

# **AGENDA FOR UNIVERSITY SENATE MEETING**

*(Meeting #4, 2019-20)*

**December 5, 2019  
4:00 p.m.**

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

Approval of the Minutes of October 3, 2019.

I. 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/academicsystems/catalogspostings/postings>

II. Recognition of Deaths

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

III. Questions Directed to President Mearns

IV. Committee Reports

- A. Governance and Elections Committee – Karen Kessler (Laura Helms- F19), Chairperson
- 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. Policy for responding to Allegations of Research Misconduct- (Enclosure #2)- Sue McDowell, Grace Yoder and Chris Mangelli
    - B. Admissions and Credits Committee- Priority Scheduling- Section IV-Policy 86 Revisions- (Enclosure #3)- Gloria Pavlik
  - IX. Other Items
  - X. Adjournment
- /ba

MINUTES OF THE THIRD MEETING OF THE 2019-20 UNIVERSITY SENATE  
October 3, 2019

Members Present: 53

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: C. Braden, C. Chen, B. Condie, B. Frankel, J. Fry, K. Gayes, L. Gerstein, R. Groeber, L. Helms, K. Hennessee, J. Hopwood, J. Huff, C. Kinsella, R. Kovac, A. Latz, S. Lee, C. Leonardson-Placek, L. Li, C. Luchs, T. Mafhouz, C. Malone, S. Martin, M. McGriff, C. McIntosh, A. Medellin, K. Mesarosh, D. Nardi, J. Plowdrey, K. Reese, R. Rice-Snow, S. Rivera-Mills, J. Shimkus, S. Smith, J. Sponseller, J. Truitt, J. Tye, R. Wijesinghe, M. Wilson, R. Yantz, A. Yen, E. Zygmunt

Substitutes: K. Turcotte for C. Airriess, E. Nesson for C. Bohanon, E. Lucas for C. DeBlasio, G. Stamp for K. Heuett, M. Reeder for K. Kessler, J. Hague for M. Kovach, F. Gong for R. Kraus, N. Seely for A. Kuban, K. Smith for M. McCarthy, T. Arthur for J. Place, S. Staton for J. Thaller, B. Dale for S. Wilczynski

Members Absent: R. Bernot, L. Bielski, M. Cairns, J. Christman, M. Clayton, S. Fulton, C. Gallagher, D. Lewandowski, I. Livshits, D. Lytle, B. Means, G. Mearns, P. Nagelkirk, D. Roof, M. South, S. Tancock, L. Wang

A motion was made and seconded to approve the minutes of August 29, 2019.

Motion carried.

2. Announcements

- B. Next Scheduled Meetings

University Senate – Thursday, October 31, 2019, 4:00 p.m., Letterman Building (LB), Rm. 125

Senate Agenda Committee – Monday, October 21, 2019 (LB 104)

- B. 2019-2020 Graduate Catalog revisions and Posting 1- (Attached PDF- Posting 1\_Graduate Catalog Front Matter and Excel Spreadsheet)  
SPECIAL INSTRUCTIONS- *Attached are two items for Posting 1 2019-2020. The first is a PDF outlining changes made in the Graduate Catalog. The second 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, and clicking on the "Archived Proposals" tab on the right. In the future, 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.*

3. Recognition of Deaths

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

Angeline Rosemary Pruis

"Angie" was the "First Lady" of Ball State University during Dr. John Pruis's presidency (1968-1978)

4. Questions Directed to President Mearns

President Mearns was unable to attend due to traveling. Provost Rivera-Mills is present for questions.

A question about any plans to develop the surrounding neighborhoods, the Village area or areas within Muncie was asked.

The Provost's response was yes, to reference a movement and website named Nextmuncie.com to find additional information on projects within the community and Ball State University's involvement.

5. Committee Reports
  - A. Governance and Elections Committee – Laura Helms- Karen Kessler is on sabbatical this semester. Laura reports that Karen has met with the councils and the Student Government Association. Karen is planning to meet with administration and then will report updates back to the University Senate.
  - B. Faculty Council – Jon Truitt- Vice Chair of Faculty Council- The council received a report from Karen Kessler about how restructuring governance could potentially affect Faculty Council. The council began discussion about the Graduate Education Committee’s Taught/with policy revision proposal. This item was tabled for the next meeting on October 10, 2019.
  - C. University Council – Laura Helms- The council met on September 12, 2019. The council received a report from Karen Kessler and will be providing feedback via email and continue the discussion at the next meeting on October 17, 2019.
  - D. Student Government Association – Aiden Medellin – The association met with Karen Kessler regarding the disintegration of Campus Council and how the Student Government Association will assume appointments to the necessary committees within university governance.
  
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- Tarek explained this proposal was brought forward in April 2019. A portion reducing the core credit hours from thirty-six hours to thirty hours was voted on and approved. Additional portions of the proposal were not considered for a vote. Additional information and action was requested of the University Core Curriculum Committee. The committee is meeting every week to discuss this. At the first two meetings were more informational and receive background. Currently working on devising open forums, when where how to get feedback about foundation courses and how they will fit into the core curriculum proposal.
  - C. Graduate Education Committee- Taught/with policy revision proposal- We have already heard an update from Jon Truitt
  - D. Online Distance Education Committee- Tarek provided a summary of the movement of the item. There is a meeting with the executive members of governance and Trudi Weyermann to discuss the structure that would best serve her department and the committee, set for October 4, 2019.
  - E. Fee Remission Time-clock- Laura Helms explained that she will continue to invite representation from Human Resources department to address this information. Human Resources said they will attend the November 14, 2019 meeting to discuss the issue.
  - F. Student Government Association-ROTC Priority Scheduling- This item has been sent to the Admissions and Credits Committee. A policy has been created and will be proposed to the University Council very soon. University Council was not able to get to this item at the last meeting. It will be discussed on October 17, 2019. Jon Truitt added that the Student Government Association request initiated the policy that has been created by the Admissions and Credits Committee.
  - G. Student Government Association-LGBTQ Affairs Liaison- This information has been shared with Student Affairs. Ro-Anne Royer Engle is working with Dr. Marsha McGriff- Inclusive Excellence Director- to determine how to move forward with this request. This was sent to Student Affairs from the Senate Agenda Committee to determine if there were any other minority groups that could benefit from a liaison as well. No new information at this time.
  - H. Graduate Education Committee-Taught/with courses revisions- This information will be reviewed by the Faculty Council at their next meeting on September 5, 2019.
  - I. Board of Trustee membership- Tarek explained that the original Ad hoc committee will be sent a letter giving the Senate Agenda Committee’s charge to move this item forward.
  - J. Senate Restructuring Ad hoc Writing Committee- We have already heard an update on this item from Karen Kessler.
  
7. Question and Answer Period:  
 There were no additional questions.

8. Unfinished Business:

A. Resolution Amending Membership on Board of Trustees consideration (see attached PDF-BoT 1819-04)- Dr. J. Flowers.

Tarek Mahfouz provided background information and a summary of the progression of this item through governance. Discussion ensued and consisted of, but not limited to these concerns:

- Tarek has spoken to Jim Flowers about Senate's support on moving forward with this item
- The original Ad hoc Committee will be given a charge in a letter from Tarek soon
- A coalition will be necessary to potentially gain legislative change
- The President and Provost do not have control over membership without legislative changes
- Option of adding a non-voting faculty member to the Board of Trustees was mentioned as an alternative

A motion was made and seconded to support this item moving forward and provide a detailed charge to the Ad hoc Committee.

The vote was taken by a count of raised hands. A count of hands showed twenty-five (25) in support of the motion and one (1) opposed to the motion.

Motion carried.

9. New Business:

A. President Salary Increase Proposal (Enclosure #2)- Jon Truitt

A motion was made and seconded to open discussion.

Jon Truitt provided background information on the development of this proposal and referenced the enclosure.

A revision was suggested to change the word "match" in the final sentence of the resolution with the words, "align with".

Jon Truitt made a friendly amendment to change the word "match" to "align with" in the last sentence of his proposal. He then accepted his friendly amendment.

A motion was made and seconded to approve and provide this proposal to University Administration as a recommendation.

One (1) abstention noted was noted.

Motion carried.

10. Other Items: No other items at this time.

11. Adjournment:

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

Motion carried

Respectfully Submitted,

Laura Helms, Secretary

/ba

**Issues in the Senate System, 2019-20 (11.22.19)**

| <b>FACULTY COUNCIL</b>                               |                             |          |     | 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 |     |     |     |     |     |     |     |     |     |     |      |
| Core Curriculum Revision                             | To FC                       | 03.21.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | Tabled to FC<br>Sent to UCC | 04.18.19 |     |     |     |     |     |     |     |     |     |     |      |
| GEC- Taught/with 101.4 FPPH changes                  | To SAC                      | 08.19.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | To FC (tabled)              | 09.05.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | FC                          | 10.10.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | To GEC & FC?                | 11.07.19 |     |     |     |     |     |     |     |     |     |     |      |
| <b>UNIVERSITY COUNCIL</b>                            |                             |          |     | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
| Issues   | Committee                   | Start    | End |     |     |     |     |     |     |     |     |     |      |
| Fee Remission Time-Clock Inquiry                     | UC                          | 04.04.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | UC                          | 11.14.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | To SAC                      | 01.06.20 |     |     |     |     |     |     |     |     |     |     |      |
| Admissions & Credits- Section IV-Policy 86 Revisions | UC- cont.                   | 09.12.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | UC                          | 10.17.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | To SAC                      | 11.18.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | To Senate                   | 12.05.19 |     |     |     |     |     |     |     |     |     |     |      |
| <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 |     |     |     |     |     |     |     |     |     |      |
| SGA- ROTC Priority Scheduling- related to above item | SAC                         | 10.22.18 |     |     |     |     |     |     |     |     |     |     |      |
|  | Admissions & Credits        | 12.7.18  |     |     |     |     |     |     |     |     |     |     |      |
| Board of Trustee Membership Ad hoc                   | Senate                      | 08.29.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | SAC                         | 09.23.19 |     |     |     |     |     |     |     |     |     |     |      |
|  | Senate                      | 10.03.19 |     |     |     |     |     |     |     |     |     |     |      |

|  |                  |                                  |            |     |     |     |     |     |     |     |     |     |      |
|--|------------------|----------------------------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Allegations of Research<br>Misconduct policy | SAC<br>Senate    | 11.18.19<br>12.05.19             |            |     |     |     |     |     |     |     |     |     |      |
| <b>GOVERNANCE &amp; ELECTIONS</b>            |                  |                                  |            | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
| <b>Issues</b>                                | <b>Committee</b> | <b>Start</b>                     | <b>End</b> |     |     |     |     |     |     |     |     |     |      |
| SRAHC- Writing<br>Committee                  | G&E<br>FC<br>UC  | 02.07.19<br>09.05.19<br>09.12.19 |            |     |     |     |     |     |     |     |     |     |      |

TO: Tarek Mahfouz and Members of Senate Agenda Committee  
FR: Susan McDowell, Vice Provost for Research, Research Integrity Officer  
RE: Policy for responding to Allegations of Research Misconduct  
DATE: Nov. 11, 2019

#### Responding to Allegations of Research Misconduct

**Proposed:** The Office of Research Integrity (ORI) is responsible for compliance with federal mandates regarding research misconduct defined as fabrication, falsification, and plagiarism of research. To ensure there is not a duplicate process with that of the Academic Freedom and Ethics Committee, the following is proposed: that allegations of research misconduct (fabrication, falsification, plagiarism) be directed to the ORI to be addressed through the applicable policy and procedure.

April 8, 2019

Faculty Professional Handbook  
Section IV: Academic Policies and Procedures

86. Enrolling of Students *(beginning on page 248 of the 2018-19 Handbook)*

**(clean copy)**

86.1. Currently enrolled students are expected to register in the semester preceding the semester for which they are registering and beginning at specified, assigned registration period for the term. Registration periods are queued by population groups and are the first opportunity for student enrollment. Students are issued a time ticket for registration and that is their earliest opportunity to register for classes. Students should log into the student information system and review their registration status as well as their time ticket to register for classes. All students are encouraged to become familiar with their academic plan of study, contact their advisor with questions, and resolve any barriers to enrollment activity before their time ticket opens. Details on how to register for classes as well as important dates and deadlines are published on the Registration and Enrollment Services website. Students should register soon after their time ticket opens to stay on track for degree or certification progress, maintain financial aid eligibility, avoid late fees, and take advantage of their position in the overall assignment of registration time tickets. Once a time tickets opens, registration activity continues until the close of change-of-course. Delays in using an open registration time ticket will impact course seat availability and academic progress.

86.2. Individuals who were not enrolled in the preceding term (stop out) are issued a registration time ticket following admission or readmission to the university. Students with other reasons for academic stop out (ex: total institutional withdrawal) will be anticipated semester for enrollment. Careful and timely planning of course registration is important to continue academic progress and plan course seat availability.

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(proposed )

86.1. Currently enrolled students are expected to register in the semester preceding the semester for which they are registering and beginning at a specified, assigned time. ~~registration period for the term.~~ This is called “priority registration”. Priority registration periods for a fall/spring semester are queued by population groups and are the first opportunity for student enrollment. In a population group, students are issued a time ticket for registration and that is their earliest opportunity to register for classes.

86.2 Time ticket assignment is governed by the general principle of student total earned credits. The more credits a student has earned, the earlier that student may enter registration. In some special circumstances group exceptions may be determined. Early time ticket assignment may be used to accommodate student groups whose service to the university or special circumstance require early assignment of a time ticket. “Service” and “special circumstances” shall be determined by a committee appointed by the Admissions & Credits subcommittee.

86.3 Early time ticket assignment will be available through an application process administered through the Registrar’s Office. An application must be approved no later than October 1<sup>st</sup> and becomes effective for the next academic year. Applications will only be accepted from university recognized student organization advisors/coordinators/directors of recognized campus groups, and no more than 2 individuals appointed to serve as primary contact and liaison throughout the submittal review process. Applications must meet the following eligibility criteria:

- I.** Conditions for early time ticket assignment must prove that every participant in the campus group experiences essentially the same scheduling restriction, and needs essentially the same special exception to the normal priority time ticket assignment every fall/spring semester.
- II.** Groups must provide data to support lack of an early time ticket assignment consistently impedes the group from academically progressing within a reasonable period of time.
- III.** Groups must explain why student participation is mandatory and ongoing, and explain why the campus group or the university does not have discretion of rescheduling mandatory participation events. Groups must identify why the majority of participating students are not able to achieve their academic goal within a reasonable period of time.
- IV.** The committee reserves the right to determine the number of academic terms in which early time ticket assignment is approved and the number of students eligible for such early assignment.
- V.** At the discretion of the review committee, a re-examination of approved groups of students with early time ticket assignment may be requested in order to determine if they continue to meet guidelines for early assignment. *These groups will be held to the same timeline as new requests (review application by the fall deadline and if determined not to continue with priority registration, the change would take effect the next academic year).*

Early time ticket assignment during priority registration is not to be used as a reward, to recruit students, or to facilitate student involvement. Groups may submit application for early assignment no more than one time per academic year.

86.4 (~~86.1 continued~~)– Students should log into the student information system and review their registration status as well as their time ticket to register for classes. All students are encouraged to become familiar with their academic plan of study, contact their advisor with questions, and resolve any barriers to enrollment activity before their time ticket opens. Details on how to register for classes as well as important dates and deadlines

are published on the ~~Registration and Enrollment Services~~ Registrar's Office website. Students should register soon after their time ticket opens to stay on track for degree or certification progress, maintain financial aid eligibility, avoid late fees, and take advantage of their position in the overall assignment of registration time tickets. Once a time tickets opens, registration activity continues until the close of change-of-course. Delays in using an open registration time ticket will impact course seat availability and academic progress.

**86.5. 86.2.** Individuals who were not enrolled in the preceding term (stop out) are issued a registration time ticket following admission or readmission to the university. Students with other reasons for academic stop out (ex: total institutional withdrawal) will be **issued a time ticket if an** anticipated semester for enrollment **is specified**. Careful and timely planning of course registration is important to continue academic progress and plan course seat availability.