

***AGENDA FOR
UNIVERSITY SENATE***

***October 2, 2008
4:00 p.m.***

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the Minutes of the University Senate, September 4, 2008
- III. Announcements
 - A. Next Scheduled Meetings

Senate Agenda Committee – October 27, 2008, 8:00 a.m., AT 202F
University Senate – November 6, 2008, 4:00 p.m., LB Rm. 125
 - B. Change of Chairperson for Teachers College Dean's Search Committee
 - C. Program Information – Academic Posting 2008-09, Volume XL-2
Revised Programs:
Teachers College
Elementary Education
Teaching Major in Elementary Education
- IV. Recognition of Deaths – Dr. Peggy Ramstad
- V. Committee Reports
 - A. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson
 - B. Faculty Council – Barry Umansky, Chairperson
 - C. University Council – Laura Helms, Chairperson
 - D. Campus Council
- VI. Report by Chairperson of Senate – Brien Smith (Enclosure #1– Issues in the Senate System)
- VII. Questions Directed to the President
- VIII. Question and Answer Period
- IX. Unfinished Business

X. New Business

A. Policies and Procedures for Undergraduate Certificate Programs (Enclosure #2)

XI. Other Items

XII. Adjournment

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MINUTES OF THE SECOND MEETING OF THE 2008-09 UNIVERSITY SENATE
Thursday, September 4, 2008

Members Present: 60

Members Absent: 4

1. The meeting was called to order by the chairperson of the University Senate, Brien Smith, at 4:00 p.m. Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: B. Adams, N. Ahmed, C. Airriess, R. Bellaver, R. Bremigan, P. Chandler, J. Clark, C. Cozad, G. Crawley, L. Deckers, O. Dotson, E. Dugan, A. Farmer, J. Faroh, R. Fluegeman, J. Gora, J. Green, M. Groover, D. Grosnick, M. Guntsche, M. Harvey, L. Helms, F. Hood, B. Hozeski, M. Johnson, K. Kalumba, C. Kapinus, E. Kelly, T. King, D. LeBlanc, J. Ledbetter, M. Maggiotto, L. Markle, C. Marlow, W. McCune, C. Munchel, P. Parkison, R. Rarick, T. Richardson, J. Rybarczyk, L. Shaffer, D. Shawger, G. Slater, B. Smith, G. Stamp, M. Steib, F. Sun, D. Supa, F. Suppe, B. Umansky, D. Waechter, C. Walker, A. Wieseke, B. Wills, S. Woosley, T. Zivney, E. Zygmunt-Fillwalk

Substitutes: Keisha Warren-Gordon for M. Brown, Jane Ellery for D. Haber, Eric Pierson for K. Speirs-Neumeister

Members Absent: D. Chen, T. Hinds, W. Sharp, P. Spengler

2. A motion was made and seconded (Hozeski/Crawley) to approve the minutes with the addition of M. Guntsche, B. Adams, and R. Rarick listed as members present.

The motion carried.

3. Announcements

A. Reaffirmation of Standing Rules (University Senate Agenda, 9/4/08, Enclosure #1)

A motion was made and seconded (Clark/Adams) to reaffirm the Standing Rules. David Pearson, Parliamentarian, reviewed the new procedures added last year.

The procedures for electronic meetings will be posted on the senate website.

The motion to carried.

B. Next Scheduled Meetings

Senate Agenda Committee – September 22, 2008, 8:00 a.m., AT 202F
University Senate – October 2, 2008, 4:00 p.m., LB Rm. 125

D. Schedule of University Senate and Faculty Council Meetings
(University Senate Agenda, 9/4/08, Enclosure #2)

E. Board of Trustees Action

Approved by Board of Trustees 5/2/08:

1. Student Academic Ethics Policy

Approved by Board of Trustees 7/18/08:

1. Change in Name of the Department of Geology to Department of Geological Sciences

Approved by President, does not require Board Approval:

1. Graduate Education Committee Revisions
2. Electronic Meeting Procedures for University Senate
3. Revision of Voting Procedures – University Senate

- F. Program Information – Academic Posting 2007-08, Volume XXXIX-11
Revised Programs:
College of Applied Sciences and Technology
Fisher Institute for Wellness and Gerontology
Minor in Gerontology
College of Communication, Information, and Media
Center for Information and Communication Sciences
Master of Science in Information and Communication Sciences

Program Information – Academic Posting 2008-09, Volume XL-1
Revised Programs:
College of Applied Sciences and Technology
Department of Technology
Master of Arts in Career Technical Education
School of Physical Education, Sport, and Exercise Science
Major in Sport Administration (Pending ICHE approval)
Miller College of Business
Department of Marketing and Management
(NEW) Major in Sales (Pending ICHE approval)

The Chairperson of the Senate reminded members those items under announcements are approved when the minutes of that meeting are approved.

- G. In an effort to conserve paper, we will continue to produce enclosures to the agenda only once. Please take responsibility for bringing all appropriate materials with you to each meeting.

- G. Notice of Change in Office/Department Name
1. Office of Assistant Dean/Director of Housing to Office of Associate Vice President, Student Affairs/Director, Housing and Residence Life
 2. Office of Associate Dean of Student Affairs to Office of Dean of Students
 3. Office of Vice President of Student Affairs/Dean of Students to Office of Vice President, Student Affairs
 4. (No current name) to Office of Assistant Vice President, Student Affairs/Director, Student Life

- H. Deletion of Academic Affairs Promotion and Tenure Document from Faculty and Professional Personnel Handbook

IV. Recognition of Deaths – Dr. Jerry Anderson

The Chairperson discussed the procedure for the recognition of death of a colleague. When discussed in the Senate Agenda Committee on August 25, it was suggested that a space be prepared on the senate website for the entire Ball State community to be able to read.

V. Committee Reports

- E. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson

Eva reported that the committee met this morning and discussed the Faculty and Professional Personnel Handbook. Any suggested changes will be sent to the Agenda Committee and proper

council for review. This committee will be encouraging committee chairpersons to review their responsibilities and forward any suggested changes to them.

F. Faculty Council – Barry Umansky, Chairperson

1. Faculty Council Appointments – (University Senate Agenda, 9/4/08, Enclosure #3)

A motion was made and seconded (Rarick/Adams) to approve the appointments made this summer by the executive committee.

The motion carried.

2. Change of meeting location for September 11(AJ 175)

G. University Council – Laura Helms, Chairperson

1. University Council appointments – (University Senate Agenda, 9/4/08, Enclosure #3)

A motion was made and seconded (Guntsche/Hood) to approve the appointments made this summer by the executive committee.

The motion carried.

H. Campus Council – No chairperson elected to date

Frank Hood, president of the Student Government Association, reported that council appointments should be made by the next Senate meeting.

VI. Report by Chairperson of Senate – Brien Smith (University Senate Agenda, 9/4/08, Enclosure #4)

Brien explained the GANTT Chart and its purpose of tracking items in the senate system. He will be working with the chairpersons of the different standing committees to assist in moving the issues through the senate system in a timely fashion.

VII. Questions Directed to the President

(Note: The President's comments were moved forward on the agenda because of the President's need to leave for Indianapolis prior to the end of today's Senate meeting.)

The President reported on the following items:

- In the 2008 issue of US News Report, Ball State is listed as 14th on the list of schools to watch concerning innovation.
- In the area of campus technology, we won two of fourteen national awards, one by John Fillwalk (IDIAA) and the other by Phil Repp (digital core).
- This is the first year that the Freshman year experience has been ranked.
- The President's Perspective will reflect a few changes this year. In the past, it has been a compilation of items to talk about, but this year each issue will focus on one topic. The first issue will discuss Freshman retention. This is an important priority. Marilyn Buck and Kay Bales have been working with groups to get their feedback on how to enhance the freshman year experience. We now have

initiatives that will be implemented. With regard to the freshman class: SAT scores are thirty-two points higher than two years ago and almost 57% of them have the academic honors diploma. We are striving for 80% of the freshman class to have academic honors diplomas. It should be noted that only 37% of graduating high school students in Indiana have the academic honors diploma.

- This is the first year since I have been president that we will be able to talk about an increase in total enrollment on this campus.
- At the freshman convocation I have always offered a free lunch with the president. Right now we have seven groups already scheduled to have lunch with me. The only stipulation is that they bring three of their friends with them.
- The campus has an over 100% occupancy rate with the most students living on campus than ever before. There have been very few letters of complaints.
- She has plans to meet with every college this year. She will be accompanied by Provost Terry King.
- The Capital Campaign lunch, scheduled for September 5, is at capacity. The lunch will conclude with a showcase of immersive learning. The Governor will be on campus. He will be tailgating with the students during the first half of the football game with Navy and in her suite for the second half.
- She will be the moderator for second of three gubernatorial debates. This debate will be held in Jasper.

VIII. Question and Answer Period

There were no questions.

IX. Unfinished Business

There was no unfinished business.

X. New Business

A motion was presented by senate member, David LeBlanc, concerning the distribution of agenda materials in electronic format only (Attachment #1).

The motion was seconded and carried.

XI. Other Items

XII. Adjournment

The meeting adjourned at 4:40 p.m.

October 2, 2008

Respectfully submitted,

Brien Smith, Chairperson

Michael Brown, Secretary

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POLICIES AND PROCEDURES FOR UNDERGRADUATE CERTIFICATE PROGRAMS

Introduction

1. The undergraduate certificate is not defined as a degree; rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. Certificate programs should have published descriptions and marketing materials that will make this distinction clear to possible applicants.
2. Students may be awarded these certificates upon completion of a well-defined program of coursework.
3. Addressing the criteria and procedure below will provide a rationale for the educational needs and objectives to be fulfilled by the certificate program.

A. Admission Requirements

1. Admission requirements for certificate programs must meet the minimum requirements for all undergraduate students.
2. Students may be enrolled full- or part-time in a certificate program.
3. Completion of an undergraduate certificate does not guarantee admission into an undergraduate degree program.

B. Development of New Undergraduate Certificate Programs

1. Undergraduate certificate programs are initiated by individual department(s) and college(s) using the university's usual procedures for New Course/Program Approval.
2. Certificate programs are to be distinguished from certification programs offered by professional associations or other organizations. Certificate programs should include the certificate title, program descriptions to be published, and marketing materials that reflect the distinction between the program and certifications offered by professional associations. These materials must make it clear to potential applicants that the certificate program being offered will not lead to a certification by a professional association.
3. A certificate program must contain the word certificate and have a name different from any major or minor.
4. The proposed sequence of coursework for a certificate program must offer a clear and appropriate educational objective at the undergraduate level. There can be no hidden prerequisites.
5. The costs of a certificate program will be absorbed by department(s) or funded by College Dean(s) and/or Extended Education.
6. Certificate programs must be listed in the Undergraduate Catalog.

C. Criteria for Program Administration

1. The certificate programs may be either freestanding or as add-ons to existing degree programs.
2. The certificate program proposal will address the question of the impact of the undergraduate certificate program on any related degree programs. Certificate programs should incorporate existing courses whenever possible.

D. Curriculum Criteria

1. Undergraduate certificate programs must be at the undergraduate level.
2. The number of undergraduate credits must be at least 12 semester hours. Any course prerequisites must be included.
3. No transfer credit will be allowed, but departments could substitute courses to eliminate overlap.
4. Certificate programs may be delivered by distance learning where appropriate.
5. Interdisciplinary certificate programs are encouraged.
6. Requirements of the certificate program that are in addition to coursework, including but not limited to laboratories, practica, internships or projects, must be clearly identified.
7. Credit from certificate program courses may be applied to an Associate's or Baccalaureate degree at Ball State University.
8. Students must achieve at least a 2.0 GPA in the certificate program to receive a certificate.
9. No course with a grade below a C (2.0) will be counted toward an undergraduate certificate.
10. The student's official transcript shall contain not only the listing of courses taken in this certificate program, but will also indicate successful completion of the certificate program.
11. Students will receive a printed certificate acknowledging their completion of the program.