

# ***AGENDA FOR UNIVERSITY SENATE MEETING***

*(Meeting #8, 2017-18)*

***March 29, 2018***

***4:00 p.m.***

***LB (Letterman Building) Room 125***

Approval of the Minutes of November 2, 2017 and February 22, 2018.

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, April 26, 2018, 4:00 p.m., Letterman Building (LB 125)

Senate Agenda Committee – Monday, April 16, 2018, 2:00 pm (LB 104)

B. Faculty and Professional Personnel Handbook updates will be made including the following:

- Section 16.1.2.3.1 pertaining to Contract Faculty, the reference to the Vice President and General Council will now refer to the role of the Director of Affirmative Action once the update is completed.
- The Military Leave language in the Faculty and Professional Personnel Handbook will be updated to be consistent with both the Bargaining Unit Handbook and the Staff Handbook.
- Section 48.7.4.1: Faculty and professional personnel summoned to report for jury duty or to serve as a witness in court during regularly scheduled working hours will be provided time off with pay. Written notice or a copy of the subpoena must be submitted to department chairperson/supervisor **and the appropriate vice presidential area** prior to such duty. This policy does not apply to an employee who is a party to the legal action involved.

II. Recognition of Deaths

JoAnne Kleinfelder

Assistant Teaching Professor

Nutrition and Health Science

5 years of service

James A. Shasky

Instructor of Telecommunications

10 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 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. Senate Restructuring Ad hoc Committee Outline- (Attached PDF)- Andy Beane and Karen Kessler

IX. Other Items

X. Adjournment

/ba

MINUTES OF THE SECOND MEETING OF THE 2017-18 UNIVERSITY SENATE  
November 2, 2017

Members Present: 52

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, K. Berryhill, J. Bott, D. Boyd, M. Buck, M. Cairns, G. Carbo, J. Christman, E. Crawford, J. Flowers, J. Fry, K. Gayes, J. Ghezzi, J. Griffith, L. Helms, K. Hennessee, M. Hill, J. Hopwood, T. Jitpaiboon, K. Kessler, K. Koch, R. Kovac, M. Kovach, R. Kraus, K. Kreamelmeyer, S. Lee, D. Lytle, K. McCauliff, C. McIntosh, M. Myring, T. Peters, J. Place, E. Riddle, D. Roof, J. Rybarczyk, J. Sponseller, M. Tagler, K. Volikas, H. Want, K. Webber, L. White, R. Wijesinghe, M. Wilson, S. Wu, A. Yen

Substitutes: M. Kelly-Worden for R. Bernot, Chapman for J. Fitzgerald, D. Calvin for S. McFadden, S. Rice-Swan for K. Nicholson, A. Beane for N. Phillips, M. Nishikawa for D. Wheeler

Members Absent: C. Anagnos, A. Batres, C. Bohanon, B. Frankel, T. Hoffman, A. Kuban, M. Lee, J. Lehmiller, I. Livshits, T. Mahfouz, N. Marriott, J. McKinney, G. Mearns, M. Moore, S. Shim, M. South, Z. Taylor

Substitutions were noted.

A motion was made and seconded to approve the minutes of October 5, 2017.

Motion carried.

2. Announcements

- A. Next Scheduled Meetings:

University Senate – Thursday, November 30, 2017 @4:00PM in LB 125 was reviewed.

Senate Agenda Committee- Monday, November 20, 2017 at 2:00PM in LB 104; reminder to let Senate Agenda Committee know of any items people would like to be considered at least two weeks prior to the meeting.

3. Recognition of Deaths

No deaths have been brought to the attention of governance.

4. Committee Reports

- A. Governance and Elections Committee – Karen Kessler- Committee met earlier today. The committee is working on some small changes to the Handbook in regards to University Libraries representatives changing from Information Technology to Academic Affairs. The Governance Restructuring Ad hoc committee continues to work on their recommendations.
  - B. Faculty Council – Yaron Ayalon- Vice Chairperson- Council met on October 12, 2017. Council heard from Bernard Hannon in regard to Egencia, explained that Egencia is voluntary/optional and are still accessing the system overall. The council continues to gather feedback from faculty regarding concerns/needs they have- determining the major issues and will start the next phase of researching the issues- some issues may fall under multiple committees or councils.
  - C. University Council – Tiffany Peters- Council met on October 19, 2017. They approved the minutes. Professional Personnel Salary and Benefits Committee participated in a webinar regarding telecommuting. They continue to review the telecommuting item.
  - D. Campus Council – Kathy Berryhill- Kathy was named Ball State Homecoming Queen recently. The council met on October 26, 2017. Zoe Taylor was elected as Secretary. Kathy has requested that the Student Government Association identify students interested in serving on committees with vacancies.
  - E. Student Government Association- Greg Carbo- Student Senate is going well and is currently working on roughly twenty pieces of legislation. Student Government Association head shots (pictures) are being taken soon. Greg requested that University Senate member recommend student names to help fill the remaining student vacancies on the governance committees and the Student Government Association. They would prefer sophomore and junior students only at this time.

5. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #1) - Issues in the Senate System  
Kourtland Koch reviewed each item briefly, highlighting the current location and ongoing nature of each. These items include:

- A. Governance Restructuring Ad hoc Committee under Governance and Elections Committee- The committee continues to work on the restructuring of the governance system and their recommendations.
  - B. Handbook Corrections- Other Ranks- This item will be reviewed momentarily during today's meeting.

6. Questions Directed to the President Mearns: President Mearns was not able to attend today's Senate meeting. Provost Buck will answer any questions. Provost Buck spoke about the roll out of the new Ball State University Brand to be presented to the University on Monday November 6, 2017. The Deans of each college will be providing information to faculty and staff very soon. The Deans will be provided a toolkit to aid them in instructing their faculty on how to utilize the new branding. The Brand Release Launch is set for Monday November 6, 2017 from 11:30am-1:00pm followed by lunch provided by the University. Provost Buck encouraged faculty to continue to invite her to attend/observe classes. Dr. Buck is using these opportunities to stay in touch with the students and faculty.
7. Question and Answer Period: No questions were asked at this time.
8. Unfinished Business:  
There was no unfinished business.
9. New Business:
  - A. Handbook Corrections- Other Ranks- (Enclosure #2) Provost Buck explained that with the new title and promotion system there were minor changes needed in the Faculty and Professional Personnel Handbook.  
A motion was made and seconded to approve the Handbook Corrections and send the item forward for signatures.  
Motion carried.
10. Other Items:
11. Adjournment:  
A motion was made and seconded to adjourn University Senate at 4:19 p.m.  
Motion carried

Respectfully Submitted,

Rachel Kraus, Secretary

/ba

MINUTES OF THE SEVENTH MEETING OF THE 2017-18 UNIVERSITY SENATE  
February 22, 2018

Members Present: 48

Members Absent: 21

4. 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, D. Boyd, M. Buck, M. Cairns, G. Carbo, J. Christman, E. Crawford, J. Fitzgerald, B. Frankel, J. Fry, K. Gayes, J. Griffith, L. Helms, K. Hennessee, J. Hopwood, T. Jitpaiboon, K. Koch, R. Kovac, M. Lee, S. Lee, I. Liveshits, D. Lytle, K. McCauliff, T. Peters, J. Place, E. Riddle, J. Rybarczyk, S. Shim, J. Sponseller, M. Tagler, Z. Taylor, K. Volikas, H. Wang, K. Webber, R. Wijesinghe, M. Wilson, A. Yen

Substitutes: M. Rose for J. Flowers, J. Weis for M. Hill, L. Markle for M. Kovach, L. Pellerin for R. Kraus, D. Calvin for S. McFadden, S. Rice-Snow for K. Nicholson

Members Absent: C. Anagnos, A. Batres, C. Bohanon, J. Bott, J. Ghezzi, T. Hoffman, K. Kreamelemeyer, J. Lehmillier, T. Mahfouz, N. Marriott, C. McIntosh, J. McKinney, G. Mearns, M. Moore, M. Myring, N. Phillips, D. Roof, M. South, D. Wheeler, L. White, S. Wu

Substitutions were noted.

A motion was made and seconded to approve the minutes of October 5, 2017.

Motion carried.

5. Announcements

A. Next Scheduled Meetings:

University Senate – Thursday, March 29, 2018 in LB 125.

Senate Agenda Committee- Monday, March 19, 2018 at 2:00PM in LB 104; reminder to let Senate Agenda Committee know of any items people would like to be considered at least two weeks prior.

- B. Those representatives serving on councils and committees as representatives under Academic Affairs will complete their service through the 2017-18 governance year.  
C. The Responsible Conduct of Research item has been removed from the GANNT chart, approved by the Senate Agenda Committee on January 8, 2018 at the request of the Research Committee Chairperson Jagdish Khubchandani.  
D. The Reporting Outside Activities Policy item has been removed from the GANNT chart, approved by the Senate Agenda Committee on February 12, 2018 due to the development of a form for this purpose.

6. Recognition of Deaths

There was a moment of silence to recognize the death of Dr. Richard Thomas Alexander Jr.

4. Committee Reports

- F. Governance and Elections Committee – Karen Kessler – The Senate Restructuring Ad hoc committee is meeting on Monday, February 26, 2018 and will be pushing out the governance outline to the councils and Senate. A straw vote that is a non-binding will be conducted before the end of this governance year.  
G. Faculty Council – Yaron Ayalon reported that the council met on February 15, 2018. There was discussion about the new CVS prescription medication change.  
H. University Council – Tiffany Peters – The council met on February 1, 2018. They have one item of Telecommuting on the GANNT chart. It remains under review with the Professional Personnel Salary and Benefits Committee.  
I. Campus Council – Kathy Berryhill – They have one item on the GANNT chart. Guest Mike Gillilan will be presenting information during the New Business portion of today's Senate meeting.  
J. Student Government Association – Greg Carbo – The Student Government Association has passed legislation on Wednesday showing student support for open educational resources. He intends to ask the Senate for support moving forward and asked what the process would be to get Senate's support. Senate Chairperson K. Koch agreed to meet with Greg to discuss a plan of action. February 27, 2018 is the final day for Student Government Elections.

5. Report by Chairperson of Senate – Kourtland Koch – GANTT chart (Enclosure #1) - Issues in the Senate System  
Chairperson Koch reviewed the pertinent items briefly, highlighting the current location and ongoing nature of each. These items include:

A. Faculty Council- Core Diversity Questions- We will be talking about this item today in Unfinished Business.

Non-Terminal Degree Rank/Title Schedule amendments- We will be talking about this today in New Business.

B. University Council- Telecommuting- This item remains with the Professional Personnel Salary and Benefits Committee.

C. Governance & Elections- The Senate Restructuring Ad hoc committee –Chairperson Koch expressed his appreciation for the work being completed by the Ad hoc committee.

6. Questions Directed to the President Mearns:

Provost Buck was available to answer questions. President Mearns was not available to attend today.

A question regarding Contract Faculty Assistant Professors having to decide if they want to remain Assistant or join the promotional track deadline. Provost Buck explained that they have one year after receiving all of the necessary information to make their decision. They currently do not have all of the necessary information. The one year deadline will begin once they do have the information that they need.

Promotions were discussed between Senate members and Provost Buck. Provost Buck encouraged faculty to send in their promotion documents to her for feedback and suggestions prior to sending it in complete. This will allow for the quickest response for feedback purposes.

7. Question and Answer Period:

There were no additional questions.

8. Unfinished Business:

A. Revised Core Diversity Question (Enclosure #2) - Staci Davis was not present.

This item was voted on and approved by Faculty Council on January 25, 2018. Discussion ensued.

A motion was made and seconded to approve the Core Diversity Question and send for signatures.

Motion carried.

9. New Business:

B. Non-Terminal Degree Rank/Title Schedule amendments (Enclosure #3) - Jennifer Christman

This item was voted on and approved by Faculty Council on January 25, 2018.

A motion was made and seconded to approve the amendments and send for signatures.

Motion carried.

B. Code of Student Rights and Responsibilities changes (see PDF provided) - Mike Gillilan

This item was voted on and approved by Campus Council on February 8, 2018.

Mike Gillilan reviewed the summary of information provided to the Senate regarding the changes.

Additional questions were answered.

A motion was made and seconded to approve the changes and send for signatures.

Bruce Frankel opposed.

Motion carried.

10. Other Items: There are no other items at this time.

11. Adjournment:

A motion was made and seconded to adjourn at 4:52 p.m.

Motion carried

Respectfully Submitted,

Rachel Kraus, Secretary

/ba

**Issues in the Senate System, 2017-18 (3.23.18)**

<b>FACULTY COUNCIL</b>				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
Use of Minority Language- P&T Comm.	SAC Postponed to SAC To FC	02/12/18 03/19/18 04/19/18											
University P&T Appeal & Reconsideration revised language	SAC To FC	03/19/18 04/19/18											
Board of Trustee Membership	FC To Ad hoc Comm.	03/22/18 03/22/18											
<b>UNIVERSITY COUNCIL</b>				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
Telecommuting (originated from University Council)	Salary & Benefits Business Affairs Prof. Pers. S&B	11/19/12 3/19/13 3/20/17											
<b>CAMPUS COUNCIL</b>				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
<b>SENATE AGENDA</b>				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
<b>GOVERNANCE &amp; ELECTIONS</b>				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 Ad hoc committee To UC To CC To FC and G&E To Senate	3/24/16 10/6/16 10/24/16 11/3/16 11/21/16 03/01/18 03/15/18 03/22/18 03/29/18											
Office Hours	From SAC to G&E To G&E To SAC To FC To SAC	11/16/17 01/18/18 02/12/18 03/22/18 04/16/18											

Senate Restructuring Ad hoc Committee Outline- (See PDF attached to email reminder)