

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #7, 2013-14)

March 20, 2014

4:00 p.m.

Letterman Building (LB), Room 125

Approval of senate minutes of February 13, 2014

I. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – Monday, April 14, 2014, 2:00 p.m., Letterman Building (LB), Rm. 104

University Senate – Thursday, April 24, 2014, 4:00 p.m., Letterman Building (LB), Room 125

THIS IS THE LAST MEETING OF THE ACADEMIC YEAR

THERE WILL BE TWO MEETINGS:

**4:00PM WILL BE THE LAST MEETING OF 2013-14, IMMEDIATELY FOLLOWED
BY THE FIRST MEETING OF 2014-15.**

The only agenda item for the 2014-15 meeting will be the elections of the executive committee.

B. Program Information – Academic Posting 2013-14, Volume XLV-9

Revised Programs

University Core Curriculum

 Writing Proficiency Program

College of Applied Sciences and Technology

 Department of Technology

 Major in Computer Technology

 Minor in Business Administration

 Minor in Digital Publishing

College of Communication, Information, and Media

 Department of Communication Studies

 Master of Arts in Communication Studies

College of Science and Humanities

 Department of Anthropology

 Admission Requirements

 Master of Arts in Anthropology

 Department of English

 Master of Arts in English (Literature)

 Department of History

 Master of Arts in History

C. Responses to items on GANTT Chart (Enclosure #1)

II. Recognition of Deaths

Mary Lou Kendall Cheatham

Associate Professor of Nursing Emerita
Retired, 1994
23 ½ years of service

Theresa Greenwood

Assistant Professor Emerita of Primary Education
Burriss Laboratory School
Retired, 2002
24 years of service

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 – Chloe Anagnos, 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

VIII. New Business

A. Whistleblower Protection Policy (Enclosure #3)

B. Proposal to revise deadline for turning in grades (Enclosure #4)

IX. Other Items

X. Adjournment

/mt

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

Thursday, February 13, 2014

Members Present: 55

Members Absent: 12

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 LB 125.

Members Present: S. Aegisdottir, E. Agnew, C. Anagnos, A. Beane, R. Bellaver, J. Bolin, R. Bremigan, B. Brey, P. Buis, B. Byers, S. Byrum, D. Caristi, J. Chapman, M. Chiuini, E. Crawford, R. Davis, G. Dodson, J. Forbey, M. Gillilan, D. Grosnick, J. Gruver, A. Harden, C. Hendershot, T. Hendricks, J. Hesser, M. Hill, M. Holtzman, J. Huff, J. Jemiolo, L. Julian, T. King, K. Kreamelmeyer, T. Mahfouz, E. Nesson, L. O'Hara, S. Pattison, D. Pearson, L. Pellerin, S. Rice-Snow, T. Richardson, D. Shawger, D. Singh, G. Slater, L. Sullivan, L. Sun, C. Thomas, K. Thurman, D. Wheeler, S. Zhuk

Substitutes: Lisa Jarrell for J. Hammons, Robin Blom for M. Hanley, Kari Murphy for J. Jones-Hall, Susan Johnson for M. Maggiotto, Brian Meekin for C. Munchel, Lathrop Johnson for C. Pak

Members Absent: R. Butler, B. Canada, C. Corbin, J. Fitzgerald, J. Gora, K. Koch, L. Lehman, N. Perera, L. Slone, L. Stevens, J. Strauss, C. Updike

2. A motion was made and seconded (Thurman/Hesser) to approve the University Senate minutes of November 14, 2013.

The motion carried.

3. Announcements

Items A. (Next Scheduled Meetings), B. (Program Information), and C. (Minimum Grade Requirements-Enclosure #1) were reviewed by the members of the Senate.

4. The Senate had a moment of silence to recognize the deaths of Dorothy Johnson Burkhardt, Margaret Hosey, Thomas R. Mertens, and Earl Yestingsmeier.

5. Council/Committee/Student Senate Reports

- A. Governance and Elections Committee – Ralph Bremigan, chair of the committee, was ill today and the chair of the senate read the following report:

1. University Senate and Senate Agenda Committee elections are on April 24, the last meeting of the University Senate. Anyone who would like to nominate someone or themselves should forward name(s) to Ralph or Melanie Turner by March 26. After that date, the committee will work to recruit nominees.
2. The preference poll will be sent soon through the communications center. Please encourage faculty in your department and professional personnel in your area to participate.
3. The Professional Education Committee (PEC) is working hard to substantially revise its membership and responsibilities. This will be a constitutional amendment. It is reasonable to believe the proposal will be ready for review by the Governance and Elections Committee as well as the Faculty Council this spring.
4. The committee is working with the International Programs Committee on revisions to its membership.

- B. Faculty Council – Kip Shawger, Chairperson. Kip reported the Faculty Council met on January 23 and approved the incomplete grade policy on today's agenda. They will meet again on February 20.

- C. University Council – Michael Gillilan, Chairperson. Michael reported the University Council met on January 30. There was significant discussion regarding the Online Distance Education Committee. The University Council has written a statement in opposition to having the committee move to the Faculty Council. Another action item includes a letter to the Board of Trustees regarding the lack of professional personnel on the Presidential Search Committee.
 - D. Campus Council – Kevin Thurman, Chairperson. Kevin reported the Campus Council met and approved revisions to the Student Code. They continued their discussion on Cardinal Cash in the residence halls.
 - E. Student Senate – Chloe Anagnos, President, Student Government Association (SGA). Chloe reported SGA is in the middle of nominations convention for the next two weeks. Carli Hendershot is working on implementing Cardinal Cash in residence halls. They are working on getting the blue recycling bags to students in the residence halls. Regarding Blackboard testing labs – they are proposing to continue to provide walk-in testing labs instead of appointments. Finally, they are proposing mid-term evaluations for all classes instead of just a few of them.
6. David Pearson, Chairperson of the University Senate, reviewed the GANTT Chart (University Senate Agenda, 2/20/14, Enclosure #2) with the membership of the Senate.

The GANTT Chart will be revised to add progress on the issue of Telecommuting and Family Leave. The issue of post-tenure review has been added. The University Promotion and Tenure Committee was sent the request to review a policy sent to them. There is a policy at Indiana University and Purdue is getting ready to pass one, as well. Two other universities in the state have policies in place regarding this issue. A review of every other year is not what is proposed. It does not mean a faculty member has to go through tenure all over again. This policy will look at chronic non-performance. It is understood that every department has established satisfactory or meritorious performance with regard to their faculty. There may be some faculty, however, that stay in a chronic state of underperformance.

The chair reported the issue is still ongoing regarding pursuing the opening of more parking spaces next to the Central Chilling Plant because of the elimination of several parking spaces in the restricted lot (R11), next to the Cooper Science Building and construction of the new planetarium.

7. Questions Directed to the President

The President was not in attendance at today's meeting; however, Provost King reported on the following:

- a. The Academic Planning Committee has been active for over a year. The plan is to have a framework or plan to bring back to the university community sometime in March. There have been interesting discussions regarding the academic plan regarding health sciences and allied professions being possibly located in a new college. The discussion included Bryan Mills, President and CEO of Community Health Network, David Johnson the President and CEO of Biocrossroads, and John Lechleiter, President and CEO of Eli Lilly Corporation spoke with us and all are very complimentary of our graduates.
 - b. Last Monday (February 10), Jeff Selingo, the author of "College (Un)bound: The Future of Higher Education," spoke in Pruis Hall. It was an excellent discussion on what colleges will look like in the future.
 - c. Next Monday (February 17), Rich DeMillo will speak in Pruis Hall about the use of technology in higher education. DeMillo is a distinguished professor of computing at the Georgia Institute of Technology, director of the Center for 21st Century Universities, a Lumina Foundation fellow, and chief scientist at the Qatar Computing Research Institute.
8. Question and Answer Period
- There were no questions.

9. Unfinished Business

A. Constitutional Amendments (University Senate Agenda, 2/20/14, Enclosure #3)

Tabled from 1/16/14 meeting

The chair of University Senate informed the members that amendments require sixty days to hear back from the departments/areas concerning the amendments. There will not enough time to have these amendments approved in time to include in the 2014-15 Faculty and Professional Personnel Handbook. Further, there was a very solid argument at the last Agenda Committee meeting that not enough communication had taken place between the Online Distance Education Committee and the University Council concerning Amendment #1 and Amendment #3.

Amendment #1 Move Online Distance Education Committee from University Council to Faculty Council

A motion as made and seconded (Shawger/Thurman) to table until further communication and discussion can take place.

The motion carried.

Amendment #2 Revisions to Graduate Education Committee membership/responsibilities

A motion was made and seconded to approve this amendment.

The motion carried.

Amendment #3 Revision to Online Distance Education Committee membership/responsibilities

A motion was made and seconded (Gillilan/Shawger) to table until further communication and discussion can take place.

The motion carried.

Amendment #4 Revision to responsibilities of Academic Technology Committee

A motion was made and seconded to approve this revision.

The motion carried.

Amendment #5 Revision to responsibilities of Library Committee

Discussion: Jeff Green, a member of the Library Committee, was in attendance at today's meeting. The Library Committee is in favor of this revision.

A motion was made and seconded to approve this revision.

The motion carried.

10. New Business

A. Revision of Incomplete Grades Policy (University Senate Agenda, 2/20/14, Enclosure #4)

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

Nancy Cronk and Deborah Mix were in attendance at today's meeting to answer questions from the members. Nancy indicated there was good discussion at the Faculty Council meeting and the fear that faculty could not ask for extensions was resolved. Reminders are also sent once a month to inform students that their incomplete grade is still on the table and needs to be completed.

The department chair and dean must also give approval. Provost King asked Academic Systems to devise a form for all to use.

The motion to approve the revision of the Incomplete Grades Policy carried.

11. Other Items

There were no other items.

12. Adjournment

The meeting adjourned at 4:50 p.m.

March 20, 2014

David Pearson, Chairperson

Amy Harden, Secretary

/mt

Response to the following Student Senate Resolutions:

SR-17-12/13 Bus Stop Shelters

The shuttle bus operation runs on a continuous cycle:

- Every 5 to 10 minutes Monday through Thursday 7:15 am to 11:00 pm.
- Every 5 to 10 minutes on Fridays 7:15 am to 8:00 pm.
- Every 10 to 15 minutes on Sundays 5:00 pm to 11:00 pm.

Therefore the wait time at any bus stop is limited to 5 to 10 minutes. In addition students with a smartphone can download the app Transloc. <http://cms.bsu.edu/about/administrativeoffices/facilities/transportation/transloc> The application provides the rider with real time shuttle bus locations. Therefore riders can wait in doors until the shuttle approaches.

We currently have bus shelters located at the north and south ends of the McKinley corridor loop, Baseball Stadium, Alumni Commuter lot, and several around the Scheidler Apartments.

Shelters are located at remote locations on campus that are not within close proximity to the comfort of a campus building.

SR-18-12/13 Waterless Urinals

All new construction and major renovations are designed to meet LEED silver certification.

The LEED criteria requires the installation of low flow flush valves for all urinals and water closets (toilets), showers and faucets.

Where applicable waterless urinals have been and are considered.

All types of water reduction technology are considered when replacing older fixtures when replacement is required.

SR-19-12/13 Water Bottle Refilling Stations

Water bottle refilling stations have recently become a standard feature in new construction and renovation projects.

Currently Business Affairs is identifying high pedestrian volume locations in every major building for the placement of a water bottle refilling drinking fountain.

In addition as drinking fountains within any existing facility warrants replacement we have begun to install where warranted new units with the water bottle refilling stations.

Issues in the Senate System 2013-14

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
FACULTY COUNCIL													
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%	
UNIVERSITY COUNCIL													
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%	
CAMPUS COUNCIL													
Cardinal Cash													
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
AGENDA COMMITTEE													
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											
Nepotism Policy	AF&E	11/4/13											
Special Assigned Leave Policy	Special Leave	11/4/13											
Chronic Low Performance Review	UP&T	2/3/14											
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
GOVERNANCE AND ELECTIONS													
Membership of Professional Education Committee	From Faculty Council to PEC	1/26/12 2/2/12											

Ball State University Whistleblower Protection Policy

All employees of Ball State University and other members of the University community are expected to comply with all federal and state laws and regulations as well as University policies, and they are also expected to report to the University any violations of such laws, regulations or policies and other University-related misconduct they witness or have good reason to believe occurred.

The University has existing policies and procedures for disclosing certain types of violations and misconduct. They include, for example, the Equal Opportunity and Affirmative Action Policy, the Sexual Harassment and Anti-harassment Policies, the Policy on Conflict of Interest and Conflict of Commitment, and the Policy on Protection of Human Subjects in Research. These policies should be used to report any suspected violations and misconduct covered by the policies. Other suspected violations and misconduct should be reported to the University office responsible for the policy area or, alternatively, to the Office of University Compliance. Any individual making such a report must have a good faith belief that a violation or misconduct may have occurred. An employee who the University determines has knowingly filed a false report or furnished false information may be subject to disciplinary action, up to and including termination.

Retaliation will not be tolerated against anyone who (i) in good faith reports a suspected violation of a federal or state law or regulation, University policy or other University-related misconduct, or (ii) provides testimony or other evidence or otherwise assists in the University's investigation of such a report. Any individual who has been threatened with or subjected to an adverse employment or academic action based on his or her good faith report of such an alleged violation or misconduct, or on his or her participation in the investigation of such a report, may file a complaint of retaliation with the Office of University Compliance. An employee who the University determines has engaged in retaliation against an individual based on the individual's good faith report of such an alleged violation or misconduct may be subject to disciplinary action, up to and including termination.

This policy supplements the existing Indiana statute, Indiana Code §21-39-3, which protects University employees against retaliation for making a good faith report of a violation of a federal or state law or regulation or the misuse of public resources.

Draft 02 26 14

POLICY FOR SUBMITTING GRADES TO REGISTRAR

David and Kip,

Here is a proposed policy on the faculty deadline for final grades each term. **The rationale for this policy rests with the fact that the current practice is to have grades due by 11:59AM on the Monday following the end of each term which falls on a Friday.** To me, this seems like insufficient time to complete this work. It would seem that the current practice discourages essay final examinations and term papers due at the end of the term (the Friday) because there wouldn't be ample time to grade such work. The proposed policy also gives faculty more breathing room at the close of a term to deliberate with themselves on final grades. Please let me know if you have any questions.

Thanks,

Bryan

Bryan D. Byers, Ph.D.
Professor
University Senator
Department of Criminal Justice and Criminology
North Quad 288

Proposed Policy on the Due Date for Grades to the Registrar

Faculty members are responsible for submitting grades to the Office of the Registrar by 11:59pm on the Wednesday following the close of each semester. This will afford faculty members three working days after the close of each semester to grade student work and submit final grades. ~~Near the close of each session of the University, faculty members will be notified from the Office of Registration and Academic Progress of the time when grades for the current session are due.~~ After grades have been submitted electronically, ~~in person, to the office of the chairperson of the department,~~ they will be processed through the Office of Registration and Academic Progress and will be made available for student viewing on the web, and used at once for determining the student's eligibility to attend the next semester or term, to continue in sequential courses, to be recommended for graduation and often recommended for teaching certificate, for transcript of record to be sent elsewhere, and for other purposes. A grade of "NR" will be recorded automatically by the Office of Registration and Academic Progress for any grade not properly reported. Notification of an "NR" grade is sent by the Office of Registration and Academic Progress to the department and to the instructor. If an "NR" grade is not removed by the fifth week of the following (Academic Year) term, the Office of Registration and Academic Progress will automatically change the grade to an F if it is a graded course or NC if it is a credit/no-credit course. The minimum of time has been allowed for all grade processing, and staff often work throughout the night. Should any one faculty member fail to report all relevant grades by the hour they are due, the resulting situation is one of widespread inconvenience. Therefore, it is essential that the faculty submit all grades in the period in which they are due. It is essential that the grades be recorded on the Final Grade Reporting Form or through the web in the proper format. Failure to submit the Final Grade Reporting Form to the Office of Registration and Academic Progress by the specified due date will result in the instructor submitting grades on the Change of Grade Form for each student to the Office of Registration and Academic Progress. Specific and detailed instructions will come directly from the Office of Registration and Academic Progress to all departmental secretaries/administrative coordinators.

(Clean Copy)

Proposed Policy on the Due Date for Grades to the Registrar

Faculty members are responsible for submitting grades to the Office of the Registrar by 11:59pm on the Wednesday following the close of each semester. This will afford faculty members three working days after the close of each semester to grade student work and submit final grades. After grades have been submitted electronically, they will be processed through the Office of Registration and Academic Progress and will be made available for student viewing on the web, and used at once for determining the student's eligibility to attend the next semester or term, to continue in sequential courses, to be recommended for graduation and often recommended for teaching certificate, for transcript of record to be sent elsewhere, and for other purposes. A grade of "NR" will be recorded automatically by the Office of Registration and Academic Progress for any grade not properly reported. Notification of an "NR" grade is sent by the Office of Registration and Academic Progress to the department and to the instructor. If an "NR" grade is not removed by the fifth week of the following (Academic Year) term, the Office of Registration and Academic Progress will automatically change the grade to an F if it is a graded course or NC if it is a credit/no-credit course. The minimum of time has been allowed for all grade processing, and staff often work throughout the night. Should any one faculty member fail to report all relevant grades by the hour they are due, the resulting situation is one of widespread inconvenience. Therefore, it is essential that the faculty submit all grades in the period in which they are due. It is essential that the grades be recorded on the Final Grade Reporting Form or through the web in the proper format. Failure to submit the Final Grade Reporting Form to the Office of Registration and Academic Progress by the specified due date will result in the instructor submitting grades on the Change of Grade Form for each student to the Office of Registration and Academic Progress. Specific and detailed instructions will come directly from the Office of Registration and Academic Progress to all departmental secretaries/administrative coordinators.