

## **USI Faculty Senate**

### **Agenda**

Friday, January 19, 2018

UCE 2207

2:30 p.m.

1. Academic Partnerships at USI – Dean White and Dean Khayum
2. Ideas for USI Budget hearings
  - Dr. Thomas Longwell, Counseling Center
3. Report from Provost Dr. Rochon
4. Report from Faculty Senate Chair
  - Substance Abuse Committee faculty member
5. Approval of minutes –
  - November 17, 2017
  - December 1, 2017
6. New Business
  - Travel Per Diems charge
  - Examination of Travel Per Diem Rates charge
7. Adjournment

## Substance Abuse Committee 2017 – 2018

This committee, appointed by the president, reviews the effectiveness of drug and alcohol programs at the University of Southern Indiana as required in "The Drug-Free Schools and Community Act Amendment of 1989" (Public Law 101-226). This committee monitors the effectiveness of the drug and alcohol policies as related to appropriate sanctions and education, referral and rehabilitation programs and makes appropriate reports and recommendations to the president on at least an annual basis. A comprehensive biennial review of the effectiveness of the program and a report prepared for the U.S. Department of Education are mandated by federal law. The committee consists of the dean of students as chair; the director of Counseling; director of Recreation, Fitness, and Wellness; director of Housing and Residence Life; director of Religious Life; director of Student Development; director of Public Safety; a representative from Athletics; a representative from Planning, Research, and Assessment; a representative from Staff Council; a representative from the Administrative Senate; **two faculty members**; and three student members recommended by SGA. Additional university staff may be asked to serve upon the recommendation of the dean of students.

### 2017- 2018 Members

Dr. Bryan Rush, Dean of Students, Chair  
Nick Bebout, Network Technician II  
Joe Binkley  
Soo Chung, Student  
Dr. Katherine Draughon, Chief Data Officer  
David Enzler, Director of Recreation, Fitness, and Wellness  
Christine Hoehn, Director of Religious Life  
Dr. Thomas Longwell, Director of Counseling  
Kairon Markey, Student  
Jasmine Myers, Student  
Amy Price, Director of Housing and Residence Life  
**Dr. Kathy Riedford, Associate Professor of Nursing**  
Carmen Stoen, Director of Student Development Programs  
Steve Bequette, Director of Public Safety

USI Faculty Senate Minutes  
November 17, 2017  
UC 2207

*Senators Present:* Peter Cashel-Cordo, Chuck Conaway, Charlotte Connerton, Ron Diersing, Wes Durham, Ethel Elkins, Nick LaRowe, Ken Purcell, Erin Reynolds, Peter Whiting, Angie Wooton.

*Visitors:* Shelly Blunt (Provost Office), Amy Chan Hilton (CETL), Riley Guerzini (The Shield)

*Faculty Academic Funding Program*

Dean Ann White and Mr. Jeff Sickman

- Gave overview/report on pilot program on growing support individuals to enroll in MSN and DNP with intent to become faculty.
- By 2025, US will be 1 million nurses short. If we don't have faculty to teach, then we may not meet needs. Larger gap in salary from hospital vs. academia. This pilot program may help lure students into graduate studies and then academia, to then teach at undergraduate level and possible graduate level, depending on degree.
- They are looking at the selection process, but initially, the student would agree to do this and then work at USI for a period of time, with a percentage of the tuition forgiven.
- This can help get the people in place when the need becomes more urgent.
- Initial start of 3, then grow from there. At most 5, max of 10. Some identification from existing faculty and mentoring for the program.
- State Board of Nursing has stipulation that there must be 10:1 ratio, so the possible retirements is important.
- Would want someone with clinical experience before full-time faculty roles.

*Posting and Search Process*

Mr. Andrew Lenhardt

- Posting and Search Process:
  - 30 day posting period: there for VISA and other requirements. Part of the 30 day posting should be in print/high profile. Looking at what HR does and where we post. Seeing about what we do to recruit people.
  - One possibility is for an expedited search: 8 days through Provost approval. May help the university be flexible, in particular for failed searches or repeated failed searches.
  - Feedback from senate brought back concerns about this being abused and bypassing the faculty in the search process, along with a suggestion about having specialized criteria for when these type of searches are done.
  - At present, this is being examined, but no formal policy change has been implemented. HR will be willing to report back to senate before the Provost Council.
- Family Leave/Sick Time:
  - Medical leave is 12 weeks, sometimes this is at the end of semester. Is there a way to stay out until end of semester, just to not adversely effect class.

- Feedback from senate was to make the policy easy to see, along with knowing who to contact. HR will make a one-page document and present back at later meeting.
- Donating Sick Time Proposal
  - Feasibility study on how this could be accomplished. Some requirements on sick leave bank and making sure people are safe in case of major sickness. Research will need to be done. Discussion at this point is more of a “is it possible” at this point. Would be good to have charge from Admin Senate and Faculty Senate.

### *Report from Provost Office*

Shelly Blunt

- Provost returned from China, looking at possible partnerships.
- Academic Partnerships came to present next role and looking at other programs to explore in all colleges. Targeting adult learners. Senate voiced some concerns about faculty lines with regard to AP, along with maintaining the student centered approach USI has had in the past. Peter Whiting will invite the provost, Dr. White, and Dr. Khayum to present in a later meeting to help address these concerns.
- Finals time: students are under a lot stress, so refer students to counseling center if you see a student in need.
- Peter Whiting went to a University Closure meeting with provost-when university closes, online classes are also closed. Going to be careful before closing.

### *Approval of Minutes - October 6, 2017*

Minutes from the last meeting were approved with amendments, w/ 3 abstentions.

### *Report from Faculty Senate Chair*

- College of Business will seek nominations for senate and faculty and academic affairs committee.
- Master Plan: Should be finished in December and shared with faculty
- Schedule for breakout sessions for Jan meeting will be coming out soon. Share with chairs in college and had them forward on. Suggested breakout: Immigration, Mental Health Challenges, IRB, Library, Honors Program, Core39, Faculty Opportunities in Outreach and Engagement. Admin Senate: USI 101, Managing Inbox and OneDrive. Student Evals? (Amy Chan Hilton: No sample items for review at end of semester) Peter Cashel-Cordo: Important for faculty to be aware and what the thinking of the committee is. Has been some discussion about a session, but Rich Bennett said no breakout session, but maybe have focus groups. Ask him what he means by focus breaks.

### *Adjournment*

Meeting was adjourned: 4:31pm.

USI Faculty Senate Minutes  
December 1, 2017  
UC 2207

*Senators Present:* Peter Cashel-Cordo, Chuck Conaway, Ron Diersing, Wes Durham, Ethel Elkins, Jennifer Evans, Matt Hanka, Nick LaRowe, Ken Purcell, Erin Reynolds, Peter Whiting, Angie Wooton.

*Visitors:* Dr. Rochon, Dr. Katie Ehlman, Mr. Jon Mark Hall, Mr. Brody Broshears, Shelly Blunt, Susanna Hoeness-Krupshaw, Wendy Summers, Connie Schnarre.

*Report on UAC Endorsed Absence Policy*

- Policy reviewed for providing clarity to students and faculty. Couple years in the making. Previous policy viewed as a bit vague. Reviewed other GLVC and Division I schools to help guide.
- Endorsed revisions:
  - Included other university sponsored activities, beyond athletics.
  - Added language to help resolve in case disagreements occur.
  - Next step: look toward senate to endorse and then office of provost.
  - Main goal is to address known absences from university sponsored activities.
  - Motion to endorse amended proposal by senate. Passed with no abstentions.

*Family Leave*

Wendy Summers, Connie Schnarre

- Mother or father can take 12 weeks unpaid leave FMLA due to birth.
- If we know ahead of time, provost office and deans can come up with way to support the faculty member.
- No particular policy, but done on a case-by-case basis with faculty member and department.
- 6-8 weeks for short-term disability for maternity leave. First 10 days comes from parental leave, then 6 weeks sick time after delivery.
- Short-term disability insurance can help to build up sick time bank, in case of emergency, especially for new faculty.
- KP: Having a maternity policy can help with recruiting.
- Will send out link to video to help faculty see policy.
- CC: When is newly hired person entitled? First of the month after hiring date.

*Report from Provost Office*

- Susanna Hoeness-Krupshaw-Awards committee for Berger and Distinguished Professor Guidelines: Revised guidelines have been examined. After approved by committee, will be presented to senate. Berger: Had to improve flow with deadlines to be due by Jan, with whole package by March to help with committee. Distinguished Professor: Tweaked rational, left rank open,

had some discussion of breaking award down based upon rank (dismissed it, but may revisit), left requirement of 5 years at USI, specified more required documents such as more letters of recommendation, added some more responsibilities such as Distinguished Professor Lecture and maybe seminar. Provost wants senate to eventually endorse the changes.

- Met with Council of chairs and will have town hall meeting with Academic Partnerships for faculty to attend. On-line instruction demand is being driven by student expectations.
- PW: invited Dr. White and Dr. Khayum for Jan. faculty senate meeting.
- At USI, faculty own curriculum and AP is there for marketing.
- When death occurs, university doesn't make announcements and works with family first.

#### *Approval of Minutes - November 17, 2017*

Minutes from the last meeting were approved, w/ 1 abstentions.

#### *Report from Faculty Senate Chair*

- President Council: Amy Chan Hilton gave presentation on participation
- Honors: Possibly raising standards for honors program.

#### *Ad Hoc Student Evaluation Task Force*

- Definitely have something for fall semester.
- For spring meeting: have faculty fill out a survey and finish research, with recommendations for report by Spring Break.
- Let faculty know that a survey will be done at the spring meeting. Will also make them aware at the meeting.

#### *Statement on Passing of Dane*

Motion to pass as resolution. Passes with no amendments.

#### *Adjournment*

Meeting was adjourned: 3:58pm.

# CHARGE TO THE USI FACULTY SENATE

## Formal Request for USI Faculty Senate Action

Name: Melissa Stacer (Optional)

Date of Submission: 12-4-17

Name of Faculty Senate Representative:

1. Wes Durham
2. Charles Conaway
3. Nicholas LaRowe

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

**1. Charge Title:**

Travel Per Diems

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

Currently, USI has a flat rate per diem of \$32 per day for out-of-state travel. This is extremely low given some of the major cities many faculty travel to for conferences and on other university business. Other universities in Indiana, such as Purdue University and Indiana State University, calculate per diem utilizing federal per diem rates from the U.S. General Services Administration CONUS website. The USI per diem rates should be increased to better reflect actual costs of travel.

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

I would like to see the Senate to explore with Travel Services and appropriate administrators a new per diem calculation based upon specific location. Ideally, this calculation would utilize CONUS and the federal per diem rates.

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

This is the GSA website where one can enter the state and city to see a calculated per diem. The per diem is the last column on the right titled "M&IE." <https://www.gsa.gov/travel/plan-book/per-diem-rates>

This website is for Purdue University Travel, which includes the link to the GSA CONUS website listed above. <http://www.purdue.edu/business/travel/Subsistence/subsist2.html>

This is the Indiana State University Travel website. Under the tab "Reimbursements" there is a section on "Subsistence" that refers to the use of the federal per diem rates per CONUS.  
<http://www2.indstate.edu/controller/travel.htm>

**Items 5-7 are to be completed by Senate Chair or Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

**7. Action Taken by the Administration:**



# CHARGE TO THE USI FACULTY SENATE

## Formal Request for USI Faculty Senate Action

**Name:** Austin Anderson (Optional)

**Date of Submission:** 12/8/2017

**Name of Faculty Senate Representative:**

1. Dr. Brandon Field
2. Dr. Sangwoo Heo
3. Dr. Kenneth Purcell

**Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.**

**1. Charge Title:**

Examination of Travel Per Diem Rates

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

Currently , the per diem rate for out of state travel stands at \$32 (\$26 for in state travel) for the provision of expenses for 3 meals. For travel to anywhere of note (i.e., a city), this does not adequately cover the costs for meals and sustenance. As these funds, generally, come from a faculty member's department/college allotment or grant funds, this seems like an area that could be brought into reconciliation without increased budgetary costs to the university.

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

I would like the senate to investigate the raising of these per diem rates to allow for an amount that will more adequately cover the cost of faculty (and staff) sustenance when traveling.

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

I did not spend much time looking around at "peer institutions" in our area, but I did look at travel information for Indiana State University (<http://www2.indstate.edu/controller/travel.htm>) and Western Kentucky University (<https://www.wku.edu/finadmin/travel/information.php>) and found that both of those institutions rely on the federal US rates for per diem, which take into account specific location of travel and time of year when calculating these rates, for a more accurate overall assessment of meals and incidental expenses. (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>).

**Items 5-7 are to be completed by Senate Chair of Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

**7. Action Taken by the Administration:**