

USI Faculty Senate Meeting Minutes

4 September 2015

Present: Chad Milewicz, Marilyn Ostendorf, Mary Kay Arvin, Gabriela Mustata Wilson, Nick LaRowe, Peter Cashel-Cordo, Cindy Deloney-Marino, Jason Fertig, Peggy Shields, Jessica Jensen, Chuck Conaway, Brandon Field, Rob Millard-Mendez

Visitors and guests: Ron Rochon (Provost), Shelly Blunt (Associate Provost), MT Hallock-Morris (Core Coordinator), Nita Musich (Staff Council Vice-Chair), Gabi Wy (Shield), Bobby Shipman (Shield), Marna Hostetler (Library), Andy Wright (Enrollment Management)

- Meeting called to order: 2 o'clock-ish
- Minutes from last time, amended slightly, approved with one abstention
- Report from Chair, Rex:
 - Attended President's Council on 25 Aug 2015. Budget was focus of most of meeting.
 - President also expressed some short term concerns: no new spending; review of all open positions; size of the cut and its implementation is yet to be determined.
 - Long term concerns: assessment of programs, especially those with diminishing enrollments; looking for growth opportunities; asked for plans for growth from each of the deans, by December.
 - Attended Board of Trustees meeting and gave short report from Faculty Senate. Rex would like to have something "glowing" to say about Faculty Senate or Faculty achievements (i.e. - publications, art shows, etc)- for the next time he appears before the Board of Trustees.
- Report from Provost, Ronald Rochon
 - Moving forward in Title IX training for students, good reception overall, some concerns have been expressed, especially from non-traditional students. Some changes are being made.
 - Need to populate the Honorary Degree Committee; one faculty member is completing her term. Looking for an endorsement from Senate for someone, Dr. Roberta Hoebeke has been suggested. Also, floating the idea that the membership of this committee is not limited to full professor only.
 - Motion to endorse Dr. Roberta Hoebeke, by Peter. Seconded by Gabriela. Unanimously passed.
 - Search committee for Dean of Liberal Arts has been put together. Aggressive timeline: want to have a candidate for selection by Spring Break, start date of July 1.

- MT Morris: TK-20 update
 - Getting ready to start assessment protocols this fall. USI has been working to load up the data onto the TK-20 server. Have loaded students and faculty, currently loading course information. Unit administrators (MT, Shelly, and someone from OPRA) are being trained, will be training CCAFs after that. Faculty who will be doing assessment this semester will be trained on Assessment Day at 9, noon, and 3pm. Dr. Rochon is interested in getting students trained in using the online portfolio feature, TK-20 has videos that they shared that students can view.
- Andy Wright, Enrollment Management.
 - Add/drop/withdrawal policy: Looking at feedback from students and deans about withdrawal policy. Add policy has not changed: after the first week of class, the instructor needs to approve the add. To drop a class, if the student is a new student to college (<30 hours, or transfer), they need to get an adviser's signature to drop, but not the instructor. If they are not a new student (>30 hours), they do not need an adviser's signature. Students dropping all their classes have to get a signature from the dean, or their adviser. The new form is longer, and includes the warnings that they may be in danger of losing their financial aid or take longer to graduate if they drop a class.
 - No faculty were consulted in the development of the new policy.
 - Concern expressed that allowing the student to avoid talking to the instructor runs contrary to principle of retention.
 - Assumption of the new policy is that the adviser is better in touch with the student than the instructor.
 - Question was asked about limiting the number of drops that each individual student were allowed throughout enrollment at USI.
 - Concern expressed about students who check out keys to laboratory drawers, if they drop a class without contacting the instructor that they not return the keys.
 - Financial Aid always disburses the second week of class, and they are never told that they shouldn't go to class before they get their financial aid payments.
 - Requesting a recommendation about the two-year transfer students. Will coordinate with Rex to send it through the Curriculum Committee for recommendation.
 - Brandon made a motion to ask the Student Affairs Committee to provide recommendations on the new Drop/Withdrawal policy. Seconded by Peggy. Request that the Student Affairs Committee return the recommendations to Senate by November 5th so we can provide feedback to Andy. Unanimously carried.
- Peggy made a motion to request Faculty Affairs develop a procedure and policy in conjunction with the registrar's office and other administrators to allow instructors to

administratively withdraw students during the summer semester in parallel to the administrative withdrawal policy for the Fall and Spring semesters. Will have to work out an appropriate scaling for the timeline. Cindy seconded. Unanimously approved.

- Motion made by Mary Kay, that all Senate subcommittees identify a contact person at the end of the Spring semester that will call the first meeting in the Fall. This person should be identified in their annual report. Jason seconded. We do not want them to have to identify a Chair of the subcommittee, but there should be someone that the incoming Faculty Senate Chair can contact. The question came up that this might constitute a change in the bylaws, so it is tabled until next meeting so it can be voted on.
- For future meetings: discussion should be entertained about whether or not membership on FASTRC Committee should be restricted to tenured or promoted faculty. (Question came to us from Chair of FASTRC Committee.)
- Faculty Senate appointments to University Committees:
 - EEO Appeal and Hearing Board: Thomas Weber, Jill Oeding, Betty Hart. Peter moved that we recommend them. Marilyn seconded. Unanimously passed.
 - Environmental Stewardship Committee: Ashley Blinstrub and Eric McCloud recommended by Senate.
 - Student Publications Committee: Virginia Poston, Anna-Lisa Halling recommended.
 - University Athletics Council: Nick LaRowe recommended to fill the position.
 - Student Academic Grievance Committee: Edith Hardcastle and Cindy Deloney-Marino put forth. Still need an undergraduate. Tabled this recommendation until next meeting so we can find an undergraduate. Jason will speak with the president of SGA for a possible recommendation.
- New business of discussing the recommendations from the ad hoc committee on Promotion and Tenure. Motion made by Brandon to table this until the next meeting to be able to discuss in length. Cindy seconded. Would like to get this sorted out this semester. A suggestion was made that we could begin a discussion via email on this topic.
- Meeting adjourned at about quarter past four.

Minutes respectfully submitted by Brandon Field, Faculty Senate Secretary.