

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #4, 2020-21)

**February 25, 2021
4:00 p.m.**

WebEx/Zoom Online Conference

Approval of the Minutes of December 3, 2020.

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, March 25, 2021, 4:00 p.m., WebEx/Zoom Online Conference meeting

Senate Agenda Committee – Monday, March 15, 2021, 2:00 p.m., WebEx/Zoom Online Conference meeting

B. Student Code Revisions- Approved by the Student Government Association on December 2, 2020.- (Enclosure #1)

C. Non-Tenure-Line Committee- Promotion Policy Addendum- Approved by Faculty Council on January 28, 2021.- (Enclosure #2)

II. Recognition of Deaths

Dr. DeVon L. Yoho

Associate Professor Emeritus of Economics & Director Emeritus of the Center for Economic Education

Retired 2012

34 years of service

Dr. Whitney H. Gordon

Professor Emeritus of Sociology

Retired 1991- adjunct until 2002

33 years of service with an additional 11 years as adjunct faculty member (44 total years)

Dr. Thomas M. Jordan

Chairperson Emeritus and Associate Professor Emeritus

Retired 2016

33 years of service

Dr. Jody Nagel

Professor Emeritus of Music Theory & Composition

Retired 2019

27 years 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 #3 - Issues in the Senate System)
- VI. Question and Answer Period
- VII. Unfinished Business
- VIII. New Business
- IX. Other Items
- X. Adjournment
- /ba

MINUTES OF THE THIRD MEETING OF THE 2020-21 UNIVERSITY SENATE
DECEMBER 3, 2020

Members Present: 40

Members Absent: 9

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 be emailed to the undersecretary for the record. It was reviewed that the Zoom meeting would be recorded and asked if there were any objections. No objections noted.

Members Present: V. Birk, J. Blyth, N. Bogart, A. Bowen, M. Carter, K. Chipman, M. Clayton, K. Coker, C. Dailey, K. Gayes, L. Gerstein, K. Hennessee, J. Hopwood, M. Kovach, D. Lewandowski, E. Lucas, T. Mahfouz, S. Martin, M. McCarthy, M. McGriff, C. McIntosh, G. Mearns, C. Montenegro, J. Place, V. Rapatz, S. Rivera-Mills, C. Sanburn, N. Seely, C. Shue, J. Shimkus, S. Smith, S. Snideman, J. Sponseller, S. Stefanski, J. Tye, M. Watters, D. Wheeler, D. Whitton, S. Wilczynski

Substitutes: J. Plowdrey for R. Yantz

Members Absent: C. Bohanon, C. Braden, O. Frausto, S. Fulton, K. Kessler, S. Lee, N. Perera, K. Reese, J. Truitt

A motion was made and seconded to approve the minutes of October 29, 2020.

No nays noted. No abstentions noted.

Motion carried.

2. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, January 21, 2021, 4:00 p.m., WebEx/Zoom

Senate Agenda Committee – Monday, January 11, 2021, 2:00 p.m., WebEx/Zoom

B. Chair Tarek Mahfouz shared two concerns. Concerns and discussion are listed but not limited to the following:

- Information sharing between University Senate Senators and their departments/colleges needs to improve
- Message received from a student explaining a student’s perspective of the current events/culture
- The events/culture currently is greatly affected the students
- Stressful times and situations need to be acknowledged and encourage awareness
- Be mindful and notice the struggles of students you have contact with
- Consider different ways to provide help
- Meetings are happening and will continue to happen with administration and student leaders

3. Recognition of Deaths

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

Dr. Craig O’Hara
Associate Teaching Professor
Department of English
Served since 2008

4. Questions Directed to President Mearns

President Mearns provided the following updates and information:

- Over the last eighteen (18) months the Inclusive Excellence group has continued to meet
- A student advisory group has been formed and has met – this will be a good way to share information
- The final Board of Trustees meeting is set for December 11, 2020
- Any student returning to campus will need to submit a negative COVID test within the 7 days prior to return
- Surveillance COVID testing will be made available in addition to symptomatic COVID testing

- Thanked everyone for their hard work and dedication through this challenging period, professionally, academically, financially, emotionally, etc. Very proud of our faculty, staff, professional personnel, and students

Questions directed to President Mearns and Provost Rivera-Mills included the following but not limited to:

- With the changes in course modality, items are being removed from class syllabuses- are the students receiving the learning they are deserved? Provost Rivera-Mills explained that all the courses are maintaining the required learning outcomes while adjusting for the changes in modality.
- Will faculty, staff and professional personnel be required to test negative for COVID after the holiday break? Present Mearns stated that the faculty, staff and professional personnel are not required to provide a negative test at this time. Rationale included data from this previous semester showed that transmission was happening in social settings and not in the classrooms. This will be taken under advisement and will depend on our community's circumstances.
- Incompletes granted to students- concerns about departments granting those incompletes. The Provost explained it is a decision made at the departmental level and is between the faculty and the student.
- Study days in the spring semester in replacement of an official spring break- emphasize to students the importance of using these days to relax and relieve stress. Suggested brainstorming ideas to suggest to students.
- Promotion and Tenure schedule- consider any adjustments if possible. Provost agreed to look into possible adjustments to the schedule.
- Expectations for graduate student teaching courses labeled as hybrid. Provost recommends that the students work with the Strategic Learning office to partner with them on designing their course.
- Any guidance being released for salary and merit documents? President Mearns explained that December 14, 2020 is the deadline, and the answer depends on the results of the state budget session. There has been a great loss of state appropriations of about ten (10) million dollars.

5. Committee Reports

- Governance and Elections Committee – Suzy Smith- The committee has not met since the last University Senate meeting. They have released a charge to all committees with a deadline for responses by January 15, 2021.
- Faculty Council – Jon Truitt was not able to attend today. No new information to share at this time.
- Professional Personnel Council – Sam Snideman- The council meeting for November 2020 was cancelled due to no new or unfinished business. The council has completed all committee appointments.
- Student Government Association – Connor Sanburn- The association is working on promotion of the study days and how students can relax and utilize the time well. The association will have additional amendments coming forward soon. Student involvement in the association is at a record high of fifty-five (55) senators currently.

6. Report by Chairperson of Senate – Tarek Mahfouz – Gantt chart (Enclosure #2) - 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- The committee is formalizing a schedule for the promised forums. Prior to the forum's questions will be collected. All the information for the forums will be sent out to the college deans and departments.
2. Graduate Education Committee- Taught/with policy revision- This item remains with the committee.
3. Board of Trustee Membership Ad hoc- No new information to report about this item.
4. Undergraduate Education Committee- BA/BS Program Distinctions- No new information to report about this item.
5. Undergraduate Education Committee- Credit for Prior Learning- This item remains with the committee.
6. Student Government Association- Voter Center Model- This item will be discussed today.
7. Charge to all Committees - Suzy Smith provided an update under the Governance and Elections Committee report.

7. Question and Answer Period:

- Will the Board of Trustee Membership Ad hoc committee item be discussed at the final Board of Trustee meeting on December 11, 2020? Tarek Mahfouz would inquire but did not believe it was listed on the agenda.

8. Unfinished Business: There is no unfinished business currently.

9. New Business:

- A. Student Government Association- SR 01-20:21- Voter Center Model- (Enclosure #2)- James Wells
James Wells was welcomed back. He provided background information regarding his history with Student Government and the Voter Center Model. James Wells is asking the University Senate to consider and endorse this item. If it is endorsed, he would then take the item to the appropriate Delaware County officials for consideration. Discussion ensued including but not limited to the following questions/concerns:
- Is there software with the capability to handle the additional needs currently? Delaware County officials would be responsible for obtaining and managing the appropriate software/equipment needs.
 - This would essentially be handled like early voting in Delaware County. Yes, in that information will be shared as it is during early voting.
 - There is a very important education piece to this - making sure voters understand and making sure training is provided to poll workers.
 - This could increase inclusiveness within the community.
 - There would be a period needed to prepare for this type of model if adopted by the county.
 - James referenced the map included in his enclosure to show examples of where these voting locations are within Delaware County near Ball State University campus.

A motion was made and seconded to endorse the Student Government Association Voter Center Model item.
No nays noted. No abstentions noted.
Motion carried.

10. Other Items: There are no other items currently.

11. Adjournment:
A motion was made and seconded to adjourn at 5:15 p.m.
Motion carried

Respectfully Submitted,

Connie McIntosh, Secretary

/ba

Members Present: C. Baas, B. Dale, B. Frankel, J. Fry, V. Gondi, T. Ho, J. Huff, F. Jin, F. Kitchens, R. Kraus, A. Kuban, S. Lee, L. Li, C. Malone, M. Marvel, K. Mesarosh, P. Nagelkirk, D. Nardi, S. Rivera-Mills, P. Schaal, S. Snideman, R. Rice-Snow, J. Truitt, K. Turcotte, B. Wagner, J. Ward, M. Wilson, A. Yen

Substitutes: G. Stamp for K. Heuett, M. Subir for J. Tye, S. Staton for K. Trainor, R. Cohn for J. Lorch

Members Absent: S. Abebe, V. Birk, C. Bohanon, R. Groeber, K. Hennessee, T. Horan, A. Latz, M. Lee, D. Lewandowski, M. Lorsung, C. Luchs, T. Mafhouz, J. Papandria, D. Roof, C. Sanburn, S. Smith, P. Spengler, M. South, J. Walls, L. Wang, J. Warner, M. Zhang

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 October 8, 2020.
No one opposed. 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, February 5, 2021 for electronic review by Faculty Council agenda committee.
- Faculty Council – February 18, 2021, 4:00 p.m., WebEx/Zoom Online Conference

B. University Core Curriculum Committee - College Core Curriculum Forum Information - (Attached Zip File - UCC College Forum Information and Enclosure #1)

<https://commcenter.bs.u.edu/message/college-core-curriculum-forums>

Sheron Fraser-Burgess is present to answer questions. There are no questions. Carolyn Malone-Faculty Council representative on the University Core Curriculum Committee provided information and encouraged everyone to thoroughly review the attachments.

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

1. Core Curriculum revisions - We have received the update.
2. Graduate Education Committee - Taught with policy - This item is still in development.

2. Committee Reports: Jon Truitt asked if there were any committee reports to share. He thanked the committees that have responded to the Governance and Elections Committee charge for their participation.

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

4. New Business

A. Non-Tenure-Line Committee - Promotion Policy Addendum - (Enclosure #3) - Holly Dickin

Holly Dickin provided a clean copy of the proposal information. She provided background information on why this proposal is needed. If this proposal is approved, an announcement of the approval will be made at the next University Senate meeting on February 25, 2021.

A motion was made and seconded to approve the proposed changes to the policy.
No one opposed. No abstentions noted.

The motion carried.

5. Question and Answer Period.

Provost Susana Rivera-Mills provided updates about a variety of topics including but not limited to the following:

- Several initiatives have moved forward regardless of COVID
- Task Force for Classroom Management and Accountability will share information soon
- Spring Academic Planning Task Force will continue to work on Summer and Fall planning
- Faculty Compensation and Benefits review Task Force will be making recommendations by the end of Spring 2021
- Summer Budget Model Committee to be in Fall 2021, looking at Summer 2022 budget
- Joint Enforcement Task Force will make recommendations this spring
- Provost Task Force on Annual Post Tenure Evaluations continues their work and review
- Campus Sustainability and Organizational Structure continue their work

There is also an active search underway for a new Dean for the College of Health and Associate Vice Provost for the University College.

There will be seven (7) committees dedicated to begin the Higher Learning Commission (HLC) accreditation process. This process takes a couple of years to complete.

A question regarding financial health of the university was mentioned. Provost stated the Governor appeared optimistic about reductions from this past year being reversed. The university is working carefully on retention numbers for the fall. We may not have much new information until closer to May 2021.

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

7. Adjournment

A motion was made and seconded to adjourn at 4:27 p.m.

The motion carried.

Respectfully submitted,

Rachel Kraus, Secretary

/ba

Members Present: H. Allen, L. Bevans, A. Brandon, M. Brown, M. Clayton, W. Cooper, C. Daily, J. Davis, J. Dee, D. Garreth, K. Gayes, A. Haworth, R. Hillenberg, J. Hopwood, S. Jenkins, M. Kovach, J. Marconi, M. McGriff, C. Placek, S. Rivera-Mills, A. Romano, J. Shimkus, S. Snideman, L. Speer, M. Sorrell, D. Whitton, H. Williams, R. Wilson

Substitutes: S. Rice for M. Shaw

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

Members/ExOfficio 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 Zoommeeting. Quorum was met.

Approval of the minutes from October 15, 2020 was entertained.

A motion was made and seconded to approve the minutes.

The motion carried.

1. Announcements

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

2. Committee Reports:

- A. Admissions and Credits- Abby Haworth was not present currently to provide a report.
B. Master Planning and Facilities- Will Cooper- The committee has met several times since last Professional Personnel Council meeting in October 2020. They are working on evaluating their committee structure and will be submitting those recommendations soon. There has been no other business.
C. Professional Personnel Salary and Benefits- James Shimkus- The committee met on January 2, 2021. They reviewed a few projects for 2021. They are working on recommendation for the standard evaluation process to help make the process more efficient and sustainable.
D. Global Engagement- James Shimkus- The committee met on January 2, 2021. He discussed the International Studies Capstone 400. Dr. Alfredo Varela is the new Director of International Services. There are hopes of international studies resuming summer of 2021 because there are students interested in studying abroad. International Students are now able to take courses through the CAP: INDY initiative.

3. Unfinished Business- There is no unfinished business.

4. New Business- There is no new business.

5. Items in Committees- GANNT Chart (Enclosure #1)- There are no items of business listed for Professional Personnel Council currently.

6. Question and Answer Period

Provost Rivera-Mills is present to answer questions.

Can employees continue to telework after COVID restrictions are lifted?

Provost Rivera-Mills explained that the telework policies created are intended to be in effect well beyond any COVID restrictions. The telework policies will continue to stand.

She thanked everyone for their hard work during this time and is looking forward to finding our new normal.

7. Other items - There is no other items.

8. Adjournment

A motion was made and seconded to adjourn Professional Personnel Council at 4:12 p.m.

The motion carried.

Respectfully submitted,

Julie Hopwood, Secretary

/ba

December 2, 2020

There are three changes to the Code below that were just approved by the Student Government Association 36-1. I've excerpted them below and also attached the entire 2021-2022 Code for you in case you need it. Please let me know when I need to show up for Senate Agenda and University Senate (looks like maybe Jan 11 and Jan 21?) meetings.

Let me know if you have any questions. Thanks! Mike Gillilan

Added to section 3.4 Application (p. 10):

- 3.4 Application This *Code*, as from time to time amended, shall apply to all undergraduate and graduate students of Ball State University at any campus location including online_ and shall be deemed a part of the terms and conditions of admission and enrollment of all students. These policies and procedures shall apply to a student's conduct even if the student withdraws from the University while a conduct matter is pending. A student's diploma and final transcript may be withheld while a conduct matter is pending.

Change to conduct procedures section 5.6.4.e Witnesses (p. 26):

- e. *Witnesses.* A respondent, complainant, and/or the director of Student Conduct, or a designee, (in their role as complainant on behalf of the University) may invite persons who have information relevant to the accusation to be witnesses and present testimony at the hearing. The hearing officer or hearing chairperson may limit the number of witnesses to avoid repetitive testimony. The names of witnesses and the main points of their testimony must be provided in writing to the OSC at least one (1) business day before the hearing. Each party shall be responsible for ensuring the physical or virtual presence of their witnesses at the hearing ~~or delivery of a written or recorded statement in lieu of personal testimony.~~ Witnesses invited by any party shall be present only while they are testifying. Character witnesses may not provide testimony at a hearing but may provide written statements to be considered only if a student is found responsible. Character witness statements will be considered for sanctioning purposes only.

Change to sanctions section 5.7.5.r (p. 31):

- r. Withdrawal of Recognition: Withdrawal of University recognition as from a student (e.g. an award) or student organization and the privileges inherent in that recognition indefinitely or for a specific period of time.

Dr. Mike Gillilan, Director
Office of Student Conduct
Division of Student Affairs
(765) 285-5036

Proposal for Addition to Faculty Handbook (re: extensions of multi-year contracts for NTL faculty)
Requested updates are marked in red.

16.1.3.1. Non-tenure-line faculty members currently employed by Ball State may have their titles reassigned based on the criteria listed in the titles and promotions chart and may be eligible to apply for the appropriate promotion level based on demonstration of excellence in their area of specialization.

16.1.3.1.1. Non-tenure-line faculty may be eligible to apply for a first promotion no earlier than the seventh (7th) year of full-time service.

16.1.3.1.2. Non-tenure-line faculty are eligible to apply for a second promotion no earlier than five (5) years of service after their first promotion.

16.1.3.1.3. Years of full-time service do not need to be continuous.

16.1.3.1.4. Salary increments may be awarded at each promotion along with a three-year contract and a five-year contract, respectively.

16.1.3.1.4. Salary increments may be awarded at each promotion along with a three-year contract and a five-year contract, respectively.

16.1.3.1.4.1. Promoted non-tenure line faculty who received a multi-year contract and are seeking to extend their multi-year contract should submit a request to their respective department in writing with documentation of continued achievement in compliance with the established departmental expectations of excellence.

16.1.3.2. Documentation of excellence may vary depending on the area of specialization.

16.1.3.2.1. Departments will create their own policies, procedures, and expectations for excellence for promotion of non-tenure-line faculty.

16.1.3.2.2. The document will be included in the department's non-tenure-line faculty merit document.

16.1.3.2.3. The document should establish deadlines for submitting written requests for multi-year contract extensions.

16.1.3.2.4. The document must be approved by the University Faculty Salary and Benefits Committee.

16.1.3.3. All promotion **and multi-year contract extension** decisions will be handled at the department level and approved by the College Dean, the Provost and Executive Vice President for Academic Affairs, Office of the President, and the Board of Trustees. **These are subject to approval and budget availability.**

December 22, 2020

I am writing to you to request to be added to the next Senate Agenda Meeting to present a request the NTL Faculty Committee has for a small addendum to the faculty handbook regarding multi-year contracts. Our proposal (provided below) addresses the absence of a policy in extending contracts beyond the original NTL promotion process. The NTL Committee is requesting the following addendums to the current handbook. I am happy to attend the SAC meeting in case anyone has questions, if allowed.

16.1.3.1.4.1 Promoted non-tenure line faculty who received a multi-year contract and are seeking to extend their multi-year contract should submit a request to their respective department in writing with documentation of continued achievement in compliance with the established departmental expectations of excellence.

Under 16.1.3.2 a new item could be added stating

The document should establish deadlines for submitting written requests for multi-year contract extensions.

Under 16.1.3.3. the following could be added

*All promotion **and multi-year contract extension** decisions will be handled at the department level and approved by the College Dean, the Provost and Executive Vice President for Academic Affairs, Office of the President, and the Board of Trustees. **These are subject to approval and budge availability.***

Thank you in advance for you time and guidance.

Sincerely,

Holly L. Dickin (she/her/hers)

Associate Lecturer, Department of Mathematical Sciences

Math Emporium and Course Coordinator, Intermediate and Pre-Calculus Algebra

Ball State University

Issues in the Senate System, 2020-21 (02.19.21)

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	08.19.19 09.05.19 10.10.19												
B. Frankel- Motion	To GEC & FC? SAC FC Tabled by GEC	11.07.19 03.16.19 03.19.20												
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											
Board of Trustee Membership Ad hoc	Senate SAC Senate SAC Senate SAC	08.29.19 09.23.19 10.03.19 03.16.20 03.26.20 03.15.21												
UEC- BA/BS Program Distinctions	SAC To UEC	01.06.20												
UEC-Credit for Prior Learning	SAC To UEC	08.17.20												
GEC- Catalogchanges	SAC FC SAC- Annnc.	02.15.21 02.18.21 03.15.21												
GOVERNANCE & ELECTIONS				10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Issues	Committee	Start	End											
Charge to all Committees	G&E	10.29.20												

