

**Faculty Senate  
Fall Retreat Agenda  
Friday, August 19, 2005  
8:30 A. M.  
Carter Hall B & C**

***Announcements and Introductions***

***Report from Dr. Linda Bennett, Provost***

***Elections***

Vice Chair  
Secretary

***Minutes***

22 April 2005  
29 April 2005

***Parliamentary Review***

The Complete Idiot's Guide to Robert's Rules on order, please bear with me

***Old Business***

***Student Evaluation of Teaching – Update from SET Ad Hoc Committee***

***Counseling and Testing*** – faculty responsibilities meeting ADA requirements

***Commencement*** - Conflict with Mothers Day, Winter Commencement

***Standing Committees***

Introductions – Chairs and Members  
Review of 2004-2005 Annual Reports  
Recurrent Charges  
Ongoing Charges from previous year  
New Charges

***Recess – 10:15***

***New Business***

Committee Elections  
    Student Academic Grievance - # positions  
    Student Publications - # positions  
    EEO Appeal and Hearing Board - # positions  
Fall Meeting – identify topics for break-out sessions  
    Attributes for a protocol to evaluate effective teaching  
Schedule Senate Meeting Dates and Times – Fall Semester

***Adjournment***

Lunch 12:00 – Carter Hall A

**University of Southern Indiana**

**Faculty Senate Minutes**

**Session:** 1

**Room:** Carter Hall

**Date:** August 19, 2005

**Members Present:** B. Boostrom, P. Cashel-Cordo, M. Dixon, P. Doss, R. Hoebeke, B. Hooper, L. Howard, M. Krahling, L. Nunn, I. Phillips, M. Shaw, B. Wilding, L. Bennett, ex officio

**Members Absent:** None

**Guests:** Jim Divine, Jane Johansen, Mark Rozewski

**1. Call to order at 8:30 a.m.**

**2. Announcements from the Chair:**

Introductions and welcome

**3. Report from the Provost and V.P. of Academic Affairs, Dr. Linda Bennett**

University Positions

- Dr. Charlie Harrington has accepted a position at UNC Pembroke
- A search is in progress for a new Assistant Vice President with Dr. Ed Jones serving as the Chair of the Search Committee
- The Assistant Vice President position has been restructured to focus on undergraduate education, core curriculum, and special projects
- Institutional Research and Faculty Development will report directly to Dr. Bennett
- A Dean search for the College of Business is in progress
- Dr. Mohammed Khayum, former Associate Dean has been named Acting Dean.
- Dean search for the Pott College of Science & Engineering is in progress

Higher Learning Commission (Self-Study/ accreditation process)

- There have been five committees working on different self-study sections
- The sections need to come together as a coherent whole
- There are two copies of the current draft available in the Rice Library
- A draft of the document will be posted electronically in early November
- Document is due in February 2006

SET

- A subcommittee has been developed to explore creating an in-house instrument
- Dr. Bennett has concerns about creating an instrument in regards to the reliability and validity of the instrument and possible legal issues with promotion and tenure decisions
- The Purdue Cafeteria instrument will continue to be available for use beyond the previously expected termination date of December 2005 date

- Pisces is a new version of the Purdue instrument with updated items

#### USI Board of Trustees

- September 7, 2005 regular open meeting in New Harmony
- September 8, 2005 is the retreat
- Dr. Bennett and Dr. Parrent will report on the work of the Task Force on Enrollment and Retention Management

#### Indiana Commission of Higher Education

- Meeting on campus in October 14, 2005
- The Commission will present data on retention and graduation rates across the state

#### Commencement

- The 2006 and 2007 Commencement will take place on Saturday
- Discussions about a Winter Commencement are postponed until 2006.
- Analysis indicated that a winter ceremony would not be cost effective at this time.

#### Counseling Center

- A 20-minute ADA training "In Their Shoes" for faculty is available on the homepage

#### **4. Report from Mark Rozewski, Vice President for Business Affairs**

Endowment for the library (\$60-65,000) for collections and development

The incoming bandwidth on campus has doubled in size.

#### Classroom rehab

- Forum III complete
- Forum I next summer

#### Environmental and Occupational Health and Safety Position created

- Approximately 1,000 employees
- Approximately 10,000 students
- USI needs a position to keep apprised of changing regulations in maintenance areas, and art and science labs
- Decrease in insurance premiums for having the position will help finance the position

#### **5. Minutes**

Minutes from April 29, 2005 accepted pending corrections

#### **6. Old Business**

##### Committee Reports

- Representatives from the following committees reported

SET Committee Report (Jim Divine, Mark Krahling, Iris Phillips)

- Student Evaluation of Teaching committee moving slowly
- Potential commercial instruments are available for viewing at the faculty senate webpage
- A subcommittee has been exploring creating a university specific instrument rather than purchasing one

- Questions regarding the need for reliability and validity of a university created instrument arose. Jim pointed out that there has not been any published data regarding the Purdue instrument
- The question of “why” explore creating an instrument in-house when some committee members have been opposed to the idea were addressed. The rationale for exploring a university created instruments included: The largest market share of packaged evaluation instruments reflects only 5% of the universities evaluating teaching, indicating a large number of universities use their own instruments. Purchasing, processing, and time costs of a commercial evaluation tool are prohibitive. The items within a USI specific instrument reflect faculty input regarding student evaluation. The Purdue instrument is still going to be available after December decreasing the urgency of selecting an instrument.
- A draft of the proposed in-house instrument was sent to SET committee members for their feedback
- The subcommittee is in the process of reviewing the suggestions and creating another draft of the instrument
- Mark Krahlung serves as the chair of the SET committee and plans to step down this year. A new Chair will be appointed
- Peter Cashel-Cordo requested that when a Chair was appointed that he/she report to the Faculty Senate of the Committee’s progress and provide a projected timeline for the SET Committee actions

#### Assessment Committee Report (Jim Divine)

- Jim Divine reported that information from Student Academic Profile are not currently being used within the university
- Major field tests appear to be used within specific departments
- A recommendation was made from the Committee to examine different instruments to assess the core curriculum

#### Curriculum Committee Report (Jane Johansen)

- The Committee suggests that departments developing new minors and/or programs examine the impact those changes will have on other departments
- The committee recommends that the impact of new courses and programs be examined by the Deans of the affected Colleges prior to Curriculum Committee approval of the new course or program

#### Student Affairs Committee (Michael Dixon)

- The Committee charge to include minus grades into the USI grading scale is incomplete
- This charge needs better guidelines and clear instructions to complete the charge
- Minus grades have been a charge for the past two years

#### Promotions Committee

- Paul Doss asked whether the Promotions Committee submitted a report
- In the future the Promotions Committee will be expected to submit a report

Committee reports are available on the faculty senate website

## 7. New Business

Faculty Senate Officers

- Vice Chair – Paul Doss
- Secretary – Iris Phillips

Fall Faculty meeting

- Breakout sessions will be an extension of conversations about student evaluation of teaching
- Facilitators will encourage discussion, regarding:
  - What is effective teaching?
  - How do we identify effective teaching?
  - How do we measure effective teaching?
  - What is evidence of effective teaching?
- List and rank order evidence of effective teaching.

New charges for standing committees

- Senate members were asked to poll their constituency
- New charges will be discussed at the next meeting

Senate member were asked to seek nominations for the following committees:

- Student Grievance
- Student Publication
- EEO

Senate meeting dates and times

- Faculty Senate will meet the first Friday of each month from 7:30 – 9:00 a.m.
- Next meeting scheduled for September 2<sup>th</sup>
- UC 206

**8. The meeting adjourned at 12:05 (Doss/Hoebeke)**

*Respectfully submitted by Iris Phillips, Senate Secretary*