

MINUTES OF THE THIRD MEETING OF THE 2015-16 UNIVERSITY SENATE
Thursday, December 3, 2015

Members Present: 54

Members Absent: 14

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: J. Becker, D. Berger, R. Bernot, A. Brown, B. Chang, J. Chapman, J. Christman, A. Crow, W. Donoher, J. Fitzgerald, B. Frankel, J. Gruver, M. Hanley, A. Harden, M. Hill, J. Hesser, M. Holtzman, S. Hsieh, J. Huff, J. Jemiolo, T. Jitpaiboon, J. Johnson, R. Johnson, L. Julian, K. Kessler, J. Khubchandani, T. King, K. Koch, R. Kovac, R. Kraus, C. Luchs, M. Maggiotto, T. Mahfouz, C. Marlow, K. McCauliff, S. McFadden, E. Nesson, C. Pak, S. Pattison, S. Rice-Snow, K. Ritchey, S. Shim, Z. Taylor, C. Thomas, B. Wagner, M. Warter, J. Wells, D. Wheeler, R. Wijesinghe, S. Zhuk, E. Zymunt

Substitutes: Don Nicholas for S. Aegisdottir (Fall, 2015), Dom Caristi for M. Lee, Brian Meekin for C. Munchel

Members Absent: R. Aby, K. Ajayi, E. Agnew, A. Beane, M. Chiuini, P. Ferguson, J. Fugate, I. Livshits, A. Loudon, M. Quick, K. Rosenberger, M. Smith, J. Sponseller, K. Warren-Gordon

A motion was made and seconded to approve the minutes of September 3, 2015.

The motion carried.

2. Announcements

I. A., Overview of Senate System, was presented by vice chair of senate, Karen Kessler. (University Senate Agenda, 12/3/15, Attachment #1). Senator duties, the structure of the senate, basic procedures, and committee responsibilities were covered. She reiterated that the Senate's job is to advise the President and Board of Trustees. Vice President Kessler covered term limits for the voting membership and students. She reiterated the Senate officers and introduced those members. She also provided an overview of the campus, faculty, and university councils. The councils have various committees which consider specific items before going through the general council. Once something has been approved by any of the various councils, it will be considered by the Senate. Vice President Kessler reiterated that if anyone wants to have the Senate consider an item that it needs to go through the Senate Agenda Committee.

Items I. B. (Next scheduled meetings), I. C. (Academic Posting, 2015-16, Volume XLVII-1 and 2-Enclosure #1), I. D., (Editorial Revision of ex-officio membership of Teaching Evaluation Committee-Enclosure #2), I.E. (Notice of Change in Office/Department Name), were reviewed by the Senate membership.

I. F., Study Soup, was presented by Deputy Associate Provost, Debbie Rodgers (University Senate Agenda, 12/3/15, Enclosure #3 and email attachment). The goal for this presentation is to educate those involved and not punish students. Students are being recruited through social media to become a notetaker and submit notes to be purchased by anyone they can recruit to buy their notes, study guides, and versions of tests (by placing them on 3x5 cards on some sites). Students are then paid when someone purchases their notes. The issue came to light when a student posted a message on Ball State's Blackboard site offering her classmates the opportunity to purchase her notes. It was suggested that faculty consider placing a note on their syllabus regarding their thoughts on Study Soup and other similar services.

There are several issues involved: 1) posting of copyrighted materials from textbooks is not legal, and 2) using Ball State's technology and infrastructure to further their own cause and make money is also not legal.

After discussion, the chair of the senate reiterated this was for faculty information only, as most faculty are not aware of this happening. It is only for informational purposes as this point and she encouraged senate members to share this information with their departments/areas. The UC Santa Barbara statement offered and suggested for course syllabi is also a good statement to add to your own syllabus.

3. Recognition of Deaths

There was a moment of silence to recognize the deaths of Lee Engstrom, Joseph P. Goodwin, Lathrop P. Johnson, and Jon Lewis.

4. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chairperson. Karen reported the committee met today and are in the middle of attending department/school meetings to conduct voting for populating the College of Health. The final department vote is Wednesday, December 16. The final college will be voting the first week of spring semester, 2016.
- B. Faculty Council – Michael Hanley, Chairperson. Mike reported the Council did not meet in November, but will meet next week, December 10.
- C. University Council – Derek Berger, Chairperson. Derek reported the Council did not meet in November, but are scheduled to meet on January 14, 2016 and will discuss the university's brand initiative.
- D. Campus Council – Rachel Johnson, Chairperson. Rachel reported the Council did not meet in November, but scheduled to meet on January 28, 2016.
- E. Student Government Association – Jack Hesser, President. Jack reported SGA is working on a bike/share program and bringing the issue of gender-neutral bathrooms on campus for further discussion.

5. Report by Chairperson of Senate – Amy Harden (University Senate Agenda, 12/3/15, Enclosure #4)

Amy reported there is lots of activity in committees and expects to be busier this spring because of issues coming up through the committees.

A. Final Report – Task Force on Use of Personal Data (University Senate Agenda, 12/3/15, Enclosure #5)

Michael Hanley, chair of the task force, reported representatives of Information Technology and the President will be attending the January senate meeting to discuss the issue further. Over the summer of 2015, the administration addressed some of the issues and the senate agenda committee believed there were some points not addressed or answered. He reported the task force was formed in September and met in early October. Both administration and faculty were involved in the discussions. At the October meeting, administration (Payroll and ultimately Business Affairs) put together a chart regarding vendor relationships. The university has less than five. This chart lists the vendor, as well as the type of personal/employee information sent forward to these vendors. Administration will share more information in January.

6. Questions Directed to the President

President Ferguson is in downtown Muncie at the grand opening of GearBox, a think tank involving Ball State and the city. Terry King, Provost and Executive Vice President, reported the College of Health will be up and fully operational as an administrative academic unit by fall, 2016. At some point there will be a new building, but there will be no new large relocation of people at that point.

The Conflict of Interest/Conflict of Commitment statement will be coming forward as we work toward complying with federal rules and regulations.

There will be information coming forward regarding contract faculty members and giving them opportunities for advancement and promotion as well as extended contracts. Currently, sixty-five percent of our contract faculty members have been here less than seven years. There is a large group who have been here decades and are important faculty members. We need to make them know they are an important part of our faculty.

A member of the senate asked if these revisions to contract faculty would take place with the current review of contract faculty by departments. His department is presently working on the salary document for contract faculty. Provost King responded that salary and merit procedures should be the only categories to be applied to contract faculty at the present time. There is no policy for promotion, except in the handbook it states there may be a possibility of promotion. This new policy will not be completed before the deadline for salary documents are to be completed by departments this year.

7. Question and Answer Period

A member of the senate asked if there has been any follow-up on the extension of the two-year protection from Anthem? Provost King thought this would be an excellent question for the members of administration attending in January concerning the university's use of personal data as members of Business Affairs and Information Technology will be present.

8. Unfinished Business

There was no unfinished business.

9. New Business

There was no new business.

10. Other Items

There were no other items.

11. Adjournment

A motion was made and seconded to adjourn. The meeting adjourned at 4:40 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.*

