

**AGENDA FOR
UNIVERSITY SENATE**

**September 4, 2008
4:00 p.m.**

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the Minutes of the University Senate, April 24, 2008
- III. Announcements
 - A. Reaffirmation of Standing Rules (Enclosure #1)
 - 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
 - C. Schedule of University Senate and Faculty Council Meetings (Enclosure #2)
 - D. 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
 - E. 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)

F. 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

V. Committee Reports

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

B. Faculty Council – Barry Umansky, Chairperson

1. Faculty Council Appointments – Enclosure #3
2. Change of meeting location for September 11 meeting (AJ 175)

C. University Council – Laura Helms, Chairperson

1. University Council appointments – Enclosure #3

D. Campus Council – No chairperson elected to date

VI. Report by Chairperson of Senate – Brien Smith (Enclosure #4– Issues in the Senate System)

VII. Questions Directed to the President

VIII. Question and Answer Period

IX. Unfinished Business

X. New Business

XI. Other Items

XII. Adjournment

/mt

MINUTES OF THE FIRST MEETING OF THE 2008-09 UNIVERSITY SENATE
Thursday, April 24, 2008

Members Present: 46

Members Absent: 17

1. The meeting was called to order by the chairperson of the University Senate, Bruce Hozeski, at 5:00 p.m. Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: N. Ahmed, C. Airriess, R. Bremigan, M. Brown, P. Chandler, D. Chen, J. Clark, G. Crawley, L. Deckers, E. Dugan, J. Faroh, J. Gora, J. Green, D. Grosnick, D. Haber, M. Harvey, L. Helms, F. Hood, B. Hozeski, C. Kapinus, T. King, J. Ledbetter, M. Maggiotto, L. Markle, C. Marlow, W. McCune, C. Munchel, P. Parkison, T. Richardson, J. Rybarczyk, L. Shaffer, D. Shawger, B. Smith, K. Speirs-Neumeister, G. Stamp, F. Sun, D. Supa, F. Suppe, B. Umansky, D. Waechter, A. Wieseke, B. Wills, S. Woosley, T. Zivney

Substitutes: Sharon Bowman, for P. Spengler, Michael Pounds for M. Steib

Members Absent: B. Adams, R. Bellaver, O. Dotson, R. Fluegeman, M. Groover, M. Guntsche, T. Hinds, K. Kalumba, E. Kelly, D. LeBlanc, C. Lehnertz, R. Rarick, W. Sharp, G. Slater, C. Walker, M. Walker, E. Zygmunt-Fillwalk

2. The Chairperson yielded the floor to the Vice Chairperson of the Governance and Elections Committee, David Pearson, for the purpose of elections.
3. A list of nominees for the election of Senate officers and Agenda Committee was presented.

The floor was opened for additional nominations for Chairperson. A motion was made and seconded to close nominations.

Brien Smith was elected to serve as Chairperson, by acclamation.

The floor was opened for additional nominations for Vice Chairperson. A motion was made and seconded to close nominations.

Eva Zygmunt-Fillwalk was elected to serve as Vice Chairperson.

The floor was opened for additional nominations for Secretary. A motion was made and seconded to close nominations.

Michael Brown was elected to serve as Secretary, by acclamation.

The floor was opened for additional nominations for Agenda Committee. A motion was made and seconded to close nominations.

Gary Crawley was re-elected to serve a two year term, 2008-2010.

4. David Pearson yielded the floor back to the Chairperson of the Senate, Brien Smith. The Chairperson reminded the Senate that item #22 states that Senate Agenda Committee may act on behalf of the University Senate during the summer for emergency items, pending acceptance by the University Senate in the fall.

He also reminded the members that all current membership to committees continues through the summer with new appointments seated in the fall.

The meeting adjourned at 5:20 p.m.

September 4, 2008

Brien Smith, Chairperson

Michael Brown, Secretary

/mt

STANDING RULES FOR CONDUCTING SENATE BUSINESS

1. A member of the faculty or a student who is not a senator may initiate an agenda item by having a senator sponsor that item.
2. A member of the faculty or a student who is not a senator may initiate an agenda item by presenting the item to the Agenda Committee.
3. Senators may submit new agenda items in writing to the Agenda Committee.
4. The Senate will be called to order on the hour with sessions limited to one hour and twenty minutes.
5. Roll will be taken by the members initialing a roster.
6. Senators will be seated in a designated section of the room. Special areas of the chamber will be reserved for the seating of visitors.
7. The distribution of the minutes by mail will substitute for the reading of the minutes.
8. Announcements must be limited to Senate business and must be cleared through the Chair.
9. 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.
10. The first time they speak at a meeting, senators will stand and identify themselves when addressing the Chair or the Senate.
11. Senators may, as a prerogative, address the Senate from the lectern.
12. Senate committees and councils must send minutes, reports, and recommendations to the Agenda Committee.
13. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body.

The final statement should be a motion to accept the report of the committee. If action, other than accepting the report, is required by the University Senate, the proposed motion should be presented in writing to the Agenda Committee to be placed on the University Senate Agenda.

14. 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.
15. 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.
16. 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.

17. When a lengthy resolution or motion is being perfected, the Chair may request that an amendment be considered "in principle" if in the Chair's judgment this will expedite debate. If the principle is adopted, an editor or editorial committee appointed by the Chair shall draft appropriate language for ratification by the Senate at its next meeting.
18. A Senator may interrupt debate on an agenda action item by "move to return motion to committee 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.
19. Voting will be by voice vote unless there is a request for a division of the house or for a written ballot.
20. *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. (4/24/08)*
21. 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.
22. Any items remaining on the Agenda in the last meeting of the Spring will automatically be carried over to the Fall Agenda.
23. 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.
24. *Timetables proposed by the Senate Agenda Committee will be subject to subsequent acceptance by the University Senate at their next meeting. (8/30/07)*
25. 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.

Ball State University

Senate Agenda Committee/University Senate Meeting Dates
2008-09

Senate Agenda Committee

August 25, 2008
September 22
October 27
December 1
January 12, 2009
February 9
March 16
April 13

(8:00 a.m., AT 202F)

University Senate

September 4, 2008
October 2
November 6
December 11
January 22, 2009
February 19
March 26
April 23

(4:00 p.m., Letterman Building, Rm. 125)

Faculty Council

2008-09

September 11, 2008
(4:00 p.m., AJ 175)

October 9
November 13
January 29, 2009
February 26
April 2

October-April dates: 4:00 p.m., LB (Letterman Building), Rm. 125

All meeting dates are on the Senate website: www.bsu.edu/senate