

**AGENDA FOR
UNIVERSITY SENATE MEETING
(Meeting #5, 2016-2017)**

January 19, 2017

4:00 p.m.

LB (Letterman Building) Room 125

Approval of Senate Minutes of November 3, 2016

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, February 23 2017, 4:00 p.m., Letterman Building (LB), Rm. 125
Senate Agenda Committee – Monday, February 13, 2017, 2:00 p.m. (LB 104)

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

- Current Name: Vehicle Facilities
- New Name: Parking Services
- Effective Date: November 11, 2016

II. Recognition of Deaths

Howard L. “Howie” Snider
Instructor of Journalism
1981-2003
22 years of service

Dr. Paul R. Errington
Professor Emeritus of Physics
Retired 2003
34 years of service

Dr. Robert J. (Bob) Morris
Acting Provost and Executive
Vice President for Academic
Affairs, Professor of Chemistry
26 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 #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. Change to Academic Technology Committee Responsibilities (Enclosure #3)

IX. Other Items

- A. Synopsis of the three current leave programs (pregnancy leave, maternity leave, and child care leave)

X. Adjournment

/mw

MINUTES OF THE FOURTH MEETING OF THE 2016-17 UNIVERSITY SENATE
Thursday, November 3, 2016

Members Present: 55

Members Absent: 13

1. The meeting was called to order by the Chair 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, J. Becker, R. Bernot, C. Bohanan, J. Chapman, M. Chiuni, A. Crow, A. DeLong, C. Dodd, J. Fitzgerald, K. Gayes, J. Ghezzi, J. Griffith, L. Helms, M. Hill, J. Hopwood, J. Jemiolo, T. Jitpaiboon, K. Kessler, J. Khubchandani, T. King, K. Koch, R. Kovac, R. Kraus, M. Lee, I. Livshits, B. Loughlin, C. Luchs, N. Masson, L. Mauer, K. McCauliff, S. McFadden, J. McKinney, K. Nicholson, C. Pak, S. Pattison, N. Phillips, K. Ritchey, D. Roof, S. Shim, C. Thomas, H. Wang, K. Webber, J. Wells, D. Wheeler, R. Wijesinghe, S. Wu, A. Yen, S. Zhuk

Substitutes: R. Lavery for J. Jacobson, M. Buck for R. Morris, M. Vercellotti for E. Riddle

Members Absent: J. Ballesteros, J. Christman, B. Frankel, L. Humphrey, A. Kuban, T. Mahfouz, C. Marlow, A. Moore, M. Moore, K. Rosenberger, A. Smith, J. Sponseller, K. Warren-Gordon, E. Zygmunt

Substitutions were noted.

A motion was made and seconded to approve the minutes of October 6, 2016.

The motion carried.

2. Announcements
Items I. A. (Next Scheduled Meetings), I. B. (Academic Postings: New Programs and Revised Programs) were reviewed by the Senate membership.
3. Recognition of Deaths
There was a moment of silence to recognize the death of Dr. James Ruebel.
4. Committee Reports
 - A. Governance and Elections Committee – The committee met today and is working to sort through committee assignments for campus council and seeking advice from other areas.
 - B. Faculty Council – The committee met three weeks ago and discussed two new items of business. The first is the incomplete grades that is slated on today's Senate agenda. The second is the bias incident reporting that is tabled and will be taken up at the next meeting.
 - C. University Council – The committee had no new business and did not meet. Kate Stokes will attend the November 17 meeting to discuss Human Resource policies regarding professional staff clocking in and out due to the new requirements.
 - D. Campus Council – The committee did not have any new business. Will meet again on December 8.
 - E. Student Government Association – Received notice from the Residence Hall Association of elected members to Campus Council to meet quorum. The Student Senate passed a resolution calling for all of the colleges in Indiana to work together to address sexual assault. James Wells will send out a formal letter to have all of the schools assemble with Ball State taking the lead.
5. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #1) - Issues in the Senate System)
 - Telecommuting – Kourtland met with Vice President Hannon. Kourtland will meet with others and is awaiting further details.
 - Bias incident report is tabled
 - ROA – establishing an ad hoc committee
 - Review of Senate System Structure – This was sent back to Governance and Elections. The committee is currently addressing it.

6. Questions Directed to the Interim President

Terry King, Interim President, reported on the following:

- Provided an update on Provost Morris: Recovery is going well. Please send any cards to the Provost's office and they will be sent to Provost Morris. Marilyn Buck is the point person in Provost Morris's absence.
- The University is in the process of presenting legislative proposals.
- Dedicating Recital Hall to Frank C. and Elizabeth B. Ball

The Interim President responded to the following:

- Concerns regarding open enrollment for health insurance. The system is changing to paperless. Therefore, everyone must elect (or waive) their health and other related benefits for 2017.
- Concern about service personnel having access to computers to register for open enrollment during scheduled shifts
- Maternity leave

7. Question and Answer Period

There were no questions.

8. Unfinished Business

There was no unfinished business.

9. New Business

A. Office of Academic Advising – Request to remove Academic Advising section from Faculty and Professional Personnel Handbook (Enclosure #2)

Laura Helms discussed this enclosure. She stated it is out of date and not policy based and should be removed from handbook.

A motion was made and seconded to remove Academic Advising from the faculty and professional handbook.

Motion carried

B. Awarding of Posthumous Degrees and Certificates (Enclosure #3)

Jackie Buckrop discussed posthumous degrees and certificates of recognition. This enclosure is to combine both locations of posthumous degrees in the faculty and professional personnel handbook and how they show up in a student's lifelong record.

A motion was made and seconded to approve the awarding of posthumous degrees and certificates.

Motion carried

C. Proposal to change catalog and handbook policy regarding Incomplete grades (Enclosure #4)

Dan Waechter discussed the proposal to change the catalog and handbook policy regarding incomplete grades. Admissions and credits discovered that an "I" grade reverts to an "F" for Credit/No Credit courses. This is inconsistent with the original grading method.

A motion was made and seconded to approve the change in catalog and handbook policy regarding incomplete grades.

Motion carried

10. Other Items

11. Adjournment

A motion was made and seconded to adjourn at 4:27 p.m.

Motion carried

Respectfully Submitted,

Rachel Kraus, Secretary

/ab

NOTICE OF CHANGE IN OFFICE/DEPARTMENT NAME

Current name*: Vehicle Facilities
 Proposed name: Parking Services
 Effective date: 11/11/16

This information is to be completed by University Human Resource Services	
Fund	Organization
320010	152110

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

Kay Baker

 Vice President/Senior Staff Date 11/11/16

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

University Human Resource Services will notify:

- | | |
|-------------------------------------|-------------------------------|
| Assistant Controller | Purchasing Services |
| Budget Office | Registrar's Office |
| Bursar | Telephone Services (ITS) |
| Sponsored Projects Admin. | University Senate |
| Facilities Planning & Management | University Marketing & Comms. |
| Financial Info Systems & Technology | |
| Information Technology | |
| Inventory Control | |
| Office of the President | |
| Payroll and Employee Benefits | |
| Printing Services | |
| Provost & VP Academic Affairs | |

***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

Issues	Committee	Start	End	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
FACULTY COUNCIL														
Telecommuting (Originated from University Council) (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) To original committee	4/18/16 10/13/16 11/10/16												
Issues	Committee	Start	End	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
UNIVERSITY COUNCIL														
Responsible Conduct of Research	Agenda to Research	9/15/14												
Issues	Committee	Start	End	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
CAMPUS COUNCIL														
Issues	Committee	Start	End	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
SENATE AGENDA														
ROA (Reporting Outside Activities) Policy	Ad hoc committee on FPPH, then to FC and UC	Tabled, 4/28/16 Senate												
Change to Academic Technology Committee Responsibilities	Academic Technology Committee	1/9/17												
Issues	Committee	Start	End	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
GOVERNANCE & ELECTIONS														
Review of Senate System Structure	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	4/18/16 11/21/16												

To: Kourtland Koch, Chairperson, Senate Agenda Committee
From: Russ Wahlers, Chairperson, Academic Technology Committee
Date: November 18, 2016
Subject: Change to Academic Technology Committee Responsibilities

At its November 14, 2016, meeting, the Academic Technology Committee approved a change to its committee responsibilities with respect to election of the chairperson. The current language as it appears on pp. 31-32 of the *Faculty and Professional Personnel Handbook* reads:

2.21 To elect a chairperson, who must be an elected member of Faculty Council, and a Secretary from its appointed faculty membership by majority vote for one year terms;

The committee approved the removal of the clause “who must be an elected member of Faculty Council”. The proposed new wording is:

2.21 To elect a Chairperson and a Secretary from its appointed faculty membership by majority vote for one year terms;

Rationale:

While the committee includes two current members of Faculty Council, neither was able to take on another committee chairmanship this year. The committee anticipates that this will continue to be an issue. The committee also notes that Academic Technology is the only Faculty Council committee with this requirement. The exception does not seem to serve a clear purpose.

On behalf of the committee, I request that the Agenda Committee refer this for action.

RW/jwh