want to thank you for doing that. I had a student last semester who had a serious medical issue arise at the beginning or middle of the semester. When you are in the hospital, you are not able to deal with withdrawing from the university, though you really need to.

You can completely withdraw from the university, but you can’t simply withdraw from a course, and I think that has been a mistake. There are always these kinds of conditions and you, as a student, are prioritizing: ‘I’m trying to do well in my major courses, but this is making those slide, so I really need to withdraw (from a course).’ I really hope this passes because it is such a positive thing.

Senator Stewart: Jonathan described is as, we don’t want to penalize students for making the correct decision.

Senator Kalter: So basically, it is saying, you can withdraw up to the eighth week, ordinarily, but then if you have a really good excuse, you can withdraw from a course after the eighth week.

Senator Holland: This will be an Information Item at the next Senate meeting.

01.26.09.02 From Kathleen Lonbom, Milner Library: Blue Book Revisions – Library Committee

Senator Lonbom: As I mentioned in an e-mail to Cynthia, I will ask the Assistant to the Dean to reformat this so that the changes are more evident. I am not part of this committee, but evidently the Blue Book bylaws for the Library Committee have not been revised for quite some time. When Toni Tucker gets back, can I forward to you, Cynthia, the reformatted revisions so that they can reach the Rules Committee before the next meeting?

Ms. James: Yes, I can certainly forward those to Rules as soon as I receive them.

01.23.09.03 From Farzaneh Fazel/Planning and Finance Committee: Winter and Summer Courses Memo (Dist. Academic Affairs Committee)

Senator Fazel: During the entire fall semester, we discussed the issues surrounding offering courses during winter break and during the summer. This discussion started about two or three years ago when a student’s mother sent an e-mail to Lane (former Academic Senate Chairperson) saying that we have long breaks and that we basically need to do something with that time. I thought that that meant, from a business perspective, opportunities, if the demand is there, to use the resources that we are underutilizing by offering courses during winter break and during the summer. Also, I know of friends and relatives at other institutions which do offer courses during winter break and the summer, which are optional or that students need for graduation.

There could be a specific format for winter and summer courses. Faculty could have more flexibility and offer courses that they do not normally offer as long as it is cost effective. I think that it could increase our enrollment; it could speed up graduation; faculty could be more creative and innovative. For example, a course is taught in the essentials of project management and then, before winter starts or during the summer, students could be in charge of the project management of a house, which students routinely construct for Habit for Humanity.

Senator Kalter: Is this going to the Academic Affairs Committee for more study? I ask because I want to know if there is just an assumption of demand or if we have data actually driving that.

Senator Fazel: No, it would be up to the departments to see if there is the demand or not. If there is enough demand for it, we do it; if not, we don't. We had Jonathan talk to us and he said that if we wanted a winter semester, that could cause all kinds of problems. There has to be the understanding among students that they may take a course in the winter, but in terms of financial aid, in terms of grade, in terms of graduation, it would be considered part of the spring semester, just like the May Interim Session. Grades are all due by August 15th. We are placing most of the focus on faculty; departments can figure out if there is the demand.

Senator Kalter: What I was suggesting is finding out if there is a demand overall, not for particular courses, but for the Academic Affairs Committee to do a survey to determine that.

Senator Lonbom: Didn't Jonathan Rosenthal send out a survey after the May Interim Session?

Senator Holland: Yes, and that went over very, very well.

Senator Kalter: So maybe doing a pilot or a pre-survey to find out if there is enough interest to even launch it is appropriate. I talked to someone who knew about winter, smaller courses at other institutions. Those calendars at those institutions were often, 14-week semesters, so there was a lot bigger chunk of time. I am concerned about that. Gladly, I saw in your memo that you are not going to burden civil service and APs by having them here during the winter shutdown, but that also leaves a very small window for offering courses. So I would like to understand how this might configure with the Academic Calendar. My last concern was sheer fatigue. I came from a quarterly system before coming here and fatigue in the spring semester was unbelievable. Here, I have noticed that students and faculty are barely recovering from fall semester before they start spring. Configuring courses like going to Mexico City would be great, but not for the kinds of courses that would increase fatigue; I would like that talked about at least.

Senator Spialek: I kind of agree with that. I sort of like the break, but once I graduate from college, I am not going to get a month off.

Ms. James: So enjoy it while you can.

Senator Mason: I don't think that most students have a break anyway because they go back home and work, so I don't think that it would make much of a difference one way or the other.

Senator Stewart: Is there a proposed change in a particular policy?

Senator Holland: At least for winter, I don't believe that there is any actual mechanism.

Senator Stewart: Since the course has to pay for itself, there is really no risk to the institution.

Senator Borg: I would hesitate offering a class without the normal monitoring. Can you imagine using the woodshop just with the supervision of a faculty member without the resources of immediate emergency care?

Provost Everts: I would also underscore the sort of facility issues that this brings to mind immediately. I am going to guess that Vice President Bragg and Vice President Adams would be very interested in this particular discussion given the expectations they have in regard to some downtime and some turnaround pieces, which we have certainly all seen in regard to Stevenson. If there is not enough of that downtime, which they originally counted on having, it would create some additional difficulties.

Senator Kalter: I think that that was discussed in regard to the interim summer session. The concept of "no cost" just because the facility is there is not necessarily an assumption that we can make. There are certain hidden costs, such as

building maintenance, lighting and heat.

Senator Lonbom: As Dan mentioned before, there is data from last summer for the early summer session. Is that part of what is going to be looked at?

Senator Holland: I suppose we first need to find out the actual mechanism that is going to be involved. Steve Bragg would be a good person to invite to a meeting to find out how feasible this is.

Senator Fazel: In terms of finding out about university structure, I was planning to do that, actually. We wanted the Academic Affairs Committee just to look at it from an academic perspective, such as looking at issues involving academic standards. Deb Smitley represents Steve Bragg on the Planning and Finance Committee. Kay Moss from the Provost's Office is also on our committee. This was also part of our priorities report and Steve Adams, in his response, states that he would like to know what we decide on this. He brought up a few issues that they had with the May session.

So, we are asking the Academic Affairs Committee to look at it from an academic perspective, but we still have to look at it from an implementation standpoint. There are many things that we have to find out. Once we have an ok from the Academic Affairs Committee, then I would take it to Kay to figure out how we handle students who, for example, have tuition waivers, and other things in terms of indirect costs. After we figure all that out, then we would ask the Senate how they feel about it.

Ms. James: Is what you are asking the Academic Affairs Committee to do is look at it from an academic perspective and then it returns to the Planning and Finance Committee?

Senator Fazel: Then we will work on implementation from an administrative perspective.

Senator Kalter: So procedurally, you are saying if the Academic Affairs Committee approves this, it would come back to us, but it would not back to Planning and Finance?

Senator Fazel: No, it would go back to our committee.

Senator Kalter: So, in your committee, you would talk to Vice President Bragg and Kay Moss and Steve Adams, etc., to make sure that it is budgetarily sound?

Senator Fazel: Right, we would find out how much it costs so that if you take it to a department, you can tell them that this is what you need to generate before you can offer the course. It is not just the salary of the faculty, but it is salary, benefits, heat and other expenses.

Senator Holland: Essentially, what we are trying to do is have a fixed-funded model, plus a little of, I guess, the entrepreneurial model or a hybrid model.

01.25.09.02 *From Susan Kalter/Administrative Affairs and Budget Committee: Academic Department Chairperson/School Director Responsibilities, Appointment, Compensation, Terms, Evaluation Policy*

01.25.09.01 *From Susan Kalter/Administrative Affairs and Budget Committee: Academic Dean Responsibilities, Appointment, Compensation, Terms, Evaluation Policy*

Senator Kalter: These two policies were Information Items at a previous Senate meeting. We received feedback from the Senate and took it back to committee. While I was ill and unable to attend a Senate meeting, my committee believed that the full Senate approved the policies at that meeting, but Cynthia says that that did not happen. So, it came back to my committee and we made a couple of other revisions. We are putting this forward again and I think that maybe it should go back to the Senate as an Information Item a second time since it has been awhile. I think that you can see the main changes. Some of them are just editorial changes and clarifications.

Senator Fazel: I have a question about accreditation. That is the responsibility of the dean in the College of Business. Should we add that as a part of the dean's responsibilities?

Provost Everts: I think that the difficulty with that is providing enough leeway so that it can be done differently in different colleges.

Senator Borg: That could actually appropriately be a part of number 5, “essential roles”, serving as “representatives of the college and university to external bodies”. Accrediting associations are external bodies.

Senator Fazel: But it is not just representation, it is actually helping the college to get accreditation.

Senator Borg: What does a representative do?

Senator Fazel: A representative can do a lot of things.

Senator Borg: Yes, and that can include participating. If you are representing and responsible for that kind of contact with an external body, then you are going to be sure that the accreditation gets done.

Senator Fazel: The other question I have concerns the fundraising.

Senator Kalter: That’s in there.

Senator Fazel: It’s in there, but it is the last item on the list. For the College of Business, that is really important.

Senator Kalter: We did not necessarily see this list as a list in order of priority.

Senator Borg: Different colleges have different priorities.

Provost Everts: Just as Paul stated concerning accreditation, I would see that as part of number 5 as well, “representative to other bodies”. I consider that part and parcel.

Senator Fazel: So you don’t see the need to move it higher than the last bullet point?

Provost Everts: I think that that list is really just an explanation that describes and defines those essential roles.

Senator Kalter: I would add that during the Action Item phase, you can always offer an amendment to which the Senate can agree or disagree.

Senator Fazel: I don’t think the Senate is the place. If the committee did not think that it should be moved up and the Provost doesn’t think that that matters, then I will leave it at that.

Ms. James: Susan, you mentioned that you might have additional revisions to make after speaking with your committee. We you be submitting a revised draft?

Senator Kalter: No, I actually included all of the changes that the committee recommended. The one thing that I should mention that came up in committee is the question of what the relationship is between these policy documents and HR’s job descriptions.

Senator Holland: I don’t know about HR’s policy descriptions, but how does all of this agree with the ads that we have put out? We have done several of them recently.

Provost Everts: Very well.

Senator Kalter: I just wanted to inform this group that that question came up and that we did not have a good answer.

Senator Borg: In the spirit of shared governance, whatever HR puts out is supposed to reflect these policies, not vice

versa.

Proposed Agenda for the Academic Senate for February 4, 2009:

Academic Senate Meeting Agenda
Wednesday, February 4, 2009
7:00 P.M.
OLD MAIN ROOM, BONE STUDENT CENTER

Call to Order

Roll Call

Approval of Minutes of January 21, 2009

“Gladly We Give”: Faculty/Staff/Retiree Annual Fund Presentation (Barb Todd, Internal Campaigns Executive Director)

Chairperson's Remarks

Student Body President's Remarks

Administrators' Remarks

- ***President Al Bowman***
- ***Provost Sheri Everts***
- ***Vice President of Student Affairs Steve Adams***
- ***Vice President of Finance and Planning Steve Bragg***

Committee Reports:

- ***Academic Affairs Committee Chairperson: Senator Stewart***
- ***Administrative Affairs and Budget Committee Chairperson: Senator Kalter***
- ***Faculty Affairs Committee Chairperson: Senator Borg***
- ***Planning and Finance Committee Chairperson: Senator Fazel***
- ***Rules Committee Chairperson: Senator Solberg***

Information Item:

01.23.09.01 Withdrawal Policy – Withdrawal from Courses/Withdrawal from University (Academic Affairs Committee)

Communications

Adjournment

Motion XXXX-: By Senator Borg, seconded by Senator Fazel, to approve the Academic Senate Agenda for February 4, 2009.

Motion XXXX-: By Senator Kalter, seconded by Senator Stewart, to add to the agenda the Academic Dean and Academic Department Chairperson/School Director Responsibilities, Appointment, Compensation, Terms, Evaluation Policies as Information Items. The motion was unanimously approved.

The motion to approve the agenda, with the addition of the policies as Information Items, was unanimously approved.

Discussion:

Senator Fazel: We talked about inviting the ISU police to a future meeting of the Senate.

Senator Holland: Would we like to have a presentation from the police department on what is being done about the increased criminal activity?

There was a consensus by the Executive Committee and the ISU Chief of Police will be invited to the Senate meeting of February 18th.

Adjournment

Motion XXXX-: By Senator Sullivan, seconded by Senator Spialek, to adjourn. The motion was unanimously approved.