Executive Committee Minutes  
April 8, 2016  
12:30 – 3 p.m., Library 4th floor conference room  


President Scott Opasik called the meeting to order at 12:34 p.m.

April Senate meeting agenda  
The April meeting agenda was discussed.

Senate Schedule  
The meeting schedule for the next two years was discussed. Rotating between morning and afternoon meetings works best because of scheduling conflicts with lab classes. We will keep the schedule the same. Scott will get that schedule out to the interested parties.

PT&R Handbook revision and Constitution change draft  
The special committee has completed the draft document. Vice President Lee Kahan will work on making revisions and asked that Executive Committee members please review by Monday and send comments to all via email.

Discussion about various components of the draft included:
- requirement that two letters be focused on scholarship
- librarians section will need review because of changes in state-wide PT&R; Scott and Nancy will look at that
- question of whether only faculty at the rank of full can vote on promotion cases for full rank. Will ask that clarifying information be included in the Handbook

Sabbatical denials  
The issue of sabbatical denial because of previous late reporting on sabbatical activities was discussed. Historically the system has been lax and until fairly recently the rules have not been enforced. The Academic Personnel Committee is the committee responsible for approving sabbatical requests. Discussion of changes in the practice of awarding sabbaticals in recent years.

Could there be an adjustment period for submitting reports so that everyone starts with a clean slate? It would also be helpful to clarify what the phrase “return to campus” means for the due date of the report. We will refer this issue back to the Academic Personnel Committee.

Electronic Balloting  
Hossein Hakimzadeh has investigated various forms of electronic balloting and tested Qualtrics for this purpose. We hope to implement electronic voting yet this semester. Hossein will send an invitation to the Executive committee to vote on a test ballot. Nancy will try to implement for the PT&R Constitution change.

Sustainability Committee
The Executive Committee was asked to review the Committee’s charge and to make suggestions for membership. It was suggested that there be official liaisons from these Academic Senate committees: the Vendor Review Board and the Facilities Committee. The Committee suggests that the charge include a focus on particularly measurable objectives. This quote from Krista Bailey’s suggested charge is particularly helpful:

“Team members will take the lead role in assessing opportunities and recommending and implementing measurable action items. By using national awareness and designation programs to outline goals, audit activities, and benchmark success, the Sustainability Task Force will earn IU South Bend official designation as a sustainability leader in higher education.”

Presidential transition
Ken Smith was a guest at the meeting and we discussed issues related to transition.

Open discussion
There has been some discussion of regional campus recruitment of international students being curtailed. Neovi will have a conversation with Lisa Zwicker and Connie Peterson-Miller about this issue and report back to the group.

PT&R Guidelines review process
EVCAA Jann Joseph was a guest at the meeting beginning at 2 p.m.

Scott brought up the timelines for the PT&R guidelines review. Jann reported that she has had a conversation with the Academic Senate PT&R committee. She would like a comprehensive review of the PT&R process on the campus through all of the departments through all levels.

The PT&R process should be clear to all new faculty hires; a document should be given to each new faculty member that shows what the expectations are for successful tenure and promotion progress. There should be consistency across departments. Deans may need to guide departments toward consistency.

Dr. Joseph would like the review process to move upward in the same way as the PT&R process occurs: the faculty in a department should approve guidelines, then the college/school shall review for consistency, then the Dean reviews, then the campus PT&R committee, then Academic Affairs.

There should be a set period of time for the revision process. Candidates could select the newer guidelines if revision occurs during their time in rank. Ideally this process will be completed in the next year and Academic Affairs will sign off on all documents.

The Committee discussed how best to implement this process. Since many of the PT&R issues have come to us from downstate it is important to make the revision guidelines clear to departments as they begin the process. It was suggested that there be a small Task Force formed to create guidelines and a timeline. Members suggested to serve on this task force are John McIntosh from Academic Affairs, Gwynn Mettetal, a representative from this year’s PT&R committee (De’ Bryant) and a representative from the special PT&R Committee. President Opasik will work to gather that group and organize the process. It was noted that it might be helpful to seek input on the process from the view of IUB and
Counsel and that Affirmative Action Office Marty McCampbell should be included in the initial discussion.

The meeting was adjourned at 2:50 p.m.

DRAFT Senate Meeting Agenda:
Date: April 22, 2016
Room, time: DW1001, 1:30 p.m.

1. Call to order
2. Approval of minutes of 25 March 2016 meeting
3. Committee Reports
   A. Budget Committee
   B. Ad hoc committee on handbook revision of PTR section?
4. President's Report
5. Administrative and Officer Reports
   A. Chancellor Allison
   B. EVCAA Joseph
6. Announcements
7. Adjournment