Approval of the Minutes of August 31, 2017

I. Announcements
   A. Next Scheduled Meetings
      University Senate – Thursday, November 2, 2017, 4:00 p.m., Letterman Building (LB 125)
      Senate Agenda Committee – Monday, October 23, 2017, 2:00pm (LB 104)
   B. Religious Accommodations and Holy Day Observances- (Enclosure #1)

II. Recognition of Deaths
    Charles A. Ridgeway
    Industry and Technology Dept.- Graphic Arts Mgt.
    Retired 2000
    31 years of service

    Dr. David R. Ober
    Chairperson and Professor Emeritus of Physics and Astronomy
    Retired 2007
    39 years of service

    Elizabeth A Pearson
    Head of Acquisitions Services/University Libraries
    22 years of service

III. Committee Reports
    A. Governance and Elections Committee – Karen Kessler, Chairperson
    B. Faculty Council – Tarek Mahfouz, Chairperson
    C. University Council – Tiffany Peters, Chairperson
    D. Campus Council – Kathy Berryhill, Chairperson
    E. Student Government Association- Greg Garbo, President

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

V. Questions Directed to President Mearns

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business
    A. Request to Discontinue the Institutional Effectiveness Committee (Enclosure #3)- William Knight

IX. Other Items
    A. Kate Stoss- provide information on three new work life incentives, parental leave, change in sick leave and EAP services.
    B. Chairperson Kourtland Koch- Invitation to Senator Reception directly after Senate- Letterman Lobby.

X. Adjournment
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.


Substitutions were noted.
A motion was made and seconded to approve the minutes of April 27, 2017.
Motion carried

2. Chairperson Koch thanked Ashley Burnett for running the console. Chairperson Koch shared some opening remarks regarding starting the University Senate 2017-2018 Academic Year. Kourtland Koch completed his Senate Welcoming Address.

3. Announcements
   A. The Reaffirmation of Standing Rules (Enclosure #1) was reviewed.
      A motion was made and seconded to approve the Reaffirmation of Standing Rules.
      Motion carried
   B. The Schedule of Meetings in University Governance System (Enclosure #2) was reviewed.
   C. Next Scheduled Meetings:
      University Senate – Thursday, October 5, 2017 in LB 125
      Senate Agenda Committee- Monday, September 25, 2017 in LB 104
   D. Overview of Senate Actions- Kourtland Koch, Chairperson provided a brief synopsis regarding the primary purpose and responsibilities of the University Senate, referencing information from the Faculty and Professional Personnel Handbook.
   E. Approval of Senate Actions
      Does not require Board of Trustees Approval:
      1. Remove Academic Advising Section from Faculty and Professional Personnel Handbook
      2. Revision of Incompletes Grades Policy for CR/NC Enrollments in Faculty and Professional Personnel Handbook
      3. Change to Academic Technology Committee Responsibilities in Faculty and Professional Personnel Handbook
      4. Bias Incident Reporting Procedure
      5. Library Budget Resolution
      Approved by Board of Trustees:
      1. HLC Policy on Minimum Faculty Qualifications
      2. Awarding of Posthumous Degrees and Certificates. The sentiment was the old policy was being abused.
      3. Stopping the Tenure Clock
      4. Dissolve the College of Applied Sciences and Technology (CAST)
      5. Realignent of College of Applied Sciences and Technology (CAST) programs
      6. Contract Faculty Titles and Promotions
   F. Centennial Package (Enclosure #3)
      Chairperson Koch briefly spoke about the Centennial Package and the purpose of the package relating to how it will demonstrate how the governance system can get things done in a reasonable time frame and strengthen faculty involvement in the University.
4. Recognition of Deaths
There was a moment of silence to recognize the deaths of Dr. Daryl Adrian, Dr. Charles Greenwood, Lou Ann Young (Assistant Professor of Theater and Dance. It was noted that “Theater” was left off of her title in the agenda), and Dr. John Meiser.

5. Committee Reports
A. Governance and Elections Committee – Karen Kessler is absent due to being out of state. Chairperson Koch will review any current items in the senate system when going over the GANTT chart.
B. Faculty Council – Tarek is absent due to being out of country. Yaron Ayalon reported that at their first meeting they elected officers for another year and approved the minutes from the previous meeting.
C. University Council – Tiffany Peters stated that at their last meeting in April, they appointed Laura Helms as Vice-Chair and Lola Mauer as secretary. Lola Mauer was also elected to Governance and Elections Committee.
D. Campus Council – Kathy Berryhill reported there are still a few student positions open. At the first Campus Council meeting on September 21, 2017 and will be reaching out to the Resident Hall Association and Student Government Association contacts to get those positions filled.
E. Student Government Association- Greg Carbo spoke about SGA and the Senate working together. Some revisions are being made on how SGA works with Senate. Zoe Taylor spoke about the remaining seats to be filled and encouraged senators to forward the names of any students they might recommend to the SGA.

6. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #4) - Issues in the Senate System
Kourtland Koch reviewed each item briefly, highlighting the current location and ongoing nature of each. These items include:
a. Faculty Council- Core Diversity Question- Chairperson Koch explained the purpose of the Core Diversity Question item currently in the Senate process. This item is working its way through the committees at this time. It is currently being considered by Faculty Council.
b. University Council-Responsibilities Conduct of Research
c. University Council- Telecommuting- Item was discussed at Senate Agenda Committee on March 20, 2017, it was determined this item has been moved to the correct committee at this time.
d. Campus Council- It was noted there are no items pending at this time.
e. Senate- ROA- Reporting outside Activities Policy- an excerpt was read from a previous Senate Meeting from April 28, 2016. We will be following up on that at a later time.
f. Senate-Request to Discontinue the Institutional Effectiveness Committee, at the Senate Agenda Committee in August 2017 this item was moved to the University Council for further review.
g. Senate- Correction/Clarification of Policies for Annual Salary Adjustments.
h. Governance & Elections- The ad hoc committee on Senate Restructuring- ad hoc Chairperson Andy Beane. Chairperson Koch explained that the Senate system currently being used is under evaluation to determine the best way to move forward with our Senate system.

7. Questions Directed to the President Mearns:
President Mearns thanked the Senate for their support to the University.
Questions were directed to President Mearns regarding:
1. United Way Day
2. New Bachelor’s Degree in Sustainability
3. Commending the President for his work with the University

8. Question and Answer Period:
There were no additional questions.

9. Unfinished Business:
There was no unfinished business.

10. New Business:
A. Membership of Councils/Committees in the University Governance System (Enclosure #5)
   A motion was made and seconded to approve the memberships of the University Governance System.
   Motion carried
B. Needed Correction/Clarification of Policies for Annual Salary Adjustments: Faculty and Professional Personnel Handbook (Enclosure #6). Chairperson Koch provided a brief overview of this item.
A motion was made and seconded to approve the Needed Correction/Clarification of Policies for Annual Salary Adjustments in the Faculty and Professional Personnel Handbook to be made a Senate Action.
Motion carried

11. Other Items:
No other items.

12. Adjournment:
A motion was made and seconded to adjourn at 4:45 p.m.
Motion carried

Respectfully Submitted,

Rachel Kraus, Secretary

/ba
RELIGIOUS ACCOMMODATIONS AND HOLY DAY OBSERVANCES

Ball State University respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the University’s operations.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, with the University’s policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to his/her immediate supervisor. The written request will include the type of religious conflict that exists and the employee’s suggested accommodation.

The immediate supervisor will evaluated the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on the University’s operations. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the supervisor will confer with his/her manager and with the Director of Employee Relations.

The supervisor and employee will meet to discuss the accommodation request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal following the Handbook’s general grievance policy and procedure.
### Issues in the Senate System, 2017-18

#### FACULTY COUNCIL

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<tr>
<th>Issues</th>
<th>Committee</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>Core Diversity Question</td>
<td>From TEC to SAC FC (postponed)</td>
<td>4/17/17</td>
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<td></td>
<td>Sent back to TEC</td>
<td>4/20/17</td>
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<td>09/07/17</td>
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#### UNIVERSITY COUNCIL

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<th>Issues</th>
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<tbody>
<tr>
<td>Responsible Conduct of Research</td>
<td>SAC to Research</td>
<td>9/15/14</td>
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<tr>
<td>Telecommuting (originated from University Council)</td>
<td>Salary &amp; Benefits Business Affairs Prof. Pers. S&amp;B</td>
<td>11/19/12</td>
<td>3/19/13</td>
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<td>3/20/17</td>
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#### CAMPUS COUNCIL

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<th>Issues</th>
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<tr>
<td>SENATE AGENDA</td>
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#### GOVERNANCE & ELECTIONS

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<tr>
<td>The ad hoc committee on Senate Restructuring</td>
<td>From UC To G&amp;E To SAC To G&amp;E (Tabled) ad hoc committee</td>
<td>3/24/16</td>
<td>10/05/17</td>
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<tr>
<td>Handbook Corrections – Other Ranks</td>
<td>SAC To G&amp;E</td>
<td>8/21/17</td>
<td>10/05/17</td>
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MEMORANDUM

TO: Mandy Watts
   Undersecretary, University Senate

FROM: William E. Knight, Ph.D.
   Assistant Provost for Institutional Effectiveness

DATE: April 26, 2017

SUBJECT: Request to Discontinue the Institutional Effectiveness Committee

I am writing to communicate to the University Council and University Senate my recommendation to discontinue the Institutional Effectiveness (IE) Committee of the University Council, for which I serve as an ex officio member.

After meeting with the Committee for six years it is my professional judgment that it is not meeting its substantive goals of discussing and exploring assessment programs and activities and identifying related issues throughout the University, disseminating information about University-related academic assessment issues and programs, recommending policies for academic assessment, and providing advice to the Office of Institutional Effectiveness. The group struggles to fill its membership, maintain a quorum at meetings, appoint a Chairperson and Secretary, and to establish useful agendas. Ball State has multiple vehicles for filling the goals of the IE Committee, including the University Assessment Committee, the annual Assessment Forum, the summer faculty assessment grants, and our office website and assessment newsletter. The IE office is staffed by experienced professionals who benefit from substantial professional development opportunities. The IE Committee meetings have consisted of essentially all one-way conversation from myself and my colleagues to the members with very little to no useful feedback.

I am happy to discuss this request further with the appropriate bodies and thank them for their kind consideration.