

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #3, 2016-17)

**October 6, 2016
4:00 p.m.**

LB (Letterman Building) Room 125

Approval of senate minutes of September 1, 2016

I. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – Monday, October 24, 2016, 2:00p.m. (LB 104)
University Senate – Thursday, November 3, 2016, 4:00p.m. (LB 125)

B. Editorial Revision to Graduate Faculty Policy (Enclosure #1)

II. Recognition of Death

Joseph Willard Jackson

Professor Emeritus of Accounting
Retired, 1984
26 Years of Service

Edgar S. Wagner

Professor Emeritus of Industry and Technology
(Department of Technology)
Retired, 1984
28 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 – Bailey Loughlin, Member

E. Student Government Association – James Wells, President

IV. Report by Chairperson of Senate – Kourtland Koch (Enclosure #2 - Issues in the Senate System)

V. Questions Directed to the Interim President

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

A. Higher Learning Commission (HLC) Policy on Minimally Qualified Faculty (Enclosure #3)

IX. Other Items

X. Adjournment

/mt

MINUTES OF THE SECOND MEETING OF THE 2016-17 UNIVERSITY SENATE
Thursday, September 1, 2016

Members Present: 58

Members Absent: 8

1. The meeting was called to order by the chairperson of the University Senate, Kourtland Koch, 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, C. Bohanan, M. Chiuini, J. Christman, A. Crow, C. Dodd, J. Fitzgerald, B. Frankel, K. Gayes, J. Ghezzi, J. Griffith, L. Helms, M. Hill, J. Hopwood, J. Jacobson, J. Jemiolo, T. Jitpaiboon, K. Kessler, J. Khubchandani, K. Koch, R. Kovac, R. Kraus, A. Kuban, M. Lee, I. Livshits, C. Luchs, T. Mahfouz, 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, Z. Taylor, H. Wang, K. Warren-Gordon, K. Webber, J. Wells, R. Wijesinghe, S. Wu, A. Yen, S. Zhuk, E. Zygmunt

Substitutes: Marc Devine for J. Becker, Branden Jones for B. Loughlin, Connie McIntosh for C. Thomas, Chad Kinsella for D. Wheeler

Members Absent: J. Ballesteros, L. Brannick, J. Chapman, T. King, C. Marlow, L. Mauer, K. Nicholson, K. Rosenberger

The Chair of the senate, Kourtland Koch, reminded the room about seating arrangements: Senators in the front section and guests in the back.

The chair provided opening remarks welcoming new members.

Substitutions were noted.

The chair introduced David Pearson, who will serve as Parliamentarian for the academic year. Dave encouraged members to not “call for the question,” as this a motion to stop debate and requires a two-thirds majority vote to pass it. The chair should sense the mood of the room and then ask, “having heard no new information, are you ready to vote?”

Kourtland reported he will be meeting with colleges throughout the year to glean information from them and how the senate can be of assistance to them.

A motion was made and seconded (Mahfouz/Kessler) to approve the minutes of April 28, 2016.

The motion carried.

2. Announcements

- A. Reaffirmation of Standing Rules (University Senate Agenda, 9/1/16, Enclosure #1)

A motion was made and seconded (Khubchandani/Kessler) to approve the Standing Rules.

The motion carried.

Items I.B. (Statement on conservation of paper), I. C. (Schedule of Meetings in the University Governance System-Enclosure #2), I. D., (Next scheduled meetings), I. F. (Approval of Senate Actions), I.G. (Notice of Change in Office/Department Name), were reviewed by the Senate membership.

- B. Overview of Senate System – Karen Kessler, Vice Chair, University Senate

Karen reviewed the structure of the university governance system for the members of the senate.

3. Recognition of Deaths

There was a moment of silence to recognize the deaths of Philip E. Ballou, Judith McCoy Barnes, James R. (Bob) Barnhart, Velma C. Edwards, Kenneth L. Foster, Richard Owen Hakes, Patricia J. McCallister, Truman G. Pope, John Seidel, Raymond White, and John K. Wright.

4. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chair. Karen reported the committee cancelled their meeting for today because all members are not in place. They did not have a quorum to conduct business. Faculty Council and University Council will conduct their elections prior to the next meeting, scheduled for October 6.
- B. Faculty Council – Tarek Mahfouz, Chairperson. Tarek reported the executive committee of the council met and appointed members to the senate councils and committees. Their next meeting is scheduled for September 8.
- C. University Council – No report.
- D. Campus Council – No report.
- E. Student Government Association – James Wells, President. James reported the SGA is ready to begin the school year. They are working hard in getting the word out for membership to SGA. They are working on their current platform points and assisted the Residence Hall Association and Student Life on the Dear World Campaign. The first Town Hall meeting was held last night in the Student Center, which mainly dealt with transparency concerns with the Board of Trustees. Given the diversity issues across the nation and over the course of the summer, this allowed the students the opportunity to voice their concerns and SGA listened to their ideas and issues. He believes a compromise/working situation was developed where we can bring a resolve to most of the issues, mainly pertaining to transparency, as well as what channels those issues are to be directed.

The first meeting of Student Senate is Wednesday, September 7, at 3:15pm. This is the first meeting where there will be an election for freshman and graduate seats. They will be gearing up for spring semester, as well. There will be restructuring of the finance committee and a restructure of the entire judicial court. The constitution was revised last year and was approved; however, it created some problems throughout the system. They are working on restructuring a smoother process.

5. Report by Chairperson of Senate – Kourtland Koch (University Senate Agenda, 9/1/16, Enclosure #3)

Kourtland reported several items in the senate system, but the senate agenda committee will be working toward completing these issues by the end of the fall semester.

6. Questions Directed to the Interim President

Bob Morris, Acting Provost and Executive Vice President, was present in the absence of Interim President, Terry King. He reported on the following:

- The searches for new collegiate deans – Sciences and Humanities (CSH), Teachers College (TC), Architecture and Planning (CAP) and Honors College.
 - o The FPPH requires that the chair of the search committee is a faculty member or higher and outside the college; and that one member is appointed by the president.
 - o The chairs of the four search committees are: Dave Ferguson (TC), Jen Bott (CSH), Michael O’Hara (Honors College), and Charlene Alexander (CAP). The president’s designees are: Harry Eggink (CAP), Bruce Geelhoed (Honors College), Carolyn Kapinus (TC), and Nichole Etchison (CSH).

Dr. Morris is holding standing meetings with the search committee chairs.

- John Emert has been named Acting Dean of Honors College while Dr. Ruebel is on medical leave.

The Acting Provost responded to the following questions:

- Question regarding travel funds. A. The college funds were allocated earlier and there was an additional \$1600 available per person for tenured and tenure-line faculty. Those funds have been distributed to the college deans. Any additional funds remaining will be distributed in March or April.
- Question regarding travel funds for contract faculty. A. Faculty should discuss with their respective deans who may then make requests of the Provost.
- Question regarding technology funds. A. Some funds were used for the advising initiative but there is no technology freeze.
- Question regarding the retirement of iWeb. A. More information will be gathered and shared at the next meeting.
- Question regarding the Reporting of Outside Activities (ROA) policy. A. An information forum was scheduled for faculty and professional staff.

7. Question and Answer Period

There were no questions.

8. Unfinished Business

There was no unfinished business.

9. New Business

A. Members of Councils/Committees in University Governance System (University Senate Agenda, 9/1/16, Enclosure #4)

A motion was made and seconded (Fitzgerald/Kovac) to approve the membership of the councils and committees.

The motion carried.

10. Other Items

Please remember to attend the discussion forum regarding the Reporting of Outside Activities policy on September 22, 4-5pm, in the Letterman Building, Room 125 (this same room).

11. Adjournment

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

Respectfully submitted,

Rachel Kraus, Secretary

/mt

Editorial Revision of Graduate Faculty Policy

“Upon the approval of an initial application, all new tenure-track faculty are considered a **regular full graduate faculty member** for a six year term. Other tenure-track or tenured faculty are eligible for Full, Associate, or Assistant membership. Full-time contract faculty may be eligible for Full, Associate, or Assistant membership. Only Ball State University faculty are eligible for Full membership. Part-time faculty are eligible for Associate or Assistant membership only.

Faculty and Professional Personnel Handbook, Page 128.

ISSUES IN THE SENATE SYSTEM, 2016-17

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		[Cross-hatched]								
HLC-minimally qualified faculty	Task Force review, G&E, FC	11/23/15		[Cross-hatched]								
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		[Cross-hatched]								
Responsible Conduct of Research	Agenda to Research	9/15/14		[Cross-hatched]								
Review of Senate System Structure (Originated from this Council)	To G&E Committee	4/14/16										
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		[Cross-hatched]								
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>GOVERNANCE AND ELECTIONS</i>												
Review of Senate System Structure	From UC	4/14/16										

Faculty Qualifications and Tested Experience Policy
Draft: February 25, 2016

This policy outlines how Ball State University will comply with the Higher Learning Commission (HLC) guidelines for determining qualified faculty. The university will strive to hire individuals who meet the degree credentialing requirements of a degree higher than the level the individual will be teaching and a terminal degree when the individual is teaching at the terminal degree level. The degrees must be in the discipline that the individual will teach or the individual must have 18-hours of graduate credit in the discipline being taught. In some cases individuals may not meet the degree credential requirements as listed above but be highly qualified to teach particular classes due to experiences gained outside of the classroom in business or industry. Prior to hiring an individual in this situation a department/school/unit (hereafter referred to as department) must develop a process to determine if the individual is qualified. The proposal must have approval of the department/school chair/director (hereafter referred to as chair), the dean, and the provost. The approved proposals will be filed in both the dean's and provost's offices. The proposals will include general guidelines for acceptable tested experiences and the process for approval of an individual to be recommended for hiring. Faculty who were hired prior to August 2016 who do not meet either the degree credential or testing experience qualifications must prepare a plan to complete a master's degree or the 18 additional hours of graduate credit needed to become qualified. The plan must be approved and signed by the chair and dean. The contracts of individuals who do not complete the approved plan will not be renewed.

The following are examples of general guidelines that might be included in departmental documents. These are examples only and are not required to be included.

1. Individual holds a nationally recognized license or certification with 10+ years of relevant work in the field.
2. Individual has received a significant award for outstanding work within the discipline.
3. Individual has 10+ years of competent, relevant experience in the workplace for which the student is being educated. This could be industry, entertainment, business, military, government, etc.
4. Individuals hired within areas that have national accreditations and/or state board requirements must meet the specified criteria of the accrediting body or board.
5. Individual provides evidence of discipline-based expertise through scholarly activities, including but not limited to: publications, presentations, professional engagement, consulting, honors, awards, continuing education, etc.

BSU Faculty Qualifications Documentation
To Be Completed for All New Faculty – Tenure-track and Contract (Full and Part-time)

Faculty Information	
Last Name	
First Name	
Academic Department	
College	
Highest Degree	
Major	
Areas of 18 hours of graduate credit if different from major	
Date of Hire	

Subject Areas to Teach	Degree Level

Credential Level

Please Mark	Level of Education	Other Requirements
	Doctorate or terminal degree in discipline	None
	Doctorate with 18 hrs of graduate work in discipline	None
	Master's degree in discipline	None
	Master's with 18 hrs of graduate work in discipline	None
	Master's without 18 hrs of graduate work in discipline	Tested Experience Required*
	Bachelor's in discipline	Tested Experience Required*
	Bachelor's not in discipline	Tested Experience Required*
	None of the above	Tested Experience Required*

***Tested Experience Required**

If Tested Experience Required, provide below the rationale for hiring this individual including the experiences which replace the degree credentialing and the process through which the departmental policy was followed. Attach documentation as needed.

Approvals

Department Chair – Printed Name	Department Chair - Signature	Date
Dean – Printed Name	Dean - Signature	Date
Provost – Printed Name	Provost - Signature	Date

Copies of signed form must be kept on file in the Dean’s Office, Provost Office, and Human Resources.