

**AGENDA FOR  
UNIVERSITY SENATE MEETING**

*(Meeting #4, 2013-14)*

**November 14, 2013**

**4:00 p.m.**

**BB (Burkhardt Building), 109  
PLEASE NOTE ROOM FOR FALL, 2013**

Approval of senate minutes of October 24, 2013

I. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – Monday, January 6, 2014, 2:00 p.m., Letterman Building (LB), Rm. 104  
University Senate – Thursday, January 16, 2014, 4:00 p.m., Letterman Building (LB), Room 125

**PLEASE NOTE ROOM CHANGE FOR SPRING SEMESTER**

B. Program Information – Academic Posting 2012-13, Volume XLV-3

Revised Programs

Academic Programs

Bachelor of General Studies (BGS)

College of Sciences and Humanities

Department of English

Master of Arts in English (Creative Writing)

C. Student Activities Committee Revision (Enclosure #1)

II. Recognition of Deaths – David Feldman, E. Jocelyn Mackey (Enclosure #2)

III. Committee Reports

A. Governance and Elections Committee – Ralph Bremigan, Chairperson

B. Faculty Council – Kip Shawger, Chairperson

C. University Council – Michael Gillilan, Chairperson

D. Campus Council – Kevin Thurman, Chairperson

E. Student Government Association – Alyssa France, Vice President

V. Report by Chairperson of Senate – David Pearson (Enclosure #3 - Issues in the Senate System)

V. Questions Directed to the President

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

- A. Credit Hour Policy (Enclosure #4)
- B. Constitutional Amendments – First Reading (Enclosure #5)
- C. HJR6 (Enclosure #6)

IX. Other Items

X. Adjournment

/mt

MINUTES OF THE THIRD MEETING OF THE 2013-14 UNIVERSITY SENATE  
Thursday, October 24, 2013

Members Present: 57

Members Absent: 7

1. The meeting was called to order at 4:00 p.m., by the Chairperson of the University Senate, David Pearson.

Roll Call was taken by initialing the roster located at the entrance to BB 109.

Members Present: S. Aegisdottir, E. Agnew, C. Anagnos, R. Bellaver, J. Bolin, R. Bremigan, B. Brey, P. Buis, B. Byers, S. Byrum, B. Canada, D. Caristi, C. Corbin, E. Crawford, R. Davis, G. Dodson, J. Fitzgerald, J. Forbey, A. France, M. Gillilan, D. Grosnick, J. Gruver, J. Hammons, M. Hanley, A. Harden, T. Hendricks, M. Holtzman, J. Huff, J. Jemiolo, L. Julian, K. Kreamelmeyer, L. Lehman, M. Maggiotto, L. O'Hara, C. Pak, S. Pattison, D. Pearson, L. Pellerin, N. Perera, S. Rice-Snow, T. Richardson, D. Shawger, D. Singh, L. Slone, C. Stone, L. Sun, K. Thurman, D. Wheeler, S. Zhuk

Substitutes: Jennifer Erickson for M. Hill, Jennifer Pierce for J. Jones-Hall, Marilyn Buck for T. King, Brian Meekin for C. Munchel, Darrion Colbert for K. Pierce, Shannon Staton for G. Slater, Constance McIntosh for C. Thomas, Barry Wagner for C. Updike

Members Absent: A. Beane, J. Chapman, M. Chiuini, J. Gora, T. Mahfouz, L. Stevens, J. Strauss

2. A motion was made and seconded (France/Shawger) to approve the University Senate minutes of August 29, 2013.

The motion carried.

3. Announcements

- A. Mind Mixer

Laurie Mullen, Associate Dean, Teachers College and Acting Associate Provost, presented information from the Academic Planning Steering Committee. Some of the questions discussed by this committee include what academics will look like in twenty years. She invited and encouraged the campus community to log on to academicplan.bsu.edu, to review the five questions and add their thoughts and opinions.

- B. Update on Higher Learning Commission (HLC) accreditation visit

Marilyn Buck, Associate Provost and Dean of University College, and co-chair of the (HLC) Steering Committee, updated the members on the accreditation visit. Their preliminary report will be coming in two to three weeks. It will be a draft report of their initial thoughts. We will have the opportunity to clarify or correct this report. There were a few of things that came out of the visit: 1) there is a good buy-in for assessment from the faculty, 2) in looking for federal compliance, the Office of Financial Aid stated that faculty think they don't have to keep track of attendance for their students, and 3) they suggested adding another point to the Credit Hour Policy. This is making its way through the Senate system. She thanked all who participated and felt the visit went very well.

The chair of the senate thanked Marilyn and co-chair Michael Maggiotto, for their leadership through this continuing accreditation visit. He also encouraged other faculty members to participate in being a peer reviewer for the HLC.

- C. Item C. (Next scheduled meetings), D., (Notice of Change in Office/Department Name), E., (Senate/Council/Committee membership-Enclosure #1), F. (Program Information-Enclosure #2), G. (Revision of University Core Curriculum Subcommittee-Enclosure #3), and H. (Resolution of SR-16-12/13-Enclosure #4) were reviewed by the members of the Senate.

4. The Senate had a moment of silence to recognize the deaths of Frances (Lem) Anderson, Linda Arndt, Walter Baker, Mildred (Mim) Ballou, David C. Caucci, John F. Clause, Scott Hinkley, John Huffer, Victor B. Lawhead, Rolf Legbandt, Kenneth Poucher, T.K. Puttaswamy, Charles Sappenfield, and Darrel Wible (University Senate Agenda, 10/24/13, Enclosure #5)
5. Council/Committee/Student Senate Reports
  - A. Governance and Elections Committee – Ralph Bremigan, Chairperson. Ralph reported the committee has met twice since the last senate meeting. They approved an amendment to the constitution as well as a large number of editorial revisions. They will be presented to the appropriate council prior to coming to the senate in one group.
  - B. Faculty Council – Kip Shawger, Chairperson. Kip reported the Faculty Council met on October 3 and approved three items on their agenda. Yasemin Tunc, Assistant Vice President for Academic Technology Solutions, was present to discuss E-texts.
  - C. University Council – Michael Gillilan, Chairperson. Michael reported the University Council has met twice since the last Senate meeting and are working on presentations from various offices on campus. Chris Munchel reported on the recruitment and admissions process, and Jim Lowe will be reporting on facilities in November.
  - D. Campus Council – Kevin Thurman, Chairperson. Kevin reported the Campus Council has met twice since the last Senate meeting, including last week. They approved a senate resolution regarding ponding of water between Bracken Library, Pruis Hall, and Emens Auditorium.
  - E. Student Senate – Alyssa France, Vice President, Student Government Association (SGA). Alyssa reported the SGA is working on legislation and fulfilling resolutions on the slate's platform. The student government is sponsoring a state-wide student government and leadership development conference.
7. David Pearson, Chairperson of the University Senate, reviewed the GANTT Chart (Enclosure #6) with the membership of the Senate.
8. President's Remarks

The President and the Provost were at a Board of Trustees retreat and unable to attend today's meeting. There were no remarks.
9. Question and Answer Period

There were no questions.
10. Unfinished Business

There was no unfinished business.
11. New Business
  - A. Guest Student Policy (University Senate Agenda, 10/24/13, Enclosure #7)

A motion was made and seconded (Shawger/Thurman) to place on the floor for discussion.

Deborah Mix, Chair of the Graduate Education Committee, was present at today's meeting to review the suggested revisions to the document.

The vote to approve the revisions to the Guest Student Policy carried.

B. Probationary Admission to Master's Degree Program (University Senate Agenda, 10/24/13, Enclosure #8)

A motion was made and seconded (Thurman/France) to place on the floor for discussion.

Deborah Mix also spoke to this revision as it was approved by the Graduate Education Committee. The members were reminded that departments may still have higher standards than what is written in the document.

The vote to approve the revisions to the Probationary Admission to Master's Degree Programs carried.

12. Other Items

There were no other items.

13. Adjournment

The meeting adjourned at 4:45 p.m.

November 14, 2013

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David Pearson, Chairperson

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Amy Harden, Secretary

### 3. Student Activities Committee<sup>22</sup>

3.1 Membership – The membership of the Student Activities Committee shall consist of the following:

#### Voting

- 3.111 Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms;
- 3.112 Two faculty appointed by the Faculty Council for staggered two-year terms;
- 3.113 Two members appointed by the University Council for staggered two year terms;
- 3.114 Three students appointed by the Student Government Association for one year terms.

#### 3.12 Non-Voting

- 3.121 ~~The Director of Student Organizations and Activities~~ The Assistant Vice President for Student Affairs and Director of Student Life, ex officio, or a designee;
- 3.122 President of Student Government Association, ex officio, or a designee;
- 3.123 The Director of Recreation Services, ex officio, or a designee.

***Rationale: Title no longer exists.***

3.2 Responsibilities – The Student Activities Committee is responsible for the following initiatives and activities:

- 3.21 To elect a Chairperson and a Secretary from its appointed membership by majority vote for a one year term;
- 3.22 To forward minutes of each committee meeting to the Chairperson of the Campus Council within a timely manner;
- 3.23 To receive and consider proposals dealing with student activities policies from the Student Government Association and the Office of Student Life;
- 3.24 To initiate and recommend policies in matters related to student activities and organizations;
- 3.25 To advise those who administer student activities programs and residence hall programming;
- 3.26 To grant recognition to student organizations, subject to review by the President of the University or a representative;
- 3.27 To evaluate publications, policies, and procedures related to student organizations and to make recommendations, when appropriate.

*Rationale: Proposals are also received from the Office of Student Life, who directly works with all student organizations on campus.*

Page 26-27, Faculty and Professional Personnel Handbook

*In Memoriam*

*The members of University Senate recognize with the regret and offer their sincerest condolences to the family and colleagues of:*

**David Feldman**

*Professor Emeritus of Special Education*

*Retired, 2005*

*22 Years of Service*

**E. Jocelyn Mackey**

*Professor Emerita of Music History & Musicology*

*Retired*

*25 Years of Service*

*University Senate  
November 14, 2013*

Issues in the Senate System 2013-14

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<b>FACULTY COUNCIL</b>												
Telecommuting	Salary&Benefits Business Affairs	11/19/12										
Revision of Current Family Leave Policy	Salary&Benefits	9/17/12										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<b>UNIVERSITY COUNCIL</b>												
Telecommuting	From Sen.Agenda to S&B, to Business Affairs	11/19/12										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<b>CAMPUS COUNCIL</b>												
Cardinal Cash												
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<b>AGENDA COMMITTEE</b>												
Faculty Load/Salary Adjustments	Faculty/Univ. Councils	8/20/12										
Revision of current Family Leave Policy	Salary & Benefits	9/17/12										
Bus Stop Shelters SR-17-12/13	MP&F	8/19/13										
Waterless Urinals SR-18-12/13	MP&F	8/19/13										
Water Bottle Refilling Stations SR-19-12/13	MP&F	8/19/13										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<b>GOVERNANCE AND ELECTIONS</b>												
Membership of Professional Education Committee	From Faculty Council to PEC	1/26/12 2/2/12										
Student Elections to USenate		8/23/13										
Committee Membership and Responsibilities (submitted by various committees)		8/23/13										
Review of Constitution in Handbook		9/26/13										



### Recommended Change to Credit Hour Policy

*Recommendation is for an addition – a number 9 – as listed below. The addition is underlined. This suggestion is coming from the HLC review team.*

#### ASSIGNMENT OF CREDIT HOURS

1. Departments and units shall assign a number of credit hours to each class that reflects the amount of time required for a typical student to successfully complete the class. Departments and units shall assign one hour of credit to a class for each 2,250 minutes of student attendance and out-of-class work.
2. Face-to-face undergraduate classes: Departments and units typically assign one hour of credit for each 750 minutes of face-to-face undergraduate instructional time, with an additional 1,500 minutes of out-of-class work required for successful completion. (750 minutes of instructional time reflects 50 minutes of class weekly over a 15-week semester.)
3. Other undergraduate delivery modes and formats: Classes other than face-to-face undergraduate classes (for example, online classes, workshops, classes offered in non-standard venues, study abroad, and blended classes) will often divide the minimum time requirement between instructional time and out-of-class work in a different manner. However, departments and units shall determine that total course time required for a typical student is at least 2,250 minutes for each credit hour to be granted.
4. Graduate classes: Graduate classes present students with material and assignments of additional rigor, and accordingly require greater time commitments for successful completion. As a general rule, departments and units shall determine that total course time required for a typical student is at least 3,000 minutes for each graduate credit hour to be granted. The Graduate School may enact additional policies to assure that the number of graduate credit hours assigned to a course is appropriate.
5. Minimum time guidelines: The number of credit hours assigned to a condensed-format course should reflect the period of time required to complete the expected minutes of activity. Thus, a three-hour course should normally be offered over a minimum of two weeks when the students in that course are taking no other courses. Similarly, a six-hour (nine-hour) course should normally be offered over a minimum of four (six) weeks.
6. Procedure for new or revised courses: A proposal for a new course, or to revise an existing course, must document that the number of credit hours assigned is consistent with the requirements of the preceding paragraphs.
7. Procedure for continuing courses: Each college will develop procedures for its College Curriculum Committee (or other body) to review the appropriateness of the number of credit hours assigned to continuing courses on a rotating basis, with each continuing course reviewed at least once every five years.
8. Primary responsibility for maintaining the appropriate number of hours for a course shall rest with the academic department or unit involved.
9. Credit-bearing experiential learning experiences such as internships, clinicals, practica, etc. are also governed by the above policies.

### Constitutional Amendments – First Reading

Amendment #1 (Approved by Governance and Elections Committee 10/31/13)

#### IV. University **Senate** Councils and Committees

1. The Senate shall maintain three University Senate Councils – the Campus Council, the Faculty Council, and the University Council – to assist the University Senate in forming educational policies. The three University Senate Councils shall maintain the following standing committees:
  - 1.1 **Campus Council:** Events Programming and Scheduling, Public Safety, Student Activities, Student Center, Student Financial Assistance, Student Rights, Ethics and Standards, University Traffic Appeals Subcommittee, Parking Subcommittee;
  - 1.2 **Faculty Council:** Academic Freedom and Ethics, Contract Faculty, Creative Arts, Creative Teaching, Graduate Education, Academic Technology, Library, Professional Education, Faculty Salary and Benefits, Special Leave, Teaching Evaluation, Undergraduate Education, University Grade Appeals, University Promotion and Tenure;
  - 1.3 **University Council:** Institutional Effectiveness, Admissions and Credits, Athletics, Online Distance Education, Financial and Budgetary Affairs, Professional Personnel Salary and Benefits, Rinker Center for International Programs, Judicial, Master Planning and Facilities, Publications and Intellectual Properties, and Research.
2. The establishment of new University Senate Councils and Council Standing Committees shall be recommended to the Senate by the Governance and Elections Committee.
3. Members of councils or standing committees/subcommittees in the Senate system, with the exception of students, may serve three complete and consecutive two-year terms. ~~An exception is the University Promotion and Tenure Committee, whose members may serve two complete and consecutive three year terms.~~ except for such alternative maximum term length as otherwise may be specified below under the University Senate Councils and Committees Structure.

Page 20, Faculty and Professional Personnel Online Handbook

#### University Promotion and Tenure Committee

- 14.1 Membership – the membership of the University Promotion and Tenure Committee shall consist of the following:
  - 14.11 Voting
    - 14.111 Seven tenured faculty, one representing each college, elected by the tenured and tenure track faculty for staggered three year terms, and may serve two complete and consecutive three year terms:
    - 14.112 Should a college representative be unable to complete the term of election, the college will vote to elect a new representative, or the college alternate to the committee will serve the remainder of the term.

Page 38, Faculty and Professional Personnel Online Handbook

## Amendment #2

### Student Elections to University Senate

#### Current:

3. All elections of faculty and professional personnel representatives to the University Senate will be conducted by the units which they represent under the Governance and Elections Committee. Student representatives will be appointed by the Student Government Association. Appointments shall be made and elections shall be held by 15 March<sup>3</sup> each year for Senators to be seated in the fall.

#### Proposed Revision:

- Sentence 1: All elections of faculty and professional personnel representatives to the University Senate will be conducted by the units which they represent under the Governance and Elections Committee.
- Sentence 2: ~~Student representatives will be appointed by the Student Government Association.~~ Student representatives to the University Senate will be elected by the student body at-large, and the elections will be conducted by the Student Government Association.
- Sentence 3: ~~Appointments shall be made and elections shall be held by 15 March<sup>3</sup> each year for Senators to be seated in the fall.~~ **Elections shall be held by 15 March<sup>3</sup> each year for Senators to be seated in the fall.**

#### Clean Copy

All elections of faculty and professional personnel representatives to the University Senate will be conducted by the units which they represent under the Governance and Elections Committee. Student representatives to the University Senate will be elected by the student body at-large, and the elections will be conducted by the Student Government Association. Elections shall be held by 15 March<sup>3</sup> each year for Senators to be seated in the fall.

First Regular Session 117th General Assembly (2011)

PRINTING CODE. Amendments: Whenever an existing statute (or a section of the Indiana Constitution) is being amended, the text of the existing provision will appear in this style type, additions will appear in **this style type**, and deletions will appear in ~~this style type~~.

Additions: Whenever a new statutory provision is being enacted (or a new constitutional provision adopted), the text of the new provision will appear in **this style type**. Also, the word **NEW** will appear in that style type in the introductory clause of each SECTION that adds a new provision to the Indiana Code or the Indiana Constitution.

Conflict reconciliation: Text in a statute in *this style type* or ~~this style type~~ reconciles conflicts between statutes enacted by the 2010 Regular Session of the General Assembly.

## HOUSE ENROLLED JOINT RESOLUTION No. 6

A *JOINT RESOLUTION* proposing an amendment to Article 1 of the Indiana Constitution concerning marriage.

*Be it resolved by the General Assembly of the State of Indiana:*

SECTION 1. The following amendment to the Constitution of the State of Indiana is proposed and agreed to by this, the One Hundred Seventeenth General Assembly of the State of Indiana, and is referred to the next General Assembly for reconsideration and agreement.

SECTION 2. ARTICLE 1 OF THE CONSTITUTION OF THE STATE OF INDIANA IS AMENDED BY ADDING A NEW SECTION TO READ AS FOLLOWS: **Section 38. Only a marriage between one (1) man and one (1) woman shall be valid or recognized as a marriage in Indiana. A legal status identical or substantially similar to that of marriage for unmarried individuals shall not be valid or recognized.**

C  
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p  
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HJ 6



Statement read by Provost King  
Faculty Council Meeting  
October 31, 2013

The university administration feels strongly that Ball State must continue to be a welcoming and inclusive institution for all faculty members, students and staff. We must maintain an environment where students can reach their full potential in their academic pursuits, where faculty members can realize the goal of being excellent teachers and scholars, and where everyone is respected and valued. In addition, by maintaining a welcoming and inclusive environment we are better able to attract talented faculty members through searches at the national level, and we are better positioned to keep the best and brightest on our campus.

For these reasons and others we think it is important to fully consider the impact of House Joint Resolution 6 on the university and we are seeking input from university governance on this important issue. Note that the Ball State Equal Opportunity and Affirmative Action Policy specifically prohibits discrimination on the basis of sexual orientation, and same sex domestic partners of BSU employees are eligible for employee spouse benefits.