Indiana University South Bend  
Academic Senate Meeting - Friday, April 25, 2014 - Wiekamp 1001 - 1:30 PM

Attending

1. Call to order - 1:30 PM

2. Approval of Minutes of March 28 meeting - no corrections

3. Administrative and Officer Reports
   A. Chancellor Allison
      1. Ceremonies and awards
         Chancellor Allison announced that at the recent Student Government Awards Dr. Deb Marr, CLAS-Biology was named the campus Outstanding Educator for 2013-14.
      2. Commencement
         Chancellor Allison is continuing the tradition of including a few stories of graduating students. This year’s stories will include 3 IU South Bend students who successfully competed for Nat’l Sci. Foundation fellowships. 7 NSF fellowships were awarded in Indiana; 3 came from IU South Bend.
      3. UG creative activity and mentorship
         Chancellor Allison recognized faculty responsible for helping organize the recent Undergraduate Research Conference in Women’s and Gender Studies, the Campus Undergraduate Research Conference, and the BFA exhibitions and recitals.
      4. Chancellor’s Professor
         Chancellor Allison announced the Inaugural Chancellor’s Professor, Dr. Mike Keen, CLAS-Sociology/Anthropology and Director of the Center for a Sustainable Future.
      5. Curricular Issues
         Interim EVCAA McIntosh participated in a site visit from HLC that reviewed the fully online BSN program and the new BAS. The review is a lengthy process that culminates in a vote by HLC in August.
6. Budget Update

2014-2015 budget has been loaded. The budget is still approx. $300K short; the shortfall will likely be covered by attrition. The Gateway is working to call students to enroll in hopes of increasing enrollment and retention.

7. Sabbaticals

Chancellor Allison reported on the process for sabbatical approvals. He was surprised at range of quality and that all were deemed meritorious. It is his wish for more a more rigorous review process in the future. Chancellor Allison referred to the Academic Handbook language indicating that sabbaticals are not automatic; rather, they are an investment by university in efforts to advance the mission of the university. Chancellor Allison believes the guidelines in the handbook are somewhat vague and asks for the Academic Personnel Committee to review those procedures and policies.

8. PTR

Chancellor Allison expressed a need for clarity in the PTR process. In reviewing dossiers this year, he noted some committees state concerns or strong concerns, but then indicate no reservations at the time of promotion and tenure. He also noted some dossiers lacked required evidence. Need for a workshop for evaluators to accompany the workshop for preparation.

9. Other Acknowledgements

Thanks to Jerry Hinnefeld, Senate President for first year assistance; also to the Chancellor’s Transition Team, Campus Advisory Board, the Strategic Planning group, and the Academic Master Plan Committee

10. Questions for the Chancellor

Question raised about incomplete PTR dossiers. Discussion ensued about reappointment dossiers and full promotion/tenure dossiers.

Question raised regarding sabbaticals. Questioner had no issue with “raising the bar” but rather with the Chancellor expecting and deciding based on criteria different from the campus expectations. Discussion ensued regarding a grandfathering or phase in period. Chancellor responded that 90% were approved, the highest approval rate of any of his previous institutions. Chancellor Allison applied the language of the academic handbook and asked for advice from the Academic Personnel Committee and also from deans.

Question about faculty salary raises for 2014-15. Chancellor responded that there is nothing yet to share. June 4 is the Board of Trustees’ budget hearing. Currently in the budget is a 2% raise pool based on existing positions, but that does not imply a 2% raise for individuals.
B. Interim EVCAA McIntosh

Dr. Linda Chen, AVCAA, reporting in place of Dr. McIntosh who is attending a meeting in Indianapolis.

Dr. Chen announced the following recognitions:

- IUSB Distinguished Research Award – Kevin Ladd, CLAS-Psychology.
- FACET inductee – David Blouin, CLAS-Sociology/Anthropology
- Mark Bradford, associate faculty Leighton School of Business and Economics, earned merit status

Trustee’s Teaching Award letters will be sent next week.

Library – President McRobbie has called for digitization and preservation of media. That process is beginning this summer. Faculty are asked to fill out forms sent to departments for specific requests for digitization.

Questions

Can you verify status of assembling PTR dossiers: are there any policy changes from Academic Affairs regarding external letters? Should letters be sought in the area of excellence or the area of research?

It is the understanding of the Office of Academic affairs that the candidate should seek external letters in the area of excellence . . . IU South Bend has been the lone campus in seeking external letters only in the area of research regardless of the area of excellence sought by the candidate. Candidates going up for excellence in research would follow status quo: a summary of their research sent to external reviewers. For external reviews in teaching, reviewers need not have visited specific classes; rather, candidates can send a small teaching dossier: evaluations, statements, artifacts, and peer reviews can be sent to an external, excellent teacher in the field.

One change would be the timing of dossier preparation so that a summary in the area of excellence can be sent in the spring rather than just submitted in the fall.

Will EVCAA office use the same criteria for determining satisfactory in research?

Chen: Yes . . . I know no different. But I’ve not been involved in those processes during my time in Academic Affairs
Mettetal: It is somewhat vague. External reviewers can be asked to look at area of excellence, but asked also to comment on the others.

Bushnell: There seems to be some “mission creep.” Rules, procedures, and processes are not codified but being put as policy. No one really understands what is fact. Lots of communication is necessary. It seems unfair to change the rules on candidates at the end of the process.

Chen: Rules are not being changed to hurt candidates. This is a democratic process, but there are strong and principled disagreements that need to be worked out.

Sofhauser: Not every unit on campus has had external reviewers look at only research. Nursing has asked to look reviewers to look at all areas.

C. President
Academic Senate PTR Committee responded last week to an Executive Committee charge. Address issues of multiple areas of excellence and the question of external letters. They did make some recommendations on external letters and those have been forwarded to the Ad Hoc Committee on PTR. I have been clear that legislative authority for PTR lies with the faculty. That has been my position all along and will continue to be my position.

IU Eval is showing its age. This has been mentioned to the Interim EVCAA and Chancellor.

Ratification of appointed committees . . .

Motion to ratify – seconded

Chair of Academic Personnel: Committee is too small. We need additional members; if sabbatical rules will change, there needs to be a full, every-unit committee.

Motion Carried

Prof. Hinnefeld extended thanks to the committees of the Senate . . . most of the work of the Senate is done in committee. Also, special thanks to Executive Committee.

From the Senate President’s address to the campus in 2008: “The faculty is the heart and soul of any university. Our work as faculty members, especially our
“teaching, but also our research and scholarly and artistic activity and performance is what the university is all about.” I still feel that way and I thank you all for everything you do.

D. UFC Report
UFC has not met since the previous meeting. UFC Executive Committee has met . . . A common calendar envelope (start:end dates) was officially approved for all university campuses.

4. Committee reports

A. Campus Directions Committee (endorsement of the Campus Strategic Plan)

Arrives moved and seconded . . .

Question: Is the plan prioritized? Not listed in priority order. Some have years and timelines, but the 9 objectives are not in a particular order.

Is there a plan for any necessary corrective actions?
CDC will monitor and report on progress. But the Strategic Plan is a set of goals.

Motion to close debate, seconded, carried

Vote on the motion to endorse carries.

B. Vendor Review Board (Resolution on Child Development Center)

It is proposed that the Campus Child Development Center (CDC) be outsourced.

Vendors are interviewing with a committee to be approved by campus. VRB is to look at decision-making process by the university to ensure compliance with law and policy but also ensure that the university meets its ethical obligations.

A copy of the resolution is included as part of these minutes.

Discussion

What is the reason for outsourcing?
It is essentially a financial decision to reduce our subsidizing, but we are asking to maintain salaries.

If that is true, there are no savings to be realized. Thus why are we outsourcing at all?
It may be time to reexamine number of families, current model, retaining some
aspects but look at other ways to change our commitment while keeping what we value.

Do we have statistics on % of students who use this versus another facility? Probably not. Proportion of students has remained stable. May not be able to know the answer, but all at IU South Bend CDC are students’ children.

*Motion to remove 2nd bullet regarding wages from the resolution . . . Seconded.*

Discussion on the motion to remove the 2nd bullet:

One thing that distinguished our CDC is high quality of service. Pay less, get less quality of service.

Wording is “encourages” . . . we may favor those who demonstrate a move to keep the current employees. High turnover is bad practice.

Language gives flexibility of ideas, not mandates.

Some employees have been with the CDC for decades. Encourages vendors to carefully examine staff.

*Motion to close debate, seconded, carried*

*Voice vote on the amendment*  
*In the opinion of the chair, the motion fails.*

Student Government Association has provided subsidy in the past and recently withdrew their financial support. Can they change their decision to withdraw funding?  
Vendor Review Board can reach out to students - $$

Is there involvement by School of Education in the CDC?  
It is difficult to place students due to IU requirements for additional background checks.

How many families are being served?  
70 families are being served currently.

Campus subsidy?  
$143,000 of loss this year; $20,000 from SGA; not 100% sure of exact subsidy by the end of the fiscal year. SGA has been cutting funding for a few years.

Have we explored every opportunity to integrate our SoE into the Center?
Again, expensive background checks.

Does outsourcing affect accreditation for the CDC?
The CDC is licensed by state of Indiana. It makes use of High Scope curriculum. Consider the use of “accreditation” in documents. (No claims found in the resolution.)

Vendors have received a draft of the resolution.

Resolution sets out priorities.

Does this resolution stall the outsourcing process?
Committee does not have the power to stall; rather, the resolution helps guide the process and the results of the process.

*Motion to close debate, seconded, carried*

*Voice vote on the motion to adopt the resolution.*

*In the opinion of the chair, the motion carries.*

C. Academic Affairs Committee (proposal concerning a Fall Break)
Jeff Johnston, Registrar, provided a summary of the Survey of Faculty, Staff, and Students – a full version of the report was provided via email.

Johnston described the committee’s list of positives and negatives of both October/Thanksgiving split and Thanksgiving week.

Academic Affairs committee with study impact for two years following debate.

Implementation in Fall 2015 at the earliest.

No change (no fall break) is an option.

**Discussion**
IU South Bend is a student centered university where student success/funding is tied to success. Our decision should be about what is best for student success, not whether our relatives live out of town. A couple of days to catch up in October may contribute to student success.

After Thanksgiving is too late for catching up. If we could provide that nudge a bit earlier.

Real decision are we right or are students right? Students may know better.
Caution for scientific nature of survey: low participation compared to campus population. Survey respondents self selected to participate.

What is most effective for students to get caught up? Is 10 days off a better way for students to get caught up?

Comment on the importance of actually having a break. IU South Bend may be unusual. It could be a mental health issue for students.

Fall break is fairly new. Loss of momentum. There are days added to the end. Common calendar beginning earlier in 2015.

Messes up the science lab schedule; it causes hardships for any lab science course.

On the idea of students missing Monday and Tuesday if we take off Wednesday-Friday of Thanksgiving Week. We expect students to be here, attendance is an expectation.

What is a break? Is a couple of day really a break? No, a whole week . . . that’s a break.

What are other campuses doing? Are our options odd or in keeping with other campuses?

Can we revisit a full week elsewhere in the calendar . . .

Voting Scenario Described

3 possible options: A. Full week of Thanksgiving; B. 2 days mid-October plus Wednesday of Thanksgiving week; C. No change.

After first round of voting on all three options, if one option has a majority of votes cast (including abstentions), that option is adopted. If not, the lowest voted option is removed and a second vote taken between the remaining options.

If one of those two options has a majority of votes cast (with abstentions), that option is adopted. If not, a final vote is taken between the highest voted option and no fall break. To add the 4th option (full week mid-October) extends the voting procedure.
Motion to add a full week in mid-October. Seconded

Discussion
As proposed, 2nd week of October.

Extends the calendar, but not clear that the option falls within the common calendar. Discussion indicates it would be possible.

Does this have a bearing on mid-term grades due date? That is a campus decision.

Motion to close debate, seconded, motion carried

On the motion to add the full week
Voice vote unclear - chair calls for a show of hand vote
29 in favor/38 opposed - motion failed.

Motion to close debate on the issue of fall break, seconded, motion carried

On the issue of Fall Break
First vote - A. No break (17), B. Split break (32), C. Full week-Thanksgiving (19), Abstain (8) - no majority vote, option A. No break
Second vote - B. Split break (37), C. Full week-Thanksgiving (33), Abstain (8) - no majority vote, option for Full week-Thanksgiving removed
Third vote - B. Split break (45), A. No break (), Abstain ()

Faculty has voted to institute a fall break consisting of a Monday/Tuesday (4-day weekend) in mid-October and extending the Thanksgiving break to include Wednesday of Thanksgiving. This will begin with the Fall 2015 calendar.

5. New Business

A. Resolution on Associate Faculty Teaching Load
Bobby Meyer-Lee, CLAS-English presents a resolution from members of the faculty moved and seconded for discussion.

Developed out of concern by the English Department and other departments that hire a large number of associate faculty. In light of new standard FTE policy IU wide, this resolution seeks to clarify and affirm the current IU South Bend handbook language.

Discussion
There is a need to have flexibility for departments that have 1-, and 2-credit hour
courses. Agreement with the intent of the resolution, but need for flexibility in hiring associate faculty.

Important to hear from Associate Faculty representatives to the Academic Senate; however, Executive Committee has not received a list of names of those officially designated as Senate members.

Non-Tenure Track Faculty Committee fully endorses the resolution

Does the resolution decrease the ability for departments to use emergency full-time personnel? The resolution is strictly about hiring associate faculty to teach 3 courses per semester at a per-course rate of pay. This is currently disallowed under policy; the resolution encourages the hiring of full-time visiting faculty.

Define “emergency” situations? Does chronic understaffing equate to an emergency every year?

Could language be added that, in the case of needing an “emergency” faculty for, say, 5 years, that would be a case to add a faculty position? To do so would be an amendment to the resolution.

If language is added to define “emergency”; staffing is tenuous and there is a need for some flexibility.

could fears be allayed by striking the last two clauses to the resolution?

If adjuncts don’t get 3 classes at associate faculty pay, won’t they just go elsewhere to get additional classes? Is it ours to decide what they choose to do?

Amendment to add “; chronic understaffing does not constitute an emergency.” to the final clause of the resolution.

Discussion
The amendment does not seem to provide clarity.

If we add language, we are doing so only to resolution. The resolution simply affirms the handbook. But it does not have teeth to be enforced.

Motion to close debate on the amendment, seconded, carried

On adding the amendment
Voice vote unclear - chair calls for a show of hand vote
24 in favor, 22 opposed; motion carries
Motion to table definitely the resolution until first meeting in Fall 2014.
Voice vote unclear - chair calls for a show of hand vote
36 in favor of tabling, 15 opposed to tabling, motion is tabled to first meeting of 2014-15 Academic Year

6. Announcements
   American Association of University Professors chapter on campus. Jake Mattox has information on a table outside the room.

7. Adjournment to applause
   3:35 PM

Respectfully submitted,
Bruce Spitzer, Senate Vice President
for
Alision Stankrauff, Senate Secretary.