

**AGENDA FOR  
UNIVERSITY SENATE MEETING**

*(Meeting #6, 2020-21)*

**April 22, 2021**

**4:00 p.m.**

**WebEx/Zoom Online Conference**

Approval of the Minutes of March 25, 2021.

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, August 26, 2021, 4:00 p.m., WebEx/Zoom Online Conference meeting

Senate Agenda Committee – Monday, August 16, 2021, 2:00 p.m., WebEx/Zoom Online Conference meeting

B. 2021-2022 University Governance Schedule of Meetings (Enclosure #1)

C. Reduction of Core Curriculum from thirty-six (36) credit hours to thirty (30) credit hours. At Faculty Council on March 21, 2019 it was voted on and approved. (Enclosure #2)

D. University Promotion and Tenure Committee-Editorial Changes- Henry Wang (Enclosure #3 and attachment titled; University P&T Document 2021-22)  
This item was voted on and approved by Faculty Council on March 18, 2021.

E. University Promotion and Tenure Committee- Joint Appointment Statement in Faculty Handbook- Henry Wang (Enclosure #4 and attachments titled; Joint Appointments Task Force Report, Miami University Joint Faculty Guidelines, The College of William and Mary 1)

F. Election of the 2021-22 Executive Committee members for University Senate, Senate Agenda Committee will occur at the first meeting of the governance year on August 26, 2021.

G. Special Assigned Leave- Quality Assurance Proposal- Mary Lou Vercellotti (Enclosure #5)

H. Special Assigned Leave- Appeal Process Proposal- Mary Lou Vercellotti (Enclosure #6)

I. Teaching Evaluation Committee-Ex officio membership Proposal- Mary Lou Vercellotti (Enclosure #7)

J. Faculty Salary & Benefits Committee/ Professional Personnel Salary & Benefits Committee Joint Proposal- Alan Yen & Jim Shimkus (Enclosure #8)

K. University Core Curriculum Subcommittee Structure Proposal- Jennifer Wessels & Sheron Fraser-Burgess (Enclosure #9)

L. Handbook Language Regarding Unit Electorate Votes- Tenure-Line Faculty of the Department of Theatre & Dance Karen Kessler (Enclosure #10)

M. Academic Technology Committee- Membership Proposal- Scott Reinke (Enclosure #11)

N. Veterans' Affairs Legislation Statement- Jayson Jarrett (Enclosure #12)

II. Recognition of Deaths

Lee Spector  
Professor Emeritus of Economics  
Retired 2020  
35 years of service

Leonard J.A. Atherton  
Professor Emeritus of Music Performance  
Retired 2013  
31 years of service

Kenneth Heinen  
Assistant Professor Emeritus of Journalism  
Retired 2013  
14 Years of Service

Herold D Jemison  
Small Business Advisor – East Central Indiana/Small Business Development  
Center  
Office of Community Engagement  
In his first year of service

III. Questions Directed to President Mearns

IV. Committee Reports

- A. Governance and Elections Committee – Suzy Smith, Chairperson
- B. Faculty Council – Jon Truitt, Chairperson
- C. Professional Personnel Council – Sam Snideman, Chairperson
- D. Student Government Association- Connor Sanburn/Dylan Lewandowski

V. Report by Chairperson of Senate – Tarek Mahfouz – GANTT chart (Enclosure #13 - Issues in the Senate System)

VI. Question and Answer Period

VII. Unfinished Business

- A. COI/COC Policy - Susan McDowell & Chris Mangelli (attachment titled; BSU COI-COC Compared Version 2)

VIII. New Business

IX. Other Items

X. Adjournment

/ba

MINUTES OF THE FIFTH MEETING OF THE 2020-21 UNIVERSITY SENATE  
MARCH 25, 2021

Members Present: 37

Members Absent: 12

1. The meeting was called to order by the Chair of the University Senate, Tarek Mahfouz, at 4:00 p.m.

Substitutions were asked to email Bethany Allen for record keeping purposes.

Members Present: J. Blyth, C. Bohanon, A. Bowen, M. Carter, K. Chipman, M. Clayton, K. Coker, C. Dailey, O. Frausto, S. Fulton, K. Gayes, K. Hennessee, J. Hopwood, M. Kovach, S. Lee, D. Lewandowski, T. Mahfouz, M. McCarthy, M. McGriff, C. McIntosh, G. Mearns, C. Montenegro, J. Place, V. Rapatz, S. Rivera-Mills, N. Seely, C. Shue, J. Shimkus, S. Snideman, J. Sponseller, J. Truitt, J. Tye, D. Wheeler, S. Wilczynski

Substitutes: Terry Heifetz for S. Smith, J. Plowdrey for R. Yantz

Members Absent: V. Birk, N. Bogart, L. Gerstein, K. Kessler, E. Lucas, S. Martin, N. Perera, K. Reese, C. Sanburn, M. Watters, D. Whitton

Guests: J. Buckrop, A. Beach, C. Airriess, B. Frankel, R. Kovac

A motion was made and seconded to approve the minutes of February 25, 2021.

No nays noted. No abstentions noted.

Motion carried.

2. Announcements

- A. Next Scheduled Meetings

University Senate – Thursday, April 22, 2021, 4:00 p.m., WebEx/Zoom

Senate Agenda Committee – Monday, April 12, 2021, 2:00 p.m., WebEx/Zoom

- B. Indiana Commission for Higher Education- Application for Faculty Position on the commission. Tarek Mahfouz wanted to share information about this position. It is a two-year service position. The deadline for application submission is Friday April 16, 2021. He will share the application information including the schedule for monthly meetings. The commission needs to know that you are able to attend the meetings.
- C. Proposed Amendment SB414 #30- Tarek Mahfouz stated this has not been discussed with the administration yet because it was just received. Sam Snideman provided additional information and explanation. Sam explained this will be work for the Government Relations office to complete but will have no impact on faculty and staff. Work will be done over the summer into the fall with a deadline of November 21, 2021. Concerns about wording and language was raised. Sam Snideman stated he is available and willing to answer any questions anyone has moving forward.

3. Recognition of Deaths – There are no deaths to report presently.

4. Questions Directed to President Mearns

President Mearns wanted to share some information with the University Senate, topics and discussion included but not limited to the following:

- Update from the Indiana General Assembly- the University is working to persuade the Assembly to not use the current formula for allocating funds.
- We are cautiously optimistic about a possible return to a 2% raise based on merit pending allocations.
- Enrollment is doing well. Fewer undergraduates have withdrawn as compared to last spring. The returning undergraduate numbers are good and the freshman class coming in Fall 2021 continues to grow.
- Strategies are being implemented to increase enrollment, including on campus orientation.
- Indiana Governor Holcomb has changed the mandatory face mask order to an advisory order, beginning April 6, 2021. Ball State University will continue to require the use of face masks inside campus buildings and when social distancing cannot occur. If recommendations are made to change this policy, that will be shared with the university.
- The Honors College is concerned about actions taken in response and in prevention of the safety of the LGBTQ community on campus. As a result of an incident fall 2020, the President mobilized additional security forces to prevent another incident. President Mearns is very open to suggestions on how to improve the prevention of political and racial violence on campus, possibly including the Honors College in a task force.

- Excitement regarding the vaccination clinic available at the College of Health was expressed. At this time, vaccination is encouraged but not required. If this changes, it will be communicated to the university. A possible incentive is being considered.

5. Committee Reports

- A. Governance and Elections Committee – Suzy Smith- Terry Heifetz is substituting for Suzy Smith. Suzy continues to field responses from the survey. One committee was missed and a reminder is going out to committees that did not respond.
- B. Faculty Council – Jon Truitt- The council met on March 18, 2021. A few reports were received from committees. The council approved the Promotion and Tenure Document revisions and the Joint Appointment statement. They do anticipate receiving a final report and recommendations from the University Core Curriculum subcommittee at the next Faculty Council meeting on April 15, 2021. There will be a regimented discussion time implemented at the meeting.
- C. Professional Personnel Council – Sam Snideman- The council met on March 4, 2021. A few committee reports were received. There is no other information to report.
- D. Student Government Association – Connor Sanburn/Dylan Lewandowski- Dylan reported that the Student Government Association elections have concluded. Connor and himself are conducting transitional meetings over the next month with the incoming slate. Several members will be presenting at the Board of Trustee meeting tomorrow, March 26, 2021. The process for selecting the next student member to serve on the Board of Trustees is underway. Several applications have been received.

6. Report by Chairperson of Senate – Tarek Mahfouz – Gantt chart (Enclosure #1) - Issues in the Senate System  
Tarek Mahfouz reviewed each item briefly, highlighting the current location and ongoing nature of each. These items included:

1. Core Curriculum Revision- Tarek serves on the committee- The committee will be providing their final report and recommendations including a question and answer document and a common themes document. This report will be received by Faculty Council on April 15, 2021.
2. Board of Trustee Membership Ad hoc- We will be discussing this today.
3. UEC- BA/BS Program Distinctions- still with UEC- There is no new information to report at this time.
4. UEC- Credit for Prior Learning- There is no new information to report at this time.
5. UPT Editorial Changes- The revisions have been approved by Faculty Council on March 18, 2021 and will be made an announcement at the next University Senate meeting on April 22, 2021.
6. UPT Joint Appointment Statement- This item has been approved by Faculty Council on March 18, 2021 and will be made an announcement at the next University Senate meeting on April 22, 2021.
7. Charge to all Committees - We have already heard an update from Terry Heifetz.

7. Question and Answer Period: There were no questions asked at this time.

8. Unfinished Business:

- A. Board of Trustee Ad hoc Committee report/response- Jim Flowers (Attachment titled AdHocCmteTrusteeMembershipFinalReport)

Tarek Mahfouz hopes that everyone has read the document provided by the Ad hoc committee. The committee has requested that Ron Kovac present the final report. Ron will be given five minutes to make his report. Any counter points will be given five minutes and then each will be allowed two minutes after that.

Ron Kovac provided a detailed summary of the steps taken from start to finish by the Ad hoc committee referencing the written report provided. Questions for other members of the Ad hoc committee were invited. Discussion ensued including by not limited to the following points:

- A coalition was not formed.
- The memo from the President and Board of Trustees explaining their position was referenced.
- The Ad hoc committee members were thanked for their efforts and hard work.
- Question regarding what issue are we trying to resolve by adding a member to the Board of Trustees?
- The Chairs of University Senate and Faculty Council meet with the administration.
- The Provost and President attend University Senate meetings regularly to enhance communication.
- Ninety-Five percent of responses to the Ad hoc Committee survey stated they support the proposal.
- What other ways to increase communication with administration is needed?
- The University Senate serves as an advisory group to the Board of Trustees currently.

- Suggestions to improve the information accessible to governance participants including posting minutes from councils and committees, live links to committee information/pages.
- Research article titled Advancing Higher Education was referenced and link provided talking about communication between faculty and administration.  
[https://www.tiaainstitute.org/sites/default/files/presentations/2017-02/ahe\\_governance0110\\_03.pdf](https://www.tiaainstitute.org/sites/default/files/presentations/2017-02/ahe_governance0110_03.pdf)
- Student Government Association supports the addition of a faculty member on the Board of Trustees.
- It was explained that under Indiana Law, you are prohibited by law to serve on the board of an entity if you are also employed by that entity. Our Governor and legislature have determined that law.
- We have plenty of advisory groups already established and more being established as needed.
- There is always room for improvement when it comes to governance representatives communicating information.
- Options were provided on how to move forward with this information, from revising the proposal, sending it directly back to the Board of Trustees, to table to discussion, etc.
- Based on background information provided, this change would need to go through the Indiana Assembly.
- As an Ad hoc Committee their work and final report has been submitted and is concluded.

A motion was made and seconded to table the discussion on this report and revisit it at a future meeting.

No nays noted. No abstentions noted.

Motion carried.

9. New Business: There is no new business presently.

10. Other Items:

A. Tarek Mahfouz will provide updates to the Board of Trustees on March 26, 2021.

11. Adjournment:

A motion was made and seconded to adjourn at 5:35 p.m.

No nays noted. No abstentions noted.

Motion carried

Respectfully Submitted,

Connie McIntosh, Secretary

/ba

Members Present: B. Dale, J. Fry, V. Gondi, K. Hennessee, K. Heuett, T. Ho, T. Horan, J. Huff, J. Kandiah, F. Kitchens, R. Kraus, K. Kreamelmeyer, A. Kuban, A. Latz, M. Lee, S. Lee, L. Li, J. Lorch, C. Luchs, T. Mahfouz, C. Malone, M. Marvel, K. Mesarosh, P. Nagelkirk, D. Nardi, J. Papandria, C. Placek, P. Schaal, S. Snideman, R. Snow-Rice, P. Spengler, K. Trainor, J. Truitt, J. Walls, B. Wagner, J. Ward, J. Warner, M. Wilson, A. Yen, M. Zhang

Substitutes: R. Cohn for M. Lorsung, M. Subir for J. Tye

Members Absent: S. Abebe, C. Baas, V. Birk, B. Frankel, R. Groeber, F. Jin, D. Lewandowski, D. Roof, C. Sanburn, M. South, K. Turcotte, L. Wang

The Chairperson of the 2020-21 Faculty Council, Jon Truitt called the meeting to order at 4:00 p.m. Roll call was taken by logging into the Zoom meeting.

A motion was made and seconded to approve the minutes of February 18, 2021.

No nays noted. No abstentions noted.

The motion carried.

1. Announcements

A. Next scheduled meetings

- Items for next agenda to be received by Senate Office no later than Friday, April 2, 2021 for electronic review by Faculty Council agenda committee
- Faculty Council – April 15, 2021, 4:00 p.m., WebEx/Zoom Online Conference

B. Items currently in committees- GANTT Chart (Enclosure #2)

1. Core Curriculum revisions- The forums have concluded. The committee is working to create two documents to be distributed.
2. Graduate Education Committee- Taught with policy- This item will be removed from the GANNT Chart because the committee has withdrawn the proposal.

2. Committee Reports:

- A. Academic Freedom and Ethics- Jon Truitt- The committee is currently responding to the Governance and Elections charge to define our purpose/membership and working on updating bylaws.
- B. Academic Technology- Michael Lee- The committee has not met since the last Faculty Council meeting on February 18, 2021. They will meet again at the end of this month.
- C. Creative Arts- Amanda Latz- The committee continues to work with Sarah Lee to evaluate proposals and distribute funds. All is going well.
- D. Creative Teaching- There is no report at this time.
- E. Graduate Education- Chris Luchs or Liu Li- There is no report at this time.
- F. Faculty Salary & Benefits- Alan Yen- The committee continues to work on reviewing the salary documents. There will be more to report at the next meeting in April.
- G. Non-Tenure-Line- Tarek Mahfouz- The committee met yesterday, March 17, 2021. They are researching the best practices regarding part-time faculty and if that time should or could be considered once faculty become full-time.
- H. Research- Jess Ward- The committee continues to consider applications.
- I. Special Leave- Mary Lou Vercellotti – There is no report at this time.
- J. Teaching Evaluation- There is no report at this time.
- K. Undergraduate Education- Joyce Huff- The committee continues to review requests for new and revised programs. The reviews are going well.
- L. University Core Curriculum- Carolyn Malone- The committee is working on creating and distributing two documents. The first is a question and answer document. The second is a summary of the themes that

emerged during the open forums. The committee also plans to determine if they want to present a revised proposal, an unchanged proposal or withdraw the proposal. They are aware that the final Faculty Council meeting for 2020-21 is April 15, 2021. They do hope to distribute the documents no later than April 2, 2021. She wanted to also make clear that it is not the intention of this committee to populate the core curriculum in any way. That is not what this proposal is about.

3. Unfinished Business- There is no unfinished business currently.

4. New Business

A. University Promotion and Tenure Committee- Editorial Changes- Henry Wang (Enclosure #2 and attachments titled; Editorial Changes to UPT Document, University P&T Document 2021-2022)

A motion was made to consider this item of business.

Henry Wang provided a summary of the editorial changes and referenced the enclosure and attachments. Discussion ensued including but not limited to the following:

- Within the University Promotion and Tenure Document under Section 35.7.2.2.2- The date of September 15<sup>th</sup> was added as the deadline because it is a set date, rather than the deadline be the second week of September, requiring an individual to reference a calendar to determine the date.
- A grammar correction in Section 35.4.1.1.1 of the University Promotion and Tenure Document, “shall be” appears twice. One “shall be” will be removed.

A motion was made and seconded to approve the editorial changes and provide this information as an announcement at the next University Senate meeting on April 22, 2021.

No nays noted. No abstentions noted.

The Motion carried.

B. University Promotion and Tenure Committee- Joint Appointment Statement in Faculty Handbook- Henry Wang (Enclosure #3 and attachments titled; Joint Appointments Task Force Report, Miami University Joint Faculty Guidelines, The College of William and Mary1)

A motion was made and seconded to consider this item of business.

Henry Wang provided a summary of the editorial changes and referenced the enclosure and attachments. Discussion ensued including but not limited to the following:

- This change would be added to the 2021-22 Faculty and Professional Personnel Handbook.
- Memorandum of Understanding (MoU) would be a three-five year agreement between the two departments and faculty member which could then be renewed, revised or terminated.
- The Joint Appointment Task Force Report should be shared with units.
- Consideration of the joint appointment MoU would improve the evaluation process.

A motion was made and seconded to approve the Joint Appointment Statement in the Faculty and Professional Personnel Handbook for 2021-22 and make this an announcement at the next University Senate meeting on April 22, 2021.

No nays noted. No abstentions noted.

The Motion carried.

5. Question and Answer Period.

Jay Kandiah was present to answer questions. Jay encouraged all faculty to continue encouraging students to wear masks and social distance. The COVID vaccine will be available through the College of Health sites soon. They will be working the local department of health. This service will be available on Wednesdays and Fridays with an appointment made prior. Information has been shared and will again be shared about this opportunity.

Jon Truitt explained that student organizations are also being encouraged to reinforce mask wearing and social distancing at activities on and off campus.

6. Other items- There are no other items currently.

7. Adjournment

A motion was made and seconded to adjourn at 4:46 p.m.

The motion carried.

Respectfully submitted,

Rachel Kraus, Secretary

/ba



Members Present: H. Allen, M. Baker, L. Bevans, A. Brandon, M. Brown, W. Cooper, C. Daily, J. Davis, J. Dee, S. Fulton, D. Garreth, K. Gayes, A. Haworth, R. Hillenberg, M. Hudson, K. Kelsey, M. Kovach, J. Marconi, C. Placek, A. Romano, J. Shimkus, S. Snideman, L. Speer, M. Sorrell, R. Wilson

Substitutes: B. Million for M. McGriff

Members Absent: S. Arnold, A. Barrett, J. Blyth, M. Clayton, J. Hopwood, S. Jenkins, S. Martin, K. Nolan, K. Quill, J. Rattray, K. Reese, M. Watters, N. Werner, D. Whitton, H. Williams

Ex Officio (non-voting) Members Present: M. Shaw, J. Truitt

Members/Ex Officio Members Absent: T. Mahfouz, C. Sanburn

The Chairperson of the 2020-21 Council, Sam Snideman, called the meeting to order at 4:00 p.m. Roll call was taken by joining the Zoom meeting. Quorum was met.

Approval of the minutes from February 4, 2021 was entertained.

A motion was made and seconded to approve the minutes.

No nays noted. No abstentions noted.

The motion carried.

1. Announcements

- A. Next meeting: Professional Personnel Council: Thursday, April 1, 2021, 4:00 p.m., Zoom/WebEx  
The date was reviewed.

2. Committee Reports:

- A. Admissions and Credits- Abby Haworth- The committee has not met. No business to report.  
B. Master Planning and Facilities- Will Cooper- The committee has met since the last Professional Personnel Council meeting on February 4, 2021. They have submitted their recommendations to the Governance and Elections Committee regarding the committee's charge and membership. They received a Bernard Greenhouse update recently.  
C. Professional Personnel Salary and Benefits- James Shimkus- The committee met on February 17, 2021. They have received all the annual salary increase plans, reviewed them and approved them with minor adjustments. They continue to work on making the standard evaluation process more efficient.  
D. Global Engagement- James Shimkus- The committee met on March 2, 2021. The study abroad program is still suspended but may resume in fall of 2021. The decision to resume will be made closer to May 2021. There are some virtual tours available for international students. If anyone is aware of any international students struggling with anything, please contact Dr. Varela, Director of International Services so that he can help them immediately. The links below are for the Rinker Center for International Programs. Please like and subscribe.  
<https://www.facebook.com/RCIP.BSU>  
<https://www.linkedin.com/company/rinker-center>

3. Unfinished Business- There is no unfinished business currently.

4. New Business- There is no new business currently.

5. Items in Committees- GANNT Chart (Enclosure #1)- Professional Personnel Council does not have any business listed on the GANNT Chart currently.

6. Question and Answer Period

No questions were asked. Sam Snideman reminded everyone that he is available to answer questions or take concerns at any time.

7. Other items

8. Adjournment

A motion was made and seconded to adjourn Professional Personnel Council at 4:10 p.m.

No nays noted. No abstentions noted.

The motion carried. \_\_\_\_\_ Respectfully submitted, Julie Hopwood, Secretary/ ba

## University Governance Schedule of Meetings 2021-2022

### August 2021

16 *Senate Agenda Committee*  
26 Governance & Elections  
26 University Senate

### September 2021

2 Faculty Council  
9 Professional Personnel Council  
20 *Senate Agenda Committee*  
30 Governance & Elections  
30 University Senate

### October 2021

7 Faculty Council  
14 Professional Personnel Council  
18 *Senate Agenda Committee*  
28 Governance & Elections  
28 University Senate

### November 2021

4 Faculty Council  
11 Professional Personnel Council  
15 *Senate Agenda Committee*

### December 2021

2 University Senate

### January 2022

10 *Senate Agenda Committee*  
20 Governance & Elections  
20 University Senate  
27 Faculty Council

### February 2022

3 Governance & Elections  
3 Professional Personnel Council  
14 *Senate Agenda Committee*  
17 Faculty Council  
24 University Senate

### March 2022

3 Professional Personnel Council  
14 *Senate Agenda Committee*  
17 Governance & Elections\*\*  
17 Faculty Council  
24 University Senate

### April 2022

7 Professional Personnel Council  
11 *Senate Agenda Committee*  
14 Governance & Elections\*\*  
14 Faculty Council  
21 University Senate

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### ***Rooms are pending approval of in-person governance meetings:***

University Senate, Faculty Council, and Professional Personnel Council meetings will take place @ 4:00 PM in LB 125. (until further notice all meetings are by WebEx/Zoom)

Senate Agenda Committee meetings will take place @ 2:00 PM in LB 104 (WebEx/Zoom)

Governance and Elections Committee meetings will take place @ 8:10 AM in BL 301 (WebEx/Zoom)

\*\*Optional meeting, depending upon the status of the Senate Executive slate.

Faculty Council March 21, 2019- Excerpt from the minutes:

First proposal- Reduction of Core Curriculum to 30 credit hours.

1. Reduction of core curriculum from 36/37 to 30 credit hours. This change would not take effect until the new core curriculum is approved.

A motion was made and seconded to have a discussion regarding the proposal to reduce the core curriculum to 30 credit hours. Discussion ensued and included but was not limited to the following:

- The University Core Curriculum Committee was commended for their work.
- Concern that the core courses are not made clear in the proposal
- Concern that the core curriculum is too large
- There is not enough guarantee that the next phase will meet some departments' needs
- Some people would like to have public forums on the framework
- They do not have enough confidence in this plan to endorse it at this time

Tarek Mahfouz withdrew his motion to discuss the reduction of core curriculum credit hours. Tarek also wanted to reiterate that what is being discussed today is the concept of the framework, not the actual population of core curriculum courses.

Chair Yaron Ayalon explained that because the motion to discuss the credit hours reduction has been withdrawn, the council can discuss other items. Discussion ensued.

University Council Chair Laura Helms provided information regarding Strategic Enrollment Planning. Laura reported that the University has consistently lost approximately 100 out of 700 students each year due to transfer issues.

Malcolm Cairns motioned and Jessi Haeft seconded to approve the reduction of Core Curriculum from 36 credit hours to 30 credit hours.

A paper ballot was suggested by Chair Ayalon. A paper ballot was conducted and concluded.

Results of the paper ballot were as follows.

Thirty-one (31) ballots voting YES.

Seven (7) ballots voting NO.

The motion carried.

SAC 3.15.21  
FC 3.18.21

University Senate  
April 22, 2021  
Enclosure #3

TO: Jon Truitt, Chair, Faculty Council  
FROM: Henry Wang, Chair, University Promotion and Tenure Committee  
DATE: March 2, 2021  
IN RE: The University Promotion and Tenure Document

The University Promotion and Tenure (UPT) committee has completed our UPT document for academic year 2021-2022. This document reflects a number of editorial changes from our current year document. In addition, we also include the following new items to the document: 35.2.10, 35.5.4.1, and 35.7.2.2.1.6. Specifically, item 35.2.10 is a definition of joint appointment, item 35.5.4.1 is a general guideline of handling joint appointment in academic units, item 35.7.2.2.1.6 is an addition to the list of reasons pertaining to stopping tenure clock. Attached please find our 2021-2022 UPT document with track changes and a detailed list of changes made to the document.

We look forward to meeting with you to discuss our 2021-2022 UPT document at your earliest convenience.

Respectfully,  
Henry Wang, Chair  
University Promotion and Tenure Committee

#### Editorial Changes Requested to UP&T Document

1. Page 1, Section 35.1.6: Remove “departmental “. It reads “The collegiate policies and criteria for promotion and tenure must be ... “
2. Page 2, remove extra space in between 35.2.6. and 35.2.7.
3. Page 3, Section 35.3.1: Change it into “There are three basic academic ranks for the consideration of promotion and tenure:”
4. Page 8, 35.4.3.2.2., change “asblia” to “as”
5. Page 8, section 35.5.1. remove extra space in between department faculty
6. Page 12, Section 35.6.6: add “the credentials of any candidate who is appealing an adverse decision from a departmental committee shall not be forwarded to the college committee until the appeal process has been completed.” at the end of the sentence.
7. Page 12, Section 35.6.10: Move “All candidates for promotion and/or tenure will be informed of the department ...” to at the end of Section 35.6.1 on page 11.
8. Page 15, Section 35.7.8.2 and 35.7.8.3: move “and” from Section 35.7.8.2 to Section 35.7.8.3.
9. Page 15, Section 35.7.9.4: Renumber section 35.7.9.4 into 35.7.7.4.
10. Page 15, 3.5.7.2.3.3. page 22, 3.5.9.2.7 – his or her
11. Page 16, Section 36.7.10: Update “The College Committee shall review and evaluate the credentials of all collegiate tenure-track persons in the fourth year and forward those credentials, with recommendations, to the dean; the credentials of any candidate who is appealing an adverse decision from a departmental committee shall not be forwarded to the college committee until the appeal process has been completed.”
12. Page 16, change 3.5.7.9.4 to 3.5.7.8.4
13. Page 16 update section numbering for 35.7.121. to 35.7.12.1.

14. Page 19, 35.8.1.2.2., remove period after 2
15. Page 19, section 35.8.1.2.7. correct formatting – indent
16. Page 20, section 35.9.2.5. change believes into believe
17. Page 21, section 35.9.3.2.1. remove extra space in thirty calendar days and hyphenate thirty day here and throughout document
18. Page 23, section 35.9.3.6.4. remove extra space in “panel to record”
19. Page 28, section 35.9.4.8.6. change desires to desire
20. Page 16, change 3.5.7.9.4 to 3.5.7.8.4
21. Page 22, change 3.5.10.3.1.1. to 3.5.9.3.1.1.
22. Page 25, section 35.9.4.3. delete "39TBases for Request for Appeal39T"

SAC 3.15.21  
FC 3.18.21

University Senate  
April 22, 2021  
Enclosure #4

TO: Jon Truitt, Chair, Faculty Council  
FROM: Henry Wang, Chair, University Promotion and Tenure Committee  
DATE: March 2, 2021  
IN RE: Joint Appointment Statement in Faculty Handbook

The University Promotion and Tenure (UPT) committee has reviewed the report prepared by the joint appointment task force directed by the Provost. The committee feels that some language should be included in the Faculty Handbook defining joint appointments.

We are sending forward two sample documents to demonstrate the kind of language that might be considered, and recommend it might be included in section 16.1.4, where the definitions of other appointments are included. We are also sharing with you the full report from the Task Force, to be used as a reference document for units that are considering joint appointments.

Respectfully,  
Henry Wang, Chair  
University Promotion and Tenure Committee

Special Assigned Leave (SAL) Committee

## Proposal – Quality Assurance

### Problem:

Currently, the SAL committee is tasked with RANKING the SAL proposals. However, in the new decentralized funding model, the ranking is not as useful because the Provost does not fund the proposals using the ranking. The Provost has mentioned that a measure of quality assurance would be more helpful than a ranked list, given the decentralized funding model.

### Proposed Solution:

In addition to the ranking, the SAL committee takes a “approval” vote on whether the committee member supports SAL for that application or does not support the SAL at this time. Each application would require a vote by the voting members of the committee. A simple majority would be needed for the motion to pass. The report to the Provost would include the vote results of how many committee members voted to approve the SAL application (e.g., 7 -0, 6-1 ... 0-7). The Provost can then consider the level of faculty support for each SAL application.

### Implications

This proposed solution maintains the original intent of the committee—that the faculty reviews and evaluates faculty proposals for SAL.

The approval vote may be useful in the situation of formal Appeals (see Proposal -SAL Appeals)

Special Assigned Leave (SAL) Committee

## Proposal – Appeal Process

### Problem:

Previously, the SAL committee evaluated and ranked each eligible SAL proposal. The Provost no longer funds SAL proposals based on the ranking by the SAL committee. Instead, the Deans must decide how many and which SAL applications can be funded or covered at no cost. In the new InfoReady application system, both the department Chair and the Dean has to approve the application in order for the application to be forwarded to the SAL committee. There are two important (unintended) consequences to this change: This change saves the SAL committee from reviewing applications which the Deans will not fund. But, it also takes the SAL committee out of the position of determining the most deserving applications. A Dean can refuse to fund or deem an application unworthy of support, and the faculty member has no recourse.

### Proposed Solution:

For any completed SAL application which is NOT forwarded to the SAL committee for review, the Dean must notify the faculty member of that decision within two (2) working days. The written notification must include the reason for the decision. If a faculty member does not agree with the Dean's rationale behind not forwarding an application to the committee, the faculty member can supply additional information to the Dean for reconsideration within two (2) business days. If the faculty member and the Dean do not agree, the faculty member can appeal to the SAL committee. The SAL committee can review the applications to include in the ranking and provide a quality assurance vote. The Provost can then take the SAL committee recommendation and the Dean's explanation into consideration to mediate/settle the appeal.

### Implications

This proposed solution maintains the original intent of the committee—that the faculty reviews and evaluates faculty proposals for SAL.

The solution adds a process for a faculty member to dispute a Dean's decision about SAL. The faculty member can use the quality assurance vote in their Appeal of a Dean's decision.



## Teaching Evaluation Committee

Currently, the TEC committee has three ex-officio members, including one from the Office of Educational Excellence and one from Unified Technology Support (UTS). The office of Educational Excellence no longer exists. It seems as though the Division of Online and Strategic Learning is the most relevant successor. Unified Technology Support is less relevant because that department no longer processes course evaluation forms. (That work is now completed by the vendor IOTA Solutions).

### Proposal:

1. Update Non-Voting members

#### 10.8.4.11.1.2. Non-Voting

10.8.4.11.1.2.1.A representative from the Office of Educational Excellence;

10.8.4.11.1.2.2.The Director of Unified Technology Support, ex officio, or a designee; 10.8.4.11.1.2.3.The Assistant Director of Research and Academic Effectiveness, ex officio, or a designee.

*To*

#### 10.8.4.11.1.2. Non-Voting

10.8.4.11.1.2.1.A representative from the Division of Online and Strategic Learning;

10.8.4.11.1.2.2.The Assistant Director of Research and Academic Effectiveness, ex officio, or a designee.

2. Update the Handbook from:

10.8.4.11.2.5. To initiate and oversee the implementation of policies to insure the security of data collected by Information Technology Services.

*To*

10.8.4.11.2.5. To initiate and oversee the implementation of policies to insure the security of data collected during student-completed course evaluations.

## Faculty Salary & Benefits Committee/ Professional Personnel Salary & Benefits Committee Joint Proposal:

The Faculty Salary & Benefits (FSB) and the Professional Personnel Salary & Benefits (PPSB) had discussed ways to enhance the collaboration between the two committees when addressing the committee membership and responsibility review required by the Senate Governance and Election Committee. At the end of the discussion, both committees agreed to make a joint proposal to the University Senate on changing the voting membership to include the chairperson from the respective committees.

*The Professional Personnel Salary and Benefits Committee proposes that the chairperson of the Faculty Salary and Benefits Committee be made a Voting-Member of the Professional Personnel Salary and Benefits Committee, while in reciprocity the Faculty Salary and Benefits Committee proposes that the chairperson of the Professional Personnel Salary and Benefits Committee be made a Voting-Member of the Faculty Salary and Benefits Committee*

*This joint proposal aims to expand collaboration, encourage engagement, and focus joint efforts to “recruit and retain outstanding faculty and staff” (Strategic Goal 4), and enhance “institutional effectiveness and inclusive excellence across all dimensions of our work [to inspire] a positive and vibrant culture of wellbeing that helps faculty and staff lead engaged and meaningful lives.” (Strategic Goal 5).*

### Proposal:

Update the Voting Membership of the Faculty Salary & Benefits Committee, and the Professional Personnel Salary & Benefits Committee.

C. 10.8.4.6 Faculty Salary and Benefits Committee

D.

E. 10.8.4.6.1. Membership – The membership of the Faculty Salary and Benefits Committee shall consist of the following:

F. 10.8.4.6.1.1. Voting

10.8.4.6.1.1.1. Eight faculty members appointed by and from membership of the Faculty Council, one representing each college, for staggered two-year terms; **and the chairperson of the Professional Personnel Salary and Benefits Committee;**

10.9.4.8. Professional Personnel Salary and Benefits Committee

10.9.4.8.1. Membership – The membership of the Professional Personnel Salary and Benefits Committee shall consist of the following:

10.9.4.8.1.1. Voting

10.9.4.8.1.1.1. Seven professional personnel members appointed by and from the membership of the Professional Personnel Council for staggered two-year terms; **and the chairperson of the Faculty Council Salary and Benefits Committee;**

University Core Curriculum Committee  
University Core Curriculum Subcommittee Structure

Motion

In response to an annual review of the function of this subcommittee, the members offered changes in the committee's structure in order to better fulfill its role of evaluating core curriculum new course proposals and revisions.

1. **MOTION:** Add the Director of Assessment and Accreditation as an ex-officio member of the UCC subcommittee. a. **MOTION CARRIED.**

- The addition aids the role of evaluating proposals in terms of learning outcomes.

2. **MOTION:** Revise language: Director of Academic Advising or designee as an ex-officio member to Director of Freshman Academic Advising as an ex-officio member. a. **AMMEND**

• **MOTION CARRIED.**

- The addition adds a member of the unit that is intimately acquainted with the implementation of the core.

3. **MOTION:** Implement both Sciences and Humanities representation for COSH. a. One representative from Science, one representative from Humanities.

b. Yes – 7, No – 0, Abstain – 1

c. **MOTION CARRIED.**

- Committee members should be positioned to advise and recommend courses for addition to revision. Adding two members for each domain aids this effort.

4. **MOTION:** To incorporate a non-voting seat to an Honors College representative. a. Yes – 7, No – 0, Abstain – 1

b. **MOTION CARRIED.**

- Having the option for the Honors College to participate in committee deliberations broadens the relevance of the committee's work.

To: Senate Agenda Committee  
From: Tenure-Line Faculty of the Department of Theatre and Dance via Karen Kessler  
Date: April 5, 2021  
Re: Handbook Language Regarding Unit Electorate Votes

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This is to request a change in language to the Faculty and Professional Staff Handbook in Section II, Paragraph 54.2. Paragraph 54 outlines the election of Chairpersons/Directors for schools, departments, and units.

Section II, Paragraph 54.2 of the current Handbook delineates the ability of the Tenure-Line Faculty to vote an invitation to the Non-Tenure Line faculty to participate in the "election" of a unit head. The language reads, "The electorate will consist of tenure-line faculty members of the affected unit and, by invitation of a majority of the tenure-line faculty, full time non-tenure-line faculty members of that unit. If an invitation is to be extended to full time non-tenure-line faculty members, it will occur prior to any voting on the appointment by the affected unit."

The Tenure-Line faculty of Department of Theatre and Dance would like to have the ability to include the Professional Staff who are part of our department in any such invitation.

The proposed language change could read, ""The electorate will consist of tenure-line faculty members of the affected unit and, by invitation of a majority of the tenure-line faculty, full time non-tenure-line faculty members and professional staff of that unit. The votes to include the non-tenure-line faculty members and the professional staff should be separate votes. If an invitation is to be extended to full time non-tenure-line faculty members and/or professional staff, it will occur prior to any voting on the appointment by the affected unit."

The Tenure-Line faculty of the Department of Theatre and Dance feel *strongly* that our professional staff are important participants in the everyday success of our department and deserve to be enfranchised in the election of leadership. We ask for this change in language so we may enfranchise them in future votes.

Thank you for your consideration of our request.

On behalf of the Academic Technology Committee, I would like to submit the following as a proposal for changes in membership to the Academic Technology Committee:

In a recent Academic Technology Committee meeting, the committee conducted and passed a vote to recommend the amendment of our membership clause with the following changes:

1. The specification that one (1) of our three (3) professional personnel voting members must be from University Libraries;
2. Adding the Assistant Provost for Learning Initiatives, ex officio, or a designee as a non-voting member;
3. And, adding a representative of the Accessible Technology Lab (ACT) as a non-voting member.

The specification of a University Library voting member is a way to formalize representation that has persisted for many years until this most recent round of committee assignments. University Libraries plays an integral role in how students and faculty access academic technology and as such, should formally be represented on the Academic Technology Committee.

The addition of the Assistant Provost for Learning Initiatives non-voting member role is necessary because the Division of Online and Strategic Learning (DOSL) falls under this person's purview and it was brought to the Committee's attention that faculty and staff Academic Technology needs are funneled through DOSL to Information Technology. This addition ensures continuity in this chain of reporting user needs.

The addition of a non-voting member from the Accessible Technology Lab is to ensure that accessibility needs are always represented and included in conversations involving academic technology. This is necessary from a perspective of Inclusive Excellence.

The Academic Technology Committee has prepared the following clause to replace our current membership (Green highlighting indicates new language):

#### 10.8.4.2. ACADEMIC TECHNOLOGY COMMITTEE

10.8.4.2.1. Membership—The membership of the Academic Technology Committee shall consist of the following:

##### 10.8.4.2.1.1. Voting

10.8.4.2.1.1.1. Eight faculty members appointed by the Faculty Council, one representing each college, at least one of whom must be a member of the Faculty Council, for staggered two year terms;

10.8.4.2.1.1.2. Three Professional personnel from appointed by the Professional Personnel Council, at least one of whom must be from University Libraries

10.8.4.2.1.1.3. Two students appointed by Student Government Association, for a one year term.

##### 10.8.4.2.1.2. Non-voting

10.8.4.2.1.2.1. Provost and Executive Vice President of Academic Affairs, ex officio, or a designee;

10.8.4.2.1.2.2. Vice President of Information Technology, ex officio, or a designee.

10.8.4.2.1.2.2 Assistant Provost for Learning Initiatives, ex officio, or a designee

10.8.4.2.1.2.3 Representative of the Accessible Technology Lab (ACT)

Thank you,  
Scott Reinke  
Chair, Academic Technology Committee

Good morning,

My name is Jayson Jarrett from the Ball State Veterans' Affairs Office. I want to reach out to get your input on a new requirement for all schools receiving GI Bill funding that was recently passed by Congress.

Public Law 116-315 (Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020) says all schools who receive GI Bill funding must adhere to the VA's "Principles of Excellence" program; we must agree to adhere to this program by June 15, 2021 and must be compliant by August 1, 2021.

One of the Principles states that all schools must *"Allow for [students] to be gone for both long and short periods of time due to service obligations (service [students] must fulfill) for active-duty service members and Reservists"*.

We also must *"maintain a policy to accommodate Service members and reservists to be readmitted to a program if they are temporarily unable to attend class or suspend their studies due to service requirements"*.

The VA's official site for the Principles of Excellence program can be found here:  
<https://www.va.gov/education/choosing-a-school/principles-of-excellence/>

I know the University has already codified a policy for absences due to military obligations, I was wondering if this additional language could be/needed to be added to ensure we are compliant with this new federal legislation.

Thoughts?

Jayson Jarrett, MA  
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Veterans Affairs  
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### Issues in the Senate System, 2020-21 (04.14.21)

FACULTY COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
Core Curriculum Revision	To FC	03.21.19												
	Tabled to FC	04.18.19												
	Sent to UCC To FC	04.15.21												
PROFESSIONAL PERSONNEL COUNCIL				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
STUDENT GOVERNMENT ASSOCIATION				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											
UEC- BA/BS Program Distinctions	SAC	01.06.20												
	To UEC													
UEC-Credit for Prior Learning	SAC	08.17.20												
	To UEC													
UPT Document Editorial Changes	SAC	03.15.21												
	FC	03.18.21												
	SAC	04.12.21												
	Senate- Annc.	04.22.21												
UPT Joint Appointment Statement	SAC	03.15.21												
	FC	03.18.21												
	SAC	04.12.21												
	Senate- Annc.	04.22.21												
COI/COC Policy	SAC	04.12.21												
	Senate	04.22.21												
SAL- Quality Assurance	SAC	04.12.21												
	FC	04.15.21												
	Senate-Annc.	04.22.21												
SAL- Appeals	SAC	04.12.21												
	FC	04.15.21												
	Senate-Annc.	04.22.21												
FS&B/PPS&B Proposal	SAC	04.12.21												
	FC	04.15.21												

	Senate-Annc.	04.22.21											
TEC Ex officio Proposal	SAC	04.12.21											
	FC	04.15.21											
	Senate-Annc.	04.22.21											
UCC Structure Proposal	SAC	04.12.21											
	FC	04.15.21											
	Senate-Annc.	04.22.21											
Theatre & Dance Electorate Votes Proposal	SAC	04.12.21											
	FC	04.15.21											
	Senate- Annc.	04.22.21											
AF&E Ombudsperson Proposal	SAC	04.12.21											
	FC	04.15.21											
Academic Technology Comm.-Membership	SAC	04.12.21											
	FC	04.15.21											
	Senate-Annc.	04.22.21											
Veterans' Affairs Office	SAC	04.12.21											
	FC	04.15.21											
	Senate- Annc.	04.22.21											
<b>GOVERNANCE &amp; ELECTIONS</b>				<b>10%</b>	<b>20%</b>	<b>30%</b>	<b>40%</b>	<b>50%</b>	<b>60%</b>	<b>70%</b>	<b>80%</b>	<b>90%</b>	<b>100%</b>
<b>Issues</b>	<b>Committee</b>	<b>Start</b>	<b>End</b>										
Charge to all Committees	G&E	10.29.20											
	Proposals to SAC	04.12.21											



