

University of Southern Indiana  
Faculty Senate Minutes  
Session: 5  
Room: UC 206  
Date: November 17, 2006

**Members Present:** C. Baker (Chair), B. Boostrom, P. Cashel-Cordo, M. Dixon, P. Doss, M. Hamington, R. Hoebeke, B. Hooper, J. Kempf, B. Long, M. Shaw, B. Wilding, L. Bennett, ex-officio

**Members Absent:** None

**Invited Guests:** R. Miller, P. Harrel, S. Standley

**1. Call to order at 7:35 A.M.**

**2. Invited Guests:**

A) Ruth Miller, Director; Senior Librarian – Library Policy Development:

1. C. Baker invited Ruth Miller to attend today's faculty senate meeting to answer questions about the library policy. Ruth Miller discussed the two library policies (one that has been in place 20 years regarding unaccompanied children and their behavior in the library; one that is new regarding the new library building), explained their origin and intent, and invited faculty senate to ask questions. No questions were raised

B) Sherrianne Standley, V.P. for Advancement – Graduation seating for faculty with disabilities:

1. C. Baker invited Sherrianne Standley to attend today's faculty senate meeting to discuss issues and proposals re: handicapped/disabled persons seating options for commencement. Sherrianne Standley discussed the proposal for faculty seating at Roberts Stadium for the May 2007 commencement. Faculty will be seated on the floor of the stadium as we have done traditionally if at all possible. The floor seating is limited to 1,000. Last year approximately 900 seats were filled. All students will be asked to turn in a reservation if they plan to attend the May graduation ceremony. There is not a limit on the number of family and friends who can be invited to sit in the stands. All faculty are required to attend the May commencement ceremony. If floor seating of faculty is not possible, alternate proposals were discussed. Please see the attached document, "Proposal for Faculty Seating at Roberts Stadium Commencement, June 2006". Alternate one is the preferred alternate seating arrangement. If this is not possible, then the alternate two plans would be used.
2. December 2006 commencement will be in the PAC arena. The December commencement ceremony attendance is optional for faculty, but Deans, Department Chairs, and Program Directors are required to attend. Currently there are 200 students who have reserved for December 2006 commencement.

3. Disability issues regarding commencement seating were discussed. An email from Gary May is available and the content was summarized by C. Baker. Faculty senate members were invited to email Gary for a copy his email if they wish.

C) Peggy Harrel, Director Graduate Studies & Sponsored Research – Effort Reporting:

1. C. Baker invited Peggy Harrel to attend today's faculty senate meeting to present USI's new (11/15/06) effort certification policy. Effort reporting is a federal requirement. If faculty involved in any external grant have claimed release time or contributed effort, they must personally certify that they contributed what was claimed quarterly by signing and turning in a Faculty Effort Certification (FEC) Form to the grants accountant. Please see the attached document, "Effort Certification at the University of Southern Indiana" that includes the policy and the form. Discussion ensued regarding that what is reported is percent of effort, not amount of time, activity, or hours invested in the grant activity.

**3. Announcements from the Chair:**

- A) C. Baker has met with Chairs of the University committees. Electronic means of tracking procedures and minutes needs to be operationalized across all committees.
- B) Request put forth last time by P. Cashel-Cordo re: emailing all faculty with the faculty senate agenda and minutes each month to facilitate communication. Discussion ensued and alternate suggestions were brought forth.
- C) Motion (P. Cashel-Cordo/ B. Long) made that faculty senate email the faculty at large the agenda and minutes of faculty senate meetings monthly. Unanimous agreement to pass the motion.

**4. Announcements from Provost Linda Bennett:**

- A) ADA Coordinator Search
  - 1. Progress is being made/search is in process for an ADA Coordinator position.
  - 2. The ADA Coordinator position was posted in October. Thus far 20 applications have been received. Plan to narrow the field to 6-8 candidates. Faculty will have an opportunity to hear the candidates give presentations on campus Dec. 6<sup>th</sup>-8<sup>th</sup>.
  - 3. Dr. Bennett will keep us informed of progress. She envisions the successful candidate will be experienced, proactive, and assertive, with a strong presence and likeable disposition. The position will report directly to the Director of Human Resources. Discussion occurred re: in addition to the newly created position, the University will need to provide assistance and resources to achieve the goals of ADA compliance, including devoting space to a testing center.
- B) Curriculum committee proposal from last year re: course prerequisites.

1. The decision that would require all 300-400 level courses to have a prerequisite was not supported by Academic Affairs, as it was felt that this would take away from faculty autonomy regarding course decisions.

C) College of Liberal Arts is reorganizing departments. New changes will include the Department of Art and the Department of Performing Arts. The Department of Foreign Languages will be changed to the Department of Modern and Classical Languages.

D) Nominations for the two awards for new and part-time faculty for outstanding teaching: the awardees will be announced in January 2007 at the spring faculty meeting.

E) The new Vice President of Advancement is Annie Krug (please see today's University Notes Online) at <http://www.usi.edu/newsinfo/unotes/index.asp>

F) The new student evaluation of teaching forms will be distributed next week. Hard copies and online forms are available. Please submit questions regarding the forms to Dr. Bennett.

## 5. Minutes

- A) The minutes of the October 13, 2006 Faculty Senate meeting were reviewed and approved (B. Boostrom/P. Doss). Unanimous, with one abstention due to absence (P. Cashel-Cordo).
- B) Motion to accept the approved charges (spreadsheet) with corrections (B. Long/M. Shaw). Unanimous.
- C) P. Doss will submit to faculty senate a charge on University environmental ethics and stewardship.

## 6. New Business:

### A) Final New Charges for 2006-2007 Academic Year

Please see the attached Faculty Senate Charges spreadsheet for charges and decisions. C. Baker would like faculty senate members to sign up to work on charges.

### B) Spring Faculty Meeting

Please submit ideas to C. Baker by Monday for faculty development workshops. The following ideas were discussed:

- Proactive Recruitment
- Search Committees
- Grant Writing
- Developing your syllabus for new faculty
- Council of Chairs
- Assessment in your courses
- SETs

### C) University tuition and fees and budget

Please see the two handouts that P. Cashel-Cordo distributed during the meeting. There wasn't time today to discuss these.

**The meeting adjourned 8:59 a.m. Next meeting on December 15<sup>th</sup> at 7:30 a.m. in UC 206 as previously scheduled.**

*Respectfully submitted by Roberta Hoebeke, Senate Secretary*