

Faculty Senate Agenda

Friday, September 12, 2003

3:00 p.m.

UC 214

Announcements

Report form Academic Vice President and Provost, Dr. Linda Bennett

Approval of Minutes from meetings #11, 12 & #1 (Fall 2003)

Old Business

- **Nomination and Election of Representatives for University Advisory Committees**

Student and Academic Grievance Committee (1 student Representative)

EEO Appeal and **Hearing Board (1 Faculty Representative)**

New Business

- **Charges for Standing Committees**
- **Review Proposed Committee Report Calendar**
- **Review Proposed Faculty Senate Website Changes**
- **Planning for Spring Faculty Meeting**
- **Agenda Items for Fall Senate Meetings**

University of Southern Indiana
Faculty Senate Minutes
Session #2
Room: UC 214
Date: September 12, 2003

Approved

Members Present: C. Baker, J. Bandoli, L. Bennett, ex-officio, P. Cashel-Cordo, J. Davis-Brezette, P. Doss, C. Ehlen, M. Graham, B. Johnson, G. May, K. Rodgers, S. Sullivan, K. Valadares

M. McCullough, Sr. Administrative Associate for Academic Affairs

Members Absent: H. Ray Hoops, ex-officio

1. Call to order at 3:06 P.M.
2. No announcements
3. Report from Vice President for Academic Affairs, Dr. Linda L. M. Bennett
 - Academic Affairs is discussing options with Student Affairs about using Student Orientation sessions as a vehicle for classroom decorum sessions.
 - A December/January commencement is not under consideration
 - It is possible to look at changes to the Academic calendar.
4. Minutes from May 2, 2003 (Session #11) were approved - Rodgers/Johnson – 3 abstentions. Minutes from May 9, 2003 (Session #12) were approved - Sullivan/Rodgers – 5 abstentions. Minutes from August 27, 2003 (Session #1) were approved pending corrections. (Ehlen/Bandoli)
5. C. Baker summarized two processes that are involved when meeting minutes are recorded. The information was provided by Darlene Fisher who contacted Tom Magan the University Attorney. Tom did not have an opportunity to complete a lengthy search of laws involving recording. However, the following rules apply based on recording of open meeting standards.

Process 1: Formal Agreement to Record Senate Meetings

- Must retain a copy of the tape
- Must provide a copy of the tape if requested by any constituent,
- Must be able to provide a tape and/or a transcript of the recording
- The recording must be available to the media including news outlets, i.e. radio/tv, Courier & Press, Shield etc.

Process 2: Informal Agreement to Use Audio Recording

- Informally, the secretary may make a recording for the purpose of maintaining an

accurate record

- Upon approval of the minutes the tape can be erased
- That recording becomes part of the public domain

G. May reminded Senators that the original reason for discussing the issue of audio recording Senate meetings was brought up so the Secretary can actively participate in meetings and thus represent his constituents. J. Bandoli stated that he was not comfortable with having a student assist in taking minutes. C. Ehlen was not supportive of recording meetings as participants may not be as candid with their comments. K. Rodgers suggested that all presented issues be provided to the Secretary in written form in order to assist the effort. S. Sullivan was supportive of recording meetings in order to avoid future confrontations over the content of the minutes. K. Valadares suggested he will try taking minutes without recording and evaluate the circumstances at the end of the fall semester. The group consensus at this time was not to record minutes.

6. Old Business

Nomination and Election of Representatives for University Advisory Committees: Timothy Hayes (Student majoring in Biology) was elected to the Student and Academic Grievance committee. Peggy Shields was elected to the EEO Appeal and Hearing Board - 1 abstention.

7. New Business

- Charges for Standing Committees - The following list of charges was developed for consideration in the next Senate meeting. Senators will develop a total list of charges, decide the order of importance and then vote on the items to be sent to the standing committees.
 - Charge 1 for Economic Benefits Committee (S. Sullivan). Examine the issue of compensation for adjunct faculty at USI and peer institutions.
 - Charge 2 for Economic Benefits Committee (S. Sullivan). Examine the issue for compensation for faculty overload courses at USI and peer institutions.
 - Charge 3 for Economic Benefits Committee (S. Sullivan). Examine the issues of the availability of retirement benefits for FT renewable contract faculty. Do some contract faculty receive such benefits and others not? If so what is the rationale for this disparity? (Dr. Bennett will report on her findings of this issue at the next meeting)
 - Charge 4 for Economic Benefits Committee (S. Sullivan). What are the costs involved in running a summer school course that does pay for itself?
 - Charge 5 for Economic Benefits Committee (S. Sullivan). Examine current policy concerning minimal enrollment in USI classes, specifically summer school classes.
 - Charge 1 for Faculty and Academic Affairs (C. Ehlen). Investigate the current handbook specifications for the composition of Dean's search committees.

- Charge 2 for Faculty and Academic Affairs (C. Ehlen). Clarify the criteria for promotion requirements.
- Charge 3 for Faculty and Academic Affairs (S. Sullivan). Continuation of charge #2 from last year. "Survey peer institutions' ratio(s) of faculty to staff" in order to compare these data to the corresponding USI data that were provided in the FAAC report of April 2003.
- Charge 1 for Student Affairs (C. Baker). Review Standards of Academic Progress (pg. 33, *USI Bulletin 2003-2004*). Specifically, review the current policy of placing a student on academic probation after completing 31 quality hours.
- Charge 2 for Student Affairs (P. Doss). Examine the need for health insurance for all students. Investigate a mandatory group major medical plan for all registered students. Further, develop an emergency evacuation procedure for medical and other emergencies while on school-related travel off-campus.
- Charge 3 for Student Affairs (S. Sullivan). Reexamine whether minuses should be added to the grading system.
- Other related information regarding proposed charges
 - (C. Ehlen) To investigate parking issues including the adequacy of handicapped parking – Senators will come prepared to the next meeting with names for an ad hoc committee to investigate the issues.
 - C. Baker will investigate the development of the new USI Creed.
 - (S. Sullivan) In regards to a proposed charge for FAAC (Examine how student athletes are academically advised and whether improvements need to be made in the process) – the recommendation was made to speak directly to the Athletics department.
 - Dr. Bennett will investigate the following:
 - Address the implications for faculty and students of the current policy of expanding existing courses and adding new courses or sections during the week before classes begin.
 - What are the costs of adding another graduation ceremony in December or January?
 - Examine the issues of the availability of retirement benefits for FT renewable contract faculty. Do some contract faculty receive such benefits and others not? If so what is the rationale for this disparity? – (Additionally added as Charge 3 for Economic Benefits)

- C. Baker discussed a proposed committee report calendar intended for chairs of committees. Senators should suggest changes for the next meeting. K. Rodgers suggested that committee reports from Students Affairs, Promotions and Economic Benefits have a date placed on the proposed calendar. C. Baker suggested reports be submitted by March 1, 2004. C. Baker noted that committee reports need to be submitted in a timely fashion in order to get full consideration by the Senate prior to the Annual Spring Faculty Meeting.
- The Faculty Senate Website changes will be discussed at the next meeting. Changes are being made to the website to make it more interactive.
- Planning is underway for Spring Faculty Meeting. Potential speakers will be discussed at the next meeting. J. Bandoli provided a handout prepared by a potential speaker (Ronald Berk). C. Baker indicated that John Gottcent has suggested that Jay Friedrich could be a potential speaker. K. Rodgers indicated that Carter Hall might not be the most appropriate venue for these presentations.
- Proposed Ethics standards for Faculty will be discussed at the next meeting.
- Kathy Rodgers requested that Charlie Harrington, Associate VP for Academic Affairs be placed on the agenda later in the semester due to on going discussions with faculty groups on the issue of placement testing.
- It was suggested that Agenda Items for Fall Senate meetings be provided in a timely manner.

8. The meeting adjourned at 5:00pm. (Ehlen/Doss)

Respectfully submitted by Kevin Valadares, Senate Secretary