Academic Senate Executive Committee  
Meeting minutes  
February 12, 2016


President Scott Opasik called the meeting to order at 12:30 p.m.

Report from the Scheduling Task Force

Karen Clark reported that the Scheduling Task Force met three times during the fall semester. Discussions have centered on ways to improve class schedules for students. All recommendations from the Task Force will be forwarded to the relevant Academic Senate committees for review and action.

The concept of sunsetting courses has been discussed, including information on suspending rather than sunsetting. The Registrar is looking into options for that. Sunsetting means that the course is removed from the IU South Bend course list if a department is relatively sure that they will never offer the course again. Instead of such a permanent resolution, it might be helpful to have a more temporary storage solution, i.e. suspending.

Opasik asked how this related to the master course list. Linda Chen answered that this is designed to help us to manage our course listings better and to help us to review our course list. Problems with the master course list have been brought to light with recent OCC course offerings.

Karen Clark reported that another concern of the Task Force is streamlining the proliferation of new courses and how to do this more efficiently.

Linda Chen noted that degree maps may also help with issues of scheduling. iGPS will have a feature that will help with this but it is clunky at this point and not helpful with four year planning. There was some introduction to this at New Student Orientation last summer and will be included again this year.

Clark asked if the Student Success Collaborative might have a scheduling feature that is more friendly. Linda Chen responded no, that software is designed more for scheduling student appointments. It is required that this be in place by August.

Clark noted that at the last meeting the Task Force discussed how units go about scheduling. It seems that the schedule is usually built based on the last year’s schedule. The School of Education and the College of Health Sciences also work around school and clinic/hospital schedules. So far they have done some information gathering from the departments. There have also been some discussions about mandates in terms of faculty load and associate faculty hiring with some suggestions for different ways that schools are handling these issues. In the meantime, the Deans have shared information with faculty from information shared at Academic Cabinet.

Jann Joseph reported that IU South Bend will participate in IUOCC this summer. The decisions was made to work with the Bachelor of Applied Science degree. Each campus will contribute five courses to the IUOCC program. There is an acknowledgement university-wide that the original IUOCC plan didn’t work
well and that it was not in the best interests of some of the campuses or the students. We will start with five classes, monitor enrollments in terms of equity for seats, and monitor class size. Class sizes are currently limited to 50 students, which is a compromise IU-wide. If there are wait lists, we will consider additional compensation for accepting more students. IUOCC will meet in early March to discuss which classes will be offered in a more equitable sharing of students and resources across IUOCC. There will be a retooling of what IUOCC looks like and a reset of how things work. The percentage compensation to campuses will also be examined. It is in our best interests to propose as many classes as possible to IUOCC in order to have options for our students.

It was noted that it would be helpful to have the listing of IUOCC courses sooner so that we can react to those and offer them on this campus.

Jann Joseph - Reimagining the First Year Experience

EVCAA Joseph reported on a multi-campus project. The EVCs of the regional campuses, working with Applegate’s office, sent a joint proposal for selection and were chosen to participate. Academic officers will act as lead for their campuses; she and other team members (Linda Chen, Kyoko Takanashi and Kathy Sullivan) were in Austin, TX last week for an initial workshop. She hopes that this will be a grassroots effort from our campus. The challenge is to make a change in the campus culture with a focus on 1st year student success. The IU Regionals will communicate regularly and convene periodically. Bill McKinney coordinated the application process and has officially offered assistance and support to the regionals group.

Linda Chen added that the 1st year is the critical year. Participants will build learning communities and crowdsource ideas over the course of three years to learn best practices and finding ways to implement those that promote student success. It is important that these be broad strokes and not small pilots. The goal is to find a few things that think will work on our campus and implement those.

The group shared ideas from the conference. Standard care is a concept that can transfer to higher education. Our students come from a variety of backgrounds and if we don’t successfully educate them we are doing more harm than good if they don’t leave with a degree but drop out with student loan debt instead. We are using a lot of best practices, HIP practices already but the issue is with alignment and communication across campus in order to ensure student success.

Kathy Sullivan will direct the 1st year with the conditional admits. She works with them on a daily basis. One of the principal take-aways from the conference was the idea of a growth mindset and how to cultivate this mindset and convince the students that they can learn and how to help faculty cultivate that in the curriculum. David Yeager will be invited to present on campus in relation to the Growth Mindset.

The team is very excited to share information with students, faculty, and administration and work toward a common goal. The team hopes to present something at Faculty Senate about the project and the formation of a Task Force and the process that will occur over the next three years. As Director of FYS, Betsy Lucal is also involved this process. Other Task Force members have not been identified but there were some logical appointments based on position, for example, Ezella McPherson from the Titan Success Center. Chen noted that there will be some overlap between the General Education Task Force and the Enrollment Management Task Force discussions on these issues.
Borshuk asked if there was money for new initiatives. Joseph answered that AASC&U received money to support the conference. There is no money that comes directly to the campus. We will need to support the Task Force on our own financially. It’s more about mobilizing people around existing programs and aligning services. Faculty compensation is something that is part of the discussion. On a side-note, Joseph will be putting forward some minimum salary guidelines based on education level to start raising faculty salaries and be more competitive in hiring. Jann’s vision will expand from there in terms of salary compression. She hopes to create an initial compression so that in future years we can have the bottom push upward and gradually raise salaries in that way.

Jann Joseph urged the Executive Committee to encourage participation in faculty governance and involvement and engagement across campus; stating that we need stronger service from our faculty in some areas.

**Gail McGuire - Carnegie Engaged Campus Task Force**

Gail presented information on the process of applying for this distinction and the process that has happened thus far. Being recognized as an engaged campus is a distinction and a way of assessing our involvement in community engagement and working on improving it. The next application is in 2020, so a Task Force could determine what is needed to proceed.

Ideally this Task Force would be an Academic Senate TF that evaluates what is being done, how people could best facilitate community engagement, how the campus could help in a centralized way, and would work toward the application process.

Discussion focused on advantages of and alternatives to appointing the TF through the Academic Senate. It was also noted that it will be important to include this information in HLC documents. The small steering group has met with Jann Joseph and would like to expand to a more formal TF. The charge to the task force must be clear and assigned for a finite period of time. The outcome will be a set of recommendations to the campus as well as the application for the Carnegie Designation.

The small steering group should work with Scott to draft a charge and then present to Senate at a later meeting in order to create and populate the task force.

**Scott Opasik – Executive Committee business**

The group set the meeting time for the March meeting of the Executive Committee for Friday, March 4 from 1-2:30 p.m.

The group discussed the February Senate Agenda and noted the importance of time limits. David Vollrath can help to keep time as the Parliamentarian.

Other discussion focused on the budget process, potential handbook revisions that are underway (Scott will change with Lee about the committee’s February deadline and progress and the Executive Committee should have some oversight over wording), scheduling issues, ratios, etc. It is important that faculty understand what the numbers are and can help to be part of the solution.

The meeting was adjourned at 2:28 p.m.
Respectfully submitted,

Nancy W. Colborn
Academic Senate Secretary