

# ***AGENDA FOR UNIVERSITY SENATE MEETING***

*(Meeting #2, 2021-2022)*

***September 30, 2021***

***4:00 p.m.***

***Zoom Online Conference***

Approval of the University Senate Minutes of August 26, 2021.

I. Announcements

A. Next Scheduled Meetings

University Senate – Thursday, October 28, 2021, 4:00 p.m., WebEx/Zoom Online Conference meeting

Senate Agenda Committee – Monday, October 18, 2021, 2:00 p.m., WebEx/Zoom Online Conference meeting

B. Reaffirmation of Standing Rules for University Senate (Enclosure #1)

C. Graduate Education Committee- Admission as a Non-Degree Only Student proposal. (Enclosure #2)

This proposal was voted on and approved by Faculty Council on September 2, 2021.

II. Recognition of Deaths

III. Questions Directed to President Mearns

IV. Committee Reports

A. Governance and Elections Committee – Nathan Bogert, Chairperson

B. Faculty Council – Chris Van Hof, Chairperson

C. Professional Personnel Council – Sam Snideman, Chairperson

D. Student Government Association- Tina Nguyen/Davis Odom

V. Report by Chairperson of Senate – Kesha Coker– GANTT chart (Enclosure #2 - Issues in the Senate System)

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

A. Faculty and Professional Personnel edits- Section 100, 108.1 and Section 59.1.8.4., 59.2.1 (Enclosure #4)- Jesse Tye

IX. Other Items

X. Adjournment

/ba

MINUTES OF THE FIRST MEETING OF THE 2021-22 UNIVERSITY SENATE  
August 26, 2021

Members Present: 34

Members Absent: 5

1. The meeting was called to order by the 2020-21 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: R. Aceska, V. Birk, N. Bogart, A. Bowen, M. Carter, K. Chipman, K. Coker, O. Frausto, D. Friesner, S. Fulton, M. Gillilan, R. Hassenzahl, C. Haynes, K. Hennessee, S. Lee, T. Nguyen, D. Odom, G. Mearns, J. Place, N. Prater, S. Rivera-Mills, N. Seely, C. Shue, S. Smith, S. Snideman, J. Sponseller, A. Stefanski, L. Taylor, M. Tschopp, P. Turner, J. Tye, D. Wheeler

Substitutes: J. Snider for V. Rapatz

Members Absent: C. Bohanon, C. Braden, J. Emert, K. Gayes, L. Gerstein

Guests: T. Mahfouz, J. Truitt, J. Buckrop, A. McLachlan, K. McBride, K. McCauliff

A motion was made and seconded to approve the minutes of April 22, 2021.

No nays noted. No abstentions noted.

Motion carried.

2. Announcements

- A. Next Scheduled Meetings- The dates were reviewed.

University Senate – Thursday, September 30, 2021, 4:00 p.m., WebEx/Zoom

Senate Agenda Committee – Monday, September 20, 2021, 2:00 p.m., WebEx/Zoom

- B. 2021-2022 University Governance Schedule of Meetings (Enclosure #1)- The dates were reviewed.

- C. Approval of Senate Actions- 2020-2021

**Does not require Board of Trustees Approval:**

1. Credit Overlap Policy
2. Dissolution of Parking Subcommittee
3. Non-Tenure-Line Promotion Policy Addendum- Multi- Year
4. 2021-2022 Student Code Revisions
5. Reduction of Core Curriculum Credit Hours from thirty-six (36) to thirty (30)
6. University Promotion and Tenure Editorial Changes
7. University Promotion and Tenure- Joint Appointment Statement
8. Special Assigned Leave- Quality Assurance Proposal
9. Special Assigned Leave- Appeal Process Proposal
10. Teaching Evaluation Committee- Ex officio Membership Proposal
11. Faculty Salary & Benefit Committee/Professional Personnel Salary & Benefit Committee Joint Proposal
12. Core Curriculum Subcommittee Structure Proposal
13. Faculty and Professional Personnel Handbook Language- Unit Electorate Votes
14. Academic Technology Committee- Membership Proposal
15. Veterans' Affairs Legislation Statement

**Does require Board of Trustees Approval:**

1. Conflict of Interest/Conflict of Commitment Policy

- D. President Mearns, Provost Rivera-Mills and the Ball State University Board of Trustees have revised section 13.1.3. of the Policy for the Reorganization or Renaming of Academic Units in the 2021-22 Faculty and Professional Personnel Handbook.

**Current**

**13.POLICY FOR THE REORGANIZATION OF ACADEMIC UNITS**

*13.1.3. If the proposed reorganization only involves units within a college, the final decision regarding reorganization will rest with the Provost and Executive Vice President for Academic Affairs. The reorganization will be announced at the next regularly scheduled University Senate meeting that achieves a quorum. (FPPH, 2021)*

**Revised**

**13. POLICY FOR THE REORGANIZATION OR RENAMING OF ACADEMIC UNITS**

*13.1.3. If the proposed reorganization or departmental/academic unit name change only involves units within a college, the final decision regarding reorganization will rest with the Provost and Executive Vice President for Academic Affairs. The reorganization or name change will be announced at the next regularly scheduled University Senate meeting that achieves a quorum. (FPPH, 2021)*

3. Recognition of Deaths

Dr. Frank (Fritz) J. Dolak  
Copyright & Intellectual Property Manager Emeritus  
Retired 2017  
37 years of service

Dr. Steve Horwitz  
Distinguished Professor of Free Enterprise and Director of  
the Institute for the Study of Political Economy  
Department of Economics  
Years of Service 2016-2021 (5 years)

Dr. Joseph D. Brown  
Professor Emeritus of Marketing  
Retired 2006  
38 years of service

Dr. Michael Brown  
Chair and Professor of Criminal Justice and Criminology  
Years of Service 1993-2021 (28 years)

Dr. George Mundrake  
Associate Professor Emeritus of Information Systems & Operations Management  
Retired 2013  
26 years of service

Mr. Dennis Swartz  
Federal Regulations Analyst & Account Specialist  
Student Financial Services & Systems  
33 years of service

Dr. Anthony (Tony) Edmonds  
George and Frances Ball Distinguished Professor Emeritus of History  
Retired 2013  
44 years of service

4. Questions Directed to President Mearns

President Mearns began by expressing his appreciation to everyone for their continued commitment to our students. There is a heightened sense of a range of emotions, from excitement, enthusiasm to uncertainty and anxiety. President Mearns thanked Tarek Mahfouz for his support and guidance to university governance and commented on the successful productivity of the last couple of years. The enrollment for the current academic year is the smallest it has been in quite some time. This freshman class is very prepared and diverse. There are three major factors for the smaller enrollment figures. First is there is a declining number of college-going high school graduates from Indiana. Prior to the pandemic, the college bound student figures had dropped 5% points in Indiana. Secondly, competition with other colleges has become more challenging. Because of their drop in international students due to the pandemic, they have enrolled more Indiana students than they have in the past. Thirdly, those universities have also implemented standardized testing optional as well. The administration will be meeting with the academic units soon to present a plan to increase numbers and get feedback. Undergraduate student transfer figures remained flat and unchanged. The Provost will also be working with the Deans of each college. From a budget perspective, everything appears to be doing well and

we are not anticipating any necessary budget cuts currently. The Vice President of Marketing and Communications Kathy Wolf has resigned. We are very grateful for her five years of service. Sue Hodges Moore will act as Vice President of Marketing and Communications until an interim Vice President can be established. The Provost will begin a formal search for a long-term replacement very soon.

After discussion the following questions or concerns were discussed:

- Will the university be requiring vaccines? Not currently. Presently the numbers of students, staff, faculty and professional personnel vaccinations are on the higher end. Our campus continues to remain safe by continuing to follow protocols. The biggest risks are found outside of our campus in the community.
- What are the figures for the decline in student enrollment? In 2019, 59 percent of high school graduates in Indiana went on to some form of higher learning (a two- or four-year degree, or a shorter-term credential). This is a drop from 61 percent in 2018. Indiana's college-going rate has been steadily declining since 2015 (65 percent), but this is the largest drop year-to-year. This information can be found in the following Indiana College Readiness Report provided by the Indiana Commission for Higher Education.

[https://www.in.gov/cbe/files/2021\\_College\\_Readiness\\_Report\\_04\\_21\\_2021a.pdf](https://www.in.gov/cbe/files/2021_College_Readiness_Report_04_21_2021a.pdf)

5. Committee Reports

- A. Governance and Elections Committee – Suzy Smith- There is no new information to report.
- B. Faculty Council – Jon Truitt- Jon referenced the Faculty Council minutes enclosed in today's agenda for all of the work the council recently reviewed and approved.
- C. Professional Personnel Council – Sam Snideman- There is no new information to report.
- D. Student Government Association – Tina Nguyen/Davis Odom -Tina Nguyen stated the association plans to begin working on their slate objectives October 1, 2021. Davis Odom reports that new applications for student Senators are coming in and being reviewed. Their first meeting is set for Wednesday September 1, 2021. Tarek Mahfouz thanked the members for their efforts and welcomed them to University Senate.

6. Report by Chairperson of Senate – Tarek Mahfouz – Gannt chart (Enclosure #2) - Issues in the Senate System

Tarek Mahfouz explained that the GANNT Chart listing has not been this short in a long time. The items listed remain with the committees that they originated for further review and work.

- A. Undergraduate Education Committee- BA/BS distinctions
- B. Undergraduate Education Committee-Prior Learning credits
- C. Academic Freedom & Ethics Committee- Ombudsperson- An Ad hoc committee will be formed for further work.

7. Question and Answer Period: There were no additional questions currently.

8. New Business:

- A. Syllabi of Courses-Section 99 of our Faculty and Professional Personnel Handbook  
Tarek Mahfouz provided background information regarding the current language in the handbook on Syllabi. He displayed the language on the screen. The new language will better align with the self-service banner in the current system.

Final Language to be adopted

99. SYLLABI OF COURSES23

99.1. A primary syllabus for each course taught in each department should be on file. (The primary syllabus is not an individual course syllabus but can be used by faculty to develop individual course syllabus.) The primary syllabus is a course guide and should include a general, rather than a specific, description of the following constructs:

99.1.1. Course description

99.1.2. Course objectives

99.1.3. Course rationale

99.1.4. Course content, format, and bibliography

99.2. All course primary syllabi should be on file with the appropriate college dean. The primary syllabus for any university core curriculum course should be on file with the Office of University Core Curriculum and Academic Programs.

A motion is made and seconded to adopt the new language provided and update it in the Faculty and Professional Personnel Handbook.  
No nays noted. No abstentions noted.  
Motion carried.

9. Unfinished Business:

Tarek Mahfouz thanked everyone for their participation in University Senate. He provided a brief summary of the expectations for the Chair and Vice Chair positions for University Senate. He asked for any nominations for the Chair position.

Charles Haynes nominated Mike Gillilan. Mike Gillilan responded by declining the nomination at this time.

Cindy Cash nominated Kesha Coker. Kesha Coker responded by accepting the nomination.

Tarek Mahfouz asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Kesha Coker will be the 2021-22 Chair of University Senate.

At this time Kesha Coker completed the remaining elections.

Kesha Coker asked for any nominations for the Vice Chair position.

Jon Truitt nominated Nathan Bogart. Nathan Bogart responded by accepting the nomination.

Kesha Coker asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Nathan Bogart will be the 2021-22 Vice Chair of University Senate.

Kesha Coker asked for any nominations for the Secretary position.

Suzy Smith nominated Natalee Seely. Natalee Seely responded by accepting the nomination.

Kesha Coker asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Natalee Seely will be the 2021-22 Secretary of University Senate.

Kesha Coker asked for any nominations for the two positions on the Senate Agenda Committee.

Roza Aceska nominated Obed Frausto. Obed Frausto responded by accepting the nomination.

Kesha Coker asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Obed Frausto will serve on the Senate Agenda Committee with term expiring 2023.

Suzy Smith self-nominated to serve another term on the Senate Agenda Committee.

Kesha Coker asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Suzy Smith will serve on the Senate Agenda Committee with term expiring 2022.

A. Elections for 2021-2022 Executive members:

1. University Senate Officers :
  - a. Chair: Kesha Coker
  - b. Vice Chair: Nathan Bogart (Nominee also serves as Chair of G&E)
  - c. Secretary: Natalee Seely
2. Senate Agenda Committee: Nominations: Must be from University Senate
  - a. Alan Yen (term expired 2021): Obed Frausto (2023)
  - b. Suzy Smith (term expired 2021): Suzy Smith (2022)

10. Other Items:

Tarek Mahfouz thanked everyone for their service. The leadership team was wonderful to work with these past years.

11. Adjournment:

A motion was made and seconded to adjourn at 4:54 p.m.

No nays noted. No abstentions noted.

Motion carried

Respectfully Submitted,

Natalee Seely, Secretary

Members Present: S. Abebe, C. Baas, C. Bohanon, B. Dale, C. Dowling, J. Erikson, J. Forbey, B. Frankel, K. Gatzlaff, V. Gondy, K. Heuett, C. Hitchens, T. Ho, J. Huff, F. Jin, F. Kitchens, R. Kraus, A. Latz, M. Lee, L. Li, D. Little, J. Lorch, M. Lorsung, C. Luchs, C. Malone, M. Marvel, J. Mayer, K. Mesarosh, P. Nagelkirk, T. Nguyen, D. Odom, D. Roof, P. Schaal, R. Smith, M. Stuve, M. Subir, K. Trainor, K. Turcotte, C. Van Hof, S. Viale, B. Wagner, J. Walls, J. Ward, J. Warrner, A. Yen

Substitutes: J. Court for T. Horan, S. Chung for A. Kuban

Members Absent: K. Hennessee, A. Marri, P. Spengler, M. Wilson, M. Zhang

Guests: J. Truitt, K. Denker, K. McCauliff, K. Coker, J. Buckrop, K. McBride, S. Rivera-Mills, S. Lee

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. The meeting will be digitally recorded through Zoom. There were no objections.

A motion was made and seconded to approve the minutes of April 15, 2021.

No nays noted. No abstentions noted.

The motion carried.

1. Announcements

A. Approval of Standing Rules- Council Rules (Enclosure #1) Motion and Vote

A note is made to ensure that the Faculty Council standing rules are the corrected version with proper references to the Faculty Council.

A friendly amendment is made to the standing rules, number 9 (nine) that a member may stand if able/willing when speaking.

“9. The first time they speak at a meeting, councilors will stand if able/willing and identify themselves when addressing the Chair or the Council.”

A motion was made and seconded to reaffirm the Faculty Council standing rules with the friendly amendment.

No nays noted. No abstentions noted.

Motion carried.

B. Representation of Faculty Council/Calendar of Meetings (Enclosure #2): Motion and Vote

Corrections noted below:

1. Liu Li's term ends 2024.
2. Joe Court will substitute for Tom Horan 2021-2022.
3. Carolyn Dowling is the representative for Environment, Geology, & Natural Resources.
4. A new Military Science representative is to be determined.
5. A new Burris Laboratory School representative is to be determined.

A motion was made and seconded to approve the Faculty Council representation for 2021-22.

No nays noted. No abstentions noted.

Motion carried.

C. Next scheduled meetings

- Items for next agenda to be received by Senate Office no later than Friday, September 24, 2021 for electronic review by Faculty Council agenda committee
- Faculty Council – October 7, 2021, 4:00 p.m., WebEx/Zoom Online Conference

D. Items currently in committees- GANTT Chart (Enclosure #3)

1. Graduate Education Committee- Admission as a Non-degree Only Student- This item will be reviewed today.

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

4. New Business

A. Elections

1. Faculty Council Officers

Jon Truitt asked for any nominations for the Chair position.

Matt Marvel nominated Chris Van Hof. Chris Van Hof responded by accepting the nomination.

Jon Truitt asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Chris Van Hof will be the 2021-22 Chair of Faculty Council.

Jon Truitt offered to complete the meeting today. Chris Van Hof accepted the offer.

Jon Truitt asked for any nominations for the Vice Chair position.

Paul Nagelkirk self-nominated to serve as Vice Chair of Faculty Council.

Jon Truitt asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Paul Nagelkirk will be the 2021-22 Vice Chair of Faculty Council.

Jon Truitt asked for any nominations for the Secretary position.

Rachel Kraus self-nominated to serve as Secretary of Faculty Council.

Jon Truitt asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclamation, Rachel Kraus will be the 2021-22 Secretary of Faculty Council.

2. Governance and Elections Committee: six (6) open vacancies- staggering terms (Enclosure #4)

Enclosure #4 was referenced. Faculty Council members from each of the listed colleges below are asked to volunteer to serve on the Governance and Elections Committee. No volunteers self-nominated. Jon Truitt asked that an email be sent to each college of Faculty Council members to determine who will serve.

Miller College of Business (2024)

College of Communication, Information, and Media (2023)

College of Fine Arts (2022)

College of Architecture and Planning (2024)

Teachers College (2023)

College of Sciences and Humanities (2022)

- B. Graduate Education Committee- Admission as a Non-degree Only Student- (Enclosure #5)- Kathy Denker

Kathy provided some background information on the proposal. A brief discussion ensued.

A motion was made and seconded to approve this proposal. This will be made an announcement at the next University Senate meeting on September 30, 2021.

No nays noted. No abstentions noted.

Motion carried.

5. Question and Answer Period.

Provost Susana Rivera-Mills is present, she gave a few words and updates. The administration is grateful to everyone for their energy on campus. It is wonderful seeing students on campus again. Thank you everyone for all your hard work. We continue to monitor the virus and delta variant, consulting with the experts. The dashboard is active and providing updates on cases. Enrollment numbers for this incoming Freshmen class will be coming out next week. The first football game is this evening, and she is looking forward to joining them. She added that the student body is 70% vaccinated. The campus is very safe. The biggest concern are activities and behavior outside of campus.

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

7. Adjournment

A motion was made and seconded to adjourn at 4:35 p.m.

The motion carried.

Respectfully submitted,

Rachel Kraus, Secretary



Members Present: A. Barrett, A. Brandon, M. Brown, C. Cash, W. Cooper, J. Davis, D. Friesner, S. Fulton, D. Garreth, M. Gillilan, R. Grigoletti, R. Hassenzahl, C. Haynes, M. Hudson, S. Jenkins, K. Kelly, L. Gabrielle, N. Prater, A. Romano, S. Sheptoski, S. Snideman, M. Turner, H. Williams, R. Wilson, R. Wirt

Substitutes: T. Peters for M. Baker

Ex Officio (non-voting) Members Present: T. Nguyen, D. Odom

Members/Ex Officio Members Absent: C. Van Hof

Guests: B. Sulanke, M. Messineo, J. Buckrop

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. There were no objections to recording the meeting.

Approval of the minutes from April 1, 2021 was entertained.  
A motion was made and seconded to approve the minutes.  
The motion carried.

2. Announcements

- A. Next meeting: Professional Personnel Council: October 14, 2021, 4:00 p.m., Zoom/WebEx.  
Governance meetings will remain virtual at least through this fall.  
The date was reviewed.
- B. 2021-22 Professional Personnel Council and Meeting Dates (Enclosure #1)  
Faculty Council will work to update appointments. The Student Government Association will update student members.
- C. Approval of Standing Rules- Council Rules (Enclosure #2) Motion and Vote  
A motion was made and seconded to approve the standing rules.  
The motion carried.

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

3. New Business

- B. Elections of Executive membership

Slate of candidates

1. Chairperson (candidate must be professional personnel)

Sam Snideman self-nominated for the Chair position.  
Sam Snideman asked for any nominations for the Chair position.  
Mike Gillilan nominated Sam Snideman for the Chair position. Sam Snideman accepted.  
Sam Snideman asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.  
By acclimation, Sam Snideman will be the 2021-22 Chair of the Professional Personnel Council.

2. Vice Chairperson

Sam Snideman asked for any nominations for the Vice Chair position. Sam provided background information about the role and expectations of both the Vice Chair and Secretary positions.  
Mike Gillilan nominated Melanie Turner for the Vice Chair position. Melanie Turner accepted.  
Sam Snideman asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.  
By acclimation, Melanie Turner will be the 2021-22 Vice Chair of the Professional Personnel Council.

3. Secretary

Sam Snideman asked for any nominations for the Secretary position.  
Mike Gillilan nominated Rhonda Wilson for the Secretary position. Rhonda Wilson accepted.

Sam Snideman asked for any other nominations. Hearing none, a motion was made and seconded to close nominations.

By acclimation, Rhonda Wilson will be the 2021-22 Secretary of the Professional Personnel Council.

4. Items in Committees- GANNT Chart (Enclosure #3)

There is no new business for the Professional Personnel Council currently.

5. Question and Answer Period

There are no additional questions currently.

6. Other items

A. United Way Campaign- Bianca Sulanke and Melinda Messineo

Bianca Sulanke introduced Melinda Messineo to provide the following details.

- The kick-off of the United Way Campaign will be September 22, 2021
- Thanked everyone for their participation in the United Way Day of Action
- Thanked team captains and those who supported them for all their hard work
- Encouraged everyone to share the campaign information with their areas
- This year it is titled the Heart of Indiana United Way Campaign
- If you have any agencies or programs that could use support, they can apply with United Way
- There is a goal of 30% engagement and there is a seventy-five thousand (75K) donation matching grant from our local foundation
- For more information or questions, contact email is besulanke@bsu.edu

7. Adjournment

A motion was made and seconded to adjourn the Professional Personnel Council at 4:29 p.m.

The motion carried.

Respectfully submitted,

Rhonda Wilson, Secretary

## STANDING RULES FOR CONDUCTING SENATE BUSINESS

1. A member of the faculty, professional personnel, or a student who is not a senator may initiate an agenda item by having a senator sponsor that item or by presenting the item to the Agenda Committee.
2. Senators may submit new agenda items in writing to the Agenda Committee.
3. The Senate will be called to order on the hour with sessions limited to one hour and twenty minutes.
4. Roll will be taken by the members initialing a roster.
5. Senators will be seated in a designated section of the room. Special areas of the chamber will be reserved for the seating of visitors.
6. The distribution of the minutes by mail will substitute for the reading of the minutes.
7. Announcements must be limited to Senate business and must be cleared through the Chair.
8. Scheduled meetings will include, following committee reports, a question-and-answer period not to exceed ten minutes in length, during which senators may request information from other persons present on matters of concern to the University community as a whole. The Chair shall rule out of order questions that are personal, departmental, or collegiate in scope or that do not pertain to University affairs.
9. The first time they speak at a meeting, senators will stand if able/willing and identify themselves when addressing the Chair or the Senate.
10. Senators may, as a prerogative, address the Senate from the lectern.
11. Senate committees and councils must send minutes, reports, and recommendations to the Agenda Committee. These should be sent following every meeting of the committee or council. If the committee or council does not meet in a given semester, a report to that effect should be delivered to the Agenda Committee.
12. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body.
13. Proposals must be framed as resolutions or as motions. A lengthy resolution or motion should be submitted in writing prior to the call to order of the meeting.
14. All motions will be put on the floor for debate by a Senator first stating their name followed by a second with a Senator stating their name.
15. When a motion appears on the Senate agenda, the chair of the sponsoring committee, or a representative, or the person sponsoring the motion must be present in the Senate to present the motion.
16. The Senate may move to return a motion to committee, amend, or refer to another committee for matters of clarification. This will require an immediate second, a debate and a simple majority vote of the body of the Senate. A majority vote will send the item back to the appropriate committee for further work or

clarification. If the motion fails, debate will continue on the original motion followed by a vote of the body.

17. Voting will be by voice vote unless there is a request for a division of the house or for a written ballot. If the meeting is held virtually, voting will be by voice vote unless there is a request for written ballot, in which case the vote will be taken by whatever method the technology allows for written votes (a chat feature, a poll of participants, etc.)
18. Voting procedures shall be “of the members present and voting” as defined in Robert’s Rules of Order. In this process, “yes” and “no” votes are counted, while abstentions are not counted in the total. Unless defined differently by the standing rules of the Senate or Robert’s Rules of Order, motions pass by a simple majority of the votes cast. Voting by proxy is disallowed in this process.
19. The Chairperson will appoint a parliamentarian for the Senate, should a qualified applicant be available and willing to serve. The appointee may be a member of the Senate or from outside the body. An appointee from the body of the Senate will retain all privileges of a Senator, while an appointee from outside the body will have no voice or voting rights. It will be the responsibility of the parliamentarian to keep the Senate acting within the Standing Rules of the Senate and to interpret other issues by using Robert’s Rules of Order. Should no qualified and willing applicant be appointed as parliamentarian, all rulings from the Chairperson shall be final on parliamentary matters.
20. Any items remaining on the agenda in the last meeting of the Spring will automatically be carried over to the Fall Agenda.
21. The Senate Agenda Committee will be empowered to act for the Senate during the summer on emergency items, pending acceptance by the Senate in the fall.
22. Timetables proposed by the Senate Agenda Committee will be subject to subsequent acceptance by the University Senate at their next meeting.
23. The Senate, the Agenda Committee and the Governance and Elections Committee may conduct official business electronically. This includes, but is not limited to e-mail, electronic postings, websites, voting and meetings. However, the membership of the aforementioned groups must first develop policies and procedures for electronic voting and meetings within each group. If a public health crisis requires that all business be conducted electronically, the Senate Agenda Committee shall determine reasonable accommodations to the format and structure of meetings to allow business to continue as much like regular order as possible.

Approved by University Senate 9/3/2020

### **3. Admission as a Non-degree Only Student**

Ball State University recognizes the need of many persons to pursue educational programs that may be related to their employment or that will otherwise enrich their lives. For these reasons, students with baccalaureate or advanced degrees who do not have further degree objectives but desire personal and professional enrichment may be admitted to graduate study as non-degree students. This includes students who may wish to take credits from Ball State University to transfer into an existing degree program at another university in which they are already enrolled.

Non-degree students not applying for a licensure or certificate program must meet the following admission criteria:

1. A baccalaureate degree from Ball State University or an equivalent degree from a regionally accredited institution recognized by Ball State University is a prerequisite for admission to graduate study as a nondegree only student.

Non-degree only students (nonlicensure, noncertificate) are not eligible for financial aid. Non-degree only students must acquire departmental permission for registration for any graduate course. Students who subsequently wish to be considered for admission to any graduate degree, certificate, or licensure program at Ball State University must complete the regular admission procedure, meet all requirements for their requested program, and have maintained at least a 3.0 GPA in their nondegree coursework after completing 9 credits. A prospective student should contact the department or consult the department's website and/or handbook for specific program requirements. Credits must have been completed within the six-year time limit allowed for completion of a master's degree.

#### **Transcripts**

At the time of application, students must submit one unofficial transcript from the highest earned degree. Once a student is accepted as a non-degree only student by the graduate dean, they will be admitted conditionally by the graduate dean and allowed to enroll in courses for one term. The student must submit an official transcript from the highest earned degree within the first semester of enrollment to continue in the program.

Students who are admitted conditionally with unofficial transcripts will have a hold placed on their transcript release and on course registration for the following term until the required final official transcript is received and reviewed for eligibility. A student will not be officially admitted until the required final official transcript is received.

An official transcript is one that has been received directly from the issuing institution, either by mail or electronically. It must bear that institution's seal, the date, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be rejected for any permanent use. All transcripts become the property of Ball State University. Applicants who are currently attending, or who have previously attended, Ball State University are not required to provide a Ball State transcript. Applicants who have earned credits and degrees from institutions outside the United States may have different transcript submission procedures, as well as earlier deadlines, and they should contact International Admissions for specific information and requirements.

#### **Satisfactory Grade Point Average (GPA)**

At any time after completion of 9 credits of graduate study, students must have and maintain at least a 3.0 graduate GPA.

## Issues in the Senate System, 2021-2022 (09.24.21)

[illegible]

**Current version for 2021-2022.**

99.1A **syllabus** for each course taught in each department should be on file. (The **syllabus** is not a **course outline** but can be used by faculty to develop individual **course outlines**.) The **syllabus** is a course guide and should include a general, rather than a specific, description of the following constructs:

- 99.1.1. Course description
- 99.1.2. Course objectives
- 99.1.3. Course rationale
- 99.1.4. Course content, format, and bibliography

99.2. All course **syllabi** should be on file with the appropriate college dean. The **syllabus** for any university core curriculum course should be on file with the Office of University Core Curriculum and Academic Programs.

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**New, Senate approved version for 2022-2023.**

99.1. A **primary syllabus** for each course taught in each department should be on file. (The **primary syllabus** is not an **individual course syllabus** but can be used by faculty to develop **individual course syllabi**.) The **primary syllabus** is a course guide and should include a general, rather than a specific, description of the following constructs:

- 99.1.1. Course description
- 99.1.2. Course objectives
- 99.1.3. Course rationale
- 99.1.4. Course content, format, and bibliography

99.2. All **primary syllabi** should be on file with the appropriate college dean. The **primary syllabus** for any university core curriculum course should be on file with the Office of University Core Curriculum and Academic Programs.

59.1.8.4. Departments shall maintain a **master syllabus** for each independent learning or contract course.

should be

59.1.8.4. Departments shall maintain a **primary syllabus** for each independent learning or contract course.

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59.2.1. Each department and college may propose to offer courses to students at remote locations via electronic media. The Associate Provost for Learning Initiatives, Division of Distance and Online Education shall have the responsibility for reviewing these proposals and recommending those courses and programs that should be offered. Criteria for selection include suitability of the subject and **syllabus** for the Division of Online and Distance Education, projected enrollment, and availability of resources. In cases where a Division of Online and Distance Education course will be transmitted via public-access television, additional review of faculty qualifications for the course may be warranted.

should be

59.2.1. Each department and college may propose to offer courses to students at remote locations via electronic media. The Associate Provost for Learning Initiatives, Division of Distance and Online Education shall have the responsibility for reviewing these proposals and recommending those courses and programs that should be offered. Criteria for selection include suitability of the subject and **primary syllabus** for the Division of Online and Distance Education, projected enrollment, and availability of resources. In cases where a Division of Online and Distance Education course will be transmitted via public-access television, additional review of faculty qualifications for the course may be warranted.

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## 100. **COURSE OUTLINE**

100.1. The language for the Bias Incident Reporting Procedure will be as follows:

100.1.1. "Ball State University aspires to be a university that attracts and retains a diverse faculty, staff and student body. We are committed to ensuring that all members of the campus community are welcome through our practice of valuing the various experiences and world views of those we serve. We promote a culture of respect and civil discourse as evident in our Beneficence Pledge. For Bias Incident Response service information, go to [bsu.edu/multiculturalcenter/bias](https://bsu.edu/multiculturalcenter/bias)." ...

should be

## 100. **SYLLABUS STATEMENTS**

100.1. The language for the Bias ...

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108.1. At Ball State University student attendance at class meetings is expected. Faculty shall establish attendance policies for their courses. Such attendance policies must be communicated to students by faculty through **course syllabi or outlines**.

should be

108.1. At Ball State University student attendance at class meetings is expected. Faculty shall establish attendance policies for their courses. Such attendance policies must be communicated to students by faculty through **individual course syllabi**.

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