

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #4, 2017-18)

November 2, 2017

4:00 p.m.

LB (Letterman Building) Room 125

Approval of the Minutes of October 5, 2017

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, November 30, 2017, 4:00 p.m., Letterman Building (LB 125)

Senate Agenda Committee – Monday, November 20, 2017, 2:00pm (LB 104)

II. Recognition of Deaths No deaths have been brought to the attention of governance.

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 Carbo, President

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

V. Questions Directed to President Mearns

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

A. Handbook Corrections- Other Ranks (Enclosure #2)

IX. Other Items

X. Adjournment

/ba

MINUTES OF THE SECOND MEETING OF THE 2017-18 UNIVERSITY SENATE

October 5, 2017

Members Present: 54

Members Absent: 16

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: C. Airriess, Y. Ayalon, C. Balukas, R. Bernot, K. Berryhill, C. Bohanon, D. Boyd, M. Buck, G. Carbo, E. Crawford, J. Fitzgerald, J. Flowers, J. Fry, K. Gayes, J. Ghezzi, J. Griffith, L. Helms, K. Hennessee, M. Hill, T. Jitpaiboon, K. Kessler, K. Koch, R. Kraus, A. Kuban, M. Lee, S. Lee, J. Lehmiller, D. Lytle, T. Mahfouz, K. McCauliff, S. McFadden, C. McIntosh, G. Mearns, M. Myring, T. Peters, N. Phillips, J. Place, E. Riddle, D. Roof, J. Rybarczyk, M. Tagler, Z. Taylor, K. Volikas, H. Wang, K. Webber, L. White, R. Wijesinghe, A. Yen

Substitutes: C. Marlow for M. Carins, M. Stephenson for J. Hopwood, R. Hammons for R. Kovac, M. Baker for M. Kovach, J. Thaller for M. Moore, M. Nishikawa for D. Wheeler

Members Absent: C. Anagnos, A. Batres, J. Bott, J. Christman, N. Perera for B. Frankel, T. Hoffman, K. Kreamelmeyer, I. Livshits, J. McKinny, K. Nicholson, S. Shim, J. Sponseller, M. South, M. Wilson, S. Wu

Substitutions were noted.

A motion was made and seconded to approve the minutes of August 31, 2017.

Motion carried.

2. Announcements

A. Next Scheduled Meetings:

University Senate – Thursday, November 2, 2017 in LB 125

Senate Agenda Committee- Monday, October 23, 2017 at 2:00PM in LB 104; reminder to let Senate Agenda

Committee know of any items people would like to be considered

B. Religious Accommodations and Holy Day Observances (Enclosure #1)- Review of enclosure was provided.

3. Recognition of Deaths

There was a moment of silence to recognize the deaths of Charles A. Ridgeway, Dr. David R. Ober and Elizabeth A. Pearson.

4. Committee Reports

A. Governance and Elections Committee – Karen Kessler, Major focus this year is the reconsideration of the constitution and governance restructuring of our system. Committee chairpersons have been asked to provide feedback and information about each committee. Goal is to have a plan approved by the senate by the end of Spring 2018 so that the writing committee can begin rewriting during the academic year of 2018-19 and begin using the improved governance structure starting Fall 2019.

B. Faculty Council – Tarek Mahfouz- Council met September 7, 2017. Core Diversity Question was sent back to Teaching Evaluation Committee for additional review and revision. Chairperson Mahfouz is asking representatives to ask their departments what they believe would be helpful for their departments and thoughts regarding the Centennial Package. Chairperson Mahfouz is compiling the information for Faculty Council review next week on October 12th. Bernie Hannon is also going to provide a Question and Answer session during the October 12 Faculty Council meeting in regards to Egencia.

C. University Council – Tiffany Peters – University Council met on September 14, 2017. Council heard from Bill Knight to discontinue the Institutional Effectiveness Committee. Motion was carried to move the item to Senate- to be voted on today.

D. Campus Council – Kathy Berryhill – Campus Council met on September 21, 2017. Council approved minutes, appointed a vice chairperson- Branden Jones and heard more about the governance restructuring committee. Chairperson Berryhill attended the ad hoc committee meeting on October 2, 2017.

E. Student Government Association- Greg Carbo. President Carbo stated the Student Government Association is rewriting their constitution and bylaws and re-arranging the office structure. They are working toward their goals, focusing on nine platform points, including teacher-student relations, technology, campus safety, diversity, and mental health.

5. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #2) - 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 Questions- has been sent to Teaching Evaluation Committee for further review and revisions.
- B. University Council- Responsible Conduct of Research- Chairperson Koch has requested a refresher- It will be shared in the near future.
Telecommuting- This item has been moved to the Professional Personnel Salary and Benefits Committee.
- C. Campus Council- No items at this time
- D. Senate Agenda- Request to discontinue the Institutional Effectiveness Committee has been sent to Senate.
ROA (Reporting Outside Activities) Policy- tabled and not ready to be moved forward at this time
- E. Governance & Elections- Ad hoc committee on Senate Restructuring was reviewed briefly. Chairperson Beane recommends continued communication and sharing of information within the senate is helpful, discussed committee allocation/membership, culture of governance system- perception of the system. They are reviewing governance structures at similar institutions. This committee is meeting multiple times a month to do their work. They are considering questions, such as better representation in committees and committee allocation assignments and the culture of leadership.
Handbook Corrections- Other Ranks- Will be sent to Senate Agenda Committee- October 23, 2017

6. Questions Directed to the President Mearns:

President Mearns thanked the Senate for their support to the University. Updates: email regarding schedule of visits to colleges, looking forward to the opportunity to hear from the colleges and departments, encourages people to attend and participate. First of six campus tours have been completed. Leadership searches are underway- Vice President Government Affairs, Chief Strategies Officer, will hopefully be chosen by January 1, 2018. Two of the three community forums have been completed. October 12, 2017 will be the final community forum.

Questions were directed to President Mearns regarding:

1. How have the first seven weeks been as President of the University?

7. Question and Answer Period:

There were no additional questions.

8. Unfinished Business:

There was no unfinished business.

9. New Business:

- A. Request to discontinue the Institutional Effectiveness Committee (Enclosure #3)- William Knight gave a brief overview of the request. Explained that the University Assessment Committee works on any assessments needed. A motion was made and seconded to approve the discontinuation of the Institutional Effectiveness Committee.
Motion carried.

10. Other Items:

- A. Kate Stoss- Presented information on three new work life incentives. See PowerPoint attachment that was distributed for full details.
 1. Parental Leave
 2. Change in Sick Leave
 3. Employee Assistance Program Services
- B. Chairperson Kourtland Koch- Invitation to Senators Reception after Senate meeting- Letterman Lobby.

11. Adjournment:

A motion was made and seconded to adjourn at 5:00 p.m.

Motion carried

Respectfully Submitted,

Rachel Kraus, Secretary

Issues in the Senate System, 2017-18

FACULTY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
Core Diversity Question	From TEC to SAC FC (postponed) Sent back to TEC	4/17/17 4/20/17 09/07/17											
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 Senate											
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											
Handbook Corrections – Other Ranks	SAC To G&E To SAC To Senate	8/21/17 10/05/17 10/23/17 11/02/17											

TO: Senate Agenda
FR: M. Buck, Interim Provost
RE: Handbook Corrections—Other Ranks
DATE: August 14, 2017

With the passage of last year's Senate action granting contract faculty a new title system and opportunity for promotion, the following edits are recommended to the handbook.

FROM

Section V. Academic Rank

1. There are four basic academic ranks: Instructor; Assistant Professor; Associate Professor; and Professor. (After January 1991, no person will be hired into a tenure-track position at the rank of Instructor.)

4. Academic Rank for Professional Personnel

4.1 A non-teaching employee of the University may be granted academic rank only after the approval of the faculty of the department in which such rank is sought. The extent of the majority required and those faculty members participating in the vote shall be determined by the department in question. Any person with such rank who is not tenured or eligible for tenure shall not participate in tenure discussions or make recommendations concerning tenure as a member of either a Department or College Promotion and Tenure Committee

Section II Appointment Classification Status

1.3

Other ranks

1.31

Lecturer –The title Lecturer may be used for persons employed as contract full-time or part-time faculty who are uniquely qualified to serve the University. The person recommended to be a lecturer must be approved by the academic department and recommended through the usual channels. Lecturers are not eligible for tenure or for membership in the Senate. This title should not be used for persons who qualify for employment as regular faculty personnel as defined in Section II, #1.

1.32

Lecturer Emeritus-A department may recommend that the designation of Lecturer Emeritus be awarded to an outstanding person who has served the University for an extended period of time as a contract faculty member when that individual reaches the end of his or her assignment to Ball State University. Such recommendation will proceed as follows: departmental committee and chairperson of the department; college committee and dean of the college; Provost and Executive Vice President for Academic Affairs; President; and Board of Trustees.

1.33

Visiting Professor –The title Visiting Professor may be used for persons holding rank in another institution who are temporarily employed at this University. The person recommended to be a visiting professor must be approved by the academic department and recommended through the usual channels. Visiting professors are not eligible for tenure or for membership in the Senate.

1.34

Adjunct Professor –The title Adjunct Professor is used for persons who by their professional cooperation significantly assist the University in its academic programs, regardless of the fraction of load assigned and, in most cases, without remuneration. The person recommended to be an Adjunct Professor must be approved by the academic department and recommended through the usual channels. Adjunct faculty are not eligible for tenure or for membership in the University Senate.

TO:

Section V. Academic Rank

1. There are four basic academic ranks: Instructor; Assistant Professor; Associate Professor; and Professor. (After January 1991, no person will be hired into a tenure-track position at the rank of Instructor. After May 2017, no person will be hired into a contract position at the rank of instructor.)

Section II

1.3

Other titles and ranks

1.31

Lecturer –The title Lecturer has been used for persons employed as contract full-time or part-time faculty who were uniquely qualified to serve the University. Persons hired before May 2017 may remain Lecturer. Faculty personnel other than those defined in Section II, #1 are titled according to the Titles and Promotion Chart.

1.32

Visiting Professor –The title Visiting Professor may be used for persons holding rank in another institution who are temporarily employed at this University. The person recommended to be a visiting professor must be approved by the academic department and recommended through the usual channels. Visiting professors are not eligible for tenure or for membership in the Senate. Departments should use the appropriate specialization and degree status to specify the title.

1.33

Adjunct – The title Adjunct is used for persons who by their professional cooperation significantly assist the University in its academic programs, regardless of the fraction of load assigned and, in most cases, without remuneration. The person recommended to be an Adjunct must be approved by the academic department and recommended through the usual channels. Adjunct faculty are not eligible for tenure, promotion, or for membership in the University Senate. Departments should use the appropriate specialization and degree status to specify the title.

Rationale:

The addition of the Contract Titles and Promotion Chart necessitates some handbook “cleanup.”

- “Instructor” will no longer be used as a rank or title, but only be used in reference to the position/role.
- Academic Rank for Professional Personnel is recommended for review in light of the new titles and promotions chart for contract faculty.
- Revision to 1.31: Lecturer. We do have contract faculty who hold the title Lecturer. The proposed change permits them to retain the title without penalty or expectation that they will seek promotion. Should they be promoted in the future, or should they leave the university, this section can be removed from the handbook and the title “Lecturer” be used solely in conjunction with the Contract Faculty Titles and Promotion Chart.
- Deleted original 1.32 Lecturer Emeritus. While we do have a few former faculty who hold this title as a retiree, the title is no longer needed as all full-time contract faculty who are eligible for retirement are also eligible for Honoratus status.
- Renumber 1.33 to 1.32 Visiting Professor. Changes reflect the need to retain the title, but permits units to specify by specialization and degree. For example: Visiting Associate Research Professor.
- Renumber 1.34 to 1.33. Adds that Adjunct faculty are not eligible for promotion and permits units to specify specialization and degree. For example: Adjunct Clinical Lecturer.