

**AGENDA FOR  
UNIVERSITY SENATE MEETING**

*(Meeting #5, 2013-14)*

**January 16, 2014**

**4:00 p.m.**

**Letterman Building (LB), Room 125  
PLEASE NOTE ROOM FOR SPRING, 2014**

Approval of senate minutes of November 14, 2013

I. Announcements

- A. Presidential Search Update - R. Wayne Estopinal, AIA  
Trustee and Committee Chair  
Ball State University Board of Trustees
- B. Next Scheduled Meetings  
Senate Agenda Committee – Monday, February 3, 2014, 2:00 p.m., Letterman Building (LB), Rm. 104  
University Senate – Thursday, February 13, 2014, 4:00 p.m., Letterman Building (LB), Room 125  
**PLEASE NOTE ROOM CHANGE FOR SPRING SEMESTER**
- C. Program Information – Academic Posting 2012-13, Volume XLV-4  
Revised Programs  
College of Sciences and Humanities  
Department of Anthropology  
Major in Anthropology  
Department of Physiology and Health Science  
Major in Respiratory Therapy  
Minor in Community Health Education Specialist  
Department of Psychological Science  
Major in Psychological Science  
Teachers College  
Department of Special Education  
Master of Arts in Applied Behavior Analysis
- C. Editorial Revisions to Constitution (Enclosure #1)

II. Recognition of Deaths

**David Frances Foley**

Associate Professor Emeritus of  
Music Theory and Composition  
Retired 2006  
36 years of Service

**Paul A. Magro**

Assistant Professor of  
Criminal Justice and Criminology  
Ball State University Service, 2008-2013

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

IV. Report by Chairperson of Senate – David Pearson (Enclosure #2 - Issues in the Senate System)

V. Questions Directed to the President

VI. Question and Answer Period

VII. Unfinished Business

- A. Constitutional Amendments (Enclosure #3) **Tabled from 11/14/13 meeting**

VIII. New Business

- A. Constitutional Amendments (Enclosure #4)

IX. Other Items

X. Adjournment

/mt

MINUTES OF THE FOURTH MEETING OF THE 2013-14 UNIVERSITY SENATE

Thursday, November 14, 2013

Members Present: 61

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: E. Agnew, C. Anagnos, J. Bolin, R. Bremigan, B. Brey, P. Buis, B. Byers, S. Byrum, B. Canada, D. Caristi, J. Chapman, M. Chiuini, C. Corbin, E. Crawford, R. Davis, G. Dodson, J. Fitzgerald, J. Forbey, A. France, M. Gillilan, J. Gora, D. Grosnick, J. Gruver, J. Hammons, M. Hanley, A. Harden, T. Hendricks, J. Hesser, M. Hill, J. Huff, J. Jemiolo, J. Jones-Hall, L. Julian, T. King, K. Kreamelmeyer, L. Lehman, M. Maggiotto, T. Mahfouz, L. O'Hara, C. Pak, D. Pearson, N. Perera, S. Rice-Snow, T. Richardson, D. Shawger, D. Singh, G. Slater, L. Slone, C. Staggs, L. Stevens, C. Stone, L. Sullivan, L. Sun, C. Thomas, K. Thurman, D. Wheeler, S. Zhuk

Substitutes: Ron Kovac for R. Bellaver, Melinda Messineo for L. Pellerin, Sheryl Swingley for J. Strauss, Ruth Jones for S. Wilczynski

Members Absent: S. Aegisdottir, A. Beane, R. Butler, M. Holtzman, C. Munchel, S. Pattison, C. Updike

2. A motion was made and seconded (Anagnos/Thurman) to approve the University Senate minutes of October 24, 2013.

The motion carried.

3. 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

Items I. B. (Program Information), and C. Student Activities Committee (Enclosure #1) were reviewed by the senate.

4. The Senate had a moment of silence to recognize the deaths of David Feldman and E. Jocelyn Mackey (University Senate Agenda, 11/14/13, Enclosure #2)

5. Council/Committee/Student Senate Reports

- A. Governance and Elections Committee – Ralph Bremigan, Chairperson. Ralph reported the committee will meet next week to review the amendments and revisions to the handbook. There are two revisions submitted as first readings for today's meeting.
- B. Faculty Council – Kip Shawger, Chairperson. Kip reported the Faculty Council met on October 31. They had guests Laura Helms, Associate Dean of University College, and Steve Reed, Coordinator of Enterprise Systems, who discussed the new space assignment software, R25.
- C. University Council – Michael Gillilan, Chairperson. Michael reported the University Council met on 11/7 and had John Fallon, Associate Vice President for Economic Development and Community Engagement, attend the meeting to talk about the Building Better Communities Initiatives. The council conducted a vote against HJR6 with the results being 14 in favor of opposition and one abstention.

- D. Campus Council – Kevin Thurman, Chairperson. Kevin reported the Campus Council has not met since the last senate meeting. They will meet again in February, 2014.
- E. Student Senate – Alyssa France, Vice President, Student Government Association (SGA). Alyssa reported the SGA is working fulfilling the platform obligations of the executive committee. They are also sponsoring a state-wide student government and leadership development conference which has been taking up a considerable amount of time. They are proud of sponsoring this first-time ever conference on campus. The student senate also voted and passed opposition to HJR6.
7. David Pearson, Chairperson of the University Senate, reviewed the GANTT Chart (University Senate Agenda, 11/14/13, Enclosure #3) with the membership of the Senate.

8. President's Remarks

The President had no report but asked if there were any questions.

- *A question was asked as to whether there is fear of ObamaCare affecting our health benefits.*

The president reported she will know more next week. It was shared with the Board of Trustees at their last meeting. She believes there will be an increased cost to the university; however, no individual will be impacted.

9. Question and Answer Period

There were no questions.

10. Unfinished Business

There was no unfinished business.

11. New Business

A. Credit Hour Policy (University Senate Agenda, 11/14/13, Enclosure #4)

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

Marilyn Buck, Associate Provost and Dean of University College, was present at today's meeting to answer questions. This revision was suggested by the accreditation team of the Higher Learning Commission.

The vote to approve the revision of the Credit Hour Policy, carried.

B. Constitutional Amendments (University Senate Agenda, 11/14/13, Enclosure #5)

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

Since this is the first reading and no discussion takes place, a motion was made and seconded (Fitzgerald/Jones-Hall) to table until the next meeting.

The motion to table the constitutional amendments carried.

C. HJR6

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

The following motion was read by faculty council chair, Kip Shawger:

“It is moved that Senate request the university administration make the following statement:

In light of the ongoing debates around House Joint Resolution 6, Ball State University reaffirms our commitment to diversity and tolerance. We believe that providing a welcoming and supportive environment is not only morally right but also economically sound. To attract the best and brightest students and the most talented faculty and staff, we need to recognize the diverse needs of the university community. On behalf of its faculty, staff, and students, Ball State opposes adoption of House Joint Resolution 6 and supports the goals of the Freedom Indiana organization.”

Discussion ensued. A senate member inquired about the Freedom Indiana organization. Kip Shawger responded that the goal of this organization is supporting the rights of all citizens of Indiana. Opposition to this bill passed the faculty council (Y33-N6), and university council (Y14-N0-A1). The Student Senate Resolution (05-13/14) was authored by two and sponsored by 329, with more sponsors names coming in daily.

It is not clear how the same sex partner benefits offered on campus will play out if this bill is passed.

A motion was made and seconded (Fitzgerald/Thurman) to have vote by paper ballot. Clarification was made regarding yes or no. A yes vote means you are opposing the legislation. A no vote means you are in favor of the bill.

The results of the paper ballot: Yay 51 Nay 9 Abstention 1

The motion and vote to opposed HJR6 carried.

The results of this vote will be forwarded to university administration indicating opposition to HJR6.

12. Other Items

There were no other items.

13. Adjournment

The meeting adjourned at 4:45 p.m.

January 16, 2014

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David Pearson, Chairperson

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Amy Harden, Secretary

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Revisions deemed Editorial by Governance and Elections Committee

Teaching Evaluation Committee

- 11.1 Membership – The membership of the Teaching Evaluation Committee shall consist of the following:
  - 11.11 Voting
    - 11.111 Seven **faculty** members, one representing each college appointed by the Faculty Council, one of whom must be a member of Faculty Council, for staggered two year terms;
    - 11.112 Two members appointed by the University Council for staggered two year terms;
    - 11.113 One undergraduate student and one graduate student appointed by the Student Government Association for one year terms;
    - 1.1114 One member appointed by and from the Online Distance Education Committee for a one year term.
  - 11.12 Non-Voting
    - 11.121 The Executive Director of the Office of Teaching and Learning Advancement, ex officio, or a designee;
    - 11.122 The Director of Unified Technology Support, ex officio, or a designee;
    - 11.123 The Assistant Director of Research and Design, ex officio, or a designee.

Creative Arts Committee

- 3.1 Membership – The membership of the Creative Arts Committee shall consist of the following:
  - 3.11 Voting
    - 3.111 Seven **faculty** members appointed by the Faculty Council, one of whom must be a member of Faculty Council, one representing each college, for staggered two year terms;
    - 3.112 One undergraduate student and one graduate student appointed by the Student Government Association, for one year terms.
  - 3.12 Non-Voting
    - 3.121 The Dean of the College of Fine Arts, ex officio, or a designee;
    - 3.122 The Director of the Office of Sponsored Programs, ex officio, or a designee.
- 3.2 Responsibilities – The Creative Arts Committee is responsible for the following initiatives and activities:
  - 3.21 To elect a Chairperson and a Secretary from its ~~elected~~ **voting** faculty membership by majority vote of the committee, for one year terms;
  - 3.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;**
  - ~~3.21~~ **3.23** To encourage, strengthen, and foster the creative arts at the University at all levels.
  - ~~3.22~~ **3.24** To solicit and evaluate proposals for Creative Arts Grants and to recommend to the Provost and Vice President for Academic Affairs, the Associate Provost for Research and Dean of the Graduate School, and the Director of the Office of Sponsored Programs those proposals which merit funding by the University.
  - ~~3.23~~ **3.25** To initiate and recommend policies and procedures for Creative Arts Grants at the University;
  - ~~3.24~~ **3.26** To conduct continuous evaluation of the Creative Arts Program.

## Financial and Budgetary Affairs Committee

5.1 Membership – The membership of the Financial and Budgetary Affairs Committee shall consist of the following:

5.11 Voting

- 5.111 Three professional personnel, appointed by the University Council, for staggered two year terms;
- 5.112 Three faculty members, appointed by the Faculty Council, one of whom must be from the Faculty Council, for staggered two year terms;
- 5.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

5.12 Non-Voting

- 5.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 5.122 The Vice President for Business Affairs, ex officio, or a designee;
- 5.123 The Chairperson of the Faculty Salary and Benefits Committee, ex officio, or a designee;

5.124 The Chairperson of the Professional Personnel Salary and Benefits Committee, ex officio, or a designee.

## Contract Faculty Committee

2.1 Membership – The membership of the Contract Faculty Committee shall consist of the following:

2.11 Voting

- 2.111 Two faculty members appointed by the Faculty Council, one of whom must be a member of Faculty Council, for staggered two year terms;
- 2.112 One full-time contract faculty member elected by and from the Contract Faculty of each college, for staggered two year terms;

Colleges may elect tenure-line faculty members if no willing contract faculty member is available; only full-time contract faculty and those who hold half-time or more contracts for more than one year will elect their own representatives to Contract Faculty Committee;

- 2.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

2.12 Non-Voting

- 2.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

2.2 Responsibilities – The Contract Faculty Committee is responsible for the following initiatives and activities:

- 2.21 To elect a Chairperson and a Secretary from the ~~appointed~~ voting membership by majority vote for a one year term;
- 2.22 To forward minutes of each committee meeting to the chairperson of the Faculty Council within a timely manner;
- 2.23 To initiate and recommend procedures for implementing University policies affecting full-time contract faculty;
- 2.24 To review existing policies and procedures affecting contract faculty and to recommend changes in those policies and procedures when appropriate.

## Parking Subcommittee

2.31 Membership – The membership of the Parking Subcommittee shall consist of the following:

2.311 Voting

- 2.3111 Two student representatives appointed by the Student Government Association for a one year term;
- 2.3112 Two members of the Campus Council, appointed for staggered two year terms;
- 2.3113 Two faculty members of the Faculty Council, appointed for staggered two year terms;
- 2.3114 Two members of the University Council, appointed for staggered two

- year terms;
- 2.3115 Two members from the community or region to be appointed by the President of the University, for staggered two year terms;
- 2.312 Non-voting
  - 2.3121 The Associate Dean for Student Affairs and Director of Housing/Residence Life, ex officio, or a designee;
  - 2.3122 The Director of Public Safety, ex officio, or a designee;
  - 2.3123 The University Police Parking Enforcement Coordinator, ex officio, or a designee.

#### University Traffic Appeals Subcommittee

- 2.41 Membership – The membership of the University Traffic Appeals Subcommittee shall consist of the following:
  - 2.411 Voting
    - 2.4111 Two student representatives appointed by the Student Government Association, for a one year term;
    - 2.4112 Two members of the Campus Council, appointed for staggered two year terms;
    - 2.4113 Two **faculty** members of the Faculty Council, appointed for staggered to year terms;
    - 2.4114 Two members of the University Council, appointed for staggered two year terms;
    - 2.4115 Two members appointed by the President of the University to represent staff and service personnel, for staggered two year terms.
  - 2.412 Non-voting
    - 2.4121 The Director of Public Safety, ex officio, or a designee.

#### Special Leave Committee

- 10.1 Responsibilities – The Special Leave Committee is responsible for the following initiatives and activities:
  - 10.21 To elect a Chairperson and a Secretary from its ~~appointed~~ **voting** faculty membership by majority vote for one year terms;
  - 10.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
  - 10.23 To initiate, monitor, evaluate, and recommend policies and procedures concerning leaves of absence.
  - 10.24 To solicit applications for special assigned leaves with pay, to evaluate and rank the applications according to established criteria, and to report its findings according to established policies.
  - 10.25 To act in an advisory capacity to those who administer other leaves of absence programs.

#### Undergraduate Education Committee

- 12.2 Responsibilities – The Undergraduate Education Committee is responsible for the following initiatives and activities:
  - 12.21 To elect a Chairperson and a Secretary from its ~~appointed~~ **voting** faculty membership by majority vote for one year terms;
  - 12.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
  - 12.23 The officers and the Provost and Vice President for Academic Affairs, ex officio, or a designee, shall constitute an Executive Committee to prepare an agenda for each meeting and to expedite committee business;
  - 12.24 To discuss, plan, and explore the future educational direction of the University, in cooperation with other councils and committees;
  - 12.25 To review and approve new curricula and undergraduate educational programs, to recommend revision of existing curricula and programs when desirable, and to approve program delivery methods;

- 12.26 To serve as a sounding board to the subcommittees when advice and counsel are sought by the subcommittees;
- 12.27 To evaluate undergraduate educational programs;
- 12.28 To initiate and receive proposals from the colleges or other sources, and recommend policies and procedures relevant to degree requirements, academic schedules and calendars, grading and credit practices, and academic standards and related matters;
- 12.29 To initiate, receive proposals from the colleges or other sources, and recommend policies and procedures on matters concerning the establishment of qualifications for regular faculty and professional personnel and the establishment of standards for determining faculty loads;
- 12.30 To review its own organization, procedures, and functions and to make recommendations to the Governance and Elections Committee on these matters.

### University Core Curriculum Subcommittee

12.31 Membership – The membership of the University Core Curriculum Subcommittee shall consist of the following:

#### 12.311 Voting

~~12.3111 Seven faculty one elected by and from each college, for staggered two year terms;~~

12.3112 One **additional** faculty appointed by and from the Undergraduate Education Committee, for a one year term;

~~12.3112 Seven faculty one elected by and from each college, for staggered two year terms;~~

12.3113 One **additional** faculty appointed by and from the Faculty Council, for a one year term;

12.3114 One undergraduate student appointed by the Student Government Association, for a one year term.

#### 12.312 Non-voting

12.3121 The Associate Provost and Dean of University College, ex officio, or a designee;

12.3122 The Director of Academic Advising, ex officio or a designee.

***Rationale: The idea is that one person is not the college representative and also the Faculty Council representative and the UEC liaison.***

12.32 Responsibilities – The University Core Curriculum Subcommittee is responsible for the following:

12.321 To elect a Chairperson and a Secretary from its ~~appointed~~ **voting** faculty membership by majority vote for one year terms;

12.322 To forward minutes of each committee meeting to the Chairperson of the Undergraduate Education Committee and the Chair of the Faculty Council within a timely manner;

12.323 To develop and evaluate the University core curriculum program;

12.324 To recommend changes in the University core curriculum program to the Undergraduate Education Committee, when appropriate.

### University Promotion and Tenure Committee

14.2 Responsibilities – The University Promotion and Tenure Committee is responsible for the following initiatives and activities:

14.21 To elect a Chairperson and a Secretary from its ~~appointed~~ **voting** faculty membership by majority vote for one year terms;

14.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;

14.23 To review existing University promotion and tenure policies and procedures and to recommend changes to the Faculty Council, when appropriate;

14.24 To review and approve departmental, collegiate, and area promotion and tenure policies to ensure both adherence to University Policies and efficient and

- equitable operation;
  - 14.25 To review compliance with promotion and tenure policy implementation and make appropriate recommendations and/or judgments in the case of infraction;
  - 14.26 To hear appeals and make recommendations and/or decisions that are consistent with University policies describing the right of a faculty member or a department to appeal an adverse promotion or tenure recommendation;
  - 14.27 To maintain minutes of all committee actions and file in the office of the advisory, non-voting member; to summarize those actions in regular reports to the Faculty Council;
  - 14.28 The elected members of the committee shall serve as non-voting liaison members of the promotion and tenure committees of their respective colleges or areas.
- 14.3 No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assigned 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.

### Judicial Committee

- 7.2 Responsibilities – The Judicial Committee is responsible for the following initiatives and activities:
- 7.21 To elect a Chairperson and Secretary from its ~~appointed~~ **voting** membership by majority vote for one year terms;
  - 7.22 To forward minutes of each committee meeting to the Chairperson of the University Council within a timely manner;
  - 7.23 To develop and review guidelines and policies for handling misconduct of faculty and professional personnel;
  - 7.24 To serve as a panel from which five members may be designated by the Chairperson of the University Senate to constitute a hearing subcommittee for each specific case referred to the committee. No member of the committee shall serve on a hearing subcommittee if he or she has had previous involvement with the case, is a member of the department in which the individual involved is employed, or is related by blood or marriage to any of the principals;
  - 7.25 To receive any allegations of misconduct. These allegations must be submitted in writing to the Chairperson of the University Council and must contain specific documentation supporting each of the allegations;
  - 7.26 To review cases or situations involving a faculty member or a professional personnel member;
  - 7.27 To recommend, after review of each case brought to the Committee, one of the following:
    - 7.271 An action consistent with the Faculty and Professional Personnel Handbook concerning disciplinary action or termination;
    - 7.272 Referral to the Academic Freedom and Ethics Committee of the Faculty Council.
  - 7.28 To submit confidential Committee findings, in writing, to the involved parties and the Provost and Vice President for Academic Affairs.

### Professional Personnel Salary and Benefits Committee

- 11.1 Membership – The membership of the Professional Personnel Salary and Benefits Committee shall consist of the following:
- 11.11 Voting
    - 11.111 Seven members ~~selected~~ **appointed** by and from the membership of the University Council for staggered two year terms;
  - 11.12 Non-Voting
    - 11.121 The Vice President for Business Affairs, ex officio, or a designee.
    - 11.122 The chairperson of the Faculty Council Salary and Benefits Committee;
    - 11.123 One member appointed by and from the University Council's Financial and Budgetary Affairs Committee, for a one year term.

- 11.2 Responsibilities – The Professional Personnel Salary and Benefits Committee is responsible for the following initiatives and activities:
- 11.21 To elect a Chairperson and a Secretary from its ~~appointed~~ **voting** membership by majority vote of the committee, for one year terms;
  - 11.22 To forward minutes of each committee meeting to the Chairperson of the University Council within a timely manner;
  - 11.23 To monitor and evaluate salary and benefit programs of professional personnel, including those concerning emeriti, and recommend appropriate changes and improvements.
  - 11.24 To initiate reviews and assessments of market conditions periodically and make appropriate recommendations for adjustments regarding incremental money distributed to professional personnel for market purposes;
  - 11.25 To review the administration of salary programs of professional personnel annually, working with the President or the Provost and Vice President for Academic Affairs, to assure compliance with established policies;
  - 11.26 To review for approval all criteria and processes regarding professional personnel salaries for all units.
  - 11.27 To act in an advisory capacity to those who administer professional personnel salary and benefit programs for the University and to represent the interests of professional personnel in discussions with such persons.
  - 11.28 To meet jointly with the Faculty Salary and Benefits Committee on all matters dealing with university benefits that apply to both faculty and professional personnel.
    - 11.281 The chairpersons of the Faculty Salary and Benefits Committee and the Professional Personnel Salary and Benefits Committee shall share chair duties whenever joint meetings are called and the secretaries from each respective committee shall alternate in taking minutes during joint sessions. Acting secretaries shall see to it that minutes are forwarded to both the Faculty and Professional Personnel Salary and Benefits Committees for their review. .
    - 11.282 All voting members of the respective salary and benefits committees from each council shall be eligible to vote at joint meetings.

#### Faculty Salary and Benefits Committee

##### 9. Faculty Salary and Benefits Committee<sup>34</sup>

- 9.1 Membership – The membership of the Faculty Salary and Benefits Committee shall consist of the following:
- 9.11 Voting
    - 9.111 Seven **faculty** members ~~selected~~ **appointed** by and from the membership of the Faculty Council, one representing each college, for staggered two year terms;
  - 9.12 Non-Voting
    - 9.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.
    - 9.122 The Vice President for Business Affairs, ex officio, or a designee.
    - 9.123 The chairperson of the Professional Personnel Salary and Benefits Committee;
    - 9.124 One member appointed by and from the University Council’s Financial and Budgetary Affairs Committee, for a one year term.
- 9.2 Responsibilities – The Faculty Salary and Benefits Committee is responsible for the following initiatives and activities:
- 9.21 To elect a Chairperson and a Secretary from its ~~elected~~ **voting** faculty membership by majority vote of the committee, for one year terms;
  - 9.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
  - 9.23 To monitor and evaluate faculty salary and benefit programs, including those

- concerning emeriti, and recommend appropriate changes and improvements.
- 9.24 To initiate reviews and assessments of market conditions periodically and make appropriate recommendations for adjustments regarding incremental money distributed to faculty for market purposes;
  - 9.25 To review the administration of faculty salary programs annually, working with the President or the Provost and Vice President for Academic Affairs, to assure compliance with established policies;
  - 9.26 To review for approval all criteria and processes regarding faculty salaries for all units.
  - 9.27 To act in an advisory capacity to those who administer faculty salary and benefit programs for the University and to represent the interests of the faculty in discussions with such persons.
  - 9.28 To meet jointly with the Professional Personnel Salary and Benefits Committee on all matters dealing with university benefits that apply to both faculty and professional personnel.
    - 9.281 The chairs of both the Faculty Salary and Benefits Committee and the Professional Personnel Salary and Benefits Committee shall share chair duties whenever joint meetings are called and the secretaries from each respective committee shall alternate in taking minutes during joint sessions. Acting secretaries shall see to it that minutes are forwarded to both the Faculty and Professional Personnel Salary and Benefits Committees for their review.
    - 9.282 All voting members of the respective salary and benefits committees from each council shall be eligible to vote at joint meetings.

#### Creative Teaching Committee

#### 4. Creative Teaching Committee <sup>29</sup>

- 4.1 Membership – The membership of the Creative Teaching Committee shall consist of the following:
  - 4.11 Voting
    - 4.111 Seven members, one representing each college, ~~selected~~ **appointed** by and from the membership of the Faculty Council, for staggered two year terms;
    - 4.112 One undergraduate student and one graduate student appointed by the Student Government Association, for one year terms.
  - 4.12 Non-Voting
    - 4.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.
- 4.2 Responsibilities – The Creative Teaching Committee is responsible for the following initiatives and activities:
  - 4.21 To elect a Chairperson and a Secretary from its ~~appointed~~ **voting** faculty membership by majority vote for one year terms;
  - 4.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
  - 4.23 To encourage, strengthen, and foster creative teaching at the University at all levels.
  - 4.24 To solicit and evaluate all proposals for Creative Teaching Grants, and to recommend to the Provost and Vice President for Academic Affairs those proposals which merit funding by the University.
  - 4.25 To initiate and recommend policies and procedures for Creative Teaching Grants at the University.
  - 4.26 To conduct evaluation of the Creative Teaching Grants program.

Research Committee

10.2 Responsibilities - The Research Committee is responsible for the following initiatives and activities:

~~10.21~~ 10.21 To elect a Chairperson and a Secretary from its elected voting membership by majority vote of the committee, for one year terms;

~~10.22~~ 10.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;

~~10.21~~ 10.23 To encourage, strengthen, and foster research at the University at all levels;

~~10.22~~ 10.24 To solicit and evaluate proposals for research grants and awards, and to recommend to the Provost and Vice President for Academic Affairs, the Associate Provost for Research and Dean of the Graduate School, and the Director of the Office of Sponsored Programs those proposals which merit funding by the University;

~~10.23~~ 10.25 To initiate, recommend, and evaluate policies and procedures for research and research funding at the University;

~~10.24~~ 10.26 To act in an advisory capacity to those who administer the various institutional research programs.

Rationale:

- 1) *The chairperson and secretary are to be elected from its voting membership. Ex officio members are non-voting members of the committee.*
- 2) *10.22 was accidentally left out of the responsibilities of this committee.*

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										

### Constitutional Amendments – Second 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.

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#### 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.

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## 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.**

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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.

**Constitutional Amendments – First Reading**

**AMENDMENT #1**

Online Distance Education Committee – Move from University Council to Faculty Council Purview

*Rationale: Online is a vehicle for curricular and instructional delivery of courses and degrees and so should therefore be addressed by faculty council.*

**AMENDMENT #2**

Graduate Education Committee

5. Graduate Education Committee<sup>30</sup>

5.1 Membership – The membership of the Graduate Education Committee shall consist of the following:

5.11 Voting

5.111 Two members appointed by and from the Faculty Council who are members of the Graduate Faculty, for staggered two year terms;

5.112 Eleven members of the Graduate Faculty elected by and from the regular Graduate Faculty, with the number of representatives from each college based on the ratio of that college's membership in the total Graduate Faculty, for staggered two year terms:

5.113 Three members of the Graduate Faculty appointed by the Faculty Council upon recommendation by the Dean of the Graduate School for staggered two year terms:

5.114 Seven graduate students appointed by the ~~Campus Council~~ **Student Government Association**, from each college offering graduate programs, for one year terms.

5.12 Non-Voting

5.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;

5.122 The Dean of the Graduate School, ex officio, or a designee;

5.123 The Assistant Dean of the Graduate School, ex officio, or a designee.

5.2 Responsibilities – The Graduate Education Committee is responsible for the following initiatives and activities:

5.21 To elect a Chairperson and a Secretary from its ~~appointed~~ **voting** faculty membership by majority vote for one year terms:

5.22 To forward minutes of each committee meeting to the Chair of the Faculty Council within a timely manner;

5.23 The officers and the Dean of the Graduate School, ex officio, or a designee, shall constitute an Executive Committee to prepare an agenda for each meeting and to expedite committee business.

5.24 To initiate and recommend policies and procedures for the administration of the graduate programs on matters relating to admissions, retention, curricular requirements, residence, research papers and theses, advanced standing, examinations, class sizes, and other duties necessary for the successful operation of the graduate programs;

5.25 To recommend the addition, deletion, or modification of graduate curricula and programs;

5.26 To evaluate and approve all interdisciplinary graduate courses and programs;

5.27 To evaluate graduate programs and to make recommendations, when appropriate;

5.28 To confer with other councils and committees when problems of mutual concern arise;

5.29 To initiate and recommend policies and procedures on matters concerning the establishment of qualifications for doctoral fellows, graduate assistants, and the proposed recipients of honorary degrees;

5.30 To evaluate and approve Graduate Faculty Policies.

AMENDMENT #3

Online Distance Education Committee

4. Online Distance Education Committee <sup>43</sup>
- 4.1 Membership – The membership of the Online Distance Education Committee shall consist of the following:
- 4.11 Voting
- 4.111 Seven faculty members, one representing each college, at least one of whom must be a member of the Faculty Council, appointed by the Faculty Council, for staggered two year terms;
- 4.112 Three professional personnel, from appropriate representative areas, appointed by the University Council, for staggered two year terms;
- 4.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.
- 4.12 Non-Voting
- ~~4.121 The Associate Provost for Learning Initiatives, Division of Distance and Online Education, ex officio, or a designee;~~
- ~~4.122 The Dean of University Libraries, ex officio, or a designee.~~
- 4.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.
- 4.2 Responsibilities – The Online Distance Education Committee is responsible for the following initiatives and activities:
- 4.21 To elect a Chairperson and a Secretary from its ~~appointed~~ voting faculty membership by majority vote, for one year terms;
- 4.22 To forward minutes of each committee meeting to the Chairperson of the University Faculty Council within a timely manner;
- 4.23 Help to inform and advise for online distance education initiatives at Ball State that support the overall mission and strategic plan of the University;
- 4.24 To consider and ~~develop~~ recommend policies ~~and procedures for the administration of extended, education programs of the University;~~ regarding support of faculty, staff and student activities that would be aided by faculty development and administrative services as they relate to online, distance and blended education;
- 4.25 ~~To receive and consider~~ Make recommendations for improving revisions and improvements in services and support for online and distance education; ~~programs of the University;~~
- ~~4.25 To evaluate online distance education at the University and to make recommendations, when appropriate.~~
- 4.26 Provide feedback on all policies, procedures and practices relating to teaching and learning online, via distance and through blended instruction.

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4. Online Distance Education Committee <sup>43</sup>
- 4.1 Membership – The membership of the Online Distance Education Committee shall consist of the following:
- 4.11 Voting
- 4.112 Seven faculty members, one representing each college, at least one of whom must be a member of the Faculty Council, appointed by the Faculty Council, for staggered two year terms;
- 4.113 Three professional personnel from appropriate representative areas, appointed by the University Council, for staggered two year terms;
- 4.114 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.
- 4.12 Non-Voting
- 4.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 4.2 Responsibilities – The Online Distance Education Committee is responsible for the following initiatives and activities:

- 4.21 To elect a Chairperson and a Secretary from its voting faculty membership by majority vote, for one year terms;
- 4.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
- 4.23 Help to inform and advise for online distance education initiatives at Ball State that support the overall mission and strategic plan of the University;
- 4.24 To consider and recommend policies regarding support of faculty, staff and student activities that would be aided by faculty development and administrative services as they relate to online, distance and blended education;
- 4.25 Make recommendations for improving services and support for online and distance education;
- 4.26 Provide feedback on all policies, procedures and practices relating to teaching and learning online, via distance and through blended instruction.

**AMENDMENT #4**  
Academic Technology Committee

- 6.2 Responsibilities:
  - 6.21 To elect a chairperson **and a secretary**, ~~who must be an elected member of Faculty Council, and a Secretary from its appointed~~ **voting** faculty membership by majority vote for one year terms;
  - 6.22 To forward minutes to the Chairperson of the Faculty Council within a timely manner;
  - 6.223 Help to inform and advise a strategic vision and plan for academic technology at Ball State that supports the overall strategic mission of the University;
  - 6.224 Consider and recommend policies regarding support of faculty, staff and student activities that would be aided by Academic Technology Solutions;
  - 6.225 Make recommendations for improving all technology services;
  - 6.226 Provide feedback on all technology resources and alternatives and make recommendations to the Office of Information Technology.

**AMENDMENT #5**  
Library Committee

- 7.2 Responsibilities – The Library Committee is responsible for the following initiatives and activities:
  - 7.21 To elect a Chairperson and a Secretary from its **voting** ~~appointed faculty~~ membership by majority vote for one year terms;
  - 7.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
  - 7.23 To initiate and recommend policies and procedures for the operation of the University Libraries;
  - 7.24 To receive and consider recommendations for improving library procedures and Practices;
  - 7.25 To evaluate University Libraries services, particularly through departmental library representatives, and to make recommendations, when appropriate.

***Rationale: Small committee who does not always have a large number of faculty as members. Since the library affects and is used by all constituencies on campus, this change seems reasonable.***