

**AGENDA FOR
UNIVERSITY SENATE MEETING
(Meeting #4, 2016-2017)**

November 3, 2016

4:00 p.m.

LB (Letterman Building) Room 125

Approval of Senate Minutes of October 6, 2016

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, December 1, 2016, 4:00 p.m., Letterman Building (LB), Rm. 125
Senate Agenda Committee – Monday, November 21, 2016 (LB 104)

B. Academic Posting

New Programs

College of Health

Department of Social Work - Master of Social Work (NEW)
Advanced Standing Program, 36 credits
Advanced Standing 1-Year Program

Revised Programs

Teachers College

Department of Special Education

Minor in Applied Behavior Analysis, 15 credits
Minor in Autism Spectrum Disorders, 15 credits

II. Recognition of Deaths

Dr. James Ruebel

Dean of the Honors College and Professor of Classical Studies
Ball State Years of Service
2000-2016

III. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chairperson
- B. Faculty Council – Tarek Mahfouz, Chairperson
- C. University Council – Lola Mauer, Chairperson
- D. Campus Council – Bailey Loughlin, Vice Chairperson
- E. Student Government Association – James Wells, President

IV. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #1) - Issues in the Senate System)

- V. Questions Directed to the Interim President
 - VI. Question and Answer Period
 - VII. Unfinished Business
 - VIII. New Business
 - A. Office of Academic Advising – Request to remove Academic Advising section from Faculty and Professional Personnel Handbook (Enclosure #2)
 - B. Awarding of Posthumous Degrees and Certificates (Enclosure #3)
 - C. Proposal to change catalog and handbook policy regarding Incomplete grades (Enclosure #4)
 - IX. Other Items
 - X. Adjournment
- /ab

MINUTES OF THE THIRD MEETING OF THE 2016-17 UNIVERSITY SENATE
Thursday, October 6, 2016

Members Present: 54

Members Absent: 10

1. The meeting was called to order by the vice chair of the University Senate, Karen Kessler, at 4:00 p.m.

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

Members Present: S. Aegisdottir, E. Agnew, M. Baker, A. Batres, R. Bernot, J. Chapman, M. Chiuini, J. Christman, A. Crow, C.

Dodd, J. Fitzgerald, K. Gayes, J. Griffith, L. Helms, M. Hill, J. Hopwood, J. Jacobson, J. Jemiolo, T. Jitpaiboon, K. Kessler, J. Khubchandani, T. King, R. Kovac, A. Kuban, M. Lee, B. Loughlin, C. Luchs, T. Mahfouz, L. Mauer, K. McCauliff, S. McFadden, J. McKinney, M. Moore, R. Morris, C. Pak, S. Pattison, N. Phillips, E. Riddle, K. Ritchey, D. Roof, S. Shin, J. Sponseller, C. Thomas, H. Wang, K. Warren-Gordon, K. Webber, J. Wells, D. Wheeler, R. Wijesinghe, S. Wu, A. Yen

Substitutes: Bangshuai Han for J. Ghezzi, Jun Xu for R. Kraus, Michael Doyle for S. Zhuk

Members Absent: J. Ballesteros, J. Becker, C. Bohanan, B. Frankel, K. Koch, I. Livshits, C. Marlow, K. Nicholson, K. Rosenberger, E. Zygmunt

The Vice Chair of the senate, Karen Kessler, explained that the order of the agenda will be revised due to a commitment for Interim President, Terry King.

Substitutions were noted.

A motion was made and seconded to approve the minutes of September 1, 2016.

The motion carried.

2. Announcements

A. Next Scheduled Meetings

- a. Senate Agenda Committee – Monday, October 24, 2016, 2:00p.m. (LB 104)
- b. University Senate – Thursday, November 3, 2016, 400p.m. (LB 125)

B. Editorial Revision to Graduate Faculty Policy

C. Expression of Gratitude for Melanie Turner

3. Recognition of Deaths

There was a moment of silence to recognize the deaths of Joseph Willard Jackson and Edgar S. Wagner.

4. Questions Directed to the Interim President

Terry King, Interim President, reported on the following:

- Women's Fund of Central Indiana 20th Anniversary Celebration on October 6, 2016.
 - o Angela Ahrendts, Ball State University Alumni, was guest speaker.
- Strategic Plans
- Academic Excellence Grants--continuing
- Dean Searches—process is underway
- MAC Championship for Women's Tennis
- SimpsonScarborough
- The Interim President responded to the following questions and comments:
- Positive comment regarding the Freshman Common Reader, *The True American*

5. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chair.
 - a. Last meeting held on October 6.
 - b. Cleaning redundancies and non-policy items in handbook for faculty and governance as a whole.
- B. Faculty Council – Tarek Mahfouz, Chair.
 - a. Last meeting held on September 8.
 - b. Higher Learning Commission (HLC) Policy
 - c. Telecommuting Policy
 - d. Next meeting is scheduled for October 13.
- D. University Council – Lola Mauer, Chair.
 - a. Next meeting is scheduled for October 20.
 - b. Telecommuting Issue
 - c. Elected two members to governance
 - d. Kronos – clocking in/out will be addressed
- E. Campus Council – No report.
- F. Student Government Association – James Wells, President.
 - a. Diversity Commission Meeting on October 5
 - b. Cabinet holding voter registration drives
 - i. Presidential and Vice-presidential debate watch parties
 - ii. Election night watch party
 - c. Free Speech Panel Discussion
 - d. Ball State University Police Department Ride-along
 - e. Student Senate Legislative Agenda
 - f. Student Committees Formed

6. Report by Vice Chair of Senate – Karen Kessler (University Senate Agenda, 10/6/16, Enclosure #2)

- A. Gantt Chart
 - a. Telecommuting – professional staff/staff
 - b. Higher Learning Commission Policy (HLC) – policy on today’s Senate agenda
 - c. Responsible Conduct of Research – no change
 - d. Review of Senate System Structure – beginning stage
 - e. Reporting Outside Activities – revisiting (move back to 50%)

7. Question and Answer Period

- A. David Pearson, Parliamentarian
 - a. Committee assistance is available upon request

8. Unfinished Business

There was no unfinished business.

9. New Business

- A. Higher Learning Commission (HLC) Policy on Minimally Qualified Faculty (University Senate Agenda, 10/6/16, Enclosure #3)

A motion was made and seconded to bring this to the floor.

The motion carried.

A motion was made and seconded to approve.

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 4:43 p.m.

Respectfully submitted,

Jagdish Khubchandani
Substitute Secretary for
Rachel Kraus

/sh

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>FACULTY COUNCIL</i>													
Telecommuting (On hold until Fall, 2016)	Salary&Benefits, to Business Affairs	11/19/12 3/19/13											
Bias Incident Response Reporting Procedure	From SAC To FC (Tabled)	4/18/16 10/13/16											
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>UNIVERSITY COUNCIL</i>													
Telecommuting (Originated from this Council)	Salary&Benefits to Business Affairs	11/19/12 3/19/13											
Responsible Conduct of Research	Agenda to Research	9/15/14											
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>CAMPUS COUNCIL</i>													
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>AGENDA COMMITTEE</i>													
ROA (Reporting Outside Activities) Policy	Ad hoc committee on FPPH, then to FC and UC	Tabled, 4/28/16 Senate											
Review of Senate System Structure	From UC To G&E To SAC	4/14/16 10/6/16 10/24/16											
Remove Academic Advising from Faculty and Professional Personnel Handbook	G&E To SAC	10/6/16 10/24/16											
Policy Revision on Incomplete Grades	From SAC To FC To SAC	4/18/16 10/13/16 10/24/16											
Awarding of Posthumous Degrees and Certificates	To SAC	10/24/16											
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%	
<i>GOVERNANCE AND ELECTIONS</i>													

OFFICE OF ACADEMIC ADVISING – Request to remove from Handbook

~~Academic Advising at Ball State University is a service provided to assist students in meeting their educational goals. Recognizing that the needs of freshmen are substantially different from those of upperclassmen, the University offers a more comprehensive and personal advising program during the first year. For those students above the freshman level who have declared a program of study, faculty advisors in their discipline are assigned to aid in interpretation of major requirements. Although every effort is made to familiarize students with University requirements, academic progress is ultimately the responsibility of each individual student.~~

~~1. The Academic Advising Center~~

~~1.1 — The Academic Advising Center, located on the third floor of North Quadrangle, is the center for the advising of all freshmen and certain other classifications of students. All students having between 0 and 30 hours are assigned to a professional academic advisor. If the student is a transfer student and has fewer than 30 semester hours completed, he or she is also advised through the Academic Advising Center.~~

~~1.2 — The Academic Advising Center consists of Freshman Advising, Athletic Advising, Freshman Distinction/Honors Advising, and University College Advising.~~

~~2. Advising Center Coordinators~~

~~2.1 — Advising Resource Centers are located in the Arts and Communications Building, Burkhardt Building, Cooper Physical Science Building, North Quadrangle, Robert Bell Building, Teachers College, and the Whiting Building.~~

~~2.2 — Each center is staffed by a professional advisor who acts as a center coordinator and is responsible primarily for the administration of the advising program and for data entry and file maintenance. The coordinator also serves as a resource person for faculty advisors regarding advising information, procedures, and techniques.~~

~~3. Faculty Advising~~

~~3.1 — When students complete 30 or more hours or transfer 30 semester hours or more from another institution, they are assigned to a faculty advisor in their major area. If they are undecided on their major, they will remain with advisors in University College until a major is declared. Students who are athletes and/or distinction/honors have, in effect, two advisors: a faculty advisor in their major area and the Athletics Advisor and/or Distinction/Honors Advisor. For upperclassmen, faculty advising is the primary source of academic advising.~~

Page 203, Faculty and Professional Personnel Handbook

TO: Senate Agenda

FR: Acting Provost Morris

RE: Awarding of Posthumous Degrees and Certificates

DATE: Oct 13, 2016

The *Faculty and Professional Personnel Handbook* includes policies for the awarding of posthumous degrees and certificates of recognition at both the undergraduate and graduate levels. Those policies are listed below.

POSTHUMOUS BACCALAUREATE DEGREES AND CERTIFICATES OF RECOGNITION

1. At the recommendation of the appropriate college or department and approval of appropriate administrators:
 - 1.1 The Posthumous Baccalaureate Degree may be awarded to a student who had reached the senior level (Class Status 4) and was in good standing with the University at the time of death.
 - 1.2 A Certificate of Recognition may be awarded to a student at the freshman, sophomore, or junior level who was in good standing with the University at the time of death. The wording of the certificate shall be the responsibility of the nominating college or department.
 - 1.3 A Certificate of Recognition may be awarded to a student at any class level in good standing with the University who becomes permanently disabled due to illness or accident and is unlikely to be able to finish the degree.

POSTHUMOUS GRADUATE DEGREES AND CERTIFICATES OF RECOGNITION

1. At the recommendation of the appropriate academic unit and college, the Graduate Dean, and the Graduate Education Committee and the approval of appropriate administrators:
 - 1.1 The Posthumous Graduate Degree may be awarded to a student, who at the time of death:
 - 1.11 Was in good academic standing with the University;
 - 1.12 Had completed substantially all course work, i.e., had completed or was enrolled in the last semester of classes;
 - 1.13 Had progressed on any required dissertation, thesis, research paper, creative project, and/or internship to a point where the student's committee (or advisor) feels confident that the project and/or internship would have been completed successfully.

1.2 A Certificate of Recognition may be awarded to a student enrolled in a graduate program at any level and in good academic standing with the University at the time of death. The wording of the certificate shall be the responsibility of the nominating academic unit.

1.3 A Certificate of Recognition may be awarded to a student enrolled in a graduate program and in good academic standing with the University who becomes permanently disabled due to illness or accident and is unlikely to be able to finish the degree. The wording of the certificate shall be the responsibility of the nominating college of academic unit.

2. The Provost or designee will have final approval.

Discussion with persons involved in the awarding of posthumous degrees and certificates of recognition has resulted in the following concerns:

1. While the process may need to be different at the undergraduate and graduate levels, having the entries in two separate locations in the handbook is confusing.
2. The undergraduate policy was put in place at a time when students did not typically enter the institution with significant transfer credit.
3. The policy does not specify appropriate administrators.
4. The undergraduate policy acknowledges “good standing” but the graduate policy identifies “academic good standing” creating confusion. Review of academic good standing would not include a review of any disciplinary actions or other potential situations resulting in a Hold on the student’s record.
5. Leaving the wording of the certificates of recognition solely to the “appropriate college or academic unit” is problematic.
6. The production of transcripts is blocked only when there is a hold on the transcript. Consequently, notation of the posthumous degree or certificate is recommended to deter identity theft.

Recommended Changes to FPPH

POSTHUMOUS DEGREES AND CERTIFICATES OF RECOGNITION

1. At the recommendation of the appropriate college or school/department and with the approval of the Provost or his/her designee and the President:

1.1 The Posthumous Baccalaureate Degree may be awarded to a student who had reached the senior level (Class Status 4), with at least 15 credits earned from Ball State, and who was in good standing with the University at the time of death.

1.11 If the student would be eligible for an academic honor, it will also be awarded.

1.2 The Posthumous Graduate Degree may be awarded to a student, who at the time of death:

1.21 Was in good standing with the University;

1.22 Had completed substantially all course work, i.e., had completed or was enrolled in the last semester of classes;

1.23 Had progressed on any required dissertation, thesis, research paper, creative project, and/or internship to a point where the student's committee (or advisor) feels confident that the project and/or internship would have been completed successfully.

1.3 A Certificate of Recognition may be awarded to a student at any class level who was in good standing with the University at the time of death. The wording of the certificate shall be the responsibility of the nominating college or department and approved by the Registrar and Provost (or their designees).

1.4 A Certificate of Recognition may be awarded to a student at any class level in good standing with the University who becomes permanently disabled due to illness or accident and is unlikely to be able to finish the degree. The wording of the certificate shall be the responsibility of the nominating college or department and approved by the Registrar and Provost (or their designees).

1.5 Degrees and certificates awarded posthumously will be so noted on the student's official transcript.

1.6 Requests for posthumous degrees and certificates of recognition must be made within five years of last attendance.

Pages 189 & 195, Faculty and Professional Personnel Handbook

Department of Journalism

Ball State University • College of Communication, Information, and Media

Art & Journalism 300 • 285-8200 • 285-7997 (FAX)

Date: April 8, 2016
To: Melanie Turner, Undersecretary
University Senate
From: Dan Waechter, Chair
Admissions and Credits Committee
Re: Proposal to change catalog and handbook policy as it relates to Incomplete grades

The admissions and credits committee has recommended the following revision to the university policy on grades. In short, this policy modification allows “I” grades originating from CR/NC enrollments to revert to the original grading method rather than F after the deadline for resolving “I” grades passes.

Catalog Revision

Proposed change:

CR is recorded for students registered under credit/no credit provisions who do work that is 2.0 or above.

NC is recorded for students registered under credit/no credit provisions who do work that is below 2.0.

I represents incomplete work and is given only when it is determined that the student should be given an opportunity to finish the work. The instructor, along with the department chairperson, decides whether to award an incomplete grade in a course and outlines the requirements and time limit for completing the work. It is most important that the conditions for removing the *I* be as specific as possible. Removal of an *I* grade should be limited to as short a period as possible. ~~An *I* grade will expire to become an F.~~ **CR/NC enrollments will expire to become a failing grade as defined by the grading method. All other enrollments expire to an F grade.** Unless an earlier completion date is specified by the instructor, an *I* grade awarded for an undergraduate course will expire as follows: for Fall enrollment, by May 1; for Spring and/or Summer enrollment, by December 1. An exception is made when an extension on the timeline has been recommended by a department chairperson and approved by the appropriate dean. The Registrar’s Office will send an email reminder to the student and to the instructor of an *I* grade on the student record on or about the 15th of every month.

Clean Copy:

CR is recorded for students registered under credit/no credit provisions who do work that is 2.0 or above.

NC is recorded for students registered under credit/no credit provisions who do work that is below 2.0.

I represents incomplete work and is given only when it is determined that the student should be given an opportunity to finish the work. The instructor, along with the department chairperson, decides whether to award an incomplete grade in a course and outlines the requirements and time limit for completing the work. It is most important that the conditions for removing the *I* be as specific as possible. Removal of an *I* grade should be limited to as short a period as possible. CR/NC enrollments will expire to become a failing grade as defined by the grading method. All other enrollments expire to an F grade. Unless an earlier completion data is specified by the instructor, an *I* grade awarded for an undergraduate course will expire as follows: for Fall enrollment, by May 1; for Spring and/or Summer enrollment, by December 1. An exception is made when an extension on the timeline has been

recommended by a department chairperson and approved by the appropriate dean. The Registrar's Office will send an email reminder to the student and to the instructor of an I grade on the student record on or about the 15th of every month.

Faculty and Professional Personnel Handbook Revision

III Grades³³

4. It is most important that the conditions for removing the "I" be as specific as possible. Removal of an "I" should be limited to as short a period as possible. ~~An "I" grade will expire to become an "F".~~ **CR/NC enrollments will expire to become a failing grade as defined by the grading method. All other enrollments expire to an F grade.**

Clean Copy

III Grades³³

4. It is most important that the conditions for removing the "I" be as specific as possible. Removal of an "I" should be limited to as short a period as possible. CR/NC enrollments will expire to become a failing grade as defined by the grading method. All other enrollments expire to an F grade.

2015-2016 Faculty and Professional Personnel Handbook, P. 197