

**AGENDA FOR
UNIVERSITY SENATE**

**February 18, 2010
4:00 p.m.**

TC (Teachers College), Room 102

- I. Roll Call
- II. Approval of the minutes of January 21, 2010
- III. Announcements
 - A. Next Scheduled Meetings

Senate Agenda Committee – Monday, March 15, 2010 (AT 202F)
University Senate – Thursday, March 25, 2010, TC (Teachers College), Rm. 102
 - B. Notice of Change in Office/Department Name
 - 1. Current Name: Purchasing Department
Proposed Name: Purchasing Services
 - 2. Current Name: Admissions/Pre-College
Proposed Name: Office of Admissions and Orientation
 - C. Program Information – Academic Posting 2009-10, Volume XLI-5 (Enclosure #1)
 - D. Preference Polls
 - E. University Budget
- IV. Committee Reports
 - A. Governance and Elections Committee – John Ledbetter, Chairperson
 - B. Faculty Council – Barry Umansky, Chairperson
 - C. University Council – Laura Helms, Chairperson
 - D. Campus Council – Matthew Whitlock, Chairperson
- V. Report by Chairperson of Senate – Brien Smith (Enclosure #2 - Issues in the Senate System)
- VI. Questions Directed to the President
- VII. Question and Answer Period

VIII. Unfinished Business

IX. New Business

A. Academic Calendar Revision

Undergraduate Education Committee 11/2/09

Faculty Council 1/28/10

Senate Agenda Committee 2/8/10 (Pending approval of Campus Council)

Campus Council 2/11/10

1. Match the number of instructional days in fall semester to spring semester
2. Mirror the breaks
 - eliminate Fruesday
 - reinstate the 2 day fall break and move the days to Monday and Tuesday of Thanksgiving week (fall break will be a week, which matches the week-long break in the Spring.)
3. Finals will remain five days, M-F, matching the spring semester finals week
4. Under this plan, the fall Monday night class time configuration will be lengthened as is currently done in the spring Monday night class schedule

B. Revision to procedures for asynchronous meetings (Enclosure #3)

X. Other Items

XI. Adjournment

/mt

MINUTES OF THE FOURTH MEETING OF THE UNIVERSITY SENATE

January 21, 2010

Members Present: 48

Members Absent: 19

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 TC 102.

Members Present: C. Ball, B. Cahill, P. Chandler, G. Crawley, L. Deckers, A. Edmonds, J. Fry, J. Gora, J. Green, D. Grosnick, M. Guntsche, C. Hall, R. Hicks, J. Huff, R. Kanu, C. Kapinus, E. Kelly, T. King, J. Ledbetter, M. Maggiotto, D. Marini, L. Markle, B. McRae, P. Parkison, R. Rarick, T. Richardson, J. Rybarczyk, L. Shaffer, D. Shawger, B. Smith, G. Stamp, M. Steib, D. Supa, B. Umansky, D. Waechter, K. Warren-Gordon, M. Whitlock, A. Wieseke, B. Wills, S. Woosley, J. Yang

Substitutes: Irene Livshits for R. Bremigan, Joshua Coggeshall, for O. Dotson, Charles Haynes for C. Munchel, David Pearson for M. Harber, John McKillip for D. LeBlanc, Andrea Ingle for S. Woosley

Members Absent: B. Adams, N. Ahmed, N. Akey, R. Bellaver, K. Brophy, R. Fluegeman, D. Haber, M. Harvey, L. Helms, M. Johnson, C. Marlow, W. McCune, M. Mills, W. Sharp, G. Slater, P. Spengler, F. Sun, C. Walker, T. Zivney

2. A motion was made and seconded (Crawley/Umansky) to approve the minutes of December 3, 2009.

The motion carried.

3. Announcements

Agenda Items III. A. and B., were reviewed.

- C. Dr. Randy Howard, Vice President for Business Affairs and Treasurer, reported on the budget cuts that are necessary because of loss of funds from the State. The financial report of the University is available on the Ball State website: www.bsu.edu/cbs/. The University community has been invited to submit recommendations and feedback concerning the cuts. It is also the administration's desire to have open forums for discussing the issues, as soon as dates are confirmed.

4. Item IV. on the senate agenda was reviewed.

5. Committee Reports

- A. Governance and Elections Committee – John Ledbetter, Chairperson

John reported that the committee met through the fall and amendments are on today's agenda for a second reading. The committee worked on cleanup of the handbook and the procedures for asynchronous meetings.

- B. Faculty Council – Barry Umansky, Chairperson

Barry reported that the Faculty Council will meet on January 28 and have the revision of the academic calendar as a new item of business. There will also be further discussion on the university budget.

- C. University Council – Larry Markle, University Council member

Larry reported that the University Council does not meet until February 4.

D. Campus Council – Matthew Whitlock, Chairperson

Matthew reported that the Campus Council does not meet until February 11 and will have the first of two reports concerning the issue of Cardinal Cash in the Village.

6. Report by Chairperson of Senate – Brien Smith (University Senate Agenda 1/21/10, Enclosure #2)

The GANTT chart was reviewed by the membership of the Senate.

7. Questions Directed to the President

The President reported the following:

- Good start to the spring semester, an increase of 1233 students with an FTE of 1026 from last spring
 - The Capital Campaign has reached 93.5% of its goal, currently at \$186M
 - The geothermal project is on schedule and on budget. Phase I will be completed by Fall, 2011 and this will close down two of the coal boilers. Along with the stimulus funding, the university will be pursuing other grant opportunities for funding the other phases of the project.
 - A goal of the administration is to improve customer service so that students, faculty, and staff feel better served. To date, 2,179 employees attended 61 training sessions and are very close to 100% participation in the training sessions
 - The President met with every dean and department chair this past fall regarding the state funding model, and other issues that have come up over the last few years.
 - Upcoming events: 1/30 – Sutton Foster, 2/10 – Rev. Jesse Jackson, 2/23 – Ted Koppel
 - Honorary degree for May, 2010 commencement will be bestowed on Angela Ahrendts, a graduate of Ball State University who is now the CEO of Burberry in New York.
- A. A senator was interested in the option of a three-year baccalaureate degree for students. The President responded that there are 30 different departments offering “a degree in three” option and that we now have approximately 50 students participating in this option, with the majority of these students in Nursing.
- B. A senator inquired about the possibility of reducing credit hours for undergraduate degrees. The Provost responded that the Undergraduate Education Committee will consider this issue at their next meeting. The goal is to reduce the required 126 credit hours to 120. They will also work on reducing majors with more than 126 credits to 126. There are approximately 30 programs that require more than 126 credits at present.
- C. A senator inquired about student concern in taking classes during the summer instead of somewhere else because of the cost at Ball State. The President responded that they are working on adjusting the situation.

8. Question and Answer Period

There were no questions.

9. Unfinished Business

A. Proposed Amendments to the Constitution – Second Reading
(University Senate Agenda, 1/21/10, Enclosure #3)

1. A motion was made and seconded to approve Item 1. of the proposed amendments.

The motion carried.

2. A motion was made and seconded to approve Item 2. of the proposed amendments.

A friendly amendment was requested to revise “tenure line” to “tenure track” in 1.103. The friendly amendment was accepted.

The motion to approve carried, with abstentions.

3. A motion was made and seconded to approve Item 3. of the proposed amendments.

The motion carried.

4. A motion was made and seconded to approve Item 4. of the proposed amendments.

The motion carried.

10. New Business

There was no new business.

11. Other Items

There were no other items.

The meeting adjourned at 5:10 p.m.

February 18, 2010

Brien Smith, Chairperson

Carolyn Kapinus, Secretary

/mt

Program Information – Academic Posting 2009-10, Volume XLI 5

Revised Programs

Academic Programs

Bachelor of Arts (B.A.)

Bachelor of Science (B.S.)

College of Applied Sciences and Technology

Department of Family and Consumer Sciences

Major in Dietetics

College of Fine Arts

Department of Art

Major in Art, B.F.A. (85 hours)

Major in Art, (55 hours) – Emphasis in ceramics, drawing, metals, painting, photography, printmaking, sculpture, and glass.

School of Music

Teacher Education

All-Grade Education Program

Teaching Major in Music Education: Instrumental and General

Teaching Major in Music Education: Vocal and General

Department of Theatre and Dance

Major in Theatre, B.F.A.

College of Sciences and Humanities

Department of Biology

Major in Biology

Department of Geography

Major in Geography

Minor in Meteorology and Climatology

Department of Geological Sciences

Master of Arts in Geology

Master of Science in Geology

Department of Mathematical Sciences

Minor in Foundations of Business for Actuarial Science and Mathematics Majors

Department of Psychological Science

Master of Arts in Clinical Psychology

Master of Arts in Cognitive and Social Processes

Teachers College

Department of Educational Psychology

Ed.S. in Educational Psychology (School)

Ph.D. in Educational Psychology (School)

Procedures for an emergency asynchronous meeting for the University Senate

1. Starting the meeting: The chairperson sends an e-mail to all senators notifying them that the official start of the meeting will begin on a particular date at least three business days in the future.
2. This notification will include an agenda and links to all other materials necessary to conduct the anticipated meeting, such as electronic forum, reading materials, reports from officers, and minutes from the previous meeting. The chairperson will ensure that the text of a proposed motion is clear and unambiguous and that explanations and reasons for any suggested actions are provided. The agenda must specify a sign-in period to establish the quorum, the start and end dates for discussion, and a time period for voting. The time period for voting shall be no less than 24 hours and no more than 72 hours. The act of forwarding the motion to the senators is the “stating of the question on the motion.”
3. On the specified date, in order to establish a quorum, senators shall reply stating that they are “ready to meet and will be available to vote” during the meeting and voting periods specified by the chairperson. Although a specific start time is not necessary, the chairperson shall indicate that all senators should reply within the specified period that they are participating in the meeting.
4. Since a quorum is necessary to conduct business, a quorum is defined by the standing rules of the Senate. Once a quorum is reached (as defined by the number of senators stating that they are participating), the chairperson may begin the meeting. If, on the other hand, a quorum is not reached the chairperson may either extend the participation deadline and/or inform all senators through e-mail of an alternative meeting or voting period. Senators without access to the specified forum should designate a substitute to act on their behalf. Should a senator be unable to designate a substitute, the senator waives the right to participate.
5. The names of senators and contact information for the specified forum will serve as the basis of the “meeting roster,” and these senators constitute the deliberative assembly.
6. The chairperson announces that a quorum has been reached, lists the names of the senators, and starts the meeting. It is assumed that once the meeting begins the quorum is maintained until the chairperson announces that the meeting is adjourned. Although not all senators may be constantly following the discussion and responding immediately to the conversation that unfolds during the e-meeting, it is the responsibility of each senator to periodically engage in the meeting process. To be considered “~~present~~” “participating” at a meeting means that one has access to a computer and access to the ongoing messages during the time of the meeting. Therefore, ~~being present~~ participating is defined as having the ability, electronically, to follow the on-going conversation of the meeting and participate fully over the meeting time.
7. Senators who were not a part of the opening quorum may participate in the meeting, respond to the electronic discourse by asking the chairperson to add their names to the meeting roster, and vote as appropriate.
8. The chairperson shall set an end date with the idea that all senators shall have sufficient time to participate in the electronic discussion. A proposed time for the vote to begin will be designated. The meeting will not end prior to the announced deadline. Should a senator make a motion to extend the meeting, the chair has the discretion to grant an extension of no less than 24 hours and no more than 72 hours to allow complete discussion of the issue(s). During the extension, the meeting may be adjourned by a formal motion or by the chairperson declaring that the business of the meeting is completed. The vote automatically moves to the end of the extension period.
9. Senators in the deliberative process shall structure their messages with the following sections: a) a heading indicating motion number; b) whether they are “for,” “against,” or asking for a “point of information”; and c) a closing to the message including the senator’s name. Each message will be limited to a single motion.
10. Senators may electronically comment upon and respond to others’ statements, but all messages must be addressed to the chairperson and accessible to all senators.
11. Seconds to motions are not required since time is more flexible in asynchronous e-meetings. All motions are recorded in the minutes.

12. There is no need to “recognize” individual senators to speak since simultaneous messages would not bring disorder to an asynchronous meeting. Input, however, is limited to no more than 1,000 words (a short message rule) and shall not include attachments.

13. Subsequent motions are addressed in the order they are received, according to their respective time stamps. A legitimate point of order may interrupt the proceedings. The chairperson would send out a message explaining the “interruption.” All messages that arrive while the “point of order” is addressed are set aside until the “point of order” is settled. If the “point of order” ruling is appealed by a senator, the chairperson will temporarily suspend discussion on the motion until a final ruling is made by vote of the committee as a whole.

14. General rules for voting: senators will cast their votes electronically. ~~to all participating senators, including the chairperson, who will tabulate them.~~ Eligible senators may vote “yes,” “no,” or “abstain.” Votes will be structured in the following manner: a) a heading indicating motion number; and b) whether they vote “yes,” vote “no,” or abstain, ~~and c) a closing to the message including the senator’s name.~~ A numerical majority of those senators ~~participating present~~ and voting must vote “yes” to pass an item unless otherwise mentioned by Robert’s Rules (e.g., a motion to end debate requiring two-thirds). Abstentions do not count as votes. The numerical results of all e-votes will be entered in the minutes of the next regularly scheduled meeting, but no senator identification on votes will be preserved. All e-votes will be verified by the chairperson of the Governance and Elections Committee.

15. The secretary and undersecretary of the Senate will take the electronic record and produce the minutes of the meeting. Time/date stamps are used when preparing the minutes.

Glossary:

E-meeting would include listservs, blackboard discussion boards, e-mail, etc.

Asynchronous e-meeting: a meeting for which the senators are in multiple physical locations and are not all participating

IX. New Business

B. Revision to procedures for asynchronous meetings

Specific Revision to document

14. General rules for voting: senators will cast their votes electronically. ~~to all participating senators, including the chairperson, who will tabulate them.~~ Eligible senators may vote “yes,” “no,” or “abstain.” Votes will be structured in the following manner: a) a heading indicating motion number; and b) whether they vote “yes,” vote “no,” or abstain, ~~and c) a closing to the message including the senator’s name.~~ A numerical majority of those senators present and voting must vote “yes” to pass an item unless otherwise mentioned by Robert’s Rules (e.g., a motion to end debate requiring two-thirds). Abstentions do not count as votes. The numerical results of all e-votes will be entered in the minutes of the next regularly scheduled meeting, but no senator identification on votes will be preserved.

IX. New Business

A. Academic Calendar Revision

Undergraduate Education Committee 11/2/09

Faculty Council 1/28/10

Senate Agenda Committee 2/8/10 (Pending approval of Campus Council)

Campus Council 2/11/10

1. Match the number of instructional days in fall semester to spring semester
2. Mirror the breaks
 - eliminate Fruesday
 - reinstate the 2 day fall break and move the days to Monday and Tuesday of Thanksgiving week (fall break will be a week, which matches the week-long break in the Spring.)
3. Finals will remain five days, M-F, matching the spring semester finals week
4. Under this plan, the fall Monday night class time configuration will be lengthened as is currently done in the spring Monday night class schedule