

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #9, 2018-19)

April 25, 2019

4:00 p.m.

LB (Letterman Building) Room 125

Approval of the Minutes of March 28, 2018.

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, August 29, 2019 at 4:00 p.m. Letterman Building (LB 125)

Senate Agenda Committee – Monday, August 19, 2019, at 2:00 pm Letterman Building (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 2019.

B. Academic Postings 3, 4, & 5, 2018-2019, (attached PDF Files)

II. Recognition of Deaths

Dr. Dennis B. Redburn

Professor Emeritus of Secondary Education

Retired 1991

Years of Service 25

Dr. Francis H. Parker

Professor Emeritus of Urban Planning

Retired 2013

Years of Service 37

III. Committee Reports

A. Governance and Elections Committee – Karen Kessler, Chairperson

B. Faculty Council – Yaron Ayalon, Chairperson

C. University Council – Laura Helms, Chairperson

D. Campus Council – Kathy Berryhill, Chairperson

E. Student Government Association- Isaac Mitchell/Aiden Medellin, President

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

V. Questions Directed to President Mearns

VI. Question and Answer Period

VII. Unfinished Business

A. New Mission Statement update to the Faculty and Professional Personnel Handbook- (Enclosure #2)- Breanne Holloway. Approved by the Governance and Elections Committee on March 21, 2019.

B. International Programs Committee- Faculty and Professional Personnel Handbook revisions- (Enclosure #3)- Dom Caristi- Approved by the Governance and Elections Committee on March 21, 2019.

C. Faculty Designation Change Proposal- (Attached PDF)- Jennifer Christman- Contract Faculty Committee Approved by the Governance and Elections Committee on March 21, 2019.

VIII. New Business

- A. Code of Student Rights and Responsibilities 2019-2020 (Enclosure #4 and attached PDF)- Mike Gillilan
Approved by Campus Council on April 11, 2019.
- B. University Promotion and Tenure Document changes- (Enclosure #5)- Kristen McCauliff/Klaus Neumann
Approved by Faculty Council on April 18, 2019 with a friendly amendment to add the word “detailed” before
summary in Section 35.7.1.2.4, Section 35.7.1.3.4 and Section 35.7.1.3.5 of the University Promotion and
Tenure document.

IX. Other Items

- A. Budget Model update- Provost Susana Rivera-Mills, Sue Hodges Moore, & Jaime Ontiveros

X. Adjournment

/ba

MINUTES OF THE EIGHTH MEETING OF THE 2018-19 UNIVERSITY SENATE
March 28, 2019

Members Present: 43

Members Absent: 22

1. The meeting was called to order by the Chair of the University Senate, Tarek Mahfouz, at 4:00 p.m.
Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: C. Airries, C. Balukas, R. Bernot, K. Berryhill, D. Boyd, M. Cairns, J. Emert, J. Fitzgerald, B. Frankel, J. Fry, K. Gayes, K. Hennessee, J. Hopwood, J. Huff, K. Kessler, C. Kinsella, R. Kovac, M. Kovach, A. Kuban, D. Lytle, T. Mahfouz, K. McCauliff, C. McIntosh, G. Mearns, P. Nagelkirk, R. Rice-Snow, S. Rivera-Mills, J. Rybarczyk, S. Shim, J. Sponseller, J. Thaller, R. Wijesinghe, S. Wilczynski, M. Wilson, A. Yen, E. Zygmunt

Substitutes: M. Gernaine for J. Griffith, J. Grove for J. Christman, L. Kozenko for E. Crawford, M. Parkison for L. Helms, L. Pellerin for R. Kraus, J. Mikeska for S. Lee, D. Nardi for M. Tagler

Members Absent: Y. Ayalon, C. Bohanon, K. Bontrager, B. Condie, S. Fulton, J. Haeft, M. Hill, M. Hinkleman, T. Jitpaiboon, K. Kreamelmeyer, J. Ledbetter, M. Lee, J. Lehmilller, I. Livshits, J. McKinney, B. Means, I. Mitchell, J. Place, D. Roof, M. South, S. Wilson, S. Wu

Substitutions were noted.

A motion was made and seconded to approve the minutes of February 28, 2019.

Motion carried.

2. Announcements

- A. Next Scheduled Meetings:

University Senate – Thursday, April 25, 2019 in LB 125

Senate Agenda Committee- Monday, April 15, 2019 in LB 104

3. Recognition of Deaths- A moment of silence was conducted.

Dr. Edwin P Pettyman
Professor of Secondary Education Emeritus
Retired 1993
27 years of service

4. Committee Reports

- A. Governance and Elections Committee – Karen Kessler – The elections are coming up next month. If anyone is interested in serving as Chair, Vice Chair or Secretary, please let her know as soon as possible. – Karen Kessler will be on sabbatical fall of 2019. If Laura Helms is elected to serve as Senate Secretary, Laura has agreed to Vice Chair the Governance and Elections Committee while Karen is on sabbatical. Karen is not ready to announce the finalized membership of the Ad hoc Writing Committee at this time. She hopes to have it by next Monday April 1, 2019 and will send out an email announcement to all University Senate members.
- B. Faculty Council – Yaron Ayalon is not present today. Tarek Mahfouz reported the major item reviewed by the Faculty Council on March 21, 2019 included the Core Curriculum Proposal. The proposal was approved by the Undergraduate Education Committee and the University Core Curriculum Committee and sent to Faculty Council for review. There were three parts to the proposal including the reduction in credit hours from thirty-six (36) to thirty (30) credit hours, proposed a framework to guide core course population, and the third part was about the next steps moving forward and creating an Ad hoc committee to continue the core curriculum work. The part approved by the Faculty Council was the credit hours reduction from thirty-six (36) hours to thirty (30) hours.
- C. University Council – Mark Parkison, substitute for Laura Helms reported, at the most recent University Council meeting on March 14, 2019, the council received an informative financial presentation. The next University Council meeting is set for April 4, 2019.

- D. Campus Council – Kathy Berryhill – Their next meeting is set for April 11, 2019. They will have business regarding revisions to the Student Rights and Responsibilities 2019-2020. The new slate called Elevate was elected to serve the Student Government Association. The student body is voting on a new Residence Hall Association President later today.
5. Report by Chairperson of Senate – Tarek Mahfouz – GANTT chart (Enclosure #1) - Issues in the Senate System
- A. Library Committee Resolution- We are waiting to get information back from the Library Committee. Bruce Frankel reported that the committee has not made any additional progress and is not certain when the next meeting is scheduled.
 - B. Faculty Designation Change Proposal- The Governance and Elections Committee approved this item on March 21, 2019. This item will be reviewed at the University Senate meeting on April 25, 2019.
 - C. International Programs Committee FPPH Revisions- The Governance and Elections Committee approved this on March 21, 2019. This item will be reviewed at the University Senate meeting on April 25, 2019.
 - D. Core Curriculum Revision- The update for this item was provided under the Faculty Council update above.
 - E. Dissolution of Online Distance Education Committee- This item will be reviewed today.
 - F. SGA- ROTC Priority Scheduling- This item remains with the Credits and Admissions Committee. They are working to create a policy to address these types of requests moving forward. A vote has not been taken on this item yet.
 - G. SGA- LGBTQ Affairs Liaison- This item was reviewed by the Senate Agenda Committee on March 18, 2019. It has been directed to the University Council for review on April 4, 2019.
 - H. Mission Update- The Governance and Elections Committee approved this item on March 21, 2019. This item will be reviewed at the University Senate meeting on April 25, 2019.
 - I. COTE- Council on the Environment- Net Zero Proposal- This item has been endorsed by several entities throughout the university. The council on the Environment is seeking the endorsement of the University Senate. It will be sent to the University Council, Faculty Council and the Student Government Association before returning to the University Senate.
 - J. Senate Restructuring Ad hoc Committee (SRAHC) Writing Committee- The update for this item was provided under the Governance and Elections Committee update above.
6. Questions Directed to the President Mearns: President Mearns and Provost Rivera-Mills were both present.

President Mearns greeted the University Senate members and guests. He provided an update regarding the status of the end of fiscal year financial report. The three million deficit earlier projected has been remedied through the efforts of the university divisions to rectify their budgets. President Mearns also reported the university has received an all-time record high of freshman application, around 27,000 for the fall of 2019. The admitted and confirmed student numbers are higher than usual and the trend remains positive. The area that needs examined is freshman to sophomore retention. President Mearns asked the Senators to continue brainstorming ideas on how the university can increase the number of freshman returning for their sophomore year. He also stated that graduate admissions numbers could use some improvement as well.

President Mearns entertained questions. Question topics included but not limited to the following:

- In regards to retention, what are some ways we can detect this earlier and provide assistance?
- With the increase in enrollment, how do we maintain the unique and attractive character of smaller class sizes?
- With recent withdraws from a multi-state tuition reciprocity program, is our university flexible in tuition?

In closing, President Mearns reminded everyone of the One Ball State Day on April 9, 2019 and encouraged everyone to participate in the 24 hours of fundraising through sharing your support on social media, wearing your Ball State gear and joining the One Ball State Day events on campus, referencing the email announcement sent out earlier in March 2019. President Mearns also announced a Centennial Celebration Closing on Friday June 14, 2019 beginning at 1:00PM. This celebration will include a picnic in the old Quad area.

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

- A. Dissolution of the Online Distance Education Committee- Trudi Weyermann
Tarek Mahfouz explained this was brought to us at the last meeting on February 28, 2019 and was tabled for later discussion. There was a motion made and seconded for discussion that remains open. Discussion ensued.

A motion was made and seconded to approve the dissolution.

Everyone is opposed.
The motion does not carry.

Tarek Mahfouz explained the recommendation is for this item to be sent back to the University Council charged with the request to work in collaboration with the Online and Distance Education department to create an Ad hoc Committee to best address the department's needs.

A suggestion was made that a tutorial be provided at the first fall University Senate meeting to give background information on the governance system structure and functions.

9. New Business: There is no new business at this time.

10. Other Items:
Karen Kessler would like to determine appropriate methods to increase accountability in committee work being completed. It was determined that committees should be submitting a year-end report to the governance office.

11. Adjournment:
A motion was made and seconded to adjourn at 4:47 p.m.
Motion carried.

Respectfully Submitted,

Laura Helms, Secretary

/ba

Issues in the Senate System, 2018-19 (4.19.19)

FACULTY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
Library Committee Resolution #1	FC	10.11.18											
	To Senate Agenda	10.22.18											
	To UC	11.15.18											
	To SAC	01.07.19											
	To Library Comm	01.07.19											
Faculty Designation Change Proposal	From Contract	02.18.19											
	Faculty to SAC	02.21.19											
	FC	02.21.19											
	To G&E	03.21.19											
	To SAC	04.15.19											
	Senate	04.25.19											
International Programs Committee FPPH revisions	To FC	02.21.19											
	Senate	02.28.19											
	To G&E	03.21.19											
	To SAC	04.15.19											
	Senate	04.25.19											
Core Curriculum Revision	To FC	03.21.19											
	Tabled to FC	04.18.19											
	Sent to UCC												
UP&T Appeal & Reconsideration language-revised	SAC	03.19.18											
	FC	04.19.18											
	SAC	08.20.18											
	Senate	08.30.18											
	UP&T Comm.	08.30.18											
	SAC	04.15.19											
	FC	04.18.19											
	To Senate	04.25.19											
UNIVERSITY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
Creation of Online Distance Education Committee Ad hoc- Charged by Senate 3.28.19	To UC	04.04.19											
	UC	09.12.19											
Fee Remission Time- Clock Inquiry	UC	04.04.19											

CAMPUS COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
Code of Student Rights- Revisions	To CC SAC Senate	04.11.19 04.15.19 04.25.19												
SENATE AGENDA				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
SGA- ROTC Priority Scheduling	SAC Admissions & Credits	10.22.18 12.7.18												
SGA- LGBTQ Affairs Liaison	SAC- Tabled SAC To UC To SAC To Student Affairs	02.18.19 03.18.19 04.04.19 04.15.19 04.15.19												
Mission Update	SAC G&E To SAC Senate	2.18.19 03.21.19 04.15.19 04.25.19												
COTO- Net Zero Proposal	To SAC To UC-rejected To FC- approved SAC	03.18.19 04.04.19 04.18.19 08.19.19												
GOVERNANCE & ELECTIONS				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
SRAHC- Writing Committee	G&E	02.07.19												

SAC 2.18.19
G&E 3.21.19
SAC 4.15.19
Senate 4.25.19

University Senate
April 25, 2019
Enclosure #2

January 22, 2019

With the launch of the new strategic plan, we have also updated the University Mission. That being said, for all Senate documents, can we make those changes to the current mission? Is there a process I need to complete to make those changes? Below I have pasted our new mission.

Our Mission: We engage students in educational, research, and creative endeavors that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic, environmental, and social vitality of our community, our state, and our world.

Let me know what I need to do to help with this process.

Thank you!

Breanne Holloway
Special Assistant to the President for Events and Operations
Office of the President
Ball State University
Office: 765-285-6555 | Cell: 317-507-2732
bholloway1@bsu.edu

10.9.4.5. ~~INTERNATIONAL PROGRAMS~~ Global Engagement COMMITTEE

10.9.4.5.1. Membership – The membership of the International Programs- Global Engagement Committee shall consist of the following:

10.9.4.5.1.1. Voting

10.9.4.5.1.1.1. Two ~~professional personnel, members~~ appointed by the University Council, at least one of whom is a member of University Council, for staggered two year terms;

10.9.4.5.1.1.2. Eight faculty appointed by the Faculty Council (but not necessarily Faculty Council members), one representing each college, for staggered two year terms;

10.9.4.5.1.1.3. One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

10.9.4.5.1.2. Non-Voting

10.9.4.5.1.2.1. The Provost and Executive Vice President for Academic Affairs, ex officio, or a designee;

10.9.4.5.1.2.2. The ~~Director of Study Abroad~~ Executive Director for Global Initiatives, ex officio, or a designee;

10.9.4.5.1.2.3. ~~The Vice President of Student Affairs and Enrollment Services and Dean of Students, ex officio, or a designee. Each Director of Each unit in the Rinker Center for International Programs;~~

10.9.4.5.1.2.4. The Director of the Intensive English Institute.

10.9.4.5.2. Responsibilities - The International Programs Global Engagement Committee is responsible for the following initiatives and activities:

10.9.4.5.2.1. To elect a Chairperson and Secretary from the appointed membership by majority vote for a one year term;

10.9.4.5.2.2. To forward minutes of each committee meeting to the chairperson and the University Council within a timely manner;

10.9.4.5.2.3. To initiate, review, assess and recommend policies and procedures for international educational exchange programs, ~~foreign~~ global study and travel, and other international programs as they relate to international students, study abroad, international research, and international awareness;

10.9.4.5.2.4. To serve as a communication representative between the committee and each representative's college and provide a means for dissemination of information about University-related international issues and programs; ~~and to~~

[10.9.4.5.2.5. To initiate, receive, review](#) and consider recommendations for revision and improvements [to all aspects of global initiative developments](#);

10.9.4.5.2.[65](#). To evaluate [study abroad curriculum and](#) international programs; and to make recommendations, when necessary.



**BALL STATE
UNIVERSITY**

TO: Campus Council
FROM: Mike Gillilan, Student Rights and Community Standards *mb*
RE: Proposed changes to *Code of Student Rights and Responsibilities* for 2019-2020
DATE: March 29, 2019

I look forward to meeting with you and answering your questions about the proposed changes to the Ball State *Code of Student Rights and Responsibilities* for 2019-2020. Below are highlight of the proposed revisions:

1. Many of the changes reflect changes to division and title names--
 - a. the Division of Student Affairs and Enrollment Services is now the Division of Student Affairs;
 - b. Vice President for Student Affairs and Enrollment Services/Dean of Students is now Vice President for Student Affairs;
 - c. the office of Student Rights and Community Standards anticipates a name change this summer; and
 - d. there is now a stand-alone Dean of Students to whom various procedural tasks are assigned;
2. Clarified definitions for existing violations (gambling, smoking);
3. Expanded section regarding accommodations for persons with disabilities;
4. Criteria for appeals in different areas are now consistently worded; and
5. Interim suspension section is moved and expanded to acknowledge use of interim restrictions less severe than interim suspension.

Please call me at (765) 285-5036 if you have any questions about this letter.

Regards,



Michael R. Gillilan, PhD
Director, Student Rights and Community Standards

cc: T.J. Brecciaroli, Dean of Students
Allison Wynbissinger, Assistant Director of Student Rights and Community Standards

Division of Student Affairs
Office of Student Rights and Community Standards
Muncie, Indiana 47306-0905 | Phone: 765-285-5036 | Fax: 765-285-2856

April 15, 2019

University Promotion and Tenure Committee recommends that all department and college committees, and the University P&T committee, should replace gender specific language such as “he”, “she”, “he/she”, “his”, “her” in their P&T documents with gender neutral language such as “the candidate” or “the faculty member”.

Sincerely,

Klaus Neumann

Chair, UPT Committee

April 15, 2019

Faculty Council (FC) asked the University Promotion and Tenure (UPT) Committee to consider adopting changes to the UPT Document regarding the process of Reconsideration after an adverse promotion and/or tenure decision. Specifically, FC asked the UPT Committee to consider:

- a. Adopting language (see 35.7.1.2.1, 35.7.1.3.1, and 35.7.1.4.1) that requires candidates to specify, in writing, the reasons for requesting reconsideration, based on evidence found in their promotion and tenure file.
- b. Adopting language (see 35.7.1.2.4, 35.7.1.3.4, 35.7.1.3.5, and 35.7.1.4.5) that requires a departmental promotion and tenure committee (or a college committee, dean, or the Provost, depending on where the initial adverse decision was made), after reconsidering the candidate’s request and voting/deciding to affirm an adverse decision, to address, in writing, each of the points the candidate has raised in his or her written request for reconsideration.

UPT Committee considered the suggested changes and, after deliberation, recommends adding the following language to the UPT Document.

Regarding request a:

Section 35.7.1.2.2: **There are two permissible reasons to request reconsideration: 1) the department Promotion and Tenure Committee’s incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate’s written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted.** The written request shall be filed in the office of the department chairperson **and forwarded to the Department Promotion and Tenure Committee.**

Section 35.7.1.3.2: There are two permissible reasons to request reconsideration: 1) the College Committee's or Dean's incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request shall be filed in the office of the college dean.

Section 35.7.1.4.2: There are two permissible reasons to request reconsideration: 1) the Provost's incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request shall be filed in the office of the Provost.

Regarding request b:

Section 35.7.1.2.4: After meeting to reconsider the candidate's materials, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote. If the decision is to affirm the initial adverse recommendation, the committee shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation. The letter will be a part of promotion and tenure file.

Section 35.7.1.3.4: After meeting to reconsider the candidate's materials, in cases where the committee made the initial adverse decision, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote. If the decision is to affirm the initial adverse recommendation, the committee shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation regarding the candidate's written request. The letter will be a part of promotion and tenure file.

Section 35.7.1.3.5: In colleges where the Dean makes the decision, the Dean will inform the candidate of his or her decision following reconsideration. If the decision is to affirm the initial adverse recommendation, the Dean shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation regarding the candidate's written request. The letter will be a part of promotion and tenure file.

Sincerely,

Klaus Neumann

Chair, UPT Committee