

Faculty Senate Agenda

Friday, April 26, 2013

University Center 2207

PRESENT: *Senate members*, Peter Cashel-Cordo, Brandon Field, Adrian Gentle, Mary Hallock Morris, Garret Merriam, Paul Parkison (Chair), Daria Sevastianova, Kristalyn Shefveland, Maria Shirey, Rex Strange, Frank Ward, Jennifer Williams, and Steven Williams; *Ex Officio members*, Linda Bennett (University President), Ronald Rochon (Provost), Shelly Blunt (Interim Assistant Provost); *Senate committee members*, Sherri Mathis and Charles Hathaway, Assessment Committee; John Donnelly, FASTRC Committee; Julie Evey, Promotions Committee; and Wesley Durham, Interim Director of Graduate Studies.

CALL TO ORDER: After a luncheon, the meeting was called to order at 2:58 p.m.

APPROVAL OF MINUTES: Adrian Gentle moved to approve the minutes from the April 12, 2013, meeting. Peter Cashel-Cordo seconded. The minutes were approved with two abstentions.

UPDATE FROM THE PRESIDENT: Dr. Linda Bennett discussed USI's status in the current legislative debate over the Indiana budget. She characterized the process as a bumpy ride, noting that our legislative delegation and the university's Board of Trustees have 'gone to the wall' for USI. She stated that the process was not done, but that she expected a vote this evening. Once the state's budget is in place, it will take the administration a little time to put together the final budget numbers for USI as the legislature created many line items in its budget. Two other factors will have an impact on the campus: a decline in enrollment numbers (compared to this time last year) and the recommendation from the Commission for Higher Education to cap tuition raises at 2 percent. Bennett stated that she has hired consulting company Noel-Levitz to study our recruitment and retention processes; this funding is coming out of book store profits, not operating funds. She added that a campus group will be formed to work with the consultants on these issues. When asked about her budget priorities for the coming year, Bennett stated that she would like to see any additional funds going towards health care costs and increased compensation.

REPORT FROM THE FACULTY SENATE CHAIR:

- **Salary Inequity Charge:** A new charge regarding salary inequities was forwarded to the Senate on February 26, 2013. The senate approved the motion to forward the issues raised in this charge to the provost's office for consideration in the budget process. The charge was referred to the Provost's Office.
- **President's Council:** Items of interest from the President's Council include:
 - *Nepotism Policy:* The President's Council is considering the Nepotism Policy recommendation forwarded to them by the Senate. The President's Council approved policy language at the April 16 meeting. The new language is included as an appendix to these minutes.
 - *Core 39:* Dane Partridge, Kathy Rodgers, and Mark Krahling presented the current status of the Core 39 implementation process. The presentation will be made to the Board of Trustees on May 3, 2013.

- *Enrollment Update*: Eric Otto provided an update on enrollment. Though there is a slight decline he is optimistic about maintaining USI's current enrollment levels.
- Budget Process: A letter of appreciation for their support and attention to USI during the current state budget process was sent to: (1) Sen. Vaneta Becker, 200 W. Washington St., Indianapolis, IN 46204; and (2) Rep. Suzanne Crouch, 200 W. Washington St., Indianapolis, IN 46204
- Pending Senate Charges: A summary chart of senate recommendations and pending charges has been created for follow-up by the 2013-14 Senate.
- Election Results: Elections results for all colleges and at-large representatives for committees and Senate have been compiled.

STANDING COMMITTEE REPORTS:

- FASTRC Committee: John Donnelly presented the FASTRC Committee's year-end report to the Senate. During his presentation, he asked the senate to remind people that if they serve on the committee, they are not eligible to win nor recommend individuals for awards. Jennifer Williams moved to accept the committee's report. Steven Williams seconded. The senate voted unanimously to accept the report.
- Student Affairs Committee: Brandon Eggleston submitted a report from the Student Affairs Committee but could not attend the meeting. Kristalyn Shefvland move to accept the report pending clarifications and approval of the senate chair; Steven Williams seconded. The senate voted unanimously to support the motion.
- Assessment Committee: Sherri Mathis and Charles Hathaway presented the Assessment Committee's year-end report. Rex Strange made a motion to accept the committee's report. Brandon Field seconded. The senate voted unanimously to accept the report.
- Faculty and Academic Affairs Committee: The Faculty and Academic Affairs committee submitted its year-end report to the senate. Paul Parkison noted that the committee had not received a new charge since it submitted its interim report earlier this academic year. Maria Shirey made a motion to accept the report. Adrian Gentle seconded. The senate voted unanimously to accept the report.
- Curriculum Committee: Rex Strange presented a preliminary report from the Curriculum Committee. In his presentation, Strange noted that the committee would like to change its fall deadline from November 15 to October 1. Paul Parkison noted that would require a change to the Handbook; thus, the request may become an action item in the fall. As this was a preliminary report, the Senate considered it as an informational item and will wait to receive the final report before taking additional action.
- Promotions Committee: Julie Evey presented the year-end report from the Promotions Committee. The report included several suggestions pertaining to the tenure and promotions process. These requests would require a change to the Handbook; thus, the committee's suggestions may become an action item in the fall. Kristalyn Shefvland made a motion to accept the report with minor edits; Adrian Gentle seconded. The senate voted unanimously to accept the report.

NEW BUSINESS:

- Day Care for Faculty Children Charge: On April 18, the senate received a charge pertaining to day care for faculty children. The charge was tabled until fall. In the meantime, Daria Sevastianova will work with the provost to find additional information

about the issue.

OLD BUSINESS:

- New Program Review Process: Wes Durham and Shelly Blunt discussed the handbook language related to the new program review process. The senate asked for a statement to be inserted into Section C, Structure of the New Program Development Committee; this statement should define the length of terms for the committee members. It was suggested that the Curriculum Committee chairperson should be the senate's representative on the NPDC. These changes to the language may be made as amendments in the fall. Adrian Gentle made a motion to accept the handbook language; Peter Cashel-Cordo seconded. The senate voted unanimously to accept the handbook language.
- College Election Confirmation: Paul Parkison presented the college election results to the senate. It was noted that Peter Cashel-Cordo will serve out Parkison's term as an at-large representative (ending in Spring 2014). It was decided that an election will be held for two alternates for the at-large representatives. The first place candidate will serve as Julie Evey's alternate (two year term); the second place candidate will serve as Cashel-Cordo's alternate (one year term).
- Diversity and Inclusion Initiative: Pamela Hopson, Director of the Multicultural Center, and student Ariel Crenshaw made a presentation to the Senate regarding diversity initiatives on campus. Crenshaw listed several student activities that were held this year: empathy dinners based on class and race, a women's discussion panel, an election debate viewing, the March for Boston, and Diversity Day. Hopson discussed collaborative efforts between the Multicultural Center/Academic Skills and the Multicultural Center/Counseling Center. Parkison urged faculty members to become more involved in the diversity programming on campus.

ELECTION OF FACULTY SENATE CHAIR: Kristalyn Shefvland nominated Mary Hallock Morris for the position of Faculty Senate Chair. Adrian Gentle seconded. Nominations were closed. Hallock Morris was elected by acclamation.

MEETING ADJOURNMENT: Adrian Gentle made a motion to adjourn the meeting. Kristalyn Shefvland seconded. The meeting adjourned at 5:24 p.m.

NEXT MEETING: Fall 2013 Faculty Senate Retreat, date and time to be announced.

Respectfully Submitted,
Mary Hallock Morris
Faculty Senate Secretary
April 27, 2013

APPENDIX:**NEPOTISM**

University standards for employment decisions such as hiring, promoting, recommending for tenure, reappointing, evaluating, awarding salary, and terminating employment are based on an individual's qualifications for the position, ability, and performance. University policy does not allow an employee to supervise a relative or work in a position that has an audit or control function over the relative.

"Relatives," for the purpose of this policy, are defined as persons related by blood, marriage, adoption, domestic partnership, or other personal relationship, including co-habitation.

To avoid possible conflicts of interest, any dean, director, department head, chairperson, supervisor, or participant in peer or administrative review procedures who is a relative of an employee or job applicant must not participate either formally or informally in decisions, including rendering advice on decisions, on matters affecting the employee or job applicant. This includes, but is not limited to, collegial disputes and decisions to hire, retain, promote, or determine salary.

Exceptions may occur when, after initial employment, an employee is promoted to a supervisory position in which he or she has authority over a relative. In cases where an employee has primary responsibility for the assignment, supervision, and evaluation of duties for a relative, an alternate chain of command must be established. An appropriate individual, designated by a higher level administrator (e.g., director, department head, dean, vice president, provost, president), will perform supervisory functions in decisions to hire, retain, promote, assign duties, or determine the salary of the relative of the supervisor.

Employment of two or more relatives within the same department or under the same immediate supervisor is authorized only with prior written approval of the head of the department or immediate supervisor and the provost or other vice president level administrator, with simultaneous notice to the director of Human Resources.

Given the limited personnel decision-making related to temporary summer support staff positions, such positions may employ relatives if the following conditions are met: the reporting relationship is not direct, but at least one level removed; and the hiring manager receives prior written approval as described in the preceding paragraph. Care should be exercised to avoid preferential hiring of relatives.

Approved 4-16-13