

AGENDA FOR UNIVERSITY SENATE MEETING

(Meeting #5, 2019-20)

**February 27, 2020
4:00 p.m.**

LB (Letterman Building) Room 125

Approval of the Minutes of December 5, 2019.

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, March 26, 2020, 4:00 p.m., Letterman Building (LB), Rm. 125
Senate Agenda Committee – Monday, March 16, 2020 (LB 104)

B. 2019-2020 Posting 5 and 6- (Link and instructions below)

SPECIAL INSTRUCTIONS- Below is a link to Posting 4 2019-2020, which will certify December 18th, 2019. In order to view each SmartCatalog proposal, simply click on the link that will take you directly into the proposed revisions. Within these revisions, you can click the “Compare Versions” button to open a new tab that will display track changes, clearly outlining the changes made. Please note there are additional Graduate Catalog front matter changes in this posting as well.

<https://www.bsu.edu/about/administrativeoffices/academicsystems/catalogspostings/postings>

When a posting notification is received by the University Senate office, an email to all Senators with the posting information will be sent automatically without additional approval.

C. The Library Committee has submitted a written request asking for the Library Resolution item to be removed from the University Senate Gantt Chart. This has been voted on and approved by the Senate Agenda Committee on January 6, 2020.

D. The University Senate meeting set for April 23, 2020 will be expected to take longer than one hour and to be prepared for a suspension of time.

E. The College of Business will be creating two new centers conditional upon final approval by the Board of Trustees. One center is the Entrepreneurial Leadership Institute and will be led by Professor Mike Goldsby. The other will be the Institute for the Study of Political Economy and Professor Steve Horowitz will direct it.
- Stephen Ferris, Bryan Dean, Miller College of Business.

II. Recognition of Deaths

Dr. Grant Wells
Professor Emeritus of Finance
Retired 2001
35 years of service

III. Questions Directed to President Mearns

IV. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chairperson (Attached PDF- Senate First Reading Draft)
- B. Faculty Council – Jon Truitt, Chairperson
- C. University Council – Laura Helms, Chairperson
- D. Student Government Association- Aiden Medellin

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

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

- A. Undergraduate Education Committee- Suspension and Elimination of Academic Programs- (Enclosure #2)- Dan Waechter. This item was voted on and approved by Faculty Council on January 23, 2020.
****At Faculty Council, it was agreed that the word “ideally” would be removed from the second sentence under Procedures, number two (2), letter e.***
- B. University Promotion and Tenure Committee-Document revisions- (Enclosure #3 and attached PDF’s- 1. University PT Document and 3. Summary of Changes)- Murray Steib.
This item was voted on and approved by Faculty Council on January 23, 2020.

IX. Other Items

X. Adjournment

/ba

MINUTES OF THE FOURTH MEETING OF THE 2019-20 UNIVERSITY SENATE
December 5, 2019

Members Present: 50

Members Absent: 17

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 back entrance to LB 125.

Substitutions were announced and noted. Those serving as senators that were sitting in the back were asked to move to the front of the room.

Members Present: L. Bielski, C. Braden, M. Cairns, C. Chen, B. Condie, J. Fry, K. Gayes, C. Gallagher, L. Gerstein, L. Helms, K. Hennessee, K. Heuett, J. Hopwood, J. Huff, C. Kinsella, A. Kuban, A. Latz, S. Lee, C. Placek, L. Li, C. Luchs, T. Mahfouz, C. Malone, M. McCarthy, C. McIntosh, G. Mearns, K. Mesarosh, P. Nagelkirk, D. Nardi, J. Plowdrey, K. Reese, S. Rivera-Mills, D. Roof, J. Shimkus, J. Truitt, J. Tye, L. Wang, M. Wilson, R. Yantz, A. Yen, E. Zygmunt

Substitutes: K. Turcotte for C. Airriess, M. Reeder for K. Kessler, C. Jarrett for M. Kovach, F. Gong for R. Kraus, T. Arthur for J. Place, K. Kreamelmeyer for S. Tancock, S. Staton for J. Thaller, B. Dale for S. Wilczynski

Members Absent: R. Bernot, C. Bohanon, J. Christman, M. Clayton, C. DeBlasio, B. Frankel, S. Fulton, R. Groeber, R. Kovac, D. Lewandowski, I. Livshits, S. Martin, M. McGriff, R. Rice-Snow, J. Sponseller, M. South, R. Wijeskinghe

A motion was made and seconded to approve the minutes of October 3, 2019.

Motion carried.

2. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, January 16, 2020, 4:00 p.m., Letterman Building (LB), Rm. 125

Senate Agenda Committee – Monday, January 6, 2020 (LB 104)

B. 2019-2020 Posting 2- (Attached Excel Spreadsheet Link- Copy of Posting 2 2019-2020)

SPECIAL INSTRUCTIONS- Attached is the item for Posting 2 2019-2020. The item is an excel spreadsheet that takes you to the posting item in SmartCatalog. You can access the proposal by clicking on the link in the excel spreadsheet, logging into the SmartCatalog dashboard with your BSU credentials, the link in the excel spreadsheet will take you directly into the proposal.

Once you select the proposal, a new window will pop up. You can compare versions – like viewing Attachment A and B – by clicking on the “Compare Versions” button in the upper left hand corner.

C. 2019-2020 Posting 3- (Link and instructions below)

Attached is Posting 3 2019-2020, which will certify November 18th, 2019. In order to view each SmartCatalog proposal, simply click on the link that will take you directly into the proposed revisions. Within these revisions, you can click the “Compare Versions” button to open a new tab that will display track changes, clearly outlining the changes made. Please note there are additional Graduate Catalog front matter changes in this posting as well.

<https://www.bsu.edu/about/administrativeoffices/academicssystems/catalogspostings/postings>

3. Recognition of Deaths

There was a moment of silence to recognize the death of the following:

Dr. Jerry G. Bode
Chairperson Emeritus and Associate Professor Emeritus of Sociology
Retired 2000
27 years of service

Frederick Bower
Assistant Professor of Art
16 years of service

4. Questions Directed to President Mearns

President Mearns explained he was out of the country during the last Senate meeting in October. In regards to the President Salary Proposal reviewed at that meeting, he will recuse himself from reviewing the proposal and allow the Provost to take action and direct it to the Board of Trustees if she decides.

The Board of Trustees will make a decision on the pending 1% raise for employees at their next meeting on December 13, 2019.

Commencement is coming up on December 14, 2019. There are approximately twelve hundred (1200) graduates. President Mearns encourages everyone to attend in support of the graduates.

President Mearns closed with wishing everyone a Happy Holidays!

5. Committee Reports

- A. Governance and Elections Committee – Laura Helms- Karen Kessler is on sabbatical this semester. Laura reports that the committee did not have any new business and did not meet in October 2019. Their next meeting is January 16, 2020.
- B. Faculty Council – Jon Truitt- Chair of Faculty Council- The council received a presentation on Outside Influence on Research and Academic Integrity by the Office of Research Integrity on November 7, 2019.
- C. University Council – Laura Helms- The council discussed the proposed governance restructured model and approved the Admissions and Credits Committee proposal to be reviewed today.
- D. Student Government Association – Aiden Medellin was not present. Carter Gallagher reported that the Student Government Association recently passed two resolutions.

6. Report by Chairperson of Senate – Tarek Mahfouz – Gantt chart (Enclosure #4) - Issues in the Senate System

Tarek Mahfouz reviewed each item briefly, highlighting the current location and ongoing nature of each. These items included:

- A. Library Committee Resolution- Tarek provided background information. A Library Committee member announced that the committee will be providing a request to withdraw their proposal from the governance system. This should be coming to the Senate office once the committee is able to meet.
- B. Core Curriculum Revision- The committee is meeting every week. They plan to hold open forums for feedback in the new year.
- C. Graduate Education Committee- Taught/with policy revision proposal- This item continues to be considered by the committee using the feedback provided. They also received a proposal from Bruce Frankel.
- D. Fee Remission Time-clock- Laura Helms – This item is still under discussion by the council.
- E. Admissions and Credits Section IV- Policy 86 Revisions- This item will be reviewed today.
- F. Student Government Association-ROTC Priority Scheduling- This item will be considered once the above Admissions and Credits Committee policy can be reviewed and voted on moving forward.
- G. Board of Trustee membership- Dr. Flowers has been working on building up the committee membership and continuing their work.
- H. Allegations of Research Misconduct Policy- This item will be reviewed today.
- I. Senate Restructuring Ad hoc Writing Committee- The committee continues their work.

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. Policy for responding to Allegations of Research Misconduct- (Enclosure #2)- Sue McDowell, Grace Yoder and Chris Mangelli
Tarek provided background information.

A motion was made and seconded to approve the proposal. Discussion ensued.

One opposed noted- Malcolm Cairns. No abstentions.

Motion carried.

As a follow up, Tarek Mahfouz is requesting that the Academic Freedom and Ethics Committee review and update the current policy in the Faculty and Professional Personnel Handbook with the assistance of the Office of Research Integrity.

- B. Admissions and Credits Committee- Priority Scheduling- Section IV-Policy 86 Revisions- (Enclosure #3)- Gloria Pavlik
Gloria provided background information referencing the enclosure provided.

A motion was made and seconded to approve this policy. Discussion ensued.

No opposed or abstentions noted.

Motion carried.

10. Other Items:

- A. Tarek Mahfouz spoke about the status of the budget model. College Deans are submitting budget information by January 2020. The coming year a platform will be provided to begin tracking the budget.

11. Adjournment:

A motion was made and seconded to adjourn at 4:41 p.m.

Motion carried

Respectfully Submitted,

Laura Helms, Secretary

/ba

Issues in the Senate System, 2019-20 (02.21.20)

FACULTY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
Core Curriculum Revision	To FC Tabled to FC Sent to UCC	03.21.19 04.18.19											
GEC- Taught/with 101.4 FPPH changes	To SAC To FC (tabled) FC To GEC & FC?	08.19.19 09.05.19 10.10.19 11.07.19											
University P&T Document Revisions	FC SAC Senate	01.23.20 02.17.20 02.27.20											
Non-Tenure-Line Reconsideration Policy	SAC FC	02.17.20 03.19.20											
UNIVERSITY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
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										
Board of Trustee Membership Ad hoc	Senate SAC Senate	08.29.19 09.23.19 10.03.19											
UEC- Suspension & Elimination of Academic Programs	SAC FC SAC Senate	01.06.20 01.23.20 02.17.20 02.27.20											
UEC- BA/BS Program Distinctions	SAC To UEC	01.06.20											
GOVERNANCE & ELECTIONS				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Issues	Committee	Start	End										
SRAHC- Writing Committee	G&E FC UC G&E G&E Senate- 1 st Read	02.07.19 09.05.19 09.12.19 01.16.20 02.06.20 02.27.20											

December 4, 2019

To: Bethany Allen, Undersecretary
University Senate

From: Dan Waechter, Chair
Undergraduate Education Committee

Subj: Suspension and Elimination of Academic Programs

At its November 18, 2019 meeting, the Undergraduate Education Committee (UEC) approved a policy on the suspension and elimination of academic program. The policy, as approved by UEC, is included below.

Suspension and Elimination of Academic Programs

This policy defines the procedures and requirements for the suspension and elimination of academic programs. This policy requires that a decision for program suspension and elimination result from the academic program review process, or a special ad hoc program review.

Definitions

Academic Program: An academic program leads to a credential including Bachelor's, Master's, and Doctorate degrees as well as undergraduate and graduate certificates. Minors and concentrations are not academic programs in this context.

Academic Program Review: A process to improve programs through a focused, self-study. The academic program review is completed by faculty who determine academic quality, assess student learning outcomes, and develop an implementation plan for program improvement. An academic program review may be part of a Unit Review or Annual Report where program concerns are identified.

Program Suspension: Discontinuation of an academic program for a maximum of two years. No new students are admitted during the period of program suspension. A suspended program may return to its active status after the two-year period or become eliminated.

Program Elimination: Discontinuation of an academic program permanently. For eliminated programs to return to active status, the program would need to begin the process for approval of a new degree program.

Special Program Review: A review process called by program faculty or administrators to review an academic program following a recommendation to suspend or eliminate a program.

Procedures

1. Suspension and elimination of academic programs are reviewed in accordance with regular curriculum changes and are approved by the department and/or college, university curriculum committees, and Provost.

2. Program suspension and elimination changes should be accompanied by justification which can be attached to the program change request. Justification should include, but is not limited to:
 - a. Narrative justification
 - b. Enrollment over the last five years
 - c. A plan for current matriculates to complete the academic program as well as strategies to communicate the planned suspension or elimination with currently enrolled students
 - d. A plan for program review and potential reinstatement (if a program suspension)
 - e. Preferred date of suspension or elimination. Program suspension and elimination dates should ideally be one year following approval to ensure student applicants to a suspended or eliminated program are not recruited.
3. Program change requests, with appended justification, should be submitted to Smart Catalog for review in accordance with regular curriculum changes.
- 4.

Program suspensions and eliminations approved through the curriculum change process are subsequently submitted to the Indiana Commission of Higher Education (ICHE) to update the Academic Program Inventory.

TO: Jon Truitt, Chair, Faculty Council
FROM: Murray Steib, Chair, University Promotion and Tenure Committee
DATE: January 17, 2020
IN RE: The University Promotion and Tenure Document

The University Promotion and Tenure Committee spent the Fall semester and our first two meetings in the Spring revising the University Promotion and Tenure Document of the Faculty and Professional Personnel Handbook. We did not make any changes to policy, but we removed sections that were obsolete (references to the Academic Affairs Promotion and Tenure Committee, for example) or simply incorrect; we removed gendered language and substituted gender-neutral wording; we removed a lot of redundancy; and finally, we reorganized the document to better reflect how it will be used. To aid you in reviewing our revisions, we are including the following three documents:

1. A fair copy of the document, with all of the track changes and comments removed.
2. A list of the original order of sections and our revision of that list.
3. A summary of changes to the UPT document.

In addition, we could also provide the following documents:

A PDF of the document with comments showing where items were originally taken from.
A version of document showing every change that was made.

Please let us know if you require any of these documents. We look forward to meeting with you to discuss our revisions at your earliest convenience.

Respectfully,
Murray Steib, chair
University Promotion and Tenure Committee

I. UNIVERSITY PROMOTION AND TENURE DOCUMENT, **Original Section Order**

Preamble

- 35.1. Guidelines for Promotion and Tenure
- 35.2. Definitions
- 35.3. Policy Statements
 - 35.3.1 Policy Statements for Promotion
 - 35.3.2 Policy Statements for Tenure
 - 35.3.3 Materials Presented for Promotion and Tenure
- 35.4. Promotion and Tenure Committee Structure
- 35.5. Academic Rank
- 35.6. Procedures for Promotion and Tenure
 - 35.6.1 Procedures for Promotion
 - 35.6.2 Procedures for Tenure
- 35.7. Right of Reconsideration Re: Promotion and Tenure
- 35.8. Right of Appeal Re: Promotion and Tenure

II. UNIVERSITY PROMOTION AND TENURE DOCUMENT, **Revised Section Order**

Preamble

- 35.1. Guidelines for Promotion and Tenure
- 35.2. Definitions
- 35.3. Academic Rank
- 35.4. Promotion and Tenure Committee Structure
- 35.5. Policy Statements for Promotion and Tenure
- 35.6. Procedures for Promotion and Tenure
- 35.7. Tenure – Regular Faculty
- 35.8. Promotion Procedures for Professional Personnel
- 35.9. Right of Reconsideration Re: Promotion and Tenure
- 35.10. Right of Appeal Re: Promotion and Tenure