

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #8, 2013-14)

April 24, 2014

4:00 p.m.

Letterman Building (LB), Room 125

Approval of senate minutes of March 20, 2014

- I. Announcements
 - A. Program Information – Academic Posting 2013-14, Volume XLV-10, 11, 12 (Enclosure #1)
 - B. Honorary Degrees (Enclosure #2)
 - C. Reorganization of Department of Marketing and Management (Enclosure #3)

- II. Recognition of Deaths

<p><u>William Bock</u> Professor Department of Physiology and Health Science 49 Years of Service</p>	<p><u>Flora McLaughlin Kearney</u> Professor Emerita of English Retired, 1981 20 Years of Service</p>
<p><u>J. Dean Twining</u> Professor Emeritus of Special Education Retired, 1988 25 plus years of service</p>	

- 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
 - F. Faculty Representative to NCAA/MAC – Charlene Alexander (Enclosure #4)

- IV. Report by Chairperson of Senate – David Pearson (Enclosure #5 - Issues in the Senate System)

- V. Questions Directed to the President

- VI. Question and Answer Period
 - VII. Unfinished Business
 - VIII. New Business
 - A. Revisions to Academic Course Load – Graduate Program (Enclosure #6)
 - B. Addition to Graduate Catalog (Enclosure #7)
 - C. Revisions to Student Code (Enclosure #8)
 - D. Policy on N/R Grades (Enclosure #9)
 - E. Approved Catalog Copy for Degrees (Enclosure #10)
 - F. Cosmetic/Procedural Revisions to Faculty and Professional Personnel Handbook (Enclosure #11)
 - G. John R. Emens Distinguished Professorship (Enclosure #12)
 - IX. Other Items
 - X. Adjournment
- /mt

Academic Posting, Volume XLV-10, 11, 12

New and Revised Programs

College of Applied Sciences and Technology

School of Physical Education, Sport, and Exercise Science

Exercise Science Major in Physical Education

Master of Arts or Master of Science in Exercise Science

Minor in Aquatics

Minor in Scuba

Department of Technology

Teaching Major in Technology and Engineering Education

College of Communication, Information, and Media

Department of Journalism

Baccalaureate Degrees

Major in Advertising

Major in Journalism

Major in Public Relations

College of Fine Arts

Department of Theatre and Dance

Major in Dance

College of Sciences and Humanities

Department of Computer Science

Master of Science in Computer Science

Department of Mathematical Sciences

Master of Arts in Mathematics Education

Department of Natural Resources and Environmental Management

Major in Natural Resources and Environmental Management

Master of Arts in Natural Resources and Environmental Management

Master of Science in natural Resources and Environmental Management

Department of Sociology

Master of Arts in Sociology

Academic Posting, Volume XLV-11

New and Revised Programs

College of Applied Sciences and Technology

Department of Family and Consumer Sciences

Major in Family and Consumer Sciences

Family and Consumer Sciences: Property Management (FCPM)

Graduate Internship in Residential Property Management

School of Physical Education, Sport, and Exercise Science

Minor in Coaching (New)

Bachelor of Athletic Training

Exercise Science Major in Physical Education

Master of Arts in Applied Gerontology

Master of Arts in Wellness Management

Master of Science in Wellness Management

Department of Technology

Minor in Industrial Leadership

Director of Career and Technical Education

Miller College of Business

Major in International Business

Department of Economics

Major in Economics, Liberal Arts Concentration

Department of Marketing and Management

Major in Entrepreneurial Management

College of Communication, Information, and Media

Department of Communication Studies

Major in Communication Studies

Minor in Campaign Communication

Department of Journalism

Certificate in Journalistic Visual Presentation

Master of Arts

Department of Telecommunications

Major in Telecommunications

College of Sciences and Humanities

Interdepartmental Programs

Science (NEW)

Minor in General Science

Teaching Major in Life Science

Senior High, Junior High/Middle School Education Program

Department of Mathematical Sciences

Certificate in Foundational Mathematics Teaching in the Community College (NEW and pending ICHE approval)

Teaching Major in Mathematics

Senior High, Junior High/Middle School Education Program

Certificate in Elementary Mathematics Teacher Leadership

Certificate in Middle School Mathematics Education

Teachers College

Department of Educational Psychology

Master of Arts in Educational Psychology

Department of Special Education

Teaching Major in Exceptional Needs: Early Childhood Special Education

Teaching Major in Exceptional Needs: Hearing Impaired/Deaf

Teaching Major in Exceptional Needs: Mild Interventions (All-Grade)

Teaching Major in Exceptional Needs: Intense Interventions

Academic Posting, Volume XLV-12

New and Revised Programs

GENERAL

Minimum Grade Requirements

College of Applied Sciences and Technology

School of Physical Education, Sport, and Exercise Science

Certificate in Aquatics: Instruction (NEW and PENDING ICHE APPROVAL)

Certificate in Aquatics: Operations (NEW and PENDING ICHE APPROVAL)

Certificate in Aquatics: Scuba Leadership (NEW and PENDING ICHE APPROVAL)

Health and Physical Education Teacher Education - Decision Point Requirements

Teaching Major in Health and Physical Education (All-Grade)

All Grade Education Program

Master of Science in Exercise Science

Miller College of Business

Major in Business Administration

Department of Marketing and Management
Major in Marketing

College of Communication, Information, and Media
Department of Journalism
Certificate in Emerging Media Journalism

Department of Telecommunications
Certificate in Emerging Media Journalism

College of Fine Arts
Department of Theatre and Dance
Major in Theatre, BA/BS

College of Sciences and Humanities
Department of Modern Languages and Classics
Major in Chinese (NEW and PENDING ICHE APPROVAL)

Department of Physiology and Health Science
Health and Physical Education Teacher Education – Decision Point Requirements
Teaching Major in Health and Physical Education (All-Grade)
All-Grade Education Program

Teachers College
Department of Educational Psychology
Minor in Gifted and Talented Education
License in Gifted and Talented Education

Department of Elementary Education
Teaching Major in Early Childhood Education (Birth-Grade 3)
Teaching Major in Elementary Education (Grades K-6)

NOTIFICATION OF ACTION BY THE BALL STATE UNIVERSITY
BOARD OF TRUSTEES

Date of Board Meeting March 19, 2014

Item No. 4b

Distributed to: Provost King
Dr. Pearson
Ms. Turner
Ms. Arrington

Subject: Approval: Honorary Degrees

Provost King recommended, with the endorsement of the Graduate Education Executive Committee, the awarding of an honorary doctorate to the Honorable Luke Messer, Congressman from Indiana at the May 2014 commencement.

LUKE MESSER

Nominee for the Honorary Doctor of Laws

Provost King, with the endorsement of the Graduate Education Executive Committee, recommended the awarding of an honorary doctor of laws degree in recognition of his terms of service in the Indiana House and his many achievements in a short time as a member of the U.S. House of Representatives.

A native Hoosier, Mr. Messer is a Phi Beta Kappa graduate of Wabash College and a graduate of Vanderbilt University Law School. Messer served as the executive director of the Indiana Republican Party from 2001 to 2005. He was appointed to serve in the Indiana House of Representatives in 2003, after the death of State Representative W. Roland Stine. Messer represented Indiana's 57th District from 2003 to 2007. During the 2005-2006 legislative session, Messer served as the Assistant Majority Floor Leader. Messer is an accomplished education reformer: authoring nationally recognized high school drop-out reform legislation in the Indiana Statehouse and serving in the private sector as the President and CEO of the Hoosiers for Economic Growth Network & School Choice Indiana.

In 2012, Messer was elected to a seat in the U.S. House of Representatives representing Indiana's 6th District, a 19 county region of east-central and southeastern Indiana comprised predominantly of manufacturing and agricultural communities, but also including Muncie and the Ball State University Community. He was elected President of the Freshman Class by his peers, and he serves on the House Committees on Budget, Foreign Affairs, and Education & the Workforce. Some of his most recently sponsored bills include:

- [H.R. 4000: Scholarships for Kids Act](#)
- [H.R. 3358: Fairness for Individuals Using Exchange Websites Act of 2013](#)
- [H.R. 2577: Small Business Job Protection Act of 2013](#)
- [H.R. 1949: Improving Postsecondary Education Data for Students Act](#)

Our students, their families and guests, and the Ball State Community would appreciate having a member of Congress who represents many of them in Washington, DC, participate in our graduation day ceremonies. This honorary degree will be a fitting tribute to Messer's dedicated public service.

Provost King, with the endorsement of the Graduate Education Executive Committee, recommended the awarding of an honorary doctorate to lawyer, acclaimed businessman, and philanthropist Thomas M. Lofton at the May 2014 commencement.

THOMAS M. LOFTON
Nominee for the Honorary Doctor of Humane Letters

Provost King, with the endorsement of the Graduate Education Executive Committee, recommends the awarding of an honorary doctor of humane letters to acclaimed lawyer, businessman, and philanthropist Thomas Lofton. Lofton was admitted to the Indiana Bar in 1954 and began his career as a law clerk to United States Supreme Court Justice Sherman Minton. From 1955 to 1958, he served as a first lieutenant in the Judge Advocate General Corps in the U.S. Army. At the same time, he became a partner in the Indianapolis law firm of Baker & Daniels where his initial specialization was in corporate and antitrust law. Throughout the 1960s, Lofton was an active member of the American Bar Association, serving as a member of its Consent Decree Subcommittee and then as chairman of the Civil Practice and Procedure Committee of the Antitrust Law Section.

In the 1970s, Lofton shifted his areas of expertise to include taxation and administration so that he could work with charitable organizations. He spent the next two decades distinguishing himself as an expert in this field, working with, among others, the Lilly Endowment, the Indiana University Foundation, the Christian Theological Seminary, Earlham College, the Kiwanis International Foundation, Conner Prairie, and the governing boards of many collegiate fraternities and sororities.

Lofton retired as managing partner in the Baker & Daniels law firm to accept the position of vice chairman of Lilly Endowment in 1991, and became chairman in 1993, guiding the policies and programs of one of the largest philanthropic institutions in the world. Through its grant-making, the Lilly Endowment has helped Indiana's private and public colleges focus on student recruitment and retention. As chairman, Lofton led a decade-long effort that resulted in the creation of community foundations in every county in Indiana. He also helped create a national role for the Lilly Endowment, evidenced by grants to the United Negro College Fund and the Hispanic Scholarship Fund for the purpose of increasing minority participation in higher education.

The awarding of this honorary degree is a fitting tribute to Lofton's dedication to educational and community development efforts around our state.

The following action was recommended:

THAT APPROVAL BE GRANTED TO AWARD AN HONORARY DOCTOR OF LAWS TO
CONGRESSMAN LUKE MESSER AND TO AWARD AN HONORARY DOCTOR OF HUMANE LETTERS
TO MR. THOMAS LOFTON AT THE MAY 2014 COMMENCEMENT.

On motion by Mr. Hancock, seconded by Mr. Momper, the recommendation was approved.

FROM; Anita Kelsey
Recording Secretary
Board of Trustees

TO: Dave Pearson, Senate Chairperson
Members of Senate Agenda Committee
Members of Governance and Elections
FR: Provost Terry King
RE: Reorganization of Department of Marketing and Management
CC: Melanie Turner, Undersecretary
DATE: April 3, 2014

Per the procedures outlined in the *Faculty and Professional Personnel Handbook*, I write to inform you that beginning July 1, 2014 the Department of Marketing and Management will divide into two academic units: The Department of Marketing and the Department of Management.

Dean Sanyal informs me that handbook procedures regarding the Policy on for the Reorganization of Academic Units were followed by the unit and college.

HR-127 Notice of Change in Department/Unit Name is being completed. I will ask be asking for Board of Trustees approval at their next meeting.

April 14, 2014

To: University Senate
Athletics Committee
Provost King
President Gora

From: Charlene M. Alexander, Faculty Athletics Representative

RE: Report of the Faculty Athletics Representative to the University Senate



Please accept the following report of activities important to the Mid-American Conference (MAC), the NCAA, and our Athletic Department.

FAR

I was nominated by the MAC to participate in the 2014 Division 1 FAR Institute from May 15-17 in Indianapolis. The institute is designed to provide information and tools to improve my ability to fulfill the role as FAR on campus, in the MAC, and within the NCAA. During the institute I will develop an action plan to become a more effective FAR both locally and nationally.

NCAA Topics:

- NCAA Division 1 governance redesign discussion continues. A conference structure is proposed that offers authority for five conferences (i.e., ACC, Big 12, Big Ten, Pac-12 NS SEC) to adopt rule changes on specified topics and permits all conferences to participate in a “shared” legislative process on other matters. Authority to act on matters affecting the interests of student-athletes, along with the transition of policy and voting authority to a “Council” that includes representatives from all conferences and stewardship by athletics directors, are identified as key elements of possible change.
- A regional office of the National Labor Relations Board declared scholarship football players at Northwestern University to be employees eligible for collective bargaining. This rule may have many implications on college athletics.
- The NCAA Sport Science Institute, in conjunction with the UNC Greensboro Institute to Promote Athlete Health & Wellness, has initiated a pilot program to provide DI institutions with *myPlaybook*, an evidenced-based web-based alcohol and other drug education program. The initiative provides a quality educational curriculum to impact a student-athlete’s knowledge, attitudes and behaviors regarding alcohol and other drug use. *myPlaybook* will be offered to the MAC member institutions at no cost for this pilot program conducted during the 2014-15 academic year; the program itself costs \$1,725 for an academic year regularly.

MAC Topics:

- The MAC has established a Student-Athlete Mental Health Task Force in response to recent suicides across the country. The task force is currently gathering questions for an institutional questionnaire to establish a base for each school and will discuss various options, best practices, and make recommendations to each institution.
- The MAC and the University of Massachusetts (UMass) jointly announced that the 2015 football season will be the final year for UMass as a football-only member of the MAC.

Ball State Topics:

- Early this fall I designed and collected data on student athletes' use of Athletic Support Services and Study Table. The results were used to increase support services offered and improve study table options.
- University College is currently in the process of searching for an Executive Director of Student Athlete Support Services and an Academic Advising Coordinator for Student Athlete Support Services.
- The University Athletics Committee held 7 meetings this year (3 in the Fall and 4 in the Spring). Minutes from those meetings have been placed on file with the University Senate. The committee has been working to ensure a full roster of Faculty Representatives from each college, athletics department, students and student athletes, and professional staff. Reports are received from the Athletic Director, the Gender Equity and Diversity Subcommittee and the FAR. The committee continues to work on revising the *Faculty and Professional Handbook* language to better reflect the work of the committee and update the committee composition.

Ball State Athletics Team Highlights (2013-14)

Baseball

- Ball State is 22-10 overall and 7-1 in the MAC. The Cardinals went 4-1 last week, including a three-game sweep over Eastern Michigan in MAC action.
- Head coach Rich Maloney earned his 300th win as the Cardinals' head coach with a 15-2 victory over IPFW on March 15. Maloney now has 652 career wins, with 311 of those coming as Ball State's head coach. He needs 13 wins to become the winningest coach in school history.
- The Cardinals are 8-0 at home this season, which is the program's best start at home since starting the 2002 campaign with an 11-0 mark.
- Ball State's 9-3 start overall in 2014 was the best for the Cardinals since beginning the 1981 campaign with a 9-3 mark.
- The team was picked to finish first in the MAC West Division in the league's preseason poll, which is selected by the MAC's 12 head coaches.

Men's Basketball

- The Cardinals completed their first season under the direction of head coach James Whitford.
- Point guard Zavier Turner was named the MAC Freshman of the Year, while senior center Majok Majok was named to the All-MAC Third Team for a second straight year.
- Majok led the MAC in rebounding at 10.0 per game and added 11.2 points per game to finish the season averaging a double-double.
- Seniors Jesse Berry and Chris Bond each surpassed 1,000 career points during the season, giving the Cardinals two 1,000-point scorers on the same team for the first time since 2001-02.
- Berry became the program's all-time 3-point leader, finishing his career with 224 made 3-pointers.

Women's Basketball

- The team ended the season with an 18-17 overall mark and a 9-9 MAC ledger.
- After a thrilling run to the 2014 MAC Tournament championship game, Ball State was extended an at-large invitation to play in the 64-team Women's National Invitation Tournament.
- It is only the second time in program history the Cardinals have gone to back-to-back WNITs. The last time it happened was 2001-02 and 2002-03.
- Ball State became postseason eligible by winning seven of its final eight games en route to advancing to the MAC Tournament championship game for the first time since winning it all in 2009.
- Sophomore guard Nathalie Fontaine was named to the All-MAC Second Team, while senior guard Brandy Woody received All-MAC Honorable Mention recognition.

Football

- The team ended the 2013 season with a 10-3 overall record and made its second straight bowl appearance with a trip to the GoDaddy Bowl. It is just the second time in the program's 90-year history the Cardinals have played in back-to-back bowl games.
- Ball State reached 10 victories for the third time in program history. The Cardinals were 10-1 in 1978 and 12-2 in 2008.
- Ball State finished 7-1 in the MAC, marking the fifth time since joining the league in 1975 the Cardinals have tallied at least seven conference wins.
- According to footbalscoop.com, Ball State is the only Football Bowl Subdivision school in the country to have improved its season win totals every year from 2010 to 2013.
- Dating back two seasons, the Cardinals have won 16 of their past 18 regular season games and 12 of their past 13 MAC contests.

Gymnastics

- Ball State's sophomore Denasiha Christian won the MAC Floor Exercise Championship, while the Cardinals finished fifth at the league meet.
- Christian tallied a 9.925 on the floor to outdistance the 9.900 mark of Taylor Bolender of Central Michigan. The 9.925 mark tied for the sixth best floor score in Ball State history. Christian became Ball State's first individual MAC Champion since Nicole Allen won the floor and the vault at the 2011 league championship meet.
- Behind the strength of first-place finishes from sophomore Erin Patchey on the floor and the vault and a first-place performance from sophomore Angela Durkac on the bars, Ball State's gymnastics team defeated Iowa from the Big Ten Conference early in the season.

Men's Golf

- Coming off its NCAA Nationals appearance last spring, the Cardinals have played a challenging schedule this year. Ball State has already competed in tournaments with 11 of the top 15 teams in the country.
- The Cardinals won the Mid-American Match Play for the second time in the three-year history of the event, defeating Eastern Michigan in the championship match.
- Senior Tyler Merkel, a three-time All-MAC player, is on pace to conclude his career with one of the top three scoring averages in program history.
- Junior McCormick Clouser leads this year's team in that category.
- The team will compete in the MAC Championships at the beginning of May.

Women's Golf

- The team owns three top-5 finishes this year, including a pair of runner-up results at Illinois State's Redbird Invitational and The Preview, which was played on the same course where Ball State will host the MAC Championships in late April.
- Junior Jenna Hague, who has won two tournaments individually this season, has matched the MAC record for career wins by a women's golfer with six.
- Hague, who finished in the top 10 in eight straight events to start the season, has been nationally ranked all year.
- The Cardinals broke the program record for best 54-hole score with a total of 888 at the Hoosier Fall Invitational. Hague set a school record 18-hole score with a 66 in the second round of the event.

Field Hockey

- The team ended the 2013 season with a 6-12 record that included back-to-back wins over UC Davis and Vermont. Those wins helped the Cardinals sweep the MAC Weekly honors with junior Bianca Velez earning MAC Offensive Player of the Week and sophomore Shelby Henley receiving the MAC Defensive Player of the Week nod.
- Freshman Lexi Kavanaugh was named MAC Rookie of the Year after leading the team in goals. It was the first time since 1987 that Ball State had a MAC Rookie of the Year.
- Redshirt sophomore Bianca Velez earned a spot on the All-MAC Second Team after leading the squad in defensive saves for the season.

Soccer

- The team finished 11-7-4 overall, improving its winning percentage for the fourth season in a row. The 11 wins were the most for the team since 2007.
- The Cardinals reached the championship game of the MAC Tournament for the first time in program history, falling just short of an NCAA bid in a 1-0 loss to Western Michigan.
- The team ranked among the top 50 in the country in both goals against average and save percentage, while goalkeeper Layne Schramm ranked 20th nationally in individual save percentage (.847).
- Sophomore midfielder Madison Oyer was named to the All-MAC Second Team, while defender Leah Mattingly was named to the MAC All-Freshman Team.

Men's Swimming

- The team had a 1-6 regular season mark in dual meets and finished sixth at the MAC Championships.
- Senior diver Jake Brehmer became the first Ball State male diver to qualify for the NCAA Zone Diving Championships since the 2006-07 season.

Women's Swimming

- The team finished eighth at the MAC Championships after compiling a 3-6 dual record during the regular season.
- Senior Bridgette Ruehl defended both her 100 and 200 breaststroke MAC titles, and the 400 medley relay defended its MAC title.
- The 200 free relay broke a 17-year-old school record at the MAC Championships.
- The Cardinals brought home six individual medals and two relay medals from the 2013 MAC Championships.

Men's Tennis

- Ball State earned the right to host the 2014 MAC Tournament after being crowned the 2013 MAC regular season champions with a 5-0 league record last year.

- Junior Patrick Elliott and senior Austin Smith have each been named the MAC Singles Player of the Week this season, while the Cardinals have twice had a duo named Doubles Team of the Week.
- Bill Richards is in his 42nd year as the head men's tennis coach at Ball State.

Women's Tennis

- The Cardinals recently swept Akron and Buffalo on the road for the first time since 2004.
- The team's 3-1 MAC start marks the best conference start for the program since 2004.
- Sophomore Courtney Earnest and junior Courtney Wild have each been named MAC Singles Player of the Week this season, while freshman Toni Ormond and Sophomore Kristel Sanders were selected once as the Doubles Team of the Week.
- Max Norris is in his first season as the head women's tennis coach at Ball State.

Men's Volleyball

- Sophomore Marcin Niemczewski was recognized earlier this season as the Sports Imports/American Volleyball Coaches Association Division I-II Men's National Player of the Week – a feat that had not been accomplished by a Cardinal since the 2010 season.
- The team has been ranked for 10 straight weeks so far this season.
- Ball State finished the 2013 campaign ranked first in the nation in blocks per set and digs per set, while senior Matt Leske finished the 2013 campaign with the best blocks per set average in the country.

Women's Volleyball

- The 2013 MAC West Division Co-Champions, the Cardinals finished the season with a 24-8 overall record, including a 12-4 mark in MAC action.
- The Ball State women's volleyball team led the MAC with five student-athletes earning All-MAC honors: senior Mindy Marx, juniors Hayley Benson and Alex Fuelling were named to First Team All-MAC, while seniors Catie Fredrich and Jacqui Seidel earn Second Team All-MAC recognition.
- Benson, a business major with a 3.871 grade-point average entering the 2013 fall semester, was named to the Academic All-MAC squad.
- Ball State finished the 2013 season with the top-ranked defense in the MAC, limiting opponents to a .161 attack percentage. In addition, the Cardinals boasted the second-best offense in the league, hitting for a .242 rate of success.
- Ball State also finished the 2013 campaign ranked seventh nationally with a 14.84 kills-per-set average, while its 16.76 digs-per-set average was 31st among the 328 ranked teams.

Cross Country

- The Ball State Cross Country team placed 12th at the 2013 MAC Championships, with a combined team score of 350 points.
- The Cardinals placed 28th at the NCAA Great Lakes Regional, with five of its six runners posting career-best efforts.
- Junior twin sisters Courtney and Caitlynn Edon were named to the 2013 Academic All-MAC team after both competed in all seven meets during the 2013 campaign.

Track & Field

- The Ball State Track & Field team had 13 individuals qualify for the 2014 MAC Indoor Championships, and finished the event 12th with 1.5 points.
- Junior Haley Austin led the Cardinals at the indoor league meet, with a seventh-place showing in the high jump.

- The Cardinals enter the Ball State Invitational (April 11) with 15 student-athletes in qualifying position for the MAC Outdoor Championships.
- Junior Christina Crawford posted an automatic qualifying mark for the league championships in the long jump at the outdoor season-opening USF Bulls Invitational

Softball

- The Ball State Softball team enters the second weekend of April with a 20-13 overall record, including a 3-0 win over No. 3 Arizona State and a thrilling 6-5 victory at Purdue.
- The Cardinals continue to dominate the league's weekly awards, picking up at least one honor in five of its eight weeks of play this season, including sweeping the honors twice (Feb. 10 & March 3).
- Ball State softball senior outfielder Jennifer Gilbert became the first player in program history to be drafted in the National Pro Fastpitch (NPF) league when she was selected by the Akron Racers with the 10th overall pick March 31.
- Senior Jennifer Gilbert enters the weekend of April 11-13 as the NCAA Division I active career leader in RBI (228), runs scored (197), doubles (57) and home runs (69).

Ball State Athletics
Conference Weekly Awards (2013-14)

BASEBALL

MAC West Division Player of the Week

Sean Godfrey (April 7)

MAC West Division Pitcher of the Week

Zach Plesac (Feb. 18)

Zach Plesac (March 24)

MEN'S BASKETBALL

MAC West Division Player of the Week

Majok Majok (Jan. 6)

WOMEN'S BASKETBALL

MAC West Division Player of the Week

Brandy Woody (Dec. 30)

FIELD HOCKEY

MAC Offensive Player of the Week

Bianca Velez (Oct. 6)

MAC Defensive Player of the Week

Shelby Henley (Oct. 6)

FOOTBALL

MAC West Division Offensive Player of the Week

Keith Wenning (Sept. 7)

Willie Snead (Oct. 12)

Jordan Williams (Oct. 26)

MAC West Division Defensive Player of the Week

Nathan Ollie (Sept. 7)

Kenneth Lee (Sept. 28)

Jonathan Newsome (Oct. 5)

Jonathan Newsome (Nov. 6)

Jonathan Newsome (Nov. 29)

MAC West Division Special Teams Player of the Week

Kyle Schmidt (Oct. 12)

MAC Scholar Athlete of the Week

Keith Wenning (Aug. 29)

Keith Wenning (Oct. 12)

MEN'S GOLF

MAC Golfer of the Week

Keegan McKinney (Oct. 17)

Tyler Merkel (Feb. 14)

Tyler Ostrom (March 27)

GOLF Cont.

MAC Scholar Athlete of the Week (GOLF)

Tyler Merkel (Feb. 19)

WOMEN'S GOLF

MAC Golfer of the Week

Jenna Hague (Sept. 12)

Jenna Hague (Oct. 10)

Jenna Hague (Oct. 24)

Jenna Hague (Feb. 21)

Jenna Hague (March 13)

MAC Scholar Athlete of the Week

Jenna Hague (Sept. 18)

Jenna Hague (Oct. 16)

GYMNASTICS

MAC Gymnast of the Week

Sarah Ebeyer (Jan. 8)

MAC Specialist of the Week

Brooke Evans (Jan. 8)

Jessica Leko (March 4)

SOCCER

MAC Offensive Player of the Week

Michelle Blok (Aug. 26)

MAC Defensive Player of the Week

Brooke Dennis (Sept. 9)

Victoria Jacobs (Sept. 30)

SOFTBALL

MAC West Division Player of the Week

Taylor Rager (Feb. 10)

Jenny Gilbert (Feb. 24)

Jenny Gilbert (March 3)

MAC West Division Pitcher of the Week

Kelsey Schifferdecker (Feb. 10)

Kelsey Schifferdecker (Feb. 17)

Nicole Steinbach (March 3)

Nicole Steinbach (March 24)

MEN'S TENNIS

MAC Singles Player of the Week

Patrick Elliott (March 3)

Austin Smith (March 10)

MAC Doubles Team of the Week

Patrick Elliott and Ray Leonard (Feb. 10)

Patrick Elliott and Andrew Stutz (March 3)

WOMEN'S TENNIS

MAC Singles Player of the Week

Courtney Earnest (Jan. 24)

Courtney Wild (Jan. 29)

MAC Doubles Team of the Week

Toni Ormond and Kristel Sanders (Feb. 19)

MEN'S SWIMMING AND DIVING

MAC Scholar Athlete of the Week

Drew Tharp (Jan. 15)

Drew Tharp (Jan. 23)

MEN'S VOLLEYBALL

MIVA Defensive Player of the Week

David Ryan Vander Meer (Feb. 4)

Matt Leske (Feb. 18)

David Ryan Vander Meer (March 25)

Matt Leske (April 1)

WOMEN'S VOLLEYBALL

MAC West Division Offensive Player of the Week

Mindy Marx (Sept. 23)

Hayley Benson (Nov. 5)

Jacqui Seidel (Nov. 18)

MAC West Division Defensive Player of the Week

Catie Fredrich (Sept. 16)

Hayley Benson (Sept. 23)

Catie Fredrich (Sept. 30)

Catie Fredrich (Nov. 4)

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, to Business Affairs	11/19/12	3/19/13	[Cross-hatched bar from 10% to 90%]									
Revision of Current Family Leave Policy	Salary&Benefits, to Business Affairs	9/17/12	3/19/13	[Cross-hatched bar from 10% to 95%]									
Faculty Load/Salary Adjustments	Faculty/Univ. Councils	8/20/12		[Cross-hatched bar from 10% to 85%]									
Nepotism Policy	AF&E	11/4/13		[Cross-hatched bar from 10% to 20%]									
Special Assigned Leave Policy	Special Leave	11/4/13		[Cross-hatched bar from 10% to 20%]									
Chronic Low Performance Review	UP&T	2/3/14		[Cross-hatched bar from 10% to 15%]									
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
UNIVERSITY COUNCIL													
Telecommuting	Salary&Benefits to Business Affairs	11/19/12	3/19/13	[Cross-hatched bar from 10% to 95%]									
Faculty Load/Salary Adjustments	Faculty/Univ. Councils to S&B	8/20/12		[Cross-hatched bar from 10% to 90%]									
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
CAMPUS COUNCIL													
Cardinal Cash				[Cross-hatched bar from 10% to 85%]									
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
AGENDA COMMITTEE													
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	[Cross-hatched bar from 10% to 85%]									

Graduate Academic Course Load

Proposed Revision:

Graduate Academic Course Load

Graduate students (including graduate assistants) may register for a maximum of 15 hours in a fall or spring semester, ~~6 hours in a five-week summer term~~, and 12 hours for the ~~combined summer term~~. Individual academic programs may set lower maximum enrollments for their graduate students.

~~Graduate assistants and doctoral assistants may register for a maximum of 12 hours in a semester and 3 hours in a five-week summer term. The minimum course load for an assistant is 6 hours of graduate credit in a semester or combined summer terms and 3 hours in a five-week summer term.~~

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Graduate Academic Course Load

Graduate students (including graduate assistants) may register for a maximum of 15 hours in a fall or spring semester, and 12 hours for the summer. Individual academic programs may set lower maximum enrollments for their graduate students.

Addition to Graduate Catalog

Admission Procedure for Applicants from Non-Regionally Accredited Institutions

Applicants who have a degree from an institution that is not recognized by its regional accrediting association but who otherwise meet all Graduate School and department requirements for regular admission may request probationary admission. A recommendation for probationary admission from the graduate program director must be accompanied by a rationale and a probationary course plan of 9 hours for approval by the department chair, college dean and graduate dean. Once admitted on probation, the applicant must earn a 3.0 after completing the probationary course plan and be recommended for regular admission by the academic department.

Ball State University
Code of Student Rights and Responsibilities
Proposed Changes for
2014-2015

INTRODUCTION

The vision of Ball State University is, in part, to be “a learner-centered and socially responsible academic community.”¹ Therefore,² Ball State University expects and requires all of its students and their guests to cooperate in developing and maintaining high standards of scholarship and conduct. Upon entrance into the University, students are not only presented with many rights, privileges, and opportunities, they are also faced with attendant responsibilities. In order for students to live and learn in harmony with others in the University community, they must assume responsibility for their actions and respect the rights and beliefs of others. A broad statement of those expectations is expressed in Ball State’s *Beneficence Pledge* which is found below (approved and published separately as well):

The Beneficence Pledge

Members of the Ball State University Community...

pledge to maintain high standards of scholarship and excellence

to work with students, faculty, and staff to strengthen teaching and learning on campus.

pledge to practice academic honesty

to model and uphold academic integrity, to honor my peers and earn the trust and respect from all members of the community.

pledge to act in a socially responsible way

to treat each person in the Ball State community with civility, courtesy, compassion, and dignity; to respect the property and environment of the campus.

pledge to value the intrinsic worth of every member of the community

to respect and learn from differences in people, ideas, and opinions.

The University community is not a sanctuary from the law and all students of the University are subject to local, state and federal laws. In addition, each individual is obligated to protect the University as a forum for the free expression of ideas.

The *Code of Student Rights and Responsibilities* outlines behaviors expected of students at Ball State University and methods used to judge student behavior fairly according to these standards. The standards of conduct apply to students while on the campus or off campus, when attending University-sponsored events, or when such conduct involves the security or integrity of the University community.

The resolution of complaints for violation of the *Code of Student Rights and Responsibilities (Code)* may vary according to the location of the alleged violation, the complexity of the circumstances of the complaint, or the relative seriousness of the complaint. Offices and departments will routinely consult to determine the most appropriate venue for adjudication. Regardless of where a complaint is resolved, the one purpose of this *Code* is, in part,² to provide an educational framework for students so that they may make responsible choices regarding their behavior in this academic community.

¹ While accurate, the quote is no longer a part of the Ball State vision statement.

² “the purpose” and “in part” are conflicting concepts

TEXT NOT MODIFIED HAS BEEN REMOVED HERE

I. Bill of Rights and Responsibilities

1.1 Preamble

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1.6 Additional Rights and Responsibilities

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~~1.6.9~~ Right to Funeral and Bereavement³

- ~~a.~~ Students will be excused from class for funeral leave in the event of the death of a member of the student's immediate family or household, including: father, mother, husband, wife, son, daughter, grandfather, grandmother, grandchild, brother, sister, father in law, mother in law, daughter in law, son in law, stepfather, stepmother, stepson and stepdaughter. The number of excused absences allowed is determined by the distance of funeral services from Muncie, Indiana, as follows:

~~Three work days~~—Within 150 miles radius of Muncie

~~Four work days~~—Between 150-300 miles radius of Muncie

~~Five work days~~—Beyond 300 miles radius of Muncie

~~Seven work days~~—Outside of North America

~~If the student is unable to attend the funeral services, the student will be allowed three work school days for bereavement.~~

- ~~b.~~ In the event of the death of a student's stepmother in law, stepfather in law, brother in law, sister in law, uncle, aunt, nephew, and niece, students will be allowed one work day.

- ~~c.~~ A student may contact the Office of Student Rights and Community Standards to request that an informational notice (without verification) be sent to the student's instructor(s). The student will provide documentation to each instructor. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit for assignments missed. If the student is not satisfied with the outcome, he or she may appeal as outlined in the Ball State University's Procedure for Student Bereavement Appeals (See Appendix M).

II. AUTHORITY

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V. CODE OF CONDUCT

- 5.1.6 Stalking**—Intentional repetitious or continuous actions that would cause a reasonable person to feel frightened, harassed, ~~annoyed~~, threatened, or alarmed or that cause the person who is the ~~object~~ subject

³ This section has been incorporated in the proposed revision to Appendix M, now titled *Student Leaves for Funerals, Bereavement, and Jury Duty*.

or target⁴ of the stalking to feel frightened, harassed, annoyed,⁵ threatened, or alarmed. Such actions could be either implicit or explicit threats against a specific person; an acquaintance, friend, family member, or pet of that person; or that person's property.

5.2 Offenses Related To The Operation Of The University

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6.5.4 University Review Board

The University Review Board hears disciplinary cases referred to it by the Director of Student Rights and Community Standards or designee. It is composed of ~~students, twenty (20) members; ten (10) shall be students and ten (10) shall be~~ University faculty members, and/or professional staff members.⁶

- a. **Student Membership.** The student membership will include the Vice President of the Student Government Association, five (5) members of the Judicial Court of Student Government Association and four (4) additional students appointed by the Student Government Association ~~President~~. The Judicial Court members ~~shall be typically are~~ elected by students in the spring, assume their committee responsibilities on the first day of fall semester and shall hold office for one calendar year. Other appointed students also typically assume responsibility at the start of the fall semester and serve for one calendar year. ~~The dates of elections, appointments, and assumption of responsibilities may vary per agreement with the Student Government Association.~~⁷ A student member may serve an unlimited number of terms. If insufficient student members have been appointed by the Student Government Association when a hearing is required, the Director has the discretion to utilize non-appointed students in order to provide a timely process.
- b. **Faculty and Professional Staff Membership.** The faculty and professional staff members shall be selected by the University Senate's Governance Committee to assume their committee responsibility on the first day of fall semester and serve for one calendar year. A faculty or professional staff member may serve an unlimited number of terms. If insufficient faculty or professional staff members have been appointed by the appropriate governance committee when a hearing is required, the Director has the discretion to utilize non-appointed employees in order to provide a timely process.
- c. **Quorum.** To conduct a hearing for a student disciplinary case, a Hearing Board composed of a minimum of four (4) members of the University Review Board, of whom at least two (2) must be students and two (2) must be faculty and/or professional staff, will be designated by the Director of Student Rights and Community Standards or his/her designee. A hearing may proceed with a minimum of 3 members present.
- d. **Hearing Board Chairperson.** The hearing shall be chaired by one member of the Hearing Board designated in advance by the Office of Student Rights and Community Standards. The chairperson shall be a voting member of the Board. The Director of Student Rights and Community Standards or his/her designee will be present at all hearings as a non-voting consultant to the Hearing Board.
- e. **Hearings During Summer Session and Breaks.** To insure the functioning of the Hearing Board during Summer Session and at other times when regular classes are not in session, the Director of Student

⁴ "subject or target" better choice for describing human being

⁵ Removed to avoid potential first amendment concerns

⁶ The number of students, faculty members and professional staff members can vary at times as persons find themselves unable to serve for a variety of reasons including illness, changed work commitments, etc. The "shall" requires a specific number that is impossible to maintain in practice. The total number of URB members is much less important than the required representation on any specific hearing panel—see 6.5.4c. Quorum below.

⁷ Language changed to allow flexibility in appointments and start dates. The reality has been that student elections and appointments have typically occurred not only at the beginning of the fall but throughout the fall. The current discussion with SGA is to begin service, after a comprehensive training, in January to proceed through December of the same year.

Rights and Community Standards or his/her designee may convene a University Review Board hearing with a minimum of three persons chosen from the pool of the University Review Board membership who are available. Should a minimum of three be unavailable from the University Review Board pool, the Director may select additional faculty, staff or student members to participate in the hearing process.

6.5.66.5.5 Procedures for Disciplinary Hearings.

Procedures for disciplinary cases of the Hearing Board shall be as follows:

- a. **Written Notice of Hearing.** The accused student(s) shall be notified by the Office of Student Rights and Community Standards in writing of the date, time, and place of the hearing at least three (3) school days before the hearing. This notice shall also include a statement of the allegations of policy violations, information about the hearing process, and the range of sanctions available. In cases where there are multiple accused students, the Director of the Office of Student Rights and Community Standards has the discretion to convene one hearing or separate hearings for the accused students.
- b. **Absence of the Accused Student.** The accused student may choose not to attend the hearing and may instead submit a written presentation of his/her case. The hearing may proceed in the absence of the accused. By such absence, the accused forfeits his/her right to question witnesses.
- c. **Witnesses.** The accused student, the complainant and the Director of Student Rights and Community Standards or his/her designee may invite persons who have information relevant to the accusation to present testimony at the hearing; however, the chairperson of the Hearing Board may limit the number of witnesses to avoid repetition and cumulative testimony. ~~The Board may also limit the number of character witnesses, whose testimony may be considered only for determining sanctions.~~ The names of witnesses and written disclosure of the main points of their testimony must be provided to the Office of Student Rights and Community Standards a minimum of twenty-four (24) hours before the hearing. Each party shall be responsible for insuring the presence of his/her witnesses at the hearing or delivery of a written or recorded statement in lieu of personal testimony. Witnesses invited by either party shall be present only while they are testifying. Character witnesses may not provide testimony directly to the Board but may provide written statements to be disclosed only if a student is found responsible. Character witness statements will be considered for sanctioning purposes only.⁸
- d. **Student Assistance.** The accused student and the complainant may be accompanied and assisted at the hearing by an advisor of their choice. The student must provide the name of his/her advisor to the Office of Student Rights and Community Standards at least one business day before the hearing. At no time may the advisor participate directly in the hearing proceedings. He/she may only consult with the student.
- e. **Disqualification, Challenges.** Any Hearing Board member may disqualify himself/herself if he or she has a conflict of interest with the case, with the accused student, with the complainant, or when the Board member believes a personal bias makes it impossible to render a fair decision. The accused student or complainant may challenge a Hearing Board member on the grounds of conflict of interest or personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members present. If a challenge is upheld, the chairperson may, at his/her discretion, either appoint another person to fill the vacancy or direct that the vacancy not be filled. In the latter case, a quorum shall thereafter consist of the remaining members of the Hearing Board.
- f. **Conduct of the Hearing.** The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and admissibility of evidence, but with a view toward providing the Hearing Board with a complete understanding of the facts

⁸ Character witnesses by definition do not provide value to the process of fact-finding for the purpose of determining responsibility. This clarification to how and when character witness statements may be considered responds to the need for reducing often lengthy time commitments for Board members but recognizes the possible value of "character statements" for determining appropriate sanctions in a case.

involved. The chairperson may limit questioning deemed to be irrelevant, immaterial, and unduly repetitious. The hearing and the deliberations of the Hearing Board shall be private. Decisions of the Hearing Board shall be made by majority vote.

- g. *Record of the Hearing.*** There shall be a single verbatim record, such as an audio recording, of all University Review Board hearings (not including deliberations). Deliberations shall not be recorded. No other recording shall be made. The accused student may review the recording in the Office of Student Rights and Community Standards upon request. The recording shall be the property of Ball State University and shall be maintained by the Office of Student Rights and Community Standards until the conclusion of all appeal proceedings, until the appellate term has surpassed, or as required by law. Preliminary meetings, witness and other interviews, or administrative hearings may be recorded.
- h. *Continuances:*** The Hearing Board, by majority vote, may continue the hearing to a later time.
- i. *Additional Rules:*** Procedural rules not inconsistent with this process may be established by the Hearing Board from time to time to fulfill its functions in an orderly manner.

6.5.76.5.6 The Decision

The decision of the Hearing Board shall be submitted as a recommendation to the Director of Student Rights and Community Standards who may do one of the following:

- a.** Accept the recommendation and direct that the sanctions be implemented.
- b.** Lessen or otherwise modify the sanctions imposed by the Hearing Board.
- c.** Refer the case back to the Hearing Board for further consideration of sanctions.

6.5.86.5.7 Appeal Process

- a.** Students may appeal the result (finding and sanctions) of an Administrative Hearing decision to the next level administrator.
- b.** Decisions by the Hearing Board (including accepted sanctioning recommendations) may be appealed to the Vice President for Student Affairs & Dean of Students or his/her designee.
- c.** In both levels of cases, the student has three (3) business days from receipt of the original decision in which to submit an appeal in writing.
- d.** Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the University Review Board hearing and supporting documents.
- e.** A student may appeal based on the following reasons:
 - 1) A substantial procedural error that unreasonably impaired the student or the hearing body.
 - 2) An unduly harsh sanction (appeal by the accused student) or an insufficient sanction (appeal by the complainant).
 - 3) New information of a substantive nature sufficient to alter a decision, because such information and/or facts were not known to the person appealing at the time of the original hearing.
 - 4) Information of substantial bias on the part of the disciplinary body hearing the case
- f.** An appeal may be resolved in one of the following ways:
 - 1) The original decision may be upheld.
 - 2) Modified sanctions, either greater or lesser, may be imposed.
 - 3) The case may be remanded to the Hearing Board reconstituted with new members to allow reconsideration of the original determination and/or sanctions.
- g.** The appellate decision shall be final and not subject to any further appeal.

TEXT NOT MODIFIED HAS BEEN REMOVED HERE

APPENDIX A - Alcohol Policy

When students choose to consume alcoholic beverages, Ball State University encourages responsible practices and behavior in accordance with campus policies, the laws of the State of Indiana, and the City of Muncie. On and off campus violations of University policy and local and state laws related to alcohol will result in disciplinary action.

A. General Guidelines

1. *University Sponsored Events* - Illegal purchase, service, consumption, or possession of alcoholic beverages at any University-sponsored event on or off campus is prohibited. Upholding applicable local, state, and federal laws in connection with this policy is the joint responsibility of the persons in attendance at the activity, the sponsoring organization, and the management of the establishment in which the activity is held.
2. Illegal purchase, consumption, or possession of alcoholic beverages by any student under 21 years of age is prohibited wherever it may occur.
3. Providing alcoholic beverages at any time to an individual who is under 21 years of age is strictly prohibited.
4. Adverse behavior as a result of alcohol consumption, including disruption, disorderly conduct, and public intoxication shall be a violation of the *Code of Student Rights and Responsibilities (Code)*.
5. The sale of alcoholic beverages by any person, group, or organization without a license is strictly prohibited.
6. Students, groups, or organizations found responsible for providing alcohol to minors and selling or distributing alcohol in violation of state law shall be in violation of the *Code*.
7. Students hosting parties where (a) minors are allowed to consume alcohol, (b) alcohol is provided to minors, (c) provided in excess to others, or (d) otherwise distributed in violation of the law are subject to sanctions outlined in the *Code of Student Rights and Responsibilities* up to and including suspension or expulsion from the University. Groups and organizations are subject to sanctions up to and including suspension of recognition or withdrawal of recognition.

B. On Campus: With respect to the service, possession, or consumption of alcoholic beverages on the Ball State University campus, state statutes and city ordinances will be enforced in addition to the following regulations:

1. Residents who are of legal age to possess or consume alcoholic beverages and who reside in University-operated employee apartments or University Apartment units may possess and consume such alcoholic beverages in the privacy of their residences.
2. Consumption and possession of alcohol may be permitted on some residence hall floors where all residents are of legal age to possess or consume alcoholic beverages. Such use of alcoholic beverages will not be permitted in the public lounges, study lounges, recreation areas, dining rooms, or any area other than the student rooms.

C. Parental Notice: The University will notify parents/guardians of students under 21 years of age when a student is found responsible for (1) a violation of the drug policy, (2) a *second* violation of the alcohol policy, and (3) on the *first* violation of the alcohol policy when one or more of the following occurs:

- the student demonstrates a reckless disregard for his or her personal safety or the safety of others;
- medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior;
- there is property damage;
- the student operates a motor vehicle under the influence of alcohol;

- the incident involves another serious violation;
- the student's alcohol-related behavior negatively impacts the learning environment.

D. Good Neighbor Exception - Students are always encouraged to call for emergency assistance as needed, even at the risk of disciplinary action for one's own conduct. When another person is in need of critical care or when a situation otherwise warrants emergency response, call 911 immediately. The Good Neighbor Exception provides students the opportunity for University disciplinary action to be waived if he/she risked revealing one's own violation of the *Code of Student Rights and Responsibilities* in order to seek medical or other emergency assistance to another person in distress. The decision to provide the exception shall be the judgment of the designated hearing officer. ***NOTE: The exception does not apply to any criminal charges that might be incurred as a result of an offense.***⁹

⁹ This addition is already present in the Code as section 6.1.3. The proposed repetition here is meant to (a) increase the visibility of the statement and (b) reflect that the likelihood of invoking of this exception is greatest in circumstances involving alcohol policy violations and/or high-risk alcohol use.

APPENDIX M – Student Leaves for Funerals, and Bereavement, Rights and Appeals Jury Duty¹⁰

Right to Funeral and Bereavement Leave

From Code of Student Rights and Responsibilities Section 1.6.9

Funeral and Bereavement Leave

1. Students will be excused from class for funeral leave in the event of the death of a member of the student's immediate family or household, including: father, mother, husband, wife, son, daughter, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson and stepdaughter. ¹¹The number of excused absences allowed is determined by the distance of funeral services from Muncie, Indiana, as follows:

Three school work¹² days - Within 150 miles radius of Muncie

Four school work days - Between 150-300 miles radius of Muncie

Five school work days - Beyond 300 miles radius of Muncie

Seven school work days - Outside of North America

If the student is unable to attend the funeral services, the student will be allowed three school work days for bereavement.

- ~~2. In the event of the death of a student's stepmother-in-law, stepfather-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, and niece, students will be allowed one school work day.~~

b. Jury Duty Leave

1. Ball State supports the responsibilities of citizens and encourages students to engage in the Muncie and home communities. One expectation of citizenship is jury duty.
2. Ball State University advises students summoned for jury duty to contact the court as soon as possible and to request a deferral if jury duty will interfere with classes. Many jurisdictions allow college students to defer service to a later date, or may even exempt college students from serving on juries.
3. Absences will be excused for students who are summoned to report for jury duty or to serve as a witness in court during class time. Official documentation of jury service dates or a copy of the subpoena to be a witness must be submitted to instructors in order for absences to be excused. Students are expected to make up academic work.

c. Absence Notification A student may contact the Office of Student Rights and Community Standards to request that an informational notice (without verification) be sent to the student's instructor(s). The student will provide documentation to each instructor. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit for assignments missed. If the student is not

¹⁰ This revised policy adds jury duty and incorporates former section 1.6.9 which has been eliminated.

¹¹ Senate Agenda Committee returned this policy back to Campus Council to review this list to ensure that it is appropriate for students, having noted the original policy was based on the same policy for employees. Campus council removed relationship designations, leaving intact the distance criteria. Campus Council also requested that the Student Rights, Ethics, and Standards committee (during the upcoming 2014-2015 academic year) discuss and propose as appropriate language that addresses students' other significant relationships outside of family and household.

¹² "work days" is left over when this policy was drafted based on employee policy. "School days" are more appropriate for students.

satisfied with the outcome, he or she may appeal as outlined in the Ball State University's this policy on Student Bereavement Appeals (See Appendix M).

Procedures for Appeals Regarding Student Funeral, and Bereavement Leave, or Jury Duty Appeals Leaves

- A. To initiate a ~~Funeral and Bereavement Appeal~~ an appeal regarding a leave, the student must request a review of ~~funeral and bereavement the dispute~~ by contacting (in person, by phone, or by letter) the faculty member, or in his or her absence the department chairperson. Students are strongly encouraged to request the review as soon as the ~~funeral and bereavement~~ conflict becomes apparent, but must request the review no later than ten (10) school days after the start of the next academic (fall, spring, or summer) semester following the semester or summer session in which the funeral and bereavement conflict occurred. The faculty member, or in his or her absence the department chairperson, must respond to the student's request within ten (10) school days after receipt of the request.
- B. If the matter cannot be resolved with the faculty member, the student must inform the department chairperson of the disagreement with the faculty member and present the student's side of the dispute. The department chairperson will then attempt to resolve the dispute by consulting all affected parties.
- C. If the department chairperson cannot resolve the dispute to the student's satisfaction, the student may continue with the appeals process by contacting the Dean of the College in which the department resides. The Dean will then attempt to resolve the dispute by consulting all affected parties. If the Dean of the College cannot resolve the dispute to the student's satisfaction, the student may appeal to the Provost and Vice President for Academic Affairs, who will consult all affected parties. The decision of the Provost and Vice President for Academic Affairs is final.
- D. In the case that the faculty member involved in the appeal is the administrator next in the line of the appeal process, then the appeal will move directly to the next level.

Policy on Grades (NR Grades)

Proposed Revisions

I Responsibility of the Instructor

It is the responsibility of the instructor:

1. To grade students in accordance with the following grading system.
 - 1.1 The record of student performance in courses of undergraduate level in Ball State University is indicated by the following system of letters: A, B, C, D, and F.
 - 1.2 "A" represents work of excellent quality and is recorded for students who do outstanding work.
 - 1.3 "B" represents work of good quality and is recorded for those who do work which is clearly above the average.
 - 1.4 "C" represents work of average quality and is recorded for students who do average work.
 - 1.5 "D" represents work which is below average, but above failure.
 - 1.6 "F" represents work that is not of an acceptable quality. It is recorded (1) when a student fails a course and (2) when a student ~~drops~~ ~~withdraws~~ a course after the twenty-third day of a semester or the seventh day of classes in a summer session unless, in the judgment of the instructor, the reasons for ~~dropping~~ ~~withdrawing from~~ the course are such that the student should have a "W." Students who discontinue attending a class for which they are registered will receive an "F" unless they officially (by appropriate signatures) withdraw from the course.
2. To keep a record of grades for a minimum of one calendar year.
3. To inform the class, very early in the course, the basis on which grades are to be determined.
4. To have information available to a student concerning academic progress throughout the course, insofar as possible.
5. To provide a student with the opportunity to examine and discuss all of the student's work which has been evaluated by the instructor-- tests, papers, reports, special projects, etc.

A plus or minus may be appended to the above scale, with the exception of "A+," "F+," and "F-." A plus or minus indicator after the grade indicates quality earned slightly above or below the grading scale.

6. To submit final grades by the published grade submission deadline.

~~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 and 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 grades 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 Supplemental Grade Report 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~~

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- 1.4 "C" represents work of average quality and is recorded for students who do average work.
- 1.5 "D" represents work which is below average, but above failure.
- 1.6 "F" represents work that is not of an acceptable quality. It is recorded (1) when a student fails a course and (2) when a student drops a course after the twenty-third day of a semester or the seventh day of classes in a summer session unless, in the judgment of the instructor, the reasons for dropping the course are such that the student should have a "W." Students who discontinue attending a class for which they are registered will receive an "F" unless they officially (by appropriate signatures) withdraw from the course.

A plus or minus may be appended to the above scale, with the exception of "A+," "F+," and "F-." A plus or minus indicator after the grade indicates quality earned slightly above or below the grading scale.

2. To keep a record of grades for a minimum of one calendar year.
3. To inform the class, very early in the course, the basis on which grades are to be determined.
4. To have information available to a student concerning academic progress throughout the course, insofar as possible.
5. To provide a student with the opportunity to examine and discuss all of the student's work which has been evaluated by the instructor-- tests, papers, reports, special projects, etc.
6. To submit final grades by the published grade submission deadline.
It is essential the faculty submit all grades in the period in which they are due and in the proper format. Failure to submit grades to the Office of Registration and Academic Progress by the specified due date will result in the Instructor submitting grades on the Supplemental Grade Report form for each student. Specific and detailed instructions will come directly from the Office of Registration and Academic Progress to all departmental secretaries/administrative coordinators.

III. Grades

1. Near the close of each session of the University, faculty members will be notified ~~from~~ by the Office of Registration and Academic Progress of the ~~time~~ **deadline** when grades for the current session are due. After grades have been submitted, ~~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 by the Office of Registration and Academic Progress for any grade not properly reported. Notifications of an "NR" grade is ~~are~~ sent by the Office of Registration and Academic Progress ~~to the department and~~ to the instructor, **department chair, and college dean immediately following the grade submission deadline and in two week intervals.** ~~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. Instructors will have 30 days after the grade submission deadline to submit a Supplemental Grade Report form. In the event the instructor from whom students receive an NR grade is no longer employed by Ball State University, cannot be contacted, is incapable of performance due to medical conditions, or fails to submit a Supplemental Grade Report form by this 30 day deadline, the determination of the student's final grade(s) will reside with the department chairperson and will be reported within five days. If there is no grade resolution by the department chair or college dean by this five day deadline, the provost shall be notified for grade resolution.~~
~~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 grades 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 Supplemental Grade Report 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.~~

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1. Near the close of each session of the University, faculty members will be notified by the Office of Registration and Academic Progress of the deadline when grades for the current session are due. After grades have been submitted, 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 by the Office of Registration and Academic Progress for any grade not properly reported. Notifications of an "NR" grade are sent by the Office of Registration and Academic Progress to the instructor, department chair, and college dean immediately following the grade submission deadline and in two week intervals. Instructors will have 30 days after the grade submission deadline to submit a Supplemental Grade Report form. In the event the instructor from whom students receive an NR grade is no longer employed by Ball State University, cannot be contacted, is incapable of performance due to medical conditions, or fails to submit a Supplemental Grade Report form by this 30 day deadline, the determination of the student's final grade(s) will reside with the department chairperson and will be reported within five days. If there is no grade resolution by the department chair or college dean by this five day deadline, the provost shall be notified for grade resolution.

Pages 307-308, Faculty and Professional Personnel Handbook

Approved Catalog copy for Degrees

Bachelor's Degrees

Ball State University offers the following baccalaureate degrees: bachelor of arts, bachelor of athletic training, bachelor of fine arts, bachelor of general studies, bachelor of landscape architecture, bachelor of music, bachelor of science, bachelor of social work, and bachelor of urban planning and development.

The bachelor of landscape architecture is a five year degree and requires a total of 151 hours.

The bachelor of arts, bachelor of athletic training, bachelor of fine arts, bachelor of general studies, bachelor of music, bachelor of social work, bachelor of science, and bachelor of urban planning and development degrees are four year degrees (eight semesters) and require a minimum of 120 semester hours to complete.

For the Bachelor of Arts, Bachelor of Science, and bachelor of music degrees, some majors require more than 120 semester hours, and may require more than four years to complete. See individual departments for descriptions for specific majors.

The requirements for these degrees follow.

Second Bachelor's Degree

Students who have already earned a bachelor's degree may earn a second one from Ball State. They must meet all of the requirements for the second degree, including at least 30 residence credits after completing the first degree.

If the first bachelor's degree is from another accredited college or university, students must meet all requirements for the second degree, including the Ball State University Core Curriculum and 30 residence credits.

The Bachelor of General Studies Degree is not available to any student who has earned any other bachelor's degree.

Concurrent Bachelor's Degrees

Concurrent bachelor's degrees are two degrees earned simultaneously with majors that lead to distinctly different degrees. Students may receive concurrent degrees only if earning two majors under the same degree is not possible. A minimum of 150 credit hours must be earned for concurrent degrees. Students must meet the following academic standards to pursue two degrees concurrently:

- Have completed at least one graded semester at Ball State University.
- Have earned at least a 2.5 cumulative grade point average (GPA).
- Be in good academic standing according to university policy.

The Bachelor of General Studies Degree cannot be earned concurrently with any other bachelor's degree.

Students must submit an application to the Director of Academic Advising for approval to pursue concurrent degrees.

Concurrent Bachelor's Degree Application

To be submitted to the Director of Academic Advising in NQ 339.

Name: _____ Student ID: _____

BSU email: _____

Declared Bachelor's Degree: _____ Major: _____

Minor(s): _____

Proposed Concurrent Bachelor's Degree: _____ Major: _____

Only students who meet the following academic standards will be eligible to pursue two degrees concurrently:

- Have completed at least one graded semester at Ball State University.
- Have earned at least a 2.5 cumulative grade point average (GPA).
- Be in good academic standing according to university policy.

Students may receive concurrent degrees only if earning two majors under the same degree is not possible.

You may not pursue two like degrees simultaneously (e.g. two BA degrees or two BFA degrees)

You must earn a minimum of 150 credit hours.

You must graduate with both degrees simultaneously.

You must submit a separate graduation application for each degree you are pursuing.

You must meet and maintain all academic requirements for each major.

The Bachelor of General Studies Degree cannot be earned concurrently with any other bachelor's degree.

Date Approved: _____

Director of Academic Advising: _____

Revision #1

Recommended *cosmetic/procedural change* to Faculty and Professional Personnel Handbook Academic Year 2013-14

Section IV: Academic Policies and Procedures

Proposed Revision:

1. **Currently enrolled** students of the academic year are expected to register in the semester preceding the semester for which they are registering and beginning at specified, ~~preregistration~~ assigned registration periods for the ~~summer~~ term. **Registration periods are queued by population groups and are the first opportunity for student enrollment. Students are issued a time ticket for registration and that is their earliest opportunity to register for classes.** The Semester Schedule of Classes carries instructions regarding registration and, in the Calendar, shows the dates of the various steps in the registration procedure. **Students should log into the student information system and review their registration status as well as their time ticket to register for classes. All students are encouraged to become familiar with their academic plan of study, contact their advisor with questions, and resolve any barriers to enrollment activity before their time ticket opens. Details on how to register for classes as well as important dates and deadlines are published on the Registration and Academic Progress website.** This preregistration program makes it possible to start classes promptly. **Students should register soon after their time ticket opens to stay on track for degree or certification progress, maintain financial aid eligibility, avoid late fees, and take advantage of their position in the overall assignment of registration time tickets. Once a time tickets opens, registration activity continues until the close of change-of-course. Delays in using an open registration time ticket will impact course seat availability and academic progress.**
2. ~~Some Individuals who were not enrolled in the preceding semester or term register immediately preceding the beginning of classes, and there are always some a few who have special permission to register in the late registration period (see the Catalog) after the beginning of classes.~~ **Individuals who were not enrolled in the preceding term (stop out) are issued a registration time ticket following admission or readmission to the university. Students with other reasons for academic stop out (ex: total institutional withdrawal) will be issued a registration time ticket for the planned return term if, upon stop out, the student is specific with an anticipated semester for enrollment. Careful and timely planning of course registration is important to continue academic progress and plan course seat availability.** ~~The penalties for late registration keep the number of latecomers low.~~

Faculty and Professional Personnel Handbook, Page 299

Clean Copy:

1. Currently enrolled students are expected to register in the semester preceding the semester for which they are registering and beginning at specified, assigned registration periods for the term. Registration periods are queued by population groups and are the first opportunity for student enrollment. Students are issued a time ticket for registration and that is their earliest opportunity to register for classes. Students should log into the student information system and review their registration status as well as their time ticket to register for classes. All students are encouraged to become familiar with their academic plan of study, contact their advisor with questions, and resolve any barriers to enrollment activity before their time ticket opens. Details on how to register for classes as well as important dates and deadlines are published on the Registration and Academic

Progress website. Students should register soon after their time ticket opens to stay on track for degree or certification progress, maintain financial aid eligibility, avoid late fees, and take advantage of their position in the overall assignment of registration time tickets. Once a time tickets opens, registration activity continues until the close of change-of-course. Delays in using an open registration time ticket will impact course seat availability and academic progress.

2. Individuals who were not enrolled in the preceding term (stop out) are issued a registration time ticket following admission or readmission to the university. Students with other reasons for academic stop out (ex: total institutional withdrawal) will be issued a registration time ticket for the planned return term if, upon stop out, the student is specific with an anticipated semester for enrollment. Careful and timely planning of course registration is important to continue academic progress and plan course seat availability.

Revision #2

Recommended *cosmetic/procedural change* to Faculty and Professional Personnel Handbook Academic Year 2013-14

Section IV: Academic Policies and Procedures

Proposed Revision:

1. ~~Students are encouraged to modify their schedules prior to the start of the semester or term. Students are permitted some changes of course (See the Calendar and Catalog statement) at the beginning of the semesters and terms. Students may change their schedules through the first five days of a semester and the first three days of a summer term. Schedule changes may be processed by web at www.bsu.edu/studentervices, or in person, at the Office of Registration and Academic Progress. **Delays in using an open registration time ticket will impact course seat availability and academic progress.**~~
2. **Students are encouraged to make necessary changes to their schedules prior to the start of the semester or term. Unless the student has a barrier to registration activity, the student may change their schedule through the appropriate change-of-course period which is published on the Registrar website, www.bsu.edu/registrar. Schedule changes may be processed by web or in person at the Office of Registration and Academic Progress.**
3. In addition, the chairperson of an academic department may transfer students from one section of a class to another section of the same class. Such transfers are presented to the Office of Registration and Academic Progress on the Transfer of Students form. (~~Available on the web under BSU@Work Formfinder, Registrar.~~)
4. ~~After the change of course period and the late registration period have ended, official class lists are made and issued by the Office of Registration and Academic Progress through the office of the chairperson of the department to instructors of classes. Lists should be checked by the instructor against student attendance for completeness and accuracy. It is returned, signed in ink, to the Office of Registration and Academic Progress, where it is verified against enrollment information. **After the change-of-course time frame, it is IMPORTANT that no student be permitted to remain in class whose name is not on the class list. Failure to maintain accurate attendance records will impact student financial aid and progress toward degree.**~~ Students who are not on the list should be sent to the Office of Registration and Academic Progress.
5. ~~Shortly before the close of the semester or term, the final class list is sent by the office of Registration and Academic Progress to department chairpersons for distribution to the instructors. On the class list the entries are made in pencil for an optical scanner. The signature of the instructor in ink at the bottom of each form is required. Once~~

~~grades have been marked, the class lists are returned to the office of the department chairperson by the deadline printed at the bottom of the form. Specific and detailed announcements will come directly from the Office of Registration and Academic Progress.~~

Faculty and Professional Personnel Handbook, Page 299

Clean Copy:

1. Delays in using an open registration time ticket will impact course seat availability and academic progress.
2. Students are encouraged to make necessary changes to their schedules prior to the start of the semester or term. Unless the student has a barrier to registration activity, the student may change their schedules through the appropriate change-of-course period which is published on the Registrar website, www.bsu.edu/registrar. Schedule changes may be processed by web or in person at the Office of Registration and Academic Progress.
3. In addition, the chairperson of an academic department may transfer students from one section of a class to another section of the same class. Such transfers are presented to the Office of Registration and Academic Progress on the Transfer of Students form.
4. After the change-of-course time frame, it is IMPORTANT that no student be permitted to remain in class whose name is not on the class list. Failure to maintain accurate attendance records will impact student financial aid and progress toward degree. Students who are not on the list should be sent to the Office of Registration and Academic Progress.

Revision #3

Recommended *cosmetic/procedural change* to Faculty and Professional Personnel Handbook Academic Year 2013-14

Section IV: Academic Policies and Procedures

Proposed Revision:

1. ~~The student who enrolls for graduate credit will have the designation of "G" on the class list. "C NC" is used to indicate that a student is registered under the Credit-No Credit status.~~ **Faculty have options to view a class roster. Options include Banner SSB, Blackboard, and Argos reporting. Depending on which option is used to view student enrollment, the faculty member can select a summary class list or a detail class list that may contain student level, class, credit hours, and types of credit (graduate, undergraduate, credit/no credit, audit).** Students who desire to take courses without expectation of credit to apply on a degree (auditors) sign a waiver for the respective course or courses. No credit will be earned, and the transcript entry will be recorded with a grade of AU.
2. Should a student desire to change from audit to credit, graduate to undergraduate, or vice versa, the student must apply to the curricular advisors for such change during the change-of-course period. If approval is given, the instructor will be notified. This change can be made only during the official change-of-course period at the beginning of the semester or term.

Faculty and Professional Personnel Handbook, Page 300

Clean Copy:

1. Faculty have options to view a class roster. Options include Banner SSB, Blackboard, and Argos reporting. Pending on which option is used to view student enrollment, the faculty member can select a summary class list or a detail class list that may contain student level, class, credit hours, and types of credit (graduate, undergraduate, credit/no credit, audit). Students who desire to take courses without expectation of credit to apply on a degree (auditors) sign a waiver for the respective course or courses. No credit will be earned, and the transcript entry will be recorded with a grade of AU.
2. Should a student desire to change from audit to credit, graduate to undergraduate, or vice versa, the student must apply to the curricular advisors for such change during the change-of-course period. If approval is given, the instructor will be notified. This change can be made only during the official change-of-course period at the beginning of the semester or term.

TO: Senate Agenda
FR: Provost Terry King
RE: John R. Emens Distinguished Professorship
DATE: April 3, 2014

As the university continues to grow in reputation and scope, so too does the opportunity to bring renowned guests to campus to share their respective expertise and experience. With this comes the need to be able to acknowledge the status of the individual and to be able to be flexible in when, how long, and how many visit and work on our campus. Consequently, I am recommending that the use of the title John R. Emens Distinguished Professorship be more flexible to meet the needs of academic and other university units.

Additionally:

- 1) The existing parameters have proved restrictive to colleges and prevented them from even requesting use of the title and funds if an opportunity presented itself in a year that was not of their rotation.
- 2) There is no formal fund agreement which outlines the conditions presented below.
- 3) Salary requirements are covered under Distinguished Professorships 1.364

I recommend the following be removed from the FPPH.

1.37

The John R. Emens Distinguished Professorship

1.371

The John R. Emens Distinguished Professorship is awarded each academic year on a rotating basis to each of the colleges within the University. A college may choose to recommend one distinguished professor for the entire academic year, or two distinguished professors on the basis of one each semester. Each college should set forth its own selection process with as much faculty participation as possible. Recommendations for the John R. Emens Distinguished Professorship award should be submitted by the Dean of the designated college to the Provost and Vice President for Academic Affairs. The Vice President will forward the recommendations to the President. It is assumed that the John R. Emens Distinguished Professorship implies a broadly defined teaching and research responsibility appropriately encompassing various faculty and student seminars, a number of public lectures, as well as conferences and discussions with interested faculty members and students. The salary of a distinguished professor is to be no more than 50% above the salary of the highest paid regular faculty member. Funds and/or accumulation of income from funds donated for the establishment and maintenance of a distinguished professorship shall normally pay at least one –third of the salary of the appointee to that position.