

AGENDA FOR UNIVERSITY SENATE MEETING

(Meeting #2, 2014-15)

***August 28, 2014
4:00 p.m.***

LB (Letterman Building, Room 125)

Approval of senate minutes of April 24, 2014

I. Announcements

- A. Reaffirmation of Standing Rules (Enclosure #1)
- B. In an effort conserve paper, and approved by the University Senate on 9/4/08, the Undersecretary will poll the membership regarding receiving electronic agenda materials **ONLY**. Hard copies of agenda materials will continue to be produced only once. Please take responsibility for bringing all appropriate materials with you to each meeting.
- C. Schedule of Meetings in University Governance System (Enclosure #2)
- D. Next Scheduled Meetings
Senate Agenda Committee – Monday, September 15, 2014 (LB 104). *Please forward agenda items to the senate office no later than noon on the Thursday before the Monday meeting.*
University Senate – Thursday, September 25, 2014, Letterman Building (LB), Room 125
- E. Results of Constitutional Amendments (Enclosure #3)
- F. Revisions to University Promotion and Tenure Document (Enclosure #4)
- G. Revisions to Technology Users Policy (Enclosure #5)
- H. Approval of Senate Actions
Approved, does not require Board of Trustees Approval, approved by President
 - 1. Transfer of Credit – Graduate School
 - 2. Incomplete Grades Policy
 - 3. Revisions to Academic Course Load (Graduate Program)
 - 4. Admission Procedure for Applicants from non-Regionally Accredited Institutions (Graduate Program)
 - 5. Policy on N/R Grades
 - 6. Approved Catalog Copy for Degrees
 - 7. Cosmetic revisions to Section IV. of Handbook (Academic Policies and Procedures)
 - 8. Removal of John R. Emens Distinguished Professorship from Handbook

9. Non-substantive revisions to University Promotion and Tenure Document (approved by Interim President King)
10. Non-substantive revisions to Policy on Technology (approved by Interim President King)

Approved by Board of Trustees

1. Whistleblower Policy (5/2/14)
2. Revisions to Student Code to include Federally mandated information regarding Sexual misconduct/harassment (7/18/14)

I. Program Information – Academic Posting 2012-13, Volume XLIV-8, 9 (Enclosure #6)

II. Introduction of President Ferguson

III. Overview of Senate System – Chin-Sook Pak, Vice Chairperson, University Senate

IV. Recognition of Deaths

Stanley Byers

Associate Professor Emeritus of Industry and Technology
Retired 1996
12 years of service

Dimitri Sotiropoulos

Professor Emeritus of Foreign Languages
Retired 1988
25 years of service

Philip VanEvery

Associate Professor Emeritus of Special Education
Retired 1995
25 years of service

Winifred Wagoner

Professor Emeritus of Accounting
Retired 1987
24 years of service

V. Council/Committee/Student Senate Reports

A. Governance and Elections Committee – Chin-Sook Pak, Vice Chairperson

B. Faculty Council – Michael Hanley, Chairperson

C. University Council – Jennifer Jones-Hall, Secretary

D. Campus Council – Kevin Thurman, Chairperson

E. Student Senate – Carli Hendershot, President, Student Senate

IV. Report by Chairperson of Senate – Amy Harden (Enclosure #7 - Issues in the Senate System)

V. Questions Directed to the President

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

A. Membership of Councils/Committees in University Governance system (Enclosure #8)

Key to list: Yellow highlight = no faculty member completed a preference poll for councils to appoint.
Dean of College will be contacted to appoint a member of their college.
Red = college has yet to hold their elections

IX. Other Items

A. Printing Policy

X. Adjournment

/mt

MINUTES OF THE FIRST MEETING OF THE 2014-15 UNIVERSITY SENATE
Thursday, April 24, 2014

Members Present: 57

Members Absent: 8

1. The meeting was called to order by the chairperson of the University Senate, Dave Pearson, at 5:01p.m.

Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: S. Aegisdottir, E. Agnew, A. Beane, J. Bolin, B. Brey, B. Byers, A. Brown, P. Buis, B. Byers, B. Canada, D. Caristi, J. Chapman, J. Christman, C. Corbin, E. Crawford, G. Dodson, J. Fitzgerald, J. Gora, M. Hanley, A. Harden, C. Hendershot, M. Hill, M. Holtzman, J. Huff, J. Jemiolo, J. Jones-Hall, L. Julian, K. Kessler, T. King, K. Koch, R. Kovac, K. Kreamelmeyer, L. Lehman, T. Mahfouz, S. McFadden, E. Nesson, L. O'Hara, C. Pak, S. Pattison, L. Pellerin, T. Peters, S. Rice-Snow, D. Singh, L. Sun, C. Thomas, K. Thurman, D. Wheeler, R. Wijesinghe, N. Wilkey, S. Zhuk

Substitutes: Rod Davis for T. Jitpaiboon, Michael Tagler for J. Forbey, Juan Carlos Ramirez for J. Gruver, David Pearson for J. Johnson, Ralph Bremigan for I. Livshits, Alisa Stewart for C. Munchel, Claudia Updike for B. Wagner

Members Absent: S. Byrum, M. Chiuini, B. Collins, K. Kreamelmeyer, M. Maggiotto, N. Perera, T. Richardson, J. Stroh

2. Dave Pearson, chairperson of the 2013-14 senate, yielded the floor to Michael Hanley, Chair of the Faculty Council, who presided over the meeting for the purpose of conducting elections.

3. New Business

A. Elections – Senate Officers

A list of nominees for the election of Senate officers and Agenda Committee was presented. (University Senate Agenda, 4/24/14, Enclosure #1)

Members received biographical sketch information for each nominee on today's ballot.

The floor was opened for other nominations. There were no nominations and a motion was made and seconded (Pearson/Hanley) to close nominations.

The motion carried.

A motion was made and seconded (Pearson/Thurman) to approve the slate by acclamation.

The motion carried.

The Chairperson, Vice Chairperson, and Secretary were elected by acclamation.

The following were elected by acclamation:

Chair: Amy Harden

Vice Chair: Chin-Sook Pak

Secretary: Lisa Pellerin

B. Elections – Committees

University Senate Agenda Committee – ONE position

1. Jennifer Jones-Hall (Student Life)
2. Laura O'Hara (Communication Studies)

Nominations will also be taken from the floor. There were no nominations and a motion was made and seconded to close nominations.

The motion carried.

Laura O'Hara was elected by paper ballot to serve on the University Senate Agenda Committee for a two year term, ending in 2016.

4. Adjournment

The meeting adjourned at 5:15 p.m.

Respectfully Submitted,

Lisa Pellerin, Secretary

/mt

STANDING RULES FOR CONDUCTING SENATE BUSINESS

1. A member of the faculty, professional personnel, or a student who is not a senator may initiate an agenda item by having a senator sponsor that item or by presenting the item to the Agenda Committee.
2. Senators may submit new agenda items in writing to the Agenda Committee.
3. The Senate will be called to order on the hour with sessions limited to one hour and twenty minutes.
4. Roll will be taken by the members initialing a roster.
5. Senators will be seated in a designated section of the room. Special areas of the chamber will be reserved for the seating of visitors.
6. The distribution of the minutes by mail will substitute for the reading of the minutes.
7. Announcements must be limited to Senate business and must be cleared through the Chair.
8. Scheduled meetings will include, following committee reports, a question-and-answer period not to exceed ten minutes in length, during which senators may request information from other persons present on matters of concern to the University community as a whole. The Chair shall rule out of order questions that are personal, departmental, or collegiate in scope or that do not pertain to University affairs.
9. The first time they speak at a meeting, senators will stand and identify themselves when addressing the Chair or the Senate.
10. Senators may, as a prerogative, address the Senate from the lectern.
11. Senate committees and councils must send minutes, reports, and recommendations to the Agenda Committee.
12. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body.
13. Proposals must be framed as resolutions or as motions. A lengthy resolution or motion should be submitted in writing prior to the call to order of the meeting.
14. All motions will be put on the floor for debate by a Senator first stating their name followed by a second with a Senator stating their name.
15. When a motion appears on the Senate agenda, the chair of the sponsoring committee, or a representative, or the person sponsoring the motion must be present in the Senate to present the motion.
16. The Senate may move to return a motion to committee, amend, or refer to another committee for matters of clarification. This will require an immediate second, a debate and a simple majority vote of the body of the Senate. A majority vote will send the item back to the appropriate committee for further work or clarification. If the motion fails, debate will continue on the original motion followed by a vote of the body.
17. Voting will be by voice vote unless there is a request for a division of the house or for a written ballot.

18. Voting procedures shall be “of the members present and voting” as defined in Robert’s Rules of Order. In this process, “yes” and “no” votes are counted, while abstentions are not counted in the total. Unless defined differently by the standing rules of the Senate or Robert’s Rules of Order, motions pass by a simple majority of the votes cast. Voting by proxy is disallowed in this process.
19. The Chairperson will appoint a parliamentarian for the Senate. The appointee may be a member of the Senate or from outside the body. An appointee from the body of the Senate will retain all privileges of a Senator, while an appointee from outside the body will have no voice or voting rights. It will be the responsibility of the parliamentarian to keep the Senate acting within the Standing Rules of the Senate and to interpret other issues by using Robert’s Rules of Order.
20. Any items remaining on the Agenda in the last meeting of the Spring will automatically be carried over to the Fall Agenda.
21. The Senate Agenda Committee will be empowered to act for the Senate during the summer on emergency items, pending acceptance by the Senate in the fall.
22. Timetables proposed by the Senate Agenda Committee will be subject to subsequent acceptance by the University Senate at their next meeting.
23. The Senate, the Agenda Committee and the Governance and Elections Committee may conduct official business electronically. This includes, but is not limited to, e-mail, electronic postings, websites, voting and meetings. However, the membership of the aforementioned groups must first develop policies and procedures for electronic voting and meetings within each group.

8/29/13

University Governance
Schedule of Meetings
2014-15

August, 2014

18 Senate Agenda Committee
28 *University Senate*

September

4 *Faculty Council*
Governance and Elections
11 *University Council*
15 Senate Agenda Committee
18 *Campus Council*
25 *University Senate*

October

2 *Faculty Council*
Governance and Elections
9 *University Council*
13 Senate Agenda Committee
16 *Campus Council*
23 *University Senate*
30 *Faculty Council*

November

6 *University Council*
Governance and Elections
10 **Senate Agenda Committee**
13 *Campus Council **
20 *University Senate*

December

4 *Faculty Council*

January, 2015

8 *University Council*
Governance and Elections
12 Senate Agenda Committee
15 *Campus Council*
22 *University Senate*
29 *Faculty Council*

February

5 Governance and Elections
University Council
12 *Campus Council*
16 Senate Agenda Committee
26 *University Senate*

March

12 Governance and Elections
Faculty Council
16 Senate Agenda Committee
19 *University Council*
26 Governance and Elections **
University Senate

April

2 *Campus Council*
9 Governance and Elections **
Faculty Council
13 Senate Agenda Committee
16 *University Council*
23 *University Senate*

ALL SENATE AND COUNCIL MEETINGS – THURSDAYS, 4:00 P.M.

University Senate, Faculty Council, University Council: Letterman Building (LB), Room 125

Campus Council: Student Center (SC), Room 303

Senate Agenda Committee: Mondays, 2:00p.m., Letterman Building (LB), Room 104

Governance and Elections Committee: Thursdays, 8:10 a.m., Bracken Library (BL), Rm. 301

* Alternate Meeting Location: Letterman Building (LB), Room 104

** Meeting will take place, if necessary, in BL 301

6/9/14

UNIVERSITY SENATE AMENDMENT – VOTING RESULTS – May 2, 2014
PROPOSED REVISION TO THE CONSTITUTION

Amendment #1 - Term Limits Exceptions

<u>Administration</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
President	32	0	5	37
Academic Affairs	53	1	2	56
Business Affairs				0
Information Technology	59	2	11	72
Student Affairs	53	0	1	54
University Advancement				0
Enrollment, Marketing, and Communications	20	0	1	21
Subtotal Administration	217	3	20	240

<u>Applied Sciences and Technology</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Family and Consumer Sciences	18	0	0	18
Military Science				0
School of Nursing	32	0	0	32
SPESES	20	0	0	20
Technology				0
Subtotal Applied Sciences and Technology	70	0	0	70

<u>Architecture and Planning</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Architecture				0
Landscape Architecture	13	0	0	13
Urban Planning	8	0	0	8
Subtotal Architecture and Planning	21	0	0	21

<u>Miller College of Business</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Accounting				0
Economics				0
Finance and Insurance	6	0	7	13
Information Systems and Operations Management	13	0	0	13
Marketing and Management				0
Subtotal Miller College of Business	19	0	7	26

College of Communication, Information, and Media

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Communication Studies	13	0	0	13
Center for Information and Communication Sciences	7	0	0	7
Journalism				0
Telecommunications	23	0	0	23
Subtotal College of Comm., Information, and Media	43	0	0	43

College of Fine Arts

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
School of Art				0
Music				0
Theatre & Dance	31	0	0	31
Subtotal College of Fine Arts	31	0	0	31

College of Sciences and Humanities

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Anthropology	7	0	1	8
Biology				0
Chemistry	20	0	1	21
Computer Science	8	0	7	15
Criminal Justice and Criminology				0
English	17	0	0	17
Geography				0
Geological Sciences	7	0	0	7
History				0
Mathematical Sciences	34	0	0	34
Modern Languages and Classics	19	0	1	20
Natural Resources and Environmental Management	6	0	0	6
Philosophy and Religious Studies	7	0	0	7
Physics and Astronomy	13	0	0	13
Physiology and Health Science				0
Political Science	6	1	8	15
Psychological Sciences	16	1	4	21
Social Work				0
Sociology	7	0	1	8
Speech Pathology and Audiology	15	0	0	15
Subtotal College of Sciences and Humanities	182	2	23	207

Teachers College

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Counseling Psychology and Guidance Services	9	0	0	9

Educational Leadership	7	0	0	7
Educational Psychology	15	1	2	18
Educational Studies	15	2	0	17
Elementary Education	18	0	0	18
Special Education	14	0	0	14
Burris Laboratory School				0
Subtotal Teachers College	78	3	2	83

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
TOTALS	661	8	52	721

Total "Yes" votes	661
Total "No" votes	8
Total Present and Voting	669
	x 2/3
2/3 of Total Present and Voting	446

Amendment **PASSED**

UNIVERSITY SENATE AMENDMENT – VOTING RESULTS – May 2, 2014

PROPOSED REVISION TO THE CONSTITUTION

Amendment #2 - Student Elections to University Senate

<u>Administration</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
President	32	1	0	33
Academic Affairs	54	0	2	56
Business Affairs				0
Information Technology	63	0	9	72
Student Affairs	53	0	1	54
University Advancement				0
Enrollment, Marketing, and Communications	20	0	1	21
Subtotal Administration	222	1	13	236

<u>Applied Sciences and Technology</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Family and Consumer Sciences	18	0	0	18
Military Science				0
School of Nursing	32	0	0	32
SPESES	20	0	0	20
Technology				0

Subtotal Applied Sciences and Technology

70	0	0	70
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Architecture and Planning

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Architecture				0
Landscape Architecture	13	0	0	13
Urban Planning	8	0	0	8
Subtotal Architecture and Planning	21	0	0	21

Miller College of Business

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Accounting				0
Economics				0
Finance and Insurance	6	0	7	13
Information Systems and Operations Management	13	0	0	13
Marketing and Management				0
Subtotal Miller College of Business	19	0	7	26

College of Communication, Information, and Media

Communication Studies	13	0	0	13
Center for Information and Communication Sciences	6	1	0	7
Journalism				0
Telecommunications	23	0	0	23
Subtotal College of Comm, Information, and Media	42	1	0	43

College of Fine Arts

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
School of Art				0
Music				0
Theatre & Dance	31	0	0	31
Subtotal College of Fine Arts	31	0	0	31

College of Sciences and Humanities

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Anthropology	8	0	0	8
Biology				0
Chemistry	19	1	1	21
Computer Science	9	0	6	15
Criminal Justice and Criminology				0
English	17	0	0	17
Geography				0
Geological Sciences	7	0	0	7
History				0
Mathematical Sciences	34	0	0	34
Modern Languages and Classics	20	0	0	20

Natural Resources and Environmental Management	6	0	0	6
Philosophy and Religious Studies	7	0	0	7
Physics and Astronomy	13	0	0	13
Physiology and Health Science				0
Political Science	5	1	9	15
Psychological Sciences	18	0	3	21
Social Work				0
Sociology	7	0	1	8
Speech Pathology and Audiology	15	0	0	15
Subtotal College of Sciences and Humanities	185	2	20	207

<u>Teachers College</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Total</u>
Counseling Psychology and Guidance Services	9	0	0	9
Educational Leadership	7	0	0	7
Educational Psychology	15	0	3	18
Educational Studies	18	0	0	18
Elementary Education	18	0	0	18
Special Education	14	0	0	14
Burriss Laboratory School				0
Subtotal Teachers College	81	0	3	84

TOTALS	671	4	43	718
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Total "Yes" votes	671
Total "No" votes	4
Total Present and Voting	675
	x 2/3
2/3 of Total Present and Voting	450

Amendment PASSED

Proposed Revisions to University Promotion and Tenure Document

1. Section VII Right of Reconsideration, number 1.2
Remove “must” and replace with “may.”

Reasoning: This correction will be in alignment with the definition of reconsideration in Section II Definitions (3.) of the U P&T document. A candidate is not required to ask for reconsideration before proceeding further in the promotion and tenure process.

2. Section VII Right of Reconsideration, addition of number 1.4
This new section will provide a candidate with the procedures to request reconsideration of the Provost’s adverse recommendation.

Reasoning: In a couple of places within the U P&T document, it is stated that a candidate may request reconsideration whenever the first negative decision occurs—department, college, or provost. The document provides procedures for department and college reconsideration, but not provost. This addition provides those procedures.

VII Right of Reconsideration³³

1. Reconsideration

- 1.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision by a departmental or collegiate committee be reexamined. Reconsideration can take place before an appeal. Reconsideration provides an opportunity for a candidate to clarify content of material.
- 1.2 **If the initial adverse recommendation has been made by the Department Promotion and Tenure Committee, then the candidate ~~must~~ may ask for a reconsideration of that recommendation by the Department Committee before he or she may proceed further.**
 - 1.21 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting him or her. For example, if a Department Promotion and Tenure Committee advises a faculty member in writing that it is recommending against awarding tenure to such member, the period to request reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the academic dean determines that good cause has existed for the delay.
 - 1.22 The written request for reconsideration shall be filed in the office of the department chairperson.
 - 1.23 After receiving a request for reconsideration, the Department Committee must meet to reconsider its initial adverse recommendation. The Department Committee must meet with the candidate if he or she so requests. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
 - 1.24 After meeting to reconsider the candidate’s materials, the committee shall vote to overturn or affirm the previous decision. This vote supercedes the previous vote.
 - 1.25 The candidate’s materials for promotion and/or tenure shall be held in the departmental office and shall not be forwarded to the College Promotion and Tenure Committee until the requests for reconsideration has been completed.
- 1.3 If the initial adverse recommendation has been made by the College Committee or Dean, then he or she may ask for reconsideration at the collegiate level.
 - 1.31 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting him or her. For example, if a College Dean or College Promotion and Tenure Committee advises a faculty member in writing that it is recommending against awarding tenure to such member, the period to request reconsideration would run from the date of receipt of that communication,

rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the academic dean determines that good cause has existed for the delay.

- 1.32 The written request for reconsideration shall be filed in the office of the college dean.
- 1.33 After receiving a request for reconsideration, the Collegiate Committee must meet to reconsider its initial adverse recommendation or in cases when only the college dean reviews the candidate, the Dean must reconsider the initial adverse recommendation. The Collegiate Committee or Dean must meet with the candidate if he or she so requests. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
- 1.34 After meeting to reconsider the candidate's materials, in cases where the committee made the initial adverse decision, the committee shall vote to overturn or affirm the previous decision. This vote supercedes the previous vote.
- 1.35 In colleges where the Dean makes the decision, the Dean will inform the candidate of his or her decision following reconsideration.
- 1.36 The candidate's materials for promotion and/or tenure shall be held in the collegiate office and shall not be forwarded to the University promotion and Tenure Committee until all requests for reconsideration have been exhausted.

1.4 If the initial adverse recommendation has been made by the Provost, then the candidate may ask for reconsideration by the Provost.

- 1.41 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting him or her. For example, the Provost advises a faculty member in writing that he or she is recommending against awarding tenure to such member, the period to request reconsideration would run from the date of receipt of the communication, rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the Provost determines that good cause has existed for the delay.
- 1.42 The written request for reconsideration shall be filed in the office of the Provost.
- 1.43 After receiving a request for reconsideration, the Provost must reconsider his or her initial adverse recommendation. The Provost must meet with the candidate if he or she requests. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
- 1.44 After reconsidering the candidate's materials, the Provost shall overturn or affirm the previous decision. This decision supercedes the previous decision.
- 1.45 The Provost will inform the candidate of his or her decision following reconsideration.
- 1.46 The candidate's materials for promotion and/or tenure shall be held in the Provost's Office and shall not be forwarded to the university President until all requests for reconsideration have been exhausted.

3. Section VIII Right of Appeal, number 2.8, page 88

Clarification of the Appeal file.

Add Department Chair.

Delete: when it reconsidered its initial adverse recommendation

Reasoning: This should be the materials provided by the department committee or department chair if it is the chair who made the adverse decision. Since reconsideration does not have to occur, the statement about reconsideration should be removed.

4. Section VIII Right of Appeal, number 2.20, page 90 (for the attached document)

Add: and/or Dean.

Delete: when it reconsidered its initial adverse recommendation; (c) the responses and any other materials submitted by the College Committee when it considered the appeal.

Correct reading: The Provost and Vice President for Academic Affairs designee is responsible for preparing an appeal file that shall consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the responses and any other materials submitted by the Department Committee and/or Dean. The appeal file shall be forwarded to the chairperson of the hearing panel who shall make certain that it is made available to all parties to the hearing.

Reasoning: Provide the Provost with the ability to assign a designee.

This should be the materials provided by the department committee or department chair if it is the chair who made the adverse decision. Since reconsideration does not have to occur, the statement about reconsideration should be removed. Further clarification about what was included in the appeal file was needed.

5. Section VIII Right of Appeal, number 2.201, page 90

Add: designee

Correct reading: The Provost and Vice President for Academic Affairs designee shall assist the chairperson of the hearing panel in arranging the hearing at the University level.

Reasoning: This clarifies the person responsible for this action and reflects the practice for several years.

VIII Right of Appeal

1. Appeals from Adverse Decisions
 - 1.1 Regular full-time faculty and regular professional personnel may appeal promotion and tenure decisions which adversely affect such individuals in accordance with provisions set forth in this Part VIII. Appeal refers to actions taken by the appellant when the outcome of the department, college or Provost reconsideration is the same as the original recommendation. An appeal may be filed without following the reconsideration process. Appeals examine the process not the content.
2. Bases for Request for Appeal
 - 2.1 If the appellant is not satisfied with the decision of the Department Committee, then he or she may appeal to the College Promotion and Tenure Committee. The request must be made within ten (10) calendar days following the appellant's receipt of the Department Committee's decision and must be filed in the office of the academic dean. Any request that is not filed within this time limit will be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay.
 - 2.2 There are three permissible reasons to request appeal:
 - 2.21 Allegation of violation of approved departmental, collegiate, and/or University policies, including those set forth in the Faculty and Professional Personnel Handbook;
 - 2.22 Allegation of unfair treatment on the part of the decision makers;
 - 2.23 Allegation of discriminatory treatment on the part of the decision makers.
 - 2.3 When an appellant alleges violation of approved departmental, collegiate, and/or University policies, including those set forth in the Faculty and Professional Personnel Handbook, then he or she must cite the specific policies which a committee or administrator failed to follow. When filing a request for appeal, the appellant must also provide a summary of the way(s) in which the policies were violated and how such violation(s) adversely affected the appellant.
 - 2.4 When an appellant alleges unfair treatment on the part of the decision makers, then he or she must cite the specific treatment engaged in by a committee or administrator. When filing a request for appeal, the appellant must also provide a summary of the reasons why the decision in question was clearly not merited by the evidence available to the decision makers and must also attach to the summary specific and detailed evidence in support of the reasons listed in the summary. Unfair treatment is defined as decisions which are arbitrary or capricious or which are clearly not supported by the evidence.
 - 2.5 When an appellant alleges discriminatory treatment on the part of the decision makers, then he or she must cite the specific treatment engaged in by a committee or administrator. When filing a request for appeal, the appellant must also provide a summary of the constitutionally or statutorily prohibited reasons upon which he or she believes the decision was based and a detailed summary of the evidence which supports the appellant's allegation. Discriminatory treatment is defined as

decisions based upon constitutionally or statutorily prohibited reasons, including unlawful discrimination.

- 2.6 When a request for appeal is filed which alleges discriminatory treatment on the part of the decision makers, the University's Director of Equal Opportunity and Affirmative Action, or his or her designee, shall serve in an advisory capacity to the committee or hearing panel at each level of appeal. All appeals alleging discriminatory treatment in promotion and tenure decisions shall be pursued under the procedures set forth in this document rather than under the Ball State University "Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process."
- 2.7 In all cases, the appellant has the burden of proving his or her allegations.
- 2.8 The academic dean is responsible for preparing an appeal file that will consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the response and any other materials submitted by the Department Committee or Department Chair when it reconsidered its initial adverse recommendation. The appeal file will be forwarded to the chairperson of the hearing panel who will make certain that it is made available to all parties to the hearing.
- 2.81 The academic dean will assist the chairperson of the hearing panel in arranging the hearing at the collegiate level.
- 2.9 A formal hearing will take place.
- 2.91 Timing. The College Committee must hold the hearing within thirty (30) calendar days of its receipt of the request for hearing. Days outside the regular academic year will not be counted in the thirty day computation. The chairperson of the College Committee may, with good cause, extend the thirty day deadline.
- 2.92 Membership of the hearing panel. The College Promotion and Tenure Committee may serve as the hearing panel, or it may establish a separate hearing panel. The hearing panel shall consist of not fewer than five (5) faculty members, at least two (2) of whom must also be members of the Promotion and Tenure Committee establishing the panel. The chairperson of the College Promotion and Tenure Committee, or his or her designee, will serve as chairperson of the hearing panel.
- 2.921 If the appellant is a minority, at least one (1) member of the hearing panel shall be a minority. Also, at least one (1) member of the hearing panel shall be of the same gender as the appellant. If the College Promotion and Tenure Committee serves as the hearing panel, the Committee may (to meet the requirements of this paragraph) be required to add to the Committee faculty member(s) from within the college who shall participate fully in the appeal hearing. If the addition of faculty member(s) is required, the faculty member(s) selected must be approved by the dean. This paragraph shall not apply (a) if the college has no minority faculty members or faculty members of the required gender who are eligible to serve on the hearing panel, or (b) if all of the eligible minority faculty members or faculty members of the required gender either decline to serve or are disqualified from serving on the hearing panel due to their unavailability, conflict of interest, personal bias or other good and sufficient reason as determined by the College Promotion and Tenure Committee chairperson. For the purposes of this paragraph, "minority" refers to an individual who is a member of a minority classification recognized by the U.S. Equal Employment Opportunity Commission.
- 2.922 When an appeal is filed which alleges that a decision was the result of illegal discrimination, two (2) of the members of the hearing panel shall be appointed from among the full-time faculty and professional personnel serving on the Complaint Appeals Board of the Ball State University "Equal Opportunity and Affirmative Action Appeal Procedures." The appellant shall choose one (1) of such panelists and the responding party shall choose the other such panelist. If either the appellant or the responding party fails to make a selection, the University's Director of Equal Opportunity and Affirmative Action shall make that party's selection. The University's Director of Equal Opportunity and Affirmative Action, or his or her designee, shall serve in an advisory capacity to the hearing panel.
- 2.923 No one may serve to hear an appeal who has a demonstrated conflict of

- interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.
- 2.10 Parties. Parties participating in the hearing are (a) the appellant; and (b) the department chairperson and the Department Promotion and Tenure Committee chairperson, who together shall serve as the responding party (unless the chairperson of the College Promotion and Tenure Committee appoints a different individual or individuals to serve as the responding party).
- 2.11 Notice of hearing. The parties shall be given at least ten (10) days notice of the date, time, and place of the hearing, unless they waive that notice in writing. The hearing may be postponed or continued by the chairperson of the hearing panel whenever he or she may deem appropriate, or upon the request of either party for good cause shown.
- 2.12 Materials used in hearing. The parties must furnish the chairperson of the hearing panel with the following materials at least five (5) working days prior to the date of the hearings:
- 2.121 Copies of all documents upon which they intend to rely but which are not already a part of the appeal file;
- 2.122 A list of any witnesses whom they plan to call. Copies of these materials must be distributed to all participants by the chairperson of the hearing panel at least three (3) working days prior to the date of the hearing.
Additional materials and/or witnesses may not be utilized by either party at a hearing without the consent of the hearing panel.
- 2.13 Attendants at hearing. In addition to the hearing panel and the previously specified parties, the following persons may attend a hearing.
- 2.131 A full-time regular Ball State faculty or professional personnel member to serve as faculty colleague for the appellant.
- 2.132 Representative of the academic dean's office.
- 2.133 Other University-affiliated persons whose attendance is requested or approved by the chairperson of the hearing panel.
- 2.134 Any person designated by the chairperson of the hearing panel to record and to prepare a summary of the evidence presented at the hearing.
- 2.135 Witnesses called by either party. Such witnesses shall be present only while they are testifying.
- 2.136 A recording secretary designated by the appellant, if he or she desires. This person must be a full-time Ball State faculty, professional personnel, or staff member. Failure, without good cause, of the appellant or the responding party to appear and proceed at the hearing may force the hearing panel to hear and respond to the appeal in the absence of the appellant or the responding party.
- 2.14 Quorum and challenges. A majority of the members of a hearing panel shall constitute a quorum. Either party may challenge a panel member on the grounds of personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members, conducted by written ballot. If this vote results in a tie, the decision shall be made by the chairperson of the hearing panel.
- 2.15 Conduct of hearings. Hearings shall be conducted with a view toward providing the hearing panel with a complete understanding of the circumstances surrounding the decision which is being appealed. The chairperson of the hearing panel shall preside at the hearing and shall make all procedural rulings. These rulings may be reversed by a majority vote of the panel members present, including the chairperson.
- 2.16 Witnesses. Each party is responsible for ensuring the presence of his or her witnesses at a hearing. Written statements in lieu of the personal testimony of a witness shall not be permitted unless a majority of the panel members determines that a witness is unavailable to testify. All witnesses who testify may be questioned concerning any matter relevant to the hearing by any member of the hearing panel.
- 2.17 Hearing records. The hearing panel must arrange for minutes of the hearing to be taken. These minutes shall include a general summary of the major points made by the parties and participants at the hearing, any motions made or votes taken by the hearing panel. Copies of approved minutes shall be made available upon request to

the appellant and/or respondent within twenty (20) calendar days of the conclusion of the hearing. Further use of these minutes by either party is restricted to appeals at higher levels of the procedures outlined here or in external legal proceedings. Recordings or tapes of a hearing shall not be permitted.

- 2.18 Decision by the hearing panel. After the conclusion of the hearing, the hearing panel shall meet to consider the evidence presented at the hearing, or evidence already presented in the hearing file. At this time, the hearing panel may request an interview with the academic dean, or the academic dean may request an interview with the hearing panel. The hearing panel must determine whether the appeal should be upheld or denied, and it must set forth in writing a brief summary of the reasons for its decision. Copies of that decision are to be addressed to the academic dean and must be provided to all participants in the appeal within twenty (20) calendar days of the conclusion of the hearing.
- 2.181 The decision of the hearing panel shall be deemed to be the decision of the College Promotion and Tenure Committee, without further action on the part of the committee.
- 2.1811 When a hearing panel votes to uphold an appeal, then it must specify a remedy for the situation or specify a recommended course of action to the appropriate parties (for example, a rehearing of a case by a previous committee or administrator or of an appellant). If the responding party does not agree with this recommendation, that party may appeal to the University Promotion and Tenure Committee.
- 2.1812 When a hearing panel votes to deny an appeal, then the appellant has the right to appeal this decision to the University Promotion and Tenure Committee.
- 2.19 If an appellant or respondent wishes to appeal the decision of a collegiate hearing panel, either may request a hearing before the University Promotion and Tenure Committee. The request must be made within ten (10) calendar days following receipt by the appealing party of the collegiate hearing panel's decision and must be filed in the Office of the Provost and Vice President for Academic Affairs. See "Bases for Request for Appeal" VIII, 2., for information on the bases of appeal and what should be included in the request for a hearing. Any request not filed within this time limit shall be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay.
- 2.20 The Provost and Vice President for Academic Affairs designee is responsible for preparing an appeal file that shall consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the responses and any other materials submitted by the Department Committee and/or Dean ~~when it reconsidered its initial adverse recommendation.~~ (c) ~~the responses and any other materials submitted by the College Committee when it considered the appeal.~~ The appeal file shall be forwarded to the chairperson of the hearing panel who shall make certain that it is made available to all parties to the hearing.
- 2.201 The Provost and Vice President for Academic Affairs designee shall assist the chairperson of the hearing panel in arranging the hearing at the University level.
- 2.21 A formal hearing will take place.
- 2.211 Timing. The University Promotion and Tenure Committee must hold the hearing within thirty (30) calendar days of its receipt of the request for hearing. Days outside the regular academic year shall not be counted in the thirty day computation. The chairperson of the University Committee may, with good cause, extend the thirty day deadline.
- 2.212 Membership of the hearing panel. The University Promotion and Tenure Committee may serve as the hearing panel, or it may establish a separate hearing panel. The hearing panel shall consist of not fewer than five (5) faculty members, at least two (2) of whom must also be members of the Promotion and Tenure Committee establishing the panel. The chairperson of the University Promotion and Tenure Committee, or his or her designee, shall serve as chairperson of the hearing panel.

- 2.2121 When an appeal is filed which alleges that a decision was the result of illegal discrimination, two (2) of the members of the hearing panel shall be appointed from among the full-time faculty and professional personnel then serving on the Complaint Appeals Board of the Ball State University "Equal Opportunity and Affirmative Action Appeal Procedures." The appellant shall choose one (1) of such panelists and the responding party shall choose the other such panelist. If either the appellant or the responding party fails to make a selection, the University's Director of Equal Opportunity and Affirmative Action, shall make that party's selection. The University's Director of Equal Opportunity and Affirmative Action, or his or her designee, shall serve in an advisory capacity to the hearing panel.
- 2.2122 No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.
- 2.2123 If the appellant is a minority, at least one (1) member of the hearing panel shall be a minority. Also, at least one (1) member of the hearing panel shall be of the same gender as the appellant. If the University Promotion and Tenure Committee serves as the hearing panel, the Committee may (to meet the requirements of this paragraph) be required to add to the Committee faculty member(s) who shall participate fully in the appeal hearing. If the addition of faculty member(s) is required, the faculty member(s) selected must be approved by the University Promotion and Tenure Committee chairperson. For the purposes of this paragraph, "minority" refers to an individual who is a member of a minority classification recognized by the U.S. Equal Employment Opportunity Commission.

Proposed Revision 1 – 3.14.2013

Proposed Revision – 3.20.2013

Proposed Revision – 3.22.2013

Proposed Revision – 4.25.14

Revisions to Policy on Privileges and Responsibilities of Technology Users

- Page 278: **Privileges and Responsibilities of Technology Users** paragraph – “...document published on the University web site (www.bsu.edu/web/ucs/policy/).” **Replace link with** “...document published on the University web site (<http://www.bsu.edu/security/itpolicy/>)”

PRIVILEGES AND RESPONSIBILITIES OF TECHNOLOGY USERS⁹¹

Members of the University community must conduct themselves in accordance with high ethical standards related to use of technology. This policy applies to all forms of current and future technology capable of originating, storing, receiving or sending alphanumeric data and photographic or other images. Faculty may limit the use of technology in their classrooms and laboratories. In addition to maintaining a high level of ethical behavior, each member of the University community agrees to abide by particular policies published elsewhere in this document, including the “Code of Student Rights and Responsibilities” and the “Information Technology Users’ Privileges and Responsibilities” document published on the University web site www.bsu.edu/web/ucs/policy/ (<http://www.bsu.edu/security/itpolicy/>). These policies are periodically reviewed and updated by the Campus Council, Faculty Council, University Council and the University Senate.

(Page 278, Faculty and Professional Personnel Handbook)

- Page 336: **Section 5.2.3 – Computer Misuse** “See also Information Technology Users’ Privileges and Responsibilities Policy, **Appendix E.**” **Replace ‘Appendix E’ with** “See also Information Technology Users’ Privileges and Responsibilities Policy, <http://www.bsu.edu/security/itpolicy/>”

5.2.3 Computer Misuse - Any behavior violating policies governing the use of the University’s computer system and related equipment/technology. *See also Information Technology Users’ Privileges and Responsibilities Policy, Appendix E.* <http://www.bsu.edu/security/itpolicy/>.

- Page 368: **Remove entire section of APPENDIX E** - Information Technology Users’ Privileges and Responsibilities

APPENDIX E – Information Technology Users’ Privileges and Responsibilities

The Information Technology Users’ Privileges and Responsibilities are maintained by the Office of Information Security Services. While this Appendix is maintained for student convenience, students should check www.bsu.edu/security/itpolicy/ for a copy of the most current policy.

1. INTRODUCTION

Information technology plays a crucial role in the delivery of Ball State University’s educational mission. In making use of these shared resources, members of the university community have a responsibility to help create an intellectual environment in which students, faculty and staff may feel free to create and collaborate with colleagues both on and off campus without fear that the products of these efforts will be violated by misrepresentation, tampering, illegal access, destruction, or theft. This policy outlines the ethical and acceptable use of information systems and resources at Ball State University as well as the duties and responsibilities incumbent upon everyone who makes use of these resources.

2. SCOPE

This policy applies to all students and employees, as well as all others who make use of Ball State University information technology resources and services. Violations of this policy are unethical and possibly unlawful and may result in sanctions as discussed below.

3. ~~AVAILABILITY OF SERVICES~~

~~The university takes all reasonable steps to ensure that information technology resources are free from errors, viruses, and malicious activity by conducting regular security scanning of production systems and engaging in proactive security monitoring. However, due to the fact that information technology infrastructure is composed of a wide variety of systems including personal computers not under the control of the university, Ball State University does not guarantee that the safety or reliability of services or access are free from all dangers.~~

~~Ball State University will make reasonable efforts to maintain the confidentiality of the storage contents and to safeguard the contents from loss, but cannot be held liable for the inadvertent or unavoidable loss or disclosure of the contents, or for disclosure resulting from the unlawful acts of others. Because of these limitations, services and access are provided on an “as is” basis and to the extent permissible by law, the university hereby excludes all implied warranties and guarantees of availability or quality of services, including without limitation any expectation as to skill and care or timeliness of performance.~~

4. ~~CENSORSHIP~~

~~Freedom of expression and preservation of an open environment within which to pursue scholarly inquiry and to share information is central to the academic mission of Ball State University. While freedom of expression will generally be protected, users of institutional systems must also respect the legal and ethical boundaries of such usage.~~

~~Ball State University reserves the right to limit or restrict the use of its information technology resources based on institutional priorities and financial considerations. Content found to be inconsistent with institutional purposes is subject to immediate suspension or removal by the administrator of the relevant system or their designee. Conduct and related content does not meet the institutional purposes of the university when it is found to be:~~

- ~~a. In possible violation of federal, state, or local laws.~~
- ~~b. May violate the copyright or other intellectual property rights of others.~~
- ~~c. Harassing or threatening, or otherwise disruptive to the learning or working environment.~~
- ~~d. In violation of other university policies, procedures, or contractual obligations.~~
- ~~e. Inappropriate for the stated purpose of the system, service, or environment.~~
- ~~f. A security risk affecting the confidentiality, integrity, or availability of services.~~
- ~~g. Otherwise inconsistent with the mission of the university.~~

~~Anyone who becomes aware of conduct or content on university systems which may be in violation of the above requirements should report the incident as described in the *Reporting Suspected Security Breach Or Policy Violation* section below.~~

~~Users whose information is removed will be notified of the removal as soon as is feasible. Users who wish to appeal such removal may do so through an appeal board made up of the governing body appropriate to the system and status of the user. If no appeal board exists the appeal may be made to the Director of University Computing Services.~~

5. ~~CONFIDENTIALITY~~

~~In general, and subject to applicable law, the university reserves the right to access files, documents, and other information residing on university owned or controlled equipment and services. All such infrastructure is subject to the policies of Ball State University, and the university may exercise its ability under certain circumstances to access, restrict, monitor and regulate these systems. Policy for such monitoring and access is described below:~~

a. ~~Administrative Monitoring and Inspection~~

~~Although the university retains ownership and rights as described above, monitoring and administrative inspection of electronic systems will be strictly controlled. Any such monitoring will be governed by applicable U.S. and Indiana laws and by university policies. Monitoring of information systems communications may only be conducted when there is evidence or reasonable belief that there is risk of activity inconsonant with institutional purposes as defined above. Each such incident of monitoring and inspections of information systems or communications will be approved in advance by the Director of University Computing Services, the Information Security Officer, or their designee having the written pre approval of the Vice President of Information Technology to engage in such monitoring and inspections. The Information Security Officer will establish detailed written technical procedures for such monitoring and will ensure ongoing adherence to such procedures. Records of all monitoring activity will be maintained by the Information Security Officer and shared with the Director of University Computing Services and the Vice President of Information Technology. When monitoring reveals evidence of a violation of the law or university policy, the results of such monitoring will be reported to appropriate university administrators and may be shared with external entities including law enforcement agencies.~~

b. ~~Non-Intrusive Monitoring~~

~~All users of university systems should be aware that non-intrusive monitoring of campus network traffic and security scanning of information systems occurs routinely, to assure adequate confidentiality, availability, and integrity of university systems and to identify and resolve problems. When problem traffic patterns suggest that information security, integrity, or performance has been compromised, Information Security staff will investigate and protective restrictions, including the commencement of intrusive monitoring as described above, may be applied until the condition has been rectified.~~

c. ~~University Employees~~

~~University employees are provided with the use of university resources for work-related purposes. Accordingly, employees may be directed to produce certain work files or to make the information in a computer account accessible to a supervisor or other employee. In the event that business-related files stored on an employee's account or workstation become inaccessible because of absence, death, or severance of employment from the university, the supervisor of the department may request access to such business-related files be granted to an alternate employee.~~

d. ~~Public Records~~

~~Under Indiana law (Indiana Code 5-14-3) any official university documents in the files of employees of the State of Indiana may be found to be a public document, and hence subject to inspection through the public records act.~~

e. ~~Other Administrative Access~~

~~Under certain circumstances, the Director of University Computing Services or the Information Security Officer, in consultation with the Vice President of Information Technology may authorize access to certain information by third parties. For example, personal e-mail or other communications may be released to the relatives of a deceased student or employee. In such circumstances, the Information Security Officer will direct the technical information access procedures and will document each such incident in writing to the Director of University Computing Services and the Vice President of Information Technology.~~

~~If any user has evidence of the fact that his or her privacy or other rights have been infringed upon by another user, the affected party may ask for monitoring or inspection through the appropriate university office or legal authority as detailed above. Individuals involved in conducting such monitoring must retain records of these directives for a period of not less than five (5) years.~~

6. ~~PERSONAL & COMMERCIAL USAGE OF INFORMATION TECHNOLOGY RESOURCES~~

~~Ball State University information technology resources exist to support the university's mission of education, research, and public service. These facilities and resources are provided in large part by funding from taxpayers of Indiana for the academic use of our students, faculty and staff. We all must be responsible stewards of these resources. Generally the use of university information technology resources is limited to institutional purposes such academic research, study, instruction, discharge of employee duties in conjunction with official business of the university, and other purposes related to university sanctioned activities. Personal and commercial usage is governed by the following policies:~~

a. ~~Permitted Personal Usage~~

~~Incidental personal usage of Ball State University information technology resources by students and employees of the university is acceptable, provided the usage adheres to all applicable university policies and does not result in additional costs to the university. Note that licensing of some software and information systems is restricted to educational use only and hence may not be used for even incidental personal purposes unless permitted within the terms of the relevant license agreement.~~

b. ~~Permitted Commercial Usage~~

~~The use of Ball State University information technology systems for academically related but commercial purposes is permitted only with approval of the Office of Academic Research and Sponsored Programs. Researchers who require substantial computer resources as part of grants and consulting contracts may be required to reimburse BSU for a portion of the resource costs.~~

c. ~~Personal and Commercial Uses Not Permitted~~

~~Technology resources, including Internet access through the university network, may not be utilized in ways which may be inconsistent with the university's tax-exempt status or legal obligations, such as using university systems for hosting or advertising commercial services for private financial gain, political campaigning, or services to outside organizations not recognized by the university as being entitled to make use of university resources. Personal usage of a nature disruptive to the~~

learning or working environment, such as subjecting other members of the university community to pornographic content unrelated to an academic purpose is also prohibited. Under no circumstances may incidental personal or commercial usage involve violations of the law, interfere with the fulfillment of an employee's university responsibilities, or adversely impact or conflict with activities supporting the mission of the university.

7. INDIVIDUAL RESPONSIBILITIES

Thousands of students, faculty and staff share information technology resources at Ball State University. Irresponsible usage by even a small number of users has the potential to seriously disrupt the work of others within the community. All users are expected to exercise due diligence in the care of their own information, and to be civil and respectful of other users of these systems and technology resources. The following responsibilities are incumbent upon all users of Ball State University Information Technology resources:

a. General Requirements

i. Liability for Personal and Harassing Communications

Individual users are responsible for their own words and actions. Other than official publications, the university is not expected to be aware of, and is not responsible for, material that individuals may post, send, or publish. Harassing communications are prohibited and include repeated contacts with a person who has requested to be left alone absent some legitimate institutional purpose for such communication. Harassment may also involve malicious public disclosure of private facts, threats, defamation, and vulgar or repulsive content posted about an individual or group.

ii. Responsibility to Read E-Mail from the University

Certain official communications from the university are delivered to students and employees through their assigned e-mail address. Each person has a responsibility to maintain and regularly check their e-mail account, whether hosted at Ball State University or elsewhere, and to ensure their account is capable of receiving these official communications so that important email messages sent by the University are not missed.

iii. Reporting Suspected Security Breach Or Policy Violation

Anyone who discovers or suspects an information security breach involving confidential information of the university has a duty to report the breach to the Office of Information Security Services by e-mail at security@bsu.edu or by phone at 765-285-1549. Reporting must not be delayed in order to collect more information or to make a determination if a breach has actually occurred.

b. Responsibility to Protect Confidential Information And Access

i. Ability To Access Does Not Grant An Unlimited Right

Legitimate use of resources does not extend to whatever one is capable of doing with them. Although information security controls may permit access, a person may not access confidential information unless they have some legitimate reason for doing so. For example, employees with access to confidential student records have no right to access them absent an approved legitimate business purpose.

ii. Sharing Of Passwords Is Prohibited

User accounts are generally assigned to individuals and may not be shared with any other person. No university employee or student may ask for a password assigned to another person. Where there is a legitimate need for access, proxy rights or similar methods may be used which do not require the sharing of individually assigned passwords.

iii. Disclosure Of Confidential Information to Third Parties

Unauthorized access or disclosure of confidential information or information otherwise protected by the university is prohibited by Indiana and federal law. Questions regarding appropriate access or disclosure of information should be directed to the area of the university having administrative responsibility for it, typically Business Affairs, Student Affairs, or Marketing & Enrollment Management as appropriate.

ix. Access Revocation Upon Change of Position Or Severance Of Employment

Employees have a duty to renounce access to confidential information upon severance from the university or a change in position in which such access has not previously been approved. Supervisors of employees having such access must ensure that access rights have been revoked upon such severance or change in position or status.

c. Responsibility to Refrain From Doing Harm

~~i. Minimum Standards for Connected Systems~~

~~Students, employees, and guests of the university who connect computer systems to the university network have a duty to ensure that these systems are free from malicious software including viruses, spyware, root kits and other programs which may attempt to flood or attack other university system. Computers or devices which do not meet minimum standards may be isolated and disconnected without notice.~~

~~ii. Subversion Of Security~~

~~Attempted bypass or subversion of security restrictions is prohibited. Unauthorized attempts to access files, passwords, or other confidential information of others, and unauthorized vulnerability scanning of systems other than those owned by the user is prohibited without prior approval of the Information Security Officer.~~

~~iii. Misrepresentation Of Identity~~

~~Using information systems to initiate or continue communications using the name or identity of another person without the explicit authorization of the person whose identity is being impersonated is prohibited.~~

~~8. POLICY REGARDING DEPLOYMENT OF INFORMATION SYSTEMS~~

~~Policies and standards regarding information security and deployment of information systems are contained within the *Production Information Systems Integration and Supportability Standards Procedures, and Practices* which can be found at <http://www.bsu.edu/informationtechnology/itgovernance/>. These policies apply to all production information systems at Ball State University.~~

~~9. SUSPENSION OF SERVICES AND OTHER SANCTIONS~~

~~Access to university information technology resources is a privilege. Violations of the above policies and standards may result in penalties ranging from a reprimand and temporary loss of access, to referral to the appropriate university office for imposition of further evaluation and possible sanctions including the possibility of expulsion from the university and dismissal from a position. Student conduct utilizing information technology resources or facilities which may violate the *Code of Student Rights and Responsibilities* will be referred to the Office of Student Rights and Community Standards for possible disciplinary action. Certain violations of this policy may also be prohibited under Indiana or federal law, and are therefore subject to possible criminal prosecution.~~

(Page 368, Faculty and Professional Personnel Handbook)

Academic Posting 2013-14 Volume XLV-13

New and Revised Programs

Academic Programs

- Bachelor's Degrees
- Second Bachelor's Degrees
- Concurrent Bachelor's Degrees

University Core Curriculum

- Foundations

Interdepartmental Programs

Certifications:

- 151 Final Cut Pro, Level 1 (1-3)
- 152 Sound Editing in Final Cut Studio, Level 1 (1-3)
- 153 Color Correction in Final Cut Studio, Level 1 (1-3)
- 154 Motion, Level 1 (1-3)
- 155 DVD Studio Pro, Level 1 (1-3)
- 160 Photoshop (1-3)
- 161 Dreamweaver (1-3)
- 162 Flash (1-3)
- 163 After Effects (1-3)
- 164 Illustrator (1-3)
- 251 Final Cut Pro, Level 2 (1-3)
- Independent Study in Peace Studies and Conflict Resolution (1-3)
- Internship in Peace Studies and Conflict Resolution (1-6)

College of Applied Sciences and Technology

Department of Family and Consumer Sciences

- Major in Pre-Dietetics/Dietetics

School of Nursing

- Master of Science (MS) in Nursing
- Post-Master's Certificate Adult/Gerontology Nurse Practitioner
- Post-Master's Certificate Family Nurse Practitioner
- Post-Master's Certificate Family Nurse Practitioner for the Adult Nurse Practitioner
- Post-Master's Certificate Nurse Educator
- Post-Baccalaureate Certificate Program in Nursing Education
- Post-Baccalaureate Certificate Program in Evidence-Based Clinical Practice

College of Sciences and Humanities

Interdepartmental Programs

- (NEW) Certificate in Humanities and Entrepreneurship
- (NEW) Certificate in Social Sciences Entrepreneurship

ISSUES IN THE SENATE SYSTEM, 2014-15

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>FACULTY COUNCIL</i>												
Telecommuting	Salary&Benefits, to Business Affairs	11/19/12 3/19/13										
Revision of Current Family Leave Policy	Salary&Benefits, to Business Affairs	9/17/12 3/19/13										
Anti-Nepotism Policy	AF&E	11/4/13										
Special Assigned Leave Policy	Special Leave	11/4/13										
Chronic Unsatisfactory Performance Policy	UP&T, to Faculty S&B, to Judicial	2/3/14										
Policy on Consensual Sexual Relationships	Academic Freedom & Ethics	6/16/14										
Statement on Diversity & Inclusion	Council(s)	6/16/14										
Policy on Grades and Attendance	Council(s)	6/16/14										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>UNIVERSITY COUNCIL</i>												
Telecommuting	Salary&Benefits to Business Affairs	11/19/12 3/19/13										
Online Evaluations	Online&Distance Education											
Statement on Diversity & Inclusion	Council(s)	6/16/14										
Policy on Grades and Attendance	Council(s)	6/16/14										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>CAMPUS COUNCIL</i>												
Cardinal Cash												
Statement on Diversity & Inclusion	Council(s)	6/16/14										
Policy on Grades and Attendance	Council(s)	6/16/14										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>AGENDA COMMITTEE</i>												
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>GOVERNANCE AND ELECTIONS</i>												
Membership of Professional Education Committee	From Faculty Council to PEC	1/26/12 2/2/12										

	<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
1.	<u>University Senate 2014-15</u> (70 Members)				
	Chairperson: Amy Harden			Voting	Ex officio: Paul Ferguson
	Vice Chairperson: Chin-Sook Pak			Voting	Ex officio: Terry King
	Secretary: Lisa Pellerin			Voting	Ex officio: Michael Hanley
	Parliamentarian:			Voting	Ex officio: Chair, UC
	Undersecretary: Melanie Turner (Non-voting)			Voting	Ex officio: Kevin Thurman

Voting Academic Dean: Michael Maggiotto

Faculty (by Department within Colleges):

Amy Harden	2016	Family and Consumer Sciences	CAST	Department
Tarek Mahfouz	2015	Technology	CAST	Department
Benjamin Collins	2015	Military Science	CAST	Department
Cynthia Thomas	2015	School of Nursing	CAST	Department
James Johnson	2016	School of Physical Education, Sport & Exercise Science	CAST	Department
Michele Chiuni	2016	Architecture	CAP	Department
Carla Corbin	2015	Landscape Architecture	CAP	Department
Nihal Perera	2016	Urban Planning	CAP	Department
Li Sun	2015	Accounting	COB	Department
Erik Nesson	2016	Economics	COB	Department
John Fitzgerald	2015	Finance and Insurance	COB	Department
Thawatchai Jitpaiboon	2016	Information Systems and Operations Management	COB	Department
Joseph Chapman	2015	Marketing and Management	COB	Department
Ron Kovac	2016	Center for Information and Communication Sciences	CCIM	Department
Laura O'Hara	2015	Communication Studies	CCIM	Department
Michael Hanley	2016	Journalism	CCIM	Department
Dom Caristi	2015	Telecommunications	CCIM	Department
Andy Beane	2016	School of Art	CFA	Department
Elizabeth Crawford	2015	School of Music	CFA	Department
Karen Kessler	2016	Theatre and Dance	CFA	Department
Mark Hill (Ron Hicks – Fall, 2014)	2015	Anthropology	CSH	Department
	2016	Biology	CSH	Department
Scott Pattison	2015	Chemistry	CSH	Department
Paul Buis	2016	Computer Science	CSH	Department
Bryan Byers (Jerome McKean – Fall, 2014)	2015	Criminal Justice and Criminology	CSH	Department
Joyce Huff	2016	English	CSH	Department
Jerzy Jemiolo	2015	Geography	CSH	Department
Scott Rice-Snow	2016	Geological Sciences	CSH	Department
Sergei Zhuk	2015	History	CSH	Department
Irene Livshits	2016	Mathematical Sciences	CSH	Department
Chin-Sook Pak	2015	Modern Languages and Classics	CSH	Department
Joshua Gruver	2016	Natural Resources and Environmental Management	CSH	Department
Elizabeth Agnew	2015	Philosophy and Religious Studies	CSH	Department

<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
University Senate Membership (cont.)				
Ranjith Wijesinghe	2016	Physics and Astronomy	CSH	Department
Becci Brey	2015	Physiology and Health Science	CSH	Department
Darren Wheeler	2016	Political Science	CSH	Department
Johnathan Forbey	2015	Psychological Science	CSH	Department
Ann Brown	2016	Social Work	CSH	Department
Lisa Pellerin	2015	Sociology	CSH	Department
Barry Wagner	2016	Speech Pathology and Audiology	CSH	Department
Stefania Aegisdottir	2015	Counseling Psychology and Guidance Services	TC	Department
Lynn Lehman	2016	Educational Leadership	TC	Department
Jocelyn Bolin	2015	Educational Psychology	TC	Department
Bo Chang	2016	Educational Studies	TC	Department
Kathleen Kreamelmeyer	2015	Elementary Education	TC	Department
Kourtland Koch	2016	Special Education	TC	Department
Brad Canada	2015	Burris Laboratory School		Department
<u>Contract Faculty:</u>				
Jennifer Christman	2016	Criminal Justice and Criminology	Full-Time Contract Faculty	
Shon Byrum	2015	Burris Laboratory School	Full-Time Contract Faculty	
<u>Professional Personnel:</u>				
Mark Holtzman	2016	Academic Advising		Area
Leisa Julian	2015	Business Affairs		Area
Scott McFadden	2016	University Libraries		Area
Chris Munchel	2015	Admissions		Area
Julie Stroh	2016	Alumni Programs		Area
Jennifer Jones-Hall	2015	Student Life		Area
President, Student Government Association: Nicholas Wilkey				
President, Student Senate:				
President Pro Tempore Student Senate:				
Undergraduate Students (6):				
Graduate Student (1): Divakar Dev Singh				

<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
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1.1 Agenda Committee (11 Members)

Chairperson: Amy Harden

Voting Ex officio: Terry King

Vice Chairperson: Chin-Sook Pak

Secretary: Lisa Pellerin

Parliamentarian:

Undersecretary: Melanie Turner (Non-voting)

Laura O'Hara	2016	Communication Studies	CSH	Senate
Elizabeth Agnew	2015	Philosophy and Religions Studies	CSH	Senate
Darren Wheeler	2015	Political Science	CSH	Senate

Chairperson, Faculty Council: Michael Hanley

Chairperson, University Council:

Chairperson, Campus Council: Kevin Thurman

President Pro Tempore, Student Senate: Bryan Kubel

1.2 Governance and Elections Committee (14 Members)

Chairperson: Chin-Sook Pak

Voting Ex officio: Marilyn Buck

Secretary:

Voting Ex officio: Nicholas Wilkey

Undersecretary: Melanie Turner (Non-voting)

Parliamentarian:

Academic Dean: John Jacobson

Tarek Mahfouz	2016	Technology Consumer Sciences	CAST	FC
Erik Nesson	2015	Economics	COB	FC
Mike Hanley	2015	Journalism	CCIM	FC
Kip Shawger	2015	Theatre & Dance	CFA	FC
Nihal Perera	2016	Urban Planning	CAP	FC
Lynn Lehman	2015	Educational Leadership	TC	FC
Lisa Pellerin	2015	Sociology	CSH	FC
Leisa Julian	2015	Business/Auxiliary Services		UC
Michael Gillilan	2016	Student Rights and Community Standards		UC
Jack Hesser	2015			CC

2. NAME TERM DEPARTMENT COLLEGE SELECTED BY:
Campus Council
 (20 Members)

Chairperson: Kevin Thurman	Ex officio: Tom Taylor
Vice Chairperson: Jack Hesser	Ex officio: VP, Business Affairs
Secretary: Amy Cipolla	Ex officio: Hudson Akin
Executive Secretary: Melanie Turner (non-voting)	Ex officio: Phil Repp
	Ex officio: Kay Bales
	Ex officio: Chair, UC
	Ex officio: Michael Hanley
	Ex officio: Jim Mills

Angie Day	2016	Communication Studies	CCIM	FC
Wendy Saver	2015	Theatre and Dance	CFA	FC
Julia Dotson	2015	Office of the Registrar		UC
Michael Gillilan	2016	Student Rights and Community Standards		UC

Student Government Association Students (7):

Residence Hall Association Representatives (2):

2.1 **Events Programming and Scheduling Committee**
 (18 Members)

Chairperson:	Ex officio: David (Kip) Shawger
Secretary:	Ex officio: Julie Stroh
	Ex officio: Robert Myers
	Ex officio: Dan Byrnes
	Ex officio: Kristi Chambers
	Ex officio: Scott Truex

Rachel Kraus	2015	Sociology	CSH	FC
Roger McConnell	2016	School of Music	CFA	FC
Larry Markle	2015	Disabled Student Development		CC
Mark Parkison	2015	Academic Advising		UC
Scott Carrico	2016	Student Center Programs		UC

Students (2):

Campus Council Representative: (2016)

Community Representatives (4): Van Smith, Charles Routh, Nancy Millard, Kermit and Mary Ellen Hays

<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
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2.2 **Public Safety Committee**

(11 Members)

Chairperson:
Secretary:

Ex officio: Director of Public Safety
Ex officio: Hank Gerhart
Ex officio:
Ex officio: Allison Wymbissinger

Peggy Rice	2016	English	CSH	CC
Joseph Chapman	2015	Marketing & Management	COB	FC
Jerome McKean	2016	Criminal Justice/Criminology	CSH	FC
Jeff Shoup	2016	Housing & Residence Life		UC
Katie Slabaugh	2015	Student Affairs		UC

Campus Council Representative (1): Sue Weller (2015)

Students (2): (G)

2.21 **Parking Subcommittee**

(10 Members)

Chairperson:
Secretary:

Ex officio: Alan Hargrave
Ex officio:
Ex officio:

Campus Council Representatives (2): Angie Day (14), (15)

Faculty Council Representatives (2): Chin Sook Pak (15), Karen Kessler (16)

University Council Representatives (2): Charles Haynes (15), Derek Berger (16)

Students (2):

Community Representatives appointed by the President (2):

2.21 **University Traffic Appeals Subcommittee**

(10 Members)

Chairperson:
Secretary:

Ex officio: Nancy Wray
(Non-voting)

Campus Council Representatives (2): **Kevin Thurman** (15), **Aric Hopper** (15) (BOTH ARE STUDENTS)

Faculty Council Representatives (2): Darren Wheeler (15), Bo Chang (16)

University Council Representatives (2): Matt Kovach (15), Katie Bohnert (16)

Staff/Service Personnel Representatives (2): (Service), Marta Stephens (Staff)

Students (2):

2.3 Student Activities Committee (12 Members)

Ex officio: Dan Byrnes

Students (3):

2.4 Student Center Committee

(14 Members)

Ex officio: Robert Myers

Student (1 appointed by UPB):

2.5 Student Financial Assistance Committee

(9 Members)

Ex officio: John McPherson

Students (2):

2.6 NAME TERM DEPARTMENT COLLEGE SELECTED BY:
Student Rights, Ethics and Standards Committee
(11 Members)

Chairperson:
Secretary:

Ex officio: Alyssa France
Ex officio: Michael Gillilan
Ex officio: Mark Parkison
Ex officio: Tom Taylor

Jason Dunham	2015	Chemistry	CSH	CC
Richard Petts	2016	Sociology	CSH	FC
Gwen White	2015	Accounting	COB	FC
Larry Markle	2015	Disability Services		UC
Bart Upah	2016	Housing/Residence Life		UC

Campus Council Representative (1): Julia Dotson (15)

Students (2):

NAME TERM DEPARTMENT COLLEGE SELECTED BY:

3. Faculty Council

(54 Members)

Chairperson: Michael Hanley
Vice Chairperson: Darren Wheeler
Secretary: Andy Beane
Parliamentarian:
Undersecretary: Melanie Turner (Non-voting)

Ex officio: Terry King
Ex officio: Chair, UC
Ex officio: Kevin Thurman

Academic Dean: Michael Maggiotto

Faculty (by Department within Colleges):

Amy Harden	2016	Family and Consumer Sciences	CAST	Department
Tarek Mahfouz	2015	Technology	CAST	Department
Benjamin Collins	2015	Military Science	CAST	Department
Cynthia Thomas	2015	School of Nursing	CAST	Department
James Johnson	2016	School of Physical Education, Sport & Exercise Science	CAST	Department
Michele Chiuini	2016	Architecture	CAP	Department
Carla Corbin	2015	Landscape Architecture	CAP	Department
Nihal Perera	2016	Urban Planning	CAP	Department
Li Sun	2015	Accounting	COB	Department
Erik Nesson	2016	Economics	COB	Department
John Fitzgerald	2015	Finance and Insurance	COB	Department
Thawatchai Jitpaiboon	2016	Information Systems and Operations Management	COB	Department
Joseph Chapman	2015	Marketing and Management	COB	Department
Ron Kovac	2016	Center for Information and Communication Sciences	CCIM	Department
Laura O'Hara	2015	Communication Studies	CCIM	Department
Michael Hanley	2016	Journalism	CCIM	Department
Dom Caristi	2015	Telecommunications	CCIM	Department
Andy Beane	2016	School of Art	CFA	Department
Elizabeth Crawford	2015	School of Music	CFA	Department
Karen Kessler	2016	Theatre and Dance	CFA	Department
Mark Hill (Ron Hicks – Fall, 2014)	2015	Anthropology	CSH	Department
	2016	Biology	CSH	Department
Scott Pattison	2015	Chemistry	CSH	Department
Paul Buis	2016	Computer Science	CSH	Department
Bryan Byers (Jerome McKean – Fall, 2014)	2015	Criminal Justice and Criminology	CSH	Department
Joyce Huff	2016	English	CSH	Department
Jerzy Jemiolo	2015	Geography	CSH	Department
Scott Rice-Snow	2016	Geological Sciences	CSH	Department
Sergei Zhuk	2015	History	CSH	Department
Irene Livshits	2016	Mathematical Sciences	CSH	Department
Chin-Sook Pak	2015	Modern Languages and Classics	CSH	Department
Joshua Gruver	2016	Natural Resources and Environmental Management	CSH	Department

<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
Faculty Council Membership (cont.)				
Elizabeth Agnew	2015	Philosophy and Religious Studies	CSH	Department
Ranjith Wijesinghe	2016	Physics and Astronomy	CSH	Department
Becci Brey	2015	Physiology and Health Science	CSH	Department
Darren Wheeler	2016	Political Science	CSH	Department
Johnathan Forbey	2015	Psychological Science	CSH	Department
Ann Brown	2016	Social Work	CSH	Department
Lisa Pellerin	2015	Sociology	CSH	Department
Barry Wagner	2016	Speech Pathology and Audiology	CSH	Department
Stefania Aegisdottir	2015	Counseling Psychology and Guidance Services	TC	Department
Lynn Lehman	2016	Educational Leadership	TC	Department
Jocelyn Bolin	2015	Educational Psychology	TC	Department
Bo Chang	2016	Educational Studies	TC	Department
Kathleen Kreamelmeyer	2015	Elementary Education	TC	Department
Kourtland Koch	2016	Special Education	TC	Department
Brad Canada	2015	Burris Laboratory School		Department
<u>Contract Faculty:</u>				
Jennifer Christman	2016	Criminal Justice and Criminology	Full-Time Contract Faculty	
Shon Byrum	2015	Burris Laboratory School	Full-Time Contract Faculty	

NAME TERM DEPARTMENT COLLEGE SELECTED BY:

3.1 **Academic Freedom and Ethics Committee**

(10 Members)

Chairperson:

Ex officio: Mitchell Whaley

Secretary:

Nihal Perera	2015	Urban Planning	CAP	FC
	2015		CFA	FC
Ione DeOllos	2015	Sociology	CSH	FC
Diana Saiki	2015	Family & Consumer Sciences	CAST	FC
Thawatchai Jitaiboon	2016	Information Systems & Information Management	COB	FC
	2016		TC	FC
Leisa Julian	2015	Business Affairs		UC
Gary Pavlechko	2016	Teaching/Assessment/Scholarship		UC

Faculty Council Representative: Laura O'Hara (CCIM), (15)

3.2 **Academic Technology Committee**

(11 Members)

Chairperson:

Ex officio: Terry King

Secretary:

Ex officio: Phil Repp

Joe Blalock	2015	Landscape Architecture	CAP	FC
Russ Wahlers	2016	Marketing and Management	COB	FC
Karen Kessler	2016	Theatre & Dance	CFA	FC
Mark Hill	2015	Anthropology	CSH	FC
Laura Clarke	2016	Special Education	TC	FC
Stefan Kaur	2015	Emerging Technologies		UC
Sarah Aldridge	2016	iLearn		UC
Steve Fulton	2015	New Media & Alumni Svcs.		UC

Faculty Council Representative: Michael Hanley (CCIM) (2015)

Student (1): Aric Hopper

<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
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3.3 Contract Faculty Committee (11 Members)

Chairperson:			Ex officio:	Jacquelyn Buckrop
Secretary:				
Jason Dunham	2015	Chemistry	CSH	FC
Tonya Skalon	2016	School of Physical Education, Sport, and Exercise Science	CAST	College
Susan Lankford	2015	Architecture	CAP	College
Marc Pendel	2016	Marketing & Management	COB	College
Sheryl Swingley	2015	Journalism	CCIM	College
	2016		CFA	College
Robin Rufatto	2015	Mathematical Sciences	CSH	College
Shon Byrum	2016	Burris Laboratory School	TC	College

Faculty Council Representative: Jennifer Christman (2016)

Undergraduate Student (1):

Graduate Student (1):

3.4 Creative Arts Committee (10 Members)

Chairperson:			Ex officio:	Michael O'Hara
Secretary:			Ex officio:	Justin Miller
	2015		CAP	FC
Jinhee Nam	2016	Family & Consumer Sciences	CAST	FC
Frank Gray	2016	Communication Studies	CCIM	FC
Sviatoslav Dmitriev	2016	History	CSH	FC
Nancy Melser	2015	Elementary Education	TC	FC
	2013		COB	FC

Faculty Council Representative: Andy Beane (CFA) (2015)

Undergraduate Student (1):

Graduate Student (1):

<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
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3.5 Creative Teaching Committee
(9 Members)

Chairperson:
Secretary:

Ex officio: Gary Pavlechko

Faculty Council Representatives:

Cynthia Thomas	2015	School of Nursing	CAST	FC
Carla Corbin	2015	Landscape Architecture	CAP	FC
Li Sun	2016	Accounting	COB	FC
Ronald Kovac	2015	Ctr. for Info&Comm.Sciences	CCIM	FC
Joyce Huff	2015	English	CSH	FC
Jocelyn Bolin	2016	Educational Psychology	TC	FC

Faculty Council Representative: Karen Kessler (CFA) (2016)

Undergraduate Student (1):

Graduate Student (1):

3.6 Faculty Salary and Benefits Committee
(9+ Members)

Chairperson: Paul Buis (2014-15)
Secretary: Laura O'Hara

Ex officio: Rajib Sanyal (Provost's Designee)
Ex officio:
Ex officio: Chair, PPS&B
Ex officio: F&BA Rep.

Nihal Perera	2016	Urban Planning	CAP	FC
	2015		CAST	FC
Joseph Chapman	2016	Marketing & Management	COB	FC
Elizabeth Crawford	2016	School of Music	CFA	FC
Laura O'Hara	2015	Communication Studies	CCIM	FC
Paul Buis	2015	Computer Science	CSH	FC
Kourtland Koch	2015	Special Education	TC	FC

NAME TERM DEPARTMENT COLLEGE SELECTED BY:

3.7 Graduate Education Committee

(27 Members)

Chairperson: Deborah Mix Ex officio: Staci Davis
 Vice Chairperson: Linda Pohly Ex officio: Robert Morris
 Secretary: Marilyn Quick Ex officio: Carolyn Kapinus
 Executive Secretary: Sharon Hahn (Non-voting)

Graduate Faculty Representatives (by College):

Lindsey Blom	2016	School of Physical Education, Sport, and Exercise Science	CAST	College
Walter Grondzik	2015	Architecture	CAP	College
Marcus Wolfe	2016	Marketing & Management	COB	College
Mark Masse'	2015	Journalism	CCIM	College
	2016		CFA	College
Jeffrey Fry	2015	Philosophy & Religious Studies	CSH	College
Jennifer Grouling	2015	English	CSH	College
Sergei Zhuk	2015	History	CSH	College
Petra Zimmermann	2015	Geography	CSH	College
Linda Martin	2016	Educational Psychology	TC	College
David McIntosh	2016	Elementary Education	TC	College

Faculty Council Representatives (2):

Andy Beane (2016), Dom Caristi (2015)

Faculty Council Representatives recommended by Dean of Graduate School (3):

Marilynn Quick (2016), Deborah Mix (2016), Linda Pohly (2015)

Graduate Students (7): Kelsey E. Shapiro (CAST) Lara E. Olinger, (CAP) Ted (Haochen) Du (COB)
 Sara Nahrwold (CCIM), Jaclyn M. Wappel, (CFA), Michael T. Cooper (CSH), (TC)

3.8 Library Committee

(14 Members)

Chairperson: Ex officio: Arthur Hafner
 Secretary:

	2014		CAST	FC
Nicole Cardassilaris	2015	School of Art	CFA	FC
	2014		CAP	FC
Robin Blom	2016	Journalism	CCIM	FC
Nicholas Poppe	2016	Modern Languages and Classics	CSH	FC
Michelle Glowacki-Dudka	2015	Educational Studies	TC	FC
Michael Twigg	2015	University Libraries		UC
C. Jeremy Barney	2016	Journalism		UC

Faculty Council Representative: (COB) (2015)

Member of Undergraduate Education Committee (1):

Member of Graduate Education Committee (1):

Undergraduate Student (1):

Graduate Student (1): Jennifer Schilling

3.9 NAME TERM DEPARTMENT COLLEGE SELECTED BY:
Professional Education Committee
(21 Members)

Chairperson:	Ex officio:	Jayne Beilke
Secretary:	Ex officio:	Sharon Bowman
	Ex officio:	John Merbler
	Ex officio:	Sharon Paulson
	Ex officio:	John Jacobson
	Ex officio:	James Stroud

Shireen DeSouza	2015	Biology	CSH	College
Sarah Drake Brown	2016	History	CSH	College
Tom McConnell	2015	Biology	CSH	College
Brian Hayes	2015	Journalism	CCIM	College
Richard Seymour	2016	Technology	CAST	College
Edward Lazaros	2015	Technology	CAST	College
	2016		CFA	College
Karen Ford	2016	Special Education	TC	College
Cathy Siebert	2016	Educational Studies	TC	College
Allen Truell	2015	Info.Systems/Op.Mgmt.	COB	College

K-12 Public Education Representatives (3):
Graduate Student selected by PEC (1): Undergraduate Student selected by PEC (1):

3.10 Special Leave Committee
(8 Members)

Chairperson:	Ex officio:	Roger Lavery
Secretary:		

Christopher Luchs	2016	Accounting	COB	College
Joseph Blalock	2015	Landscape Architecture	CAP	College
Maria Williams-Hawkins	2015	Telecommunications	CCIM	College
	2016		CFA	College
Cindy Thomas	2016	School of Nursing	CAST	College
Patrick Collier	2015	English	CSH	College
W. Holmes Finch	2016	Educational Psychology	TC	College

NAME TERM DEPARTMENT COLLEGE SELECTED BY:

3.11 Teaching Evaluation Committee

(11 Members)

Chairperson:

Ex officio: Gary Pavlechko

Secretary:

Ex officio: Yasemin Tunc

Ex officio: James A. Jones

Dom Caristi	2015	Telecommunications	CCIM	FC
James Johnson	2015	SPESES	CAST	FC
	2016		CAP	FC
Shaheen Borna	2015	Marketing/Management	COB	FC
C. Drew Vidal	2016	School of Art	CFA	FC
Jason Dunham	2015	Chemistry	CSH	FC
Amy Ward O'Malley	2016	Registration/Academic Progress		UC
Brent Cole	2015	School of Art	CFA	UC

Faculty Council Representative: Lynn Lehman (TC) (2016)

Undergraduate Student (1):

Graduate Student (1):

Online Distance Education Committee representative (1):

3.12 Undergraduate Education Committee

(18 Members)

Chairperson:

Ex officio: Marilyn Buck

Secretary:

Ex officio: Laura Helms

Recording Secretary: Evelyn Goss (Non-voting)

Ex officio: Carma Shawger

Jeff Green	2016	Economics	COB	College
Bill Moser	2016	Marketing & Management	COB	College
Ron Underwood	2015	Architecture	CAP	College
Jody Rosenblatt	2015	Landscape Architecture	CAP	College
Michael Karls	2015	Mathematical Sciences	CSH	College
Jackie Sydnor	2016	Elementary Education	TC	College
Linda Taylor	2016	Elementary Education	TC	College
Kevin Harrelson	2015	Philosophy & Religious Studies	CSH	College
	2016		CFA	College
	2016		CFA	College
Mary Rose	2016	Technology	CAST	College
Liz Wanless	2016	School of Physical Education, Sport, and Exercise Science	CAST	College
Dan Waechter	2015	Communication Studies	CCIM	College
Michael Spillman	2015	Telecommunications	CCIM	College

Faculty Council Representative (1): Scott Pattison (2015)

Undergraduate Students (3): Jack Hesser

3.13 University Core Curriculum Subcommittee (8 Members)

Ex officio: Marilyn Buck

Ex officio:

Eric Hedin	2015	Physics & Astronomy	CSH	College
David Hua	2016	Technology	CAST	College
Phil Bremen	2016	Telecommunication	CCIM	College
Les Smith	2015	Landscape Architecture	CAP	College
Serena Salloum	2015	Educational Leadership	TC	College
Tyler Smith	2015	Theatre and Dance	CFA	College
Howard Hammer	2015	Finance	COB	College

Undergraduate Student (1):

3.14 University Grade Appeals Committee (14 Members)

Robert Habich	2015	English	CSH	College
James Jones	2015	Technology	CAST	College
Shaheen Borna	2015	Marketing and Management	COB	College
Peggy Fisher	2015	Communication Studies	CCIM	College
	2016		CFA	College
James Stroud	2015	Educational Psychology	TC	College
Meg Calkins	2015	Landscape Architecture	CAP	College

Students (Appointed by College) (CFA), Jose Martinez (TC), Dan Tracy (CAST), Jesse Blanton (COB), Christine Baker (CSH), Zach Huffman (CCIM), Bryan Beerman (CAP)

3.15 University Promotion and Tenure Committee (8 Members)

Advisor: Marilyn Buck

Shaheen Borna	2016	Marketing and Management	COB	College
Kay Hodson-Carlton	2016	School of Nursing	CAST	College
James Stroud	2017	Educational Studies	TC	College
Klaus Neumann	2015	Geological Sciences	CSH	College
Ron Kovac	2015	Ctr. for Info&Comm.Sciences	CCIM	College
	2016		CFA	College
Meg Calkins	2015	Landscape Architecture	CAP	College

4.0 NAME TERM DEPARTMENT COLLEGE SELECTED BY:
University Council
(38 members)

Chairperson:	Ex officio:	Kay Bales
Vice Chairperson: Derek Berger	Ex officio:	Hudson Akin
Secretary: Jennifer Jones-Hall	Ex officio:	VP, Business Affairs
Executive Secretary: Melanie Turner (Non-voting)	Ex officio:	Phil Repp
	Ex officio:	Tom Taylor
	Ex officio:	Robert Kvam
	Ex officio:	Michael Hanley
	Ex officio:	Kevin Thurman

Professional Areas-			
Mark Holtzman	2016	Academic Advising	Senate
Cindi Marini	2016	Academic Advising	Area
	2016		Area
Leisa Julian	2015	Business Affairs	Senate
James Lowe	2015	Facilities Planning	Area
Marie Williams	2015	University Human Resource Services	Area
Scott McFadden	2016	University Libraries	Senate
Fawn Gary	2016	Unified Technology Support	Area
Katie Bohnert	2016	University Libraries	Area
Chris Munchel	2015	Admissions	Senate
Nancy Cronk	2015	Registrar	Area
Charles Haynes	2015	Admissions	Area
Julie Stroh	2016	Alumni Programs	Senate
Derek Berger	2016	University Development	Area
	2016		Area
Jennifer Jones-Hall	2015	Student Life	Senate
Matt Kovach	2015	Housing/Residence Life	Area
Mike Gillilan	2015	Student Rights/Community Standards	Area

Faculty (by College):

	2014		CAST	FC
	2009		CAP	FC
	2014		COB	FC
	2013		CCIM	FC
	2016		CFA	FC
Robin Rufatto	2015	Mathematical Sciences	CSH	FC
Linda Taylor	2016	Elementary Education	TC	FC

Students (5):

	<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
4.1	<u>Admissions and Credits Committee</u>				
	(19 Members)				
	Chairperson:			Ex officio:	Laura Helms
	Secretary:			Ex officio:	Nancy Cronk
				Ex officio:	Chris Munchel
				Ex officio:	Director of Academic Advising

Faculty Council Representatives (7)

	2014	Accounting	COB	FC
Daniel Waechter	2015	Journalism	CCIM	FC
Kourtland Koch	2016	Special Education	TC	FC
Jerzy Jemioło	2015	Geography	CSH	FC
Ron Rarick	2016	School of Art	CFA	FC
Renmei Xu	2016	Technology	CAST	FC
	2015		CAP	FC

University Council Representatives (5)

Mitch Isaacs	2016	Student Affairs	UC
Gloria Pavlik	2015	Student Affairs	UC
Jacquelyn Buckrop	2016	Academic Affairs	UC
Gary Ritz	2015	University College	UC
Mark Holtzman	2016	Academic Advising	UC

University Council Representative: Cindi Marini (2016)

Undergraduate Student (1)

Graduate Student (1):

4.2 **Athletics Committee**

(21 Members)

Chairperson:	Ex officio:	Paul Ferguson
Secretary:	Ex officio:	Bill Scholl
	Ex officio:	Pat Quinn
	Ex officio:	Dan Byrnes
	Ex officio:	Julie Stroh
	Ex officio:	Megan Walters

Lawrence Judge	2016	SPESES	CAST	FC
Howard Hammer	2015	Finance & Insurance	COB	FC
Kevin Gerrity	2015	Music	CFA	FC
Darren Wheeler	2016	Political Science	CSH	FC
Thalia Mulvihill	2015	Educational Studies	TC	FC
Chris Taylor	2016	Telecommunications	CCIM	FC
	2016		CAP	FC
Travis Peters	2015	Student Center		UC

University Council Representative (1): Jennifer Jones-Hall (2016)

Students (5):

NCAA/MAC Representative: Charlene Alexander

4.3 NAME TERM DEPARTMENT COLLEGE SELECTED BY:
Financial and Budgetary Affairs Committee
(11 Members)

Chairperson:	Ex officio:	VP, Business Affairs
Secretary:	Ex officio:	Terry King
	Ex officio:	Chair, FS&B
	Ex officio:	Chair, PP S&B

Andrea Stuffel	2015	Purchasing Services		UC
Sue Weller	2016	Facilities Planning and Mgmt.		UC
Jill Coleman	2016	Geography	CSH	FC
Scott Pattison	2015	Chemistry	CSH	FC

Faculty Council Representative: Erik Nesson (2015)

University Council Representative (1): Nancy Cronk (2016)

Undergraduate Student (1):

Graduate Student (1):

4.4 **Institutional Effectiveness Committee**
(14 Members)

Chairperson:	Ex officio:	Marilyn Buck
Secretary:	Ex officio:	William Knight, Jr.

Karen Ford	2016	Educational Studies	TC	FC
	2014		CAP	FC
	2015		COB	FC
Frank Gray	2015	Communication Studies	CCIM	FC
James Jones	2016	Technology	CAST	FC
Ann Blakey	2016	Biology	CSH	FC
Gary Ritz	2015	Learning Center		UC
Michael Twigg	2015	University Libraries		UC

University Council faculty representative: (CFA) (2014)

University Council professional personnel representative: Julie Stroh (2016)

Undergraduate Student (1):

Graduate Student (1):

NAME TERM DEPARTMENT COLLEGE SELECTED BY:

4.5 International Programs Committee
(14 Members)

Chairperson:
Secretary:

Ex officio: Imara Dawson
Ex officio: John Jensen
Ex officio: Guillermo Vasquez de Velasco

Ann Wieseke	2016	School of Nursing	CAST	FC
Scott Truex	2016	Urban Planning	CAP	FC
Rathin Rathinasamy	2015	Finance and Insurance	COB	FC
Dom Caristi	2016	Telecommunications	CCIM	FC
Linda Pohly	2015	School of Music	CFA	FC
Kazumi Matsumoto	2016	Modern Languages and Classics	CSH	FC
Melinda Schoenfeldt	2015	Elementary Education	TC	FC
Jackie Buckrop	2015	Office of the Provost		UC

University Council Representative: (1): Matt Kovach (2016)
Undergraduate Student (1):
Graduate Student (1):

4.6 Judicial Committee
(12 Members)

Chairperson: Chair, Senate
Secretary:

Brian Pickerill	2016	Academic Affairs		Area
Kevin Kenyon	2015	Business Affairs		Area
Kirk Vanooteghem	2016	University Libraries		Area
Curt Westfall	2015	Enrollment, Marketing, and Communications		Area
	2016	University Advancement		Area
Alan Hargrave	2015	Student Affairs/HRL		Area
Alan Yen	2016	Family & Consumer Sciences	CAST	College
Andrea Swartz	2015	Architecture	CAP	College
Ron Groeber	2016	Finance/Insurance	COB	College
Phil Bremen	2015	Telecommunications	CCIM	College
Karin Hendricks	2015	Theatre & Dance	CFA	College
Gary Dodson	2015	Biology	CSH	College
James Stroud	2016	Special Education	TC	College

NAME TERM DEPARTMENT COLLEGE SELECTED BY:

4.7 Master Planning and Facilities Committee

(13 Members)

Chairperson:	Ex officio:	Guillermo Vasquez de Velasco
Secretary:	Ex officio:	Randy Howard
	Ex officio:	Bob Morris
	Ex officio:	Larry Markle
	Ex officio:	John Vann

Amy Gregg	2016	Natural Resources & Environmental Management	CSH	FC
Joe Blalock	2015	Landscape Architecture	CAP	FC
Richard Leigh	2016	University Libraries		UC
Al Rent	2015	Enrollment, Marketing and Communications		UC

Faculty Council Representative: Josh Gruver (2015)
University Council Representative: Jim Lowe (2016)
Undergraduate Student (1):
Graduate Student (1):

4.8 Online Distance Education Committee

(14 Members)

Chairperson:	Ex officio:	Jennifer Bott
Secretary:	Ex officio:	Arthur Hafner

Clark Dickin	2016	SPESES	CAST	FC
Allen Truell	2016	Information Systems and Operations Management	COB	FC
Roger McConnell	2016	Music	CFA	FC
Susan Tancock	2016	Elementary Education	TC	FC
Jerome McKean	2015	Criminal Justice/Criminology	CSH	FC
Suzy Smith	2015	Telecommunications	CCIM	FC
Michael Burayidi	2015	Urban Planning	CAP	FC
Carma Shawger	2015	Academic Advising		UC
Mark Holtzman	2016	Academic Advising		UC

University Council Representative (1): Katie Bohnert (2015)

Undergraduate Student (1):

Graduate Student (1):

NAME TERM DEPARTMENT COLLEGE SELECTED BY:

4.9 Professional Personnel Salary and Benefits Committee

(10 Members)

Chairperson:

Ex officio: Randy Howard

Secretary:

Ex officio: Chair, F&BA

Ex officio: Chair, FS&B

	2016		UC
	2016		UC
Mark Holtzman	2016	Academic Advising	UC
Chris Munchel	2016	Admissions	UC
Jennifer Jones-Hall	2015	Student Life	UC
Leisa Julian	2015	Business Affairs	UC
Marie Williams	2015	University Human Resource Services	UC

4.10 Publications and Intellectual Properties Committee

(13 Members)

Chairperson:

Ex officio: Justin Miller

Secretary:

Ex officio: John Straw

Ex officio: Stephanie Sisco

Ex officio: Alan Gordon

Joyce Huff	2015	English	CSH	FC
Laura Clarke	2015	Special Education	TC	FC
Sergei Zhuk	2016	History	CSH	FC
Mitch Isaacs	2016	Student Affairs		UC
Richard Leigh	2015	University Libraries		UC

University Council Representative (1): Fawn Gary (2016)

Undergraduate Student (1):

Graduate Student (1):

<u>NAME</u>	<u>TERM</u>	<u>DEPARTMENT</u>	<u>COLLEGE</u>	<u>SELECTED BY:</u>
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4.11 Research Committee
(15+ Members)

Chairperson:
Secretary:

Ex officio: Justin Miller
Ex officio: Carolyn Kapinus
Ex officio: Chair, PIPC

Nihal Perera	2015	Urban Planning	CAP	FC
Henry Wang	2016	School of Physical Education, Sport, and Exercise Science	CAST	FC
Rui Chen	2016	Information Systems/ Operations Management	COB	FC
Ashley Donnelly	2015	Telecommunications	CCIM	FC
Carolyn Hitchens	2016	Elementary Education	TC	FC
Tyler Smith	2016	Theatre and Dance	CFA	FC
Jim Nyce	2016	Anthropology		UC
Brenda Yates-Habich	2015	University Libraries		UC

Faculty Council Representative: Sergi Zhuk (2015)

University Council Representative: Scott McFadden (2016)

Undergraduate Student (1):

Graduate Student (1):