

**Faculty Senate
Agenda
Wednesday, March 3, 2010
3:00 pm in HP 2027**

Minutes from February 12th meeting

Report from Dr. Nadine Coudret, Interim Provost
Fall break calendar – SGA

Report from Lesa Cagle, Faculty Senate Chair

Old Business

1. Fall break calendar
4. Use of University Logo
5. Faculty Senate job descriptions – duties and responsibilities
 - a. At-large representative
 - b. Senate Chair
6. UCC Waiver on transcript
7. Creation of Schools – Christy Baker

New Business

1. USI fee waiver policy.
2. Request for a change in the guidelines for the USI Distinguished Professor and the Berger Faculty Community Service awards

Announcements:

1. Elections

Next meeting: March 26, 2010 at 3:00 in HP 2027

Faculty Senate Meeting Date: March 3, 2010 Approved Minutes

ATTENDANCE: Lesa Cagle (Faculty Senate Chair). Brian Posler (Assistant Provost for Undergraduate Studies), Kent Scheller, Chad Tew, Marie Opatrny, Todd Schroer, Adrian Gentle, Sudesh Mujumdar, Mellisa Hall (Recording Secretary), Wendy Turner-Frey (alternate), Peggy Shields (alternate), Robert Hooper, Nadine Coudret, Interim Provost, Christy Baker (guest and Chair Faculty Affairs).

2/12/10 minutes approved as amended.

ANNOUNCEMENTS:

1. Elections – email reminder sent to Deans about elections to Faculty Senate.
2. Upcoming Committee Report Schedule:
 - 4/16/10: Promotions and Student Affairs Committees
 - 4/30/10: Assessment, Curriculum, Faculty Affairs, Faculty Awards Committees.

PROVOST'S REPORT:

1. Update of student scholarship for Pell Grants: Financial Aid office reports a great amount of student interest.
2. No “carry-over moneys” will be available for the next year’s budget.
3. Tuition fee waiver policy changed. Faculty, staff, and dependents no longer have to be degree seeking to receive a tuition fee waiver.
4. Council on Chairs has brought forth a suggestion to incorporate advising into the tenure and promotion policy in the Faculty Handbook. This policy will be submitted to Faculty Senate sometime during the academic year.
5. For other items please see “Old Business.”

Topic	Discussion	Decision
OLD BUSINESS:		
Fall Break	<p>Fall break topic went to Student Government Association (SGA). SGA Consensus: should have a fall break. Discussion about timing: October vs. week long at Thanksgiving. Students voiced not wanting longer Thanksgiving break, but would prefer a week in October.</p> <p>Suggestion to do a calendar committee regarding fall break. Goal to institute in school year 2011- 2012 if change is to be made. Suggestion</p>	<p>Re-establish Calendar Committee.</p> <p>Create an Ad Hoc Committee to determine the fall break calendar: appoint from Provost’s Office. Adrian Gentle will represent the Faculty Senate.</p>

	also to equalize days between fall and spring semesters.	
Transfer Credits	<p>Addition to policy: Orientation and trade training courses will not be accepted for transfer credit. However, some programs may be recognized for credit if appropriate to student's degree: felt would be limited.</p> <p>Motion: Transfer Credit policy to be amended as suggested. C. Tew, S. Mujumdar.</p>	Approved as amended.
Assessment Day	Changed to Tuesday following priority registration.	
Physical Plant Charges	L. Cagle clarified purpose of physical plant charges	
Parking	<p>Discussed moving university vehicles into back lots to make more convenient parking available.</p> <p>Students in USI housing driving to campus: additional parking lot to be built for residence halls this summer.</p> <p>Motion: Parking Committee reconvene and University vehicles be moved to lot. R. Hooper, C. Tew.</p>	L. Cagle will send suggestion to Mark Rozewski, VP for Business Affairs.
Cooper Teaching Award	Nominations due by March 19 th	
Student Organizations Using USI Logo	<p>L. Cagle spoke with Steve Bridges, USI Controller, regarding the Rebate policy – Current policy states student organizations cannot obtain rebate for use of the logo. Precedent is: if using logo for fund raiser Rebate is not possible, but if the student organization is not making money off of the T-shirts then they can get a rebate.</p> <p>Felt we should have policy to promote students using USI logo instead of making it difficult.</p>	<p>Steve Bridges is reviewing the policy. Faculty Senate to discuss in April to consider publicizing rebate policy.</p> <p>L. Cagle will send the requests to Steve Bridges.</p>
Policy and Procedure Manual	Policy changes have been put into handbook except for outside speaker	L. Cagle to inform HR that this one was missed.

Update	policy.	
New University Committee on Wellness	SGA and Staff Council will select members. Nothing about President or Faculty Senate selecting members. Goal to support student and employee wellness.	L. Cagle recommended Faculty Senate select faculty members. Send recommendation to co-chairs.
Waivers on Transcript	<p>Recommendation on topic from Registrar and Assistant Registrar: it is possible to place notation on transcripts. However strongly recommended not placing any notations about waivers on transcripts. Current national guidelines support Registrar's suggestions. Also potential FERPA and HIPAA violations if waivers noted on transcripts.</p> <p>Adrian Gentle was concerned that we are granting degrees (and making statements on transcripts about students "fulfilling all requirements") in cases where the student has not fulfilled the publicized requirements. We as an academic community are being dishonest if we do not note such waivers on student transcripts.</p> <p>Move: place waiver on transcripts. K. Scheller, S. Mujumdar.</p> <p>In Support: 3</p> <p>Opposed: 4</p>	Motion was not passed.
Banner Improvements and Recommendations	<p>Spread sheet on Faculty Senate web page to orient faculty to what information is available on Banner.</p> <p>Banner Web Page: Faculty Training Opportunities</p> <p>Motion: University to develop Banner web page for all faculty and staff for informational and training purposes.</p> <p>K. Scheller, C. Tew.</p> <p>Faculty Senate recognizes Sandy Farmer and the staff of the Registrar's office for their hard work on this</p>	Motion passed. P. Cashel-Cordo to work with Registrar's Office to accomplish this.

	project.	
Counseling Center Update	External consultation for recommendations for student center – Provost stated strong interest in separating out testing from counseling services. Space Committee considering space for a Testing Center.	
Computer Center Update:	N. Coudret stated Search committee also forming to develop job description to replace Wayne Bohn, Director of Commuter Center.	
Parking	Discussion on Parking: encourage reinstatement of the Parking and Transportation Committee and moving of the University Vehicles to lots K and L.	L. Cagle to notify M. Rozewski, VP of Business Affairs of these requests.
NEW BUSINESS:		
Creation of Schools within Colleges	<p>Faculty Affairs committee reviewed how various universities develop ‘Schools’ within their organization. Theme: larger universities: larger number of ‘Schools.’ Smaller universities (<10,000) designate more “Programs” and “Departments.”</p> <p>Advantages potentially for accreditation purposes and to view subsets in colleges in a more specialized manner. Chairs Council voted to move document forward for potential action.</p> <p>Motion: Accept report as submitted charges faculty senate to examine issue in 2010. C. Tew, K. Scheller. Motion carried.</p> <p>Recommendation from Vice-Provost to consider how unit types fit together currently (university organizational chart). Motion passed.</p>	Self Charge to Faculty Senate: Fall 2010.
Faculty Awards for Service, Teaching, and Research	This is not a bylaws change, but a change in the directions written by the committee. The committee can change.	L. Cagle to notify chair of the FASTRC

Committee requested Change in Guidelines for USI Distinguished Professor and the Berger Faculty Community Service Awards		

Faculty Senate Chair Report/Announcements:

1. Physical plant charges – met with Mark Rozewski
 - a. Needed for physical plant's payroll and operating procedures
 - b. Control use
2. Parking – met with Miles Mann
 - a. Parking & Transportation committee has not met recently
 - b. At one time the University vehicles were moved to a remote lot and this upset people that were using the vehicles
 - c. If security parks illegally, a bad precedent is set.
 - d. Students at the resident halls need to move to the new lot – new lots will be built this summer.
3. Spoke with Steve Woodall, director of security
 - a. There is a bus shelter for lots K & L (Valley lots)
 - b. Runs every 15 – 20 minutes and stops at the Orr Center
 - c. He is investigating whether the routes served by the METs bus can be changed.
4. Award nominations
 - a. H. Lee Cooper Teaching award applications – due March 19th
5. Use of the University Logo. On February 22 Kent Scheller and I met with Mark Rozewski and Steve Bridges. I spoke again to Steve today for additional clarification. Steve is going to review our current policy and I will follow up with him in April. The policy does not quite take care of the immediate problem, but USI's practice is different than the policy. I am copying the link and the rebate program policy. <http://www.usi.edu/book/licensing/>
 - a. *The practice has been to issue a rebate to the student organization that is using the logo as a method of representing the University, but not if the student organization is using the item as a fundraiser. Example: if the Student engineering club has t-shirts made and the students just pay the cost then the organization would get a rebate for the licensing fee; but if t-shirt sales were used to make money to go to a conference then the money would not be eligible for a rebate.*

- b. FU in April 2010
- 6. Policy and Procedure Manual update – the Outside Speaker Policy is not correct yet.
- 7. New University Committee on Wellness
 - a. I recommended that Faculty Senate appoint both faculty members.

Meeting Adjourned: 4:30p.m.

Next meeting is March 26, 2010.