

AGENDA FOR UNIVERSITY SENATE MEETING

(Meeting #9, 2017-18)

April 26, 2018

4:00 p.m.

LB (Letterman Building) Room 125

Approval of the Minutes of March 29, 2018.

I. Announcements

A. Next Scheduled Meetings

University Senate – Tentatively Thursday, August 30, 2018, 4:00 p.m., Letterman Building (LB 125)

Senate Agenda Committee – Monday, August 20, 2018, 2:00 pm (LB 104)

Please note that any business during the summer months would be addressed by the executive members of the Senate Agenda Committee. The newly elected executive officers will take effect in the fall of 2018.

B. Academic Posting, 2017-2018, Volume XLIX 1-5 (Enclosure #1)

II. Recognition of Deaths

Dr. JoAnne Ruvoli

Assistant Professor of English

Years of Service 2013-2018

5 years of service

Dr. Richard L. Neel

Assistant Professor of History Honoratus

Years of Service 1987-2016

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 #2 - Issues in the Senate System)

V. Questions Directed to President Mearns

VI. Question and Answer Period

VII. Unfinished Business

A. Office Hours- (Enclosure #3) – Marilyn Buck

This item has been voted on and approved by Faculty Council on March 22, 2018.

VIII. New Business

IX. Other Items

A. Payroll Changes- Kate Stoss and Shana Rogers

B. University Constitution Proposal- (Enclosure #4) - Bruce Frankel

C. Closing Remarks- Kourtland Koch

X. Adjournment

/ba

MINUTES OF THE SEVENTH MEETING OF THE 2017-18 UNIVERSITY SENATE
March 29, 2018

Members Present: 50

Members Absent: 20

1. The meeting was called to order by the Chair of the University Senate, Kourtland Koch, at 4:03 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, M. Buck, G. Carbo, J. Christman, E. Crawford, J. Fitzgerald, J. Flowers, B. Frankel, J. Fry, K. Gayes, J. Griffith, L. Helms, K. Hennessee, M. Hill, J. Hopwood, T. Jitpaiboon, K. Kessler, K. Koch, R. Kovac, R. Kraus, K. Kreamelmeyer, M. Lee, S. Lee, D. Lytle, T. Mahfouz, K. McCauliff, T. Peters, J. Place, E. Riddle, J. Rybarczyk, S. Shim, J. Sponseller, K. Volikas, H. Wang, K. Webber, D. Wheeler, L. White, R. Wijesinghe, M. Wilson, S. Wu, A. Yen

Substitutes: D. Rutherford for I. Liveshits, D. Calvin for S. McFadden, S. Huang for M. Myring, S. Rice-Snow for K. Nicholson, I. Mitchell for Z. Taylor

Members Absent: C. Anagnos, A. Batres, C. Bohanon, J. Bott, D. Boyd, M. Cairns, J. Ghezzi, T. Hoffman, M. Kovach, A. Kuban, J. Lehmler, C. McIntosh, J. McKinney, G. Mearns, M. Moore, N. Phillips, D. Roof, M. South, M. Tagler

Substitutions were noted.

A motion was made and seconded to approve the minutes of November 2, 2017 and February 22, 2018.

Motion carried.

2. Announcements

- A. Next Scheduled Meetings:

University Senate – Thursday, April 26, 2018 in LB 125.

Senate Agenda Committee- Monday, April 16, 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. 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.

3. Recognition of Deaths

There was a moment of silence to recognize the deaths of JoAnne Kleinfelder and James Shasky.

4. Committee Reports

- A. Governance and Elections Committee – Karen Kessler – Karen asked that anyone interested in serving as Chairperson, Vice Chairperson or Secretary for Senate, Councils, or Senate Agenda Committee to please make the current Chairpersons aware.
 - B. Faculty Council – Tarek Mahfouz- The Council met on March 22, 2018. They approved the February 2018 Minutes, and are working to form an Ad hoc Committee to begin addressing Dr. Jim Flower's item regarding adding a faculty member to the Board of Trustees. Senate Chair Koch met with President Mearns to open the discussion. The Council also approved that an Office Hours policy be added to the Faculty and Professional Personnel Handbook.
 - C. University Council – Tiffany Peters – The Council met on March 1, 2018. In regards to the Telecommuting item, the Professional Personnel Salary and Benefits Committee has completed their research. The results are that each unit will be tasked with developing their own telecommuting guidelines and procedures. The Committee will be asking for the removal of this item from the GANNT chart in the near future. The Council had discussion in regards to the Senate Restructuring information and will continue their discussion at the next meeting on April 5, 2018.
 - D. Campus Council – Kathy Berryhill – The council met on March 15, 2018. They received information about the senate restructuring summary. The council conducted a straw vote/poll. The results were all members present agree that Student

Government Association provides student representation to governance and that Campus Council no longer needs to exist as it does now. Their next meeting is April 12, 2018.

- E. Student Government Association - Greg Carbo – The Student Government Association is bringing a speaker, Brittany Piper from Campus Speak to Ball State on April 7, 2018 in Cardinal Hall. The Inauguration of the new Student Government Association cabinet will be on April 18, 2018. Greg introduced the newly elected Student Government Association President Isaac Mitchell.
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- Board of Trustee Membership item- Chairperson Koch has met with President Mearns to open up this conversation. Dr. Jim Flowers is heading the Ad hoc committee that will be created to address this item. Anyone interested in serving on the committee is encouraged to inform the undersecretary or Chairperson.
- B. Governance & Elections- Senate Restructuring Ad hoc Committee- Chairperson Koch stated that the Senate Restructuring Ad hoc Committee is represented by outstanding senators that have worked very hard. Their leadership has been incredible and he commends their work in trying to make positive changes to reflect the University today. Additional information will be shared later in the meeting.
6. Questions Directed to the President Mearns: President Mearns was not present for the meeting. There were no questions for Dr. Buck.
7. Question and Answer Period:
There were no additional questions.
8. Unfinished Business: There is no unfinished business at this time.
9. New Business:
- A. Senate Restructuring Ad hoc Committee Outline- (Attached PDF)- Andy Beane and Karen Kessler
Karen provided a quick summary of the outline created by the Ad hoc Committee. Discussion ensued among the Senate members. Any suggestions or additional questions can be directed to the Governance and Elections Committee through the undersecretary. The next step is for the Governance and Election Committee to create the Constitution Writing Ad hoc Committee to begin writing the new constitution for Governance. Suggestions and feedback will continue to be received by the Ad hoc Committee.
- A verbal straw vote/poll was conducted by the present Senate members to move forward with this item and ask the Governance and Elections Committee to begin creating the Constitution Writing Committee at their next meeting on April 12, 2018.
All members are in favor, indicated by repeating “I”. No one opposed.
10. Other Items: There are no other items at this time.
11. Adjournment:
A motion was made and seconded to adjourn at 4:43 p.m.
Motion carried

Respectfully Submitted,

Rachel Kraus, Secretary

/ba

Academic Posting 1, 2017-2018

October 26, 2017

Summary

New Programs

Minor in Arabic

Revised Programs

Director of Career and Technical Education

Major in Geography

Master of Arts in Career and Technical Education

Master of Arts in English (Creative Writing)

Master of Arts in English (English Studies)

Minor in Chemistry

Minor in Teaching English to Speakers of Other Languages

Minor in Travel and Tourism

Teaching Major in Chemistry

Academic Posting 2, 2017-2018

January 9, 2018

Summary

Revised Programs

Doctor of Education in Adult, Higher, and Community Education

Master of Arts in Journalism

Master of Arts in Public Relations

Minor in Information Systems for Computer Science Majors

Minor in Information Systems for Non-Computer Science Majors

Academic Posting 3, 2017-2018

February 12, 2018

Summary

Revised Programs

Major in Theatre (BA/BS) 3

Major in Theatre (BFA) 4

Academic Posting 4, 2017-2018

March 12, 2018

Summary

Revised Programs

Exercise Science Major in Kinesiology

Major in Environmental Geoscience

Major in Predental Preparation

Major in Premedical Preparation

Major in Social Work (BSW)

Major in Sport Administration

Major in Women's and Gender Studies
Masters in Kinesiology
Minor in Women's and Gender Studies
Dropped Programs
Bachelor of Athletic Training
Major in Pre dental Hygiene
Suspended Programs
Doctorate in Nursing Practice

Academic Posting 5, 2017-2018

March 26, 2018

Summary

New Programs

Minor in Family Engagement
Minor in Infant and Toddler Specialization

Revised Programs

Certificate in Adult Education
Doctor of Philosophy in Human Bioenergetics
License in Middle School/Junior High Mathematics
Major in Construction Management
Master of Architecture
Master of Arts in Post-Secondary Mathematics Teaching
Master of Arts in Technology Education
Master of Science in Exercise Science
Minor in Coaching
Minor in Construction Management
Teaching Major in Mathematics

Issues in the Senate System, 2017-18 (4.18.18)

FACULTY COUNCIL				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											
UNIVERSITY COUNCIL				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											
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										
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 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 To Senate	11/16/17 01/18/18 02/12/18 03/22/18 04/16/18 04/26/18											

SAC 11-20-17
G&E 1-18-18
SAC 2-12-18
FC 3-22-18
SAC 4-16-18
Senate 4-26-18

University Senate
April 26, 2018
Enclosure #3

TO: Senate Agenda
FR: Marilyn Buck, Interim Provost
RE: Office Hours
Date: October 19, 2017

Several times a term, my office receives request for information or guidance on “required office hours” for faculty. More reports from the Undersecretary, UHRS representatives, and unit heads demonstrate that faculty and unit heads seek clearer direction.

Prior to 1990, the *Faculty and Professional Personnel Handbook* referenced office hours. Prior to 1990, faculty also completed a Schedule of Faculty form (time sheet) on which they listed their office hours, along with other duties. Many faculty, both those hired before 1990 and after, have come to believe that “2 hours per course” was required. There is no indication that the *FPPH* ever specified the number of office hours required, but the purpose of and need for office hours remains even in an electronic, accessible age. Faculty should provide specific times, places, and means for consultation with students and professional colleagues. Those times should be announced to students and colleagues alike.

Consequently, the following is recommended:

All academic departments, schools, and centers that employ faculty for any instructional load should develop its own policy regarding the manner in which faculty members are to be accessible beyond the actual class time. Policies are to be approved by the respective dean and kept on file in the dean’s office. Additionally, policies are to be communicated to faculty at the time of hire or contract renewal.

Amending the University Constitution 2.0: An Alternative Proposal for a Second Committee of Inclusive Constituent Composition A proposal by Senator/ Professor Bruce Frankel: 4-16-2018

Method for Amendments, as Prescribed

This Constitution can be amended in the following manner: (1) presenting a written statement of the proposed amendment at a regular meeting of the University Senate and then at the next regular meeting of the University Senate securing a majority vote of those present and voting. If the proposed amendment receives such a majority vote, it will then be distributed to all faculty and professional personnel units; (2) securing approval of the proposed amendment by a two-thirds vote of all those present and voting at meetings held within the faculty and professional personnel units within sixty calendar days of notification for a unit meeting to be held, with vote results from each unit to be reported promptly by the unit Chairperson/Head to the Provost and Vice President for Academic Affairs; and (3) securing the approval of the University Board of Trustees for the proposed amendment.

Authorities

University Senate

University Senate shall advise the President, as follows:

- a. Strategic Plan of the University, its planning process conduct, its formulation, and its performance in effective implementation
- b. All matters outside the authorities of the three Councils, or that bridge two or more Council authorities

Faculty Council

Faculty Council shall advise the President as to all matters affecting faculty.

Student Council

Student Council shall advise the President as to all matters affecting students.

Professional Staff Council

Professional Staff Council shall advise the President as to all matters affecting professional staff.

Membership Senate

The University Senate shall be composed of 23 voting members, composed from the following constituencies:

- a. 10 members of the regular [tenure track and tenured] faculty [43.5%]; one chosen from each of the seven colleges [70%] and 3 at-large as chosen by Faculty Council [30%]
- b. 2 members of specialized [contract] faculty as chosen by Faculty Council [8.7%]
- c. 4 members of the student body as chosen by the Student Council, of which at least one shall be a graduate student [17.4%]
- d. 3 members of the professional staff as chosen by Professional Staff Council [13.0%]
- e. 2 alumni as chosen by the Alumni Association [8.7%]

- f. 2 members of the external communities to be served by the University as chosen from individual nominations received by the University Senate [8.7%]

The University Senate shall be composed of the following ex officio, non-voting members, composed by virtue of their offices the President of the University, the Provost and Vice President for Academic Affairs, the chairpersons of the three councils, and one academic dean selected annually by all such deans to represent them.

Nominations for this committee, please contact Bruce Frankel 5-5869 [765-285-5869], bfrankel@bsu.edu, AB 307