

MINUTES OF THE SECOND MEETING OF THE 2013-14 UNIVERSITY SENATE  
Thursday, August 29, 2013

Members Present: 51

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 BB 109.

Members Present: S. Aegisdottir, E. Agnew, C. Anagnos, A. Beane, R. Bellaver, J. Bolin, R. Bremigan, B. Brey, B. Byers, S. Byrum, B. Canada, C. Corbin, E. Crawford, R. Davis, G. Dodson, J. Fitzgerald, J. Forbey, A. France, M. Gillilan, J. Gora, D. Grosnick, J. Hammons, M. Hanley, A. Harden, M. Holtzman, J. Huff, J. Jemiolo, J. Jones-Hall, L. Julian, T. King, K. Kreamelmeyer, L. Lehman, L. O'Hara, C. Pak, S. Pattison, D. Pearson, L. Pellerin, N. Perera, T. Richardson, D. Shawger, G. Slater, J. Strauss, L. Sun, C. Thomas, K. Thurman, C. Updike, S. Zhuk

Substitutes: Ashley Donnelly for D. Caristi, Michelle Johnson for T. Hendricks, Susan Johnson for M. Maggiotto, Giang Tran for M. Randolph

Members Absent: S. Bhattacharjee, P. Buis, R. Butler, J. Chapman, M. Chiuini, J. Gruver, K. Koch, C. Munchel, S. Rice-Snow, L. Stevens, C. Stone, D. Wheeler

2. A motion was made and seconded (Shawger/France) to approve the standing rules of the Senate

A friendly amendment was accepted to include professional personnel on Item #1 of the Standing Rules.

A question was asked to define #17, "Division of the House." This means using ballots, an additional method of voting instead of the customary "yea/nay" procedure.

The motion carried.

3. A motion was made and seconded (France/Richardson) to approve the minutes of April 25, 2013, with various revisions to those in attendance. A revised copy will be filed in the Senate Office.

The motion to approved the revised minutes carried.

4. Announcements

A. The conservation of paper statement (Item I. B.) was reviewed.

B. Terry King, Provost and Vice President of Academic Affairs, announced the absorption of the Fisher Institute of Wellness and Gerontology (FIWG) into the School of Physical Education, Sport, and Exercise Science (SPESES). The institute has two graduate programs and one minor. The FIWG faculty members and faculty members of SPESES voted to align as part of SPESES; programs will stay the same.

- C. Higher Learning Commission (HLC) Preparation/Discussion

Marilyn Buck, co-chair of the Steering Committee for the HLC visit, was in attendance at today's meeting to provide an update on the preparations. Ball State has been accredited since 1925 and this visit is to affirm our continued accreditation to assure federal funding for the institution and our students. There are several compliance hoops to maneuver, such as the credit hour policy, attendance policy, testing and how we verify the identity of the individuals participating in online courses. The renewal process will change to every four years instead of ten after this visit; however it won't be as detailed as the ten year process.

There are four key words the steering committee would like all of the university community to remember, in case they are stopped by members of the accrediting team: Students (first and foremost), Quality (of their education), Application (immersive learning, experiential learning and practicums), and Change (changing the lives of our students).

Questions regarding the HLC accreditation visit concerned the following:

- *Burriss faculty and if they are tied into the HLC visit?*

In this particular review, it is the higher education section the HLC is particularly interested in reviewing.

- *Syllabi for independent study? The syllabus for independent studies is usually generated by a student's proposal.*

An outline or actual agreement is necessary. Reviewers have been told to look for things out of the ordinary. They will also look at face-to-face classrooms less than online and independent study. The student's proposal could be attached. If it is taking the place of another course, the learning outcomes have to be the same as the face-to-face class.

- D. Ralph Bremigan, Vice Chair of the Senate and chair of the Governance and Elections Committee gave a brief overview of the senate system.
  - E. Announcement items E. (Next Scheduled Meetings), F. (Schedule of Meetings in the University Governance System, Enclosure #2) G. (Notice of change in office/department name), I. (Program Information, Enclosure #3), and J. (Results of Constitutional Amendments, Enclosure #4) were reviewed.
5. Item II. (Recognition of Deaths) will be delayed until the next meeting of the Senate
6. Council/Committee/Student Senate Reports
- A. Governance and Elections Committee – Ralph Bremigan, Chairperson. Ralph reported the committee met this morning and elected Lisa Pellerin secretary of the committee. They are also in the beginning stages of review requested revisions to the membership and responsibilities of committees in the governance system. Dean John Jacobson reported he is optimistic the Professional Education Committee will have suggested revisions by the end of this academic year.
  - B. Faculty Council – Kip Shawger, Chairperson. The Faculty Council will meet on Thursday, September 5.
  - C. University Council – Michael Gillilan, Chairperson. The University Council will meet on Thursday, September 12.
  - D. Campus Council – Kevin Thurman, Chairperson. The Campus Council will meet on Thursday, September 19.
  - E. Student Senate – Alyssa France, President Pro tempore, Student Government Association. The SGA meets every Wednesday and will be filling student positions on University Senate committees as soon as possible. Seven pieces of legislation were reviewed by the Senate Agenda Committee and forwarded to other committees.
7. David Pearson, Chairperson of the University Senate, reviewed the GANTT Chart (Enclosure #5) with the membership of the Senate.

He has received several emails regarding promotion and tenure. He reminded the membership that the departments and colleges are functioning under the promotion and tenure policy already in place. The department committees should be working on their new promotion and tenure documents. Associate Provost Marilyn Buck has offered and will be sharing a “cheat sheet” for everyone to follow regarding the new guidelines. There are four items that must be changed but do not go into effect until academic year 2014-15. The deadline for college approval of department documents must be completed by November 19.

8. President’s Remarks

The President’s remarks included:

- Please RSVP and make plans to attend the reception for the University Senate at Bracken House on Tuesday, October 1. The President will also be having lunch with the leadership of the University Senate on September 7.
- There were many individuals involved in the process of writing the self-study report for the Higher Learning Commission and thanked them for their hard work.
- She will be conducting college forums in January, as she did the past year. If there are issues, please communicate them to the Dean of your college. She will also provide a follow-up report on the legislative budget information provided last January.
- The Immersive Learning Awards Ceremony will again be held in January 2014. The deadline for submission for awards is Thursday, October 3. She would like to have a good attendance at this ceremony and invites all faculty to attend.
- She provided the following data concerning students:  
69.9% Academic Honors Diploma  
3.42 GPA on average  
Increase in graduation rate: 2012-13 is 40%. In 2011-12 was 36.3%. This increase in four-year graduation rates helps greatly with our state funding.
- In reviewing freshman classes: in 2007, only 25% had taken an online class. In 2009, 65% of them had taken an online class.

There were no questions from the members of the senate.

9. Unfinished Business

There was no unfinished business.

10. New Business

There was no new business.

11. Other Items

- A. The chair has spoken with Information Technology and there will be an app in September that will push an email to students informing them of academic holds.
- B. There will be a new link to our academic system that will allow students to construct an eight-semester course plan by populating what classes are mandatory and room for electives to be inserted.
- C. Academic Planning Task Force

The Provost reported they are actively engaged in an academic master plan process. This plan will set the course for the next 10-15 years. They are developing a method to obtain information from stakeholders. Some of the questions will involve having the right mix of academic programs and their organization, as well as what we can do to meet the demands of the State of Indiana for the next five to fifteen years.

Since the last master plan, there was no College of Architecture, Fine Arts, or Communication, Information and Media. All are signature programs today and we must help them grow. What does the university need to look like in the next several years? Dave Pearson and Kip Shawger are both representatives on the steering committee and they will be asking members of the senate to help make decisions in moving things forward.

- D. A senate member had a question regarding the letter sent by Key Benefits concerning members not having credible coverage with regard to the prescription program. A question was also asked how this affects retirees.

There has been an email from Vice President Howard of upcoming dates for benefits forums. It was suggested this would be a good opportunity to seek clarification or to contact the Payroll and Employee Benefits Office directly.

12. Adjournment

The meeting adjourned at 5:05p.m.

September 25, 2013

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David Pearson, Chairperson

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Amy Harden, Secretary

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