

MINUTES OF THE FOURTH MEETING OF THE 2015-16 UNIVERSITY SENATE
Thursday, January 21, 2016

Members Present: 57

Members Absent: 10

1. The meeting was called to order by the chairperson of the University Senate, Amy Harden, at 4:00 p.m.

Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: R. Aby, S. Aegisdottir, E. Agnew, J. Becker, D. Berger, R. Bernot, G. Carbo, B. Chang, J. Chapman, M. Chiuini, J. Christman, A. Crow, W. Donoher, P. Ferguson, J. Fitzgerald, B. Frankel, J. Fugate, J. Gruver, A. Harden, M. Hill, J. Hesser, M. Holtzman, S. Hsieh, J. Huff, J. Jemiolo, T. Jitpaiboon, J. Johnson, R. Johnson, K. Kessler, J. Khubchandani, K. Koch, R. Kovac, R. Kraus, M. Lee, C. Luchs, M. Maggiotto, C. Marlow, K. McCauliff, S. McFadden, C. Munchel, E. Nesson, C. Pak, S. Pattison, S. Rice-Snow, K. Ritchey, J. Sponseller, Z. Taylor, C. Thomas, M. Warter, D. Wheeler, R. Wijesinghe, E. Zygmunt

Substitutes: Shannon Staton for A. Brown, Alex List for S. Shim, Lauren Shaffer for B. Wagner, Monte Staton for K. Warren-Gordon, Michael Doyle for S. Zhuk

Members Absent: K. Ajayi, M. Hanley, L. Julian, T. King, A. Louden, T. Mahfouz, M. Quick, K. Rosenberger, M. Smith, J. Wells

The following items were discussed prior to proceeding with the meeting.

- A. Undergraduate GPA – Nancy Cronk, Registrar and Executive Director of Enrollment Services

Nancy reported a method has been created to solve this problem. Starting in the fall, 2015, and moving forward with grade and degree processing a new comment is added to the record as bachelor degrees are awarded. At the point of degree award, a comment captures the bachelor degree cumulative grade point average as well as the earned credits and appears on the transcript.

This item will be removed from the issues list.

- B. University Use of Personal Data (University Senate Agenda, 1/21/16, Attachment #1)
President Ferguson
Bernard Hannon, Vice President for Business Affairs
Loren Malm, Interim Vice President for Information Technology

The discussion began with the meaning of PII – personally identifiable information – and other kinds of information that is non-public. Anything relating to a specific individual is considered PII. There are practices and security efforts in place for those individuals and units on campus who are involved with maintaining this type of information. Vice President Hannon shared the university does not give out or share PII to anyone other than those they are required by law. The university does not rent or sell data. The university may also offer this information through a contractual arrangement with the vendor. Only data that is mandatory or required is supplied to a vendor. When contracted with a third-party vendor, such as our health care plans, there are expectations concerning quality and security controls before the university contracts with them. We ask them to supply the security measures taken before we turn over the data. When the contract ends, we ask them to destroy data or return the data. There are times they must keep the information for auditing purposes, they must keep it safe as if we were contracting with them. There were also some tax fraud reminders offered, such as receiving a bank card that you did not order and having your tax return rejected. W2s have been sent out, so file early to prevent tax fraud.

The following questions were asked by the senate membership:

- The most sensitive source of our identity is our social security number. How does the university protect it and how do they avoid sharing it?

Loren Malm replied that internally, the university limits the number of places it is stored. They also limit the number of people who have access to those systems that have the number. There are tight restrictions to the number of people who have access and maintain a list of security measures attached to these individual's computers, such as preventing malware which locks down a computer.

Externally, the university has controls in our contracts with vendors. It is a very limited group of vendors who have access to social security numbers and when they do have the numbers, they are restricted to exactly how to use it. At one point, we had 114 different places having employee social security numbers. That has been reduced to twenty and we always ask if there is a more convenient method to provide their services without the use of social security numbers.

There is a national issue of social security numbers, which the FBI shared can be purchased on the internet. It is a national problem, not limited to Ball State.

Nationally, some things are being done, especially on the tax side where there are new controls in place to help with tax refund fraud. We still have Anthem and do not know anything new about the breach. We have received no updates so far. They provided us with the information stating they have the best security in place. We do the best we can, given the information we have so far.

- Regarding the Anthem issue, we were given two years' service (credit monitoring) protection. This is not enough and we have requested an extension of these benefits. Are there any updates on this?

We would have to pay for this extension. Credit monitoring is nice, but the best practice is to freeze your credit. This is the best protection. The professionals in the information security industry, the credit monitoring services are primarily marketing devices. They will do anything to prevent it, but all they can do is alert you sometime after the fact that something bad has occurred. If you feel you are at risk, we encourage you to freeze your credit. This is the only action that can be taken to be proactive in stopping credit fraud.

A motion was made and seconded (Beane/Kessler) to approve the minutes of December 3, 2015.

The motion carried.

2. Announcements

Item I. A., Next Scheduled Meetings, and I.B. Notice of Change in Office/Department Name, were reviewed by the Senate.

3. Recognition of Deaths

There was a moment of silence to recognize the death of Charles Edward (Chuck) Guemple.

4. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chairperson. Karen reported the last college (CSH) to vote for departments to realign with the College of Health is conducting their vote now and it will be complete at 5:00pm tomorrow, January 22.
- B. Faculty Council – Andy Beane, Acting Chairperson. Andy reported the Council will meet on February 4.
- C. University Council – Derek Berger, Chairperson. Derek reported the Council met on January 14 and heard a presentation by Jen Blackmer regarding the newly formed office of Entrepreneurial Learning. There was no new business.
- D. Campus Council – Rachel Johnson, Chairperson. Rachel reported the Council will meet on January 28.
- E. Student Government Association – Jack Hesser, President. Jack reported SGA is working on a new item of business for Campus Council concerning course drop/add. They are also working with the department of athletics and the alumni association regarding programming with international students.

5. Report by Chairperson of Senate – Amy Harden (University Senate Agenda, 1/21/16, Enclosure #1)

A faculty member requested on an update on the per diem rates. Amy reported it was sent to business affairs and we do not have an update at this time.

6. Questions Directed to the President

President Ferguson welcomed everyone back from the winter break. He mentioned the newly published 18 x 18 annual report, as well as the new student-produced advertising on television.

The following questions were asked by the members of the senate:

- We are ahead of our goals by 2018, is there any possibility of expanding or stretching those goals?

President Ferguson responded that the university is committed to external funding and increasing capacity for funding for faculty. The President's roundtable prompted this action. The research goal is a little too high. Another area is philanthropy as we have been successful in all aspects of philanthropy. Part of this commitment was advancement enterprise. They solidified the message, built a pipeline of young 30-40 year olds. The small group of others were

getting tired. There are 106,000 alumni and we need to build on this. The concept is to restructure and refocus the message and open it up so that it's a much more inclusive advancement strategy to include deans, the provost, everyone. In the first six months, we've increased funding 30-35 percent. External funding for research (reorganizing sponsored programs), and then athletic side (revenue-base increase). External funding needed to be recast and be not so inspirational.

- Were there any federal grants allocated for the commercials?

The commercials were kept in-house and funded through the marketing budget. The idea evolved early in the fall, 2015. It was not geared towards the immersive learning experience; the students came together and did it.

- One of the goals in the 18 x 18 commitment is to increase four and six year graduation rates to 50%. Is it true that you do not have to pay a fee if you exceed the length of time it takes to graduate?

Performance funding is based on graduating in four years. We are trying to provide curriculum facilitation, advising, building capacity to avoid obstacles. One of the reason for the centennial scholars is we want to invest in them getting done in four years and helping those students out when they have to go five years. There is nothing planned, but this is a very good point in taking care of this population of students. (It was mentioned that at least one program - Landscape Architecture - is a five-year program). Another challenge is how to graduate double majors within four years. We may want to target strategies to different student populations.

7. Question and Answer Period

There were no questions.

8. Unfinished Business

There was no unfinished business.

9. New Business

A. Revision to Special Assigned Leave Policy (University Senate Agenda, 1/21/16, Enclosure #2)

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

Pat Collier, chair of the Special Leave Committee, was not present at today's meeting. Chris Luchs, a member of the committee was present today and indicated the committee was in agreement with today's revision; however, they voted at their last meeting to grandfathering in second, third, and fourth that faculty have towards tenure to be able to apply for special leave. They would have the option of taking special leave, but those hiring in would not be able to take special leave prior to tenure.

It was deemed these were substantial revisions and a motion was made and seconded (Fitzgerald/Koch) to return it to the Faculty Council for their review before a vote be taken by the senate.

The motion carried.

10. Other Items

There were no other items.

11. Adjournment

A motion was made and seconded to adjourn. The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Rachel Kraus, Secretary

/mt

Governance System Overview

UNIVERSITY SENATE – SEPTEMBER, 2015

Constitution of the University Senate

- ▶ Read about it: Pages 17-48 of the Faculty and Professional Handbook
- ▶ Find it on the web:
 - ▶ bsu.edu
 - ▶ Faculty & Staff button
 - ▶ Scroll down to Handbooks and Guides
 - ▶ Select Faculty and Professional Handbook

Constitution of the University Senate

Presented as part of the Faculty and Professional Handbook on the BSU website

Constitution Includes:

- ▶ Duties and Responsibilities of University Senate
- ▶ Structure of University Senate, Councils, and Committees
- ▶ University Senate Procedures
- ▶ Detailed descriptions of Committee Responsibilities

Ball State University Governance System: Policy Formation Flow Chart



Flow Chart – Continued

Campus Council

Standing Committees

Events, Programming & Scheduling
 Public Safety
 (Parking Subcommittee)
 (Traffic Appeal Subcommittee)
 Student Activities
 Student Center
 Student Financial Assistance
 Students Rights, Ethics & Standards

Faculty Council

Standing Committees

Academic Freedom & Ethics
 Academic Technology
 Contract Faculty
 Creative Arts
 Creative Teaching
 Graduate Education
 Library
 Professional Education
 Faculty Salary and Benefits
 Special Leave
 Teaching Evaluation
 Undergraduate Education
 (University Core Curriculum Subcommittee)
 University Grade Appeals
 University Promotion & Tenure

University Council

Standing Committees

Admission & Credits
 Athletics
 Financial and Budgetary Affairs
 Institutional Programs
 Judicial
 Master Planning & Facilities
 Online and Distance Education
 Professional Personnel Salary and Benefits
 Publications & Intellectual Properties
 Research

Flow Chart – Continued

Campus Council



Ad hoc committees and
 Subcommittees as needed

Faculty Council



Ad hoc committees and
 Subcommittees as needed

University Council



Ad hoc committees and
 Subcommittees as needed

University Senate: What is our job?

(See Constitution in the Handbook for complete details.)

- ▶ We are advisory to the President and the Board of Trustees
- ▶ We are the body with primary responsibility for formation of educational policy at BSU.
- ▶ *Quote from Constitution: "[University Senate] has primary responsibility for decisions on the following matters of educational policy subject to review and acceptance or rejection by the President and/or the Board of Trustees.*
 - ▶ *Standards for admission, selection, and retention of students;*
 - ▶ *Curricular requirements;*
 - ▶ *Instructional standards;*
 - ▶ *Requirements for granting of degrees;*
 - ▶ *Standards of academic freedom and professional responsibility."*
- ▶ We may advise the President and the Board of Trustees on certain matters of Institutional policy. (See page 17, section I.1.2.

University Senate: Voting Membership

- ▶ President and Provost
- ▶ Chairpersons of the three Councils
- ▶ One academic Dean (selected annually by all deans to represent them)
- ▶ One faculty member elected by each department
- ▶ Two contract faculty members
- ▶ One professional personnel representative, elected by and from each professional personnel area
- ▶ President of the SGA
- ▶ President and President Pro Tempore of the Student Senate
- ▶ One grad student elected by the graduate student body at large
- ▶ Six undergraduate students elected by the undergraduate student body at large
- ▶ Needed adjustments will be made whenever changes occur
- ▶ Non-student elected members are term limited at six years

University Senate Officers

- ▶ Elected annually in April by incoming Senate
- ▶ Officers must be elected members of the Senate
- ▶ For 2015-16
 - ▶ Chair: Amy Harden (Family and Consumer Sciences)
 - ▶ Vice Chair: Karen Kessler (Theatre and Dance)
 - ▶ Secretary: Rachel Kraus (Sociology)
 - ▶ Undersecretary: Melanie Turner

University Senate: Councils

- ▶ Most work is assigned to the three councils that report to the University Senate:
 - ▶ Campus Council
 - ▶ Faculty Council
 - ▶ University Council
- ▶ Most of the work of these Councils is done by standing Committees that report to one of the Councils.
- ▶ Councils and Committee term limit rules for non-students are the same as the University Senate
- ▶ Ex officio members of Councils and Committees DO NOT vote
- ▶ Each Council elects a Chair, Vice Chair, and Secretary. Officers propose assignments to standing Committees under the Council, prepare agendas for council meetings, and receive/forward recommendations on issues approved by each Council

University Senate: Campus Council

- ▶ General area of responsibility: non-academic student interests, concerns, and welfare
- ▶ Committees reporting to Campus Council: Events, Programming & Scheduling; Public Safety (with Parking Subcommittee and Traffic Appeal Subcommittee); Student Activities; Student Center; Student Financial Assistance; Students Rights; Ethics & Standards
- ▶ Voting Members: Nine students serving one year appointments (7 selected by the SGA and 2 selected by the Residence Hall Association); 2 faculty appointed by the Faculty Council and 2 professional staff appointed by the University Council, each serving a staggered 2 year term
- ▶ Non-Voting Members: ???
- ▶ Chair of Campus Council is always a student

University Senate: Faculty Council

- ▶ General area of responsibility: academic policies; issues affecting faculty
- ▶ Committees reporting to Faculty Council: Academic Freedom & Ethics; Academic Technology; Contract Faculty; Creative Arts; Creative Teaching; Graduate Education; Library; Professional Education; Faculty Salary and Benefits; Special Leave; Teaching Evaluation; Undergraduate Education (with University Core Curriculum Subcommittee); University Grade Appeals; University Promotion & Tenure
- ▶ Voting Members: the elected faculty members (one from each department or school) who also serve on the University Senate; the two contract faculty members who also serve on the University Senate;
- ▶ Non-Voting Members: Chairs of the other two Councils; the Provost.
- ▶ Chair of Faculty Council is always a faculty member.

University Senate: University Council

- ▶ General area of responsibilities: the other committees
- ▶ Committee reporting to the University Council: Admission & Credits; Athletics; Financial and Budgetary Affairs; Institutional Programs; Judicial; Master Planning & Facilities; Online and Distance Education; Professional Personnel Salary and Benefits; Publications & Intellectual Properties; Research
- ▶ Members: largely professional personnel; one faculty member from each college; five students appointed by the SGA (for one year terms); representatives from administration; chairs of the other two Councils
- ▶ Non-Voting Members: ???
- ▶ Chair is always a professional personnel member
- ▶ All terms are staggered 2 year terms

University Senate: Standing Committees

- ▶ Agenda Committee
 - ▶ Responsibilities:
 - ▶ Routes issues through the governance system (e.g., to Councils and/or Committees)
 - ▶ Prepares agenda for University Senate meetings
 - ▶ Chaired by Chair of University Senate (Amy Harden)
 - ▶ Membership: Provost (or designee); the three University Senate officers; the three Council chairs; President pro tempore of Student Senate; three additional senators
 - ▶ Meets monthly (in week prior to each University Senate meeting)
 - ▶ **Want to introduce an issue?** Email it to the Agenda Committee (Amy and Melanie)
 - ▶ Agenda Committee meeting dates are in the monthly University Senate agenda

University Senate: Standing Committees (Cont'd)

▶ Governance and Elections Committee

▶ Responsibilities:

- ▶ Recommends establishment of new Councils and Committees, also changes to membership/responsibilities of committees
- ▶ Reviews constitutional changes, checks for conflicts with the Constitution or impacts on other bodies
- ▶ Resolves problems with "non-attending" members of Senate, Councils, and Committees, and problems finding representatives from Colleges
- ▶ Recruits candidates for senate offices, Agenda Committee, G&E Committee
- ▶ Handles special elections when needed (example: population of College of Health votes)

- ▶ Membership: one academic dean; one faculty member from each college (from Faculty Council); two professional personnel (from University Council); one student (from Campus Council); University President or designee; SGA President; chaired by Vice Chair of University Senate

University Senate: Who approves what?

▶ Committees and Councils take many actions. Which of these go to University Senate?

▶ Some quotes from the Constitution:

- ▶ *All actions of University Senate Councils and Council Standing Committees which establish or alter educational policy shall be referred to the University Senate for approval. Other actions not involving a change in educational policy shall be forwarded to the appropriate administrative officer.*
- ▶ *All actions of University Senate Councils and Council Standing Committees are subject to review by the University Senate. Such action may be initiated by the Agenda Committee or by a senator on the floor of the Senate supported by a majority of the members present and voting.*

