

**AGENDA FOR
UNIVERSITY SENATE MEETING
(Meeting #7, 2016-2017)**

March 30, 2017

4:00 p.m.

LB (Letterman Building) Room 125

Approval of Senate Minutes of February 23, 2017

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, April 27, 2017, 4:00 p.m., Letterman Building (LB), Rm. 125
Senate Agenda Committee – Monday, April 17, 2017, 2:00 p.m. (LB 104)

B. Notice of Change in Department/Office Name (Enclosure #1)

- Current Name: Division of Strategic Communications
- New Name: Marketing and Communications
- Effective Date: Immediately

C. Academic Posting, 2016-2017, Volume XLVIII-3-5 (Enclosure #2)

II. Recognition of Deaths

Dr. Rodney E. Davis
Professor Emeritus of Information Systems
and Operations Management
Retired 2016
42 years of service

Barbara N. Heifner
Assistant Professor of Nursing Emerita
Retired 1993
18 years of service

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 – Kathy Berryhill, Chairperson
- E. Student Government Association – James Wells, President

IV. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #3 - Issues in the Senate System)

V. Questions Directed to the Interim President

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

- A. Stopping the Tenure Clock (Enclosure #4)

IX. Other Items

X. Adjournment

/mw

MINUTES OF THE SIXTH MEETING OF THE 2016-17 UNIVERSITY SENATE
February 23, 2017

Members Present: 45

Members Absent: 14

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, K. Berryhill, C. Bohanan, M. Buck, J. Chapman, M. Chiuni, J. Christman, C. Dodd, B. Frankel, K. Gayes, J. Ghezzi, J. Griffith, L. Helms, M. Hill, J. Hopwood, J. Jemiolo, K. Kessler, J. Khubchandani, R. Kraus, A. Kuban, M. Lee, C. Luchs, T. Mahfouz, C. Marlow, L. Mauer, K. McCauliff, S. McFadden, M. Moore, C. Pak, S. Pattison, N. Phillips, E. Riddle, D. Roof, S. Shim, J. Sponseller, H. Wang, K. Warren-Gordon, K. Webber, J. Wells, D. Wheeler, R. Wijesinghe, S. Wu, A. Yen, S. Zhuk

Substitutes: T. Peters for M. Baker, C. Scalf for A. Batres, J. Helton for A. Crow, D. Lavery for J. Jacobson, S. Smith for T. Jitpaiboon, D. Rutherford for I. Livshits, B. Frazer for Bailey Loughlin, J. Ghezzi for K. Nicholson, J. Forbey for K. Ritchey, C. McIntosh for C. Thomas

Members Absent: J. Ballesteros, J. Becker, R. Bernot, A. DeLong, L. Humphrey, T. King, K. Koch, R. Kovac, N. Masson, J. McKinney, A. Moore, K. Rosenberger, A. Smith, E. Zygmunt

Substitutions were noted.

A motion was made and seconded to approve the minutes of January 19, 2017.

Motion carried

2. Vice-Chairperson Kessler thanked the representative from Unified Technology Support for running the console.
3. Announcements
Items I. A. (Next Scheduled Meetings), I. B. (Notice of Change in Department/Office Name, Enclosure #1) were reviewed by the Senate membership. It was noted that if people want to bring an item to the Senate Agenda Committee for consideration to be included on the Senate Agenda, it is good to do so about a week before the meeting.
4. Recognition of Deaths
There was a moment of silence to recognize the deaths of Dr. Thomas Ray, David C. Mercer, Mr. James Allan (Al) Rent, and Edith L. Pittenger.
5. Committee Reports
 - A. Governance and Elections Committee – There was no quorum during the last meeting. The committee will meet again next week. Upcoming meetings will involve discussions about facilitating the voting process for CAST programs and the colleges voting to absorb these programs. G&E will be reaching out to the departments and colleges involved to discuss how this voting process will work. K. Kessler offered a reminder that these votes will be recommendations not decisions. The goal is to complete the voting by the end of March.
 - B. Faculty Council – Approved the Bias Incident Reporting Procedure resolution at its January 26th meeting and Stopping the Tenure Clock language revisions at its February 16th meeting.
 - C. University Council – Met on Feb. 2 and discussed moving Telecommuting to the Professional Personnel Salary & Benefits Committee. The next meeting is scheduled for March 2.
 - D. Campus Council – No report. The next meeting is scheduled for March 16.
 - E. Student Government Association – SGA elections are in process, and the Executive Board will be voted on Monday and Tuesday. SGA is currently assisting in a Dance Marathon, scheduled for Saturday, Feb.25. Student Government held an emergency cabinet meeting this past Sunday to discuss students' concerns about their immigration status, the focus of which was offering students resources and assuring their safety, as opposed to advocating for the university to take a political stance.
6. Report by Vice-Chairperson of Senate – Karen Kessler – GANTT chart (Enclosure #2) - Issues in the Senate System
 - Telecommuting – Potentially moving to University Council
 - Stopping the Tenure Clock – Approved by the Faculty Council & up for review by the Senate Agenda Committee

- Responsible Conduct of Research – The Research Committee intends to connect with the newly hired person in the Office of Research Integrity, specializing in the Responsible Conduct of Research, within the next few weeks to review this issue.
- ROA – The ad hoc committee has met twice to discuss this issue and is making progress.
- Bias Incident Response Reporting Procedure – Will be reviewed in New Business
- Review of Senate System Structure – The ad hoc committee met Tuesday and is progressing on this issue. The committee plans to meet monthly.
- Titles and Promotions for Contract Faculty – The ad hoc committee is meeting weekly and anticipates having a draft for the Senate Agenda Committee to review by next week.

7. Questions Directed to the Interim President
There were no questions.

8. Question and Answer Period
There were no questions.

9. Unfinished Business
There was no unfinished business.

10. New Business

A. Bias Incident Reporting Procedures (Enclosure #3)

The Senate reviewed the Bias Incident Reporting Procedures resolution, which requires faculty to choose one of two language options to include in their syllabi.

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

Motion carried

The Vice-Chair opened the floor for discussion.

Questions/issues raised:

- Potential legal ramifications of the resolution
- The resolution's relationship to the first amendment
- The resolution's relationship to the procedure for reporting bias incidents
- Inclusion of the statement as a way to promote a valuable resource for students and faculty
- The resolution's relationship to questions of academic freedom
- The variety of interactions covered under Bias Incident Reporting Procedures (student-student, faculty-student, staff-student, etc.)
- Evaluating the resolution as a student-led initiative as opposed to a top-down mandate
- Determining the appropriate context for Bias Incident Reporting information
- Reading the resolution in light of students' experiences of harassment on campus

A motion was made and seconded to approve that the language will be included in syllabi, with faculty choosing one of the two language options:

Yes: 44

No: 6

Motion carried

11. Other Items

Bobby Steele, Interim Director of the Multicultural Center, requested that anyone with further questions about Bias Incident Reporting procedures contact him or his office.

12. Adjournment
A motion was made and seconded to adjourn at 4:52 p.m.
Motion carried

Respectfully Submitted,
Rachel Kraus, Secretary

/mw

NOTICE OF CHANGE IN OFFICE/DEPARTMENT NAME

Current name*: Division of Strategic Communications
Proposed name: Marketing and Communications
Effective date: Immediately

This information is to be completed by University Human Resource Services	
Fund	Organization
100100	141020

A **job title** change for **Faculty** or **Professional Personnel** resulting from the office/department name change needs to be processed on a P-3 "Notice of Change in Status/Compensation." A **job title** change for **Staff Personnel** can be processed by contacting the Human Resources Representative of the appropriate area.

Chair/Department Head/Administrator Date

College Dean/Appropriate Administrator Date

Kathy Wolf
Vice President/Senior Staff Date 2/9/17

Send completed form to: Marie Williams, AVP for Human Resources/Admin. Svs.

University Human Resource Services will notify:

Assistant Controller
Budget Office
Bursar
Sponsored Projects Admin.
Facilities Planning & Management
Financial Info Systems & Technology
Information Technology
Inventory Control
Office of the President
Payroll and Employee Benefits
Printing Services
Provost & VP Academic Affairs

Purchasing Services
Registrar's Office
Telephone Services (ITS)
University Senate
University Marketing & Comms.

***Changes in names of academic departments must be approved by the Board of Trustees.**

HR-127; 5/2011; 1/2013; 11/2013; 2/2015; 8/2015

Academic Posting, 2016-17, Volume XLVIII-3 (New and Revised Programs)

(*Click the hyperlinked title above for the complete, detailed listing.)

College of Communication, Information, and Media

Department of Communication Studies

Minor in Management and Organizational Communication

College of Fine Arts

Department of Art

Master of Fine Arts, Visual Arts (Animation, Glass, Ceramics, Metals, Sculpture)

School of Music

Major in Music Media Production

College of Sciences and Humanities

Department of Mathematical Sciences

Major in Actuarial Science

Master of Arts in Statistics

Master of Science in Statistics

Academic Posting, 2016-17, Volume XLVIII-4 (New and Revised Programs)

(*Click the hyperlinked title above for the complete, detailed listing.)

Academic Programs

(NEW) Certificate in Behavioral Studies (Pending ICHE Approval)

Interdepartmental Programs

Major in Legal Studies

Teachers College

Department of Special Education

(NEW) Major in Applied Behavior Analysis with an Emphasis in Autism (Pending ICHE Approval)

College of Sciences and Humanities

Department of Criminal Justice and Criminology

Associate in Arts – Criminal Justice and Criminology

Major in Criminal Justice and Criminology

Minor in Criminal Justice and Criminology

Department of Mathematical Sciences

License in Middle School/Junior High Mathematics

College of Health

Department of Nutrition and Health Science

Masters in Nutrition and Dietetics

Academic Posting, 2016-17, Volume XLVIII-5 (New and Revised Programs)

(*Click the hyperlinked title above for a complete, detailed listing.)

Interdepartmental Programs

Real Estate Development

Minor in Real Estate Development

College of Health

School of Kinesiology

Major in Sport Administration

Department of Nutrition and Health Science

Master of Arts in Nutrition and Dietetics

College of Sciences and Humanities

Department of Biology

Major in Biology

Department of History

Master of Arts in History
Department of Mathematical Sciences
Master of Arts in Mathematics Education
Department of Physics and Astronomy
Major in Physics
Teachers College
Interdepartmental
Dual Major in Early Childhood/Early Childhood Special Education
Department of Elementary Education
Teaching Major in Early Childhood Education
Teaching Major in Elementary Education
Miller College of Business
Department of Accounting
Master of Science in Accounting: Professional and Accounting Concentration
Master of Science in Accounting: Research and Analytics Concentration
College of Fine Arts
Department of Music
Minor in Music: Jazz/Commercial

ISSUES IN THE SENATE SYSTEM, 2016-17

FACULTY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
UNIVERSITY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
Responsible Conduct of Research	SAC to Research	9/15/14											
Telecommuting (Originated from University Council)	Salary & Benefits Business Affairs Prof. Pers. S&B	11/19/12 3/19/13 3/20/17											
CAMPUS COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
SENATE AGENDA				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
ROA (Reporting Outside Activities) Policy	Ad hoc committee on FPPH, then to FC and UC	Tabled, 4/28/16											
Stopping the Tenure Clock	Gender Equity Task Force SAC P&T SAC FC SAC	10/28/16 11/21/16 11/28/16 2/13/17 2/16/17 3/20/17											
GOVERNANCE & ELECTIONS				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
The ad hoc committee on Senate Restructuring	From UC To G&E To SAC To G&E (Tabled) ad hoc committee	3/24/16 10/6/16 10/24/16 11/3/16 11/21/16											
Titles and Promotions for Contract Faculty (ad hoc committee, chaired by (Tonya Skalon)	From SAC To ad hoc committee To G&E	4/18/16 11/21/16 3/23/17											

Gender Equity Task Force 10-28-16
SAC 11-21-16
P&T Committee 11-28-16
SAC 2-13-17
Faculty Council 2-16-17
SAC 3-20-17

University Senate Agenda
March 30, 2017
Enclosure #4

cc: Mandy Walks

To: Dr. Kourtland Koch
University Senate Agenda Committee

From: Dr. Jennifer Palilonis *J.P.*
Chair – University Promotion and Tenure Committee

Date: January 26, 2017

RE: CHANGES TO THE UNIVERSITY P&T DOCUMENT

In Academic Year 2016-2017, the University Promotion and Tenure Committee was asked to review proposed language regarding Stop the Tenure Clock. This language was submitted to the Senate Agenda Committee by Dr. Charlene Alexander and the Gender Equity Task Force.

The University P&T Committee has reviewed the language as presented. Dr. Charlene Alexander was invited to meet with the University P&T Committee and together revised the proposed language.

The University P&T Committee is submitting the attached language as revised and approved by the committee.

If you have any questions or need additional clarification, please contact me.

Thank you.

Attachment

Revised and Approved Statement:

- 2.91 When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.
- 2.92 Ball State University is committed to providing a work environment that enables faculty to be successful. The university also recognizes that faculty may encounter life circumstances that can impair or prevent progress toward professional and scholarly achievement. This is true for faculty working toward tenure within a limited and specific timeframe. A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:
- 2.921 Birth or adoption of a child;
 - 2.922 The faculty member is seriously ill;
 - 2.923 The faculty member is the principal caregiver for a dependent who is seriously ill or incapacitated;
 - 2.924 The faculty member is the principal caregiver for a family member who is seriously ill;
 - 2.925 The faculty member will be on leave for at least one semester of the academic year.

Within one year of the occurrence of the qualifying event, but before the affected annual Promotion and Tenure review, a request that a year not be counted as a tenure-creditable year shall be made to the department chair. The request shall include documentation of the circumstances involved. The request requires approval of the department chairperson, the appropriate dean, and the Provost and Executive Vice President for Academic Affairs.

Faculty who receive approval are not required to submit Promotion and Tenure materials during the period approved by the Provost and Executive Vice President for Academic Affairs. The faculty member is also not expected to submit an extra year's worth of research when tenure review resumes.

Revised and Approved Statement with Final Strikethrough Revisions:

- 2.91** When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.
- 2.92** Ball State University is committed to providing a work environment that enables faculty to be successful. The university also recognizes that faculty may encounter life circumstances which can impair or prevent progress toward professional and scholarly achievement. This is true for faculty working toward tenure within a limited and specific timeframe. ~~This policy provides faculty the opportunity to seek an extension of the tenure clock.~~ A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:
- 2.921 Birth or adoption of a child
 - 2.9242 The faculty member is seriously ill;
 - 2.9223 The faculty member is the principal care-giver for a son/stepson or daughter/stepdaughter **dependent who is seriously ill or incapacitated;**
 - 2.9234 The faculty member is the principal care-giver for a family member ~~or partner~~ who is seriously ill;
 - 2.925 The faculty member will be on leave for at least one semester of the academic year.

~~A request that a year not be counted as tenure-creditable shall be made to the department chairperson prior to the beginning of the academic year.~~ **Promotion and Tenure review or** Within one year of the occurrence of the qualifying event, but before the affected annual Promotion and Tenure review, a request that a year not be counted as a tenure-creditable year shall be made to the department chair. The request shall include documentation of the circumstances involved. ~~The request shall be given immediately by the department chairperson to the Department Promotion and Tenure Committee.~~ The request requires approval of the Department Promotion and Tenure Committee, the department chairperson, the appropriate dean, and the Provost and Executive Vice President for Academic Affairs.

Faculty who receive approval are not required to submit Promotion and Tenure materials during the period approved by the Provost and Executive Vice President for Academic Affairs. The faculty member is also not expected to submit an extra year's worth of research when tenure review resumes.