

**FACULTY SENATE MINUTES**  
Friday, September 21, 2012  
RFW Quiet Room

**PRESENT:** Ethel Elkins, Brandon Field, Adrian Gentle, Garret Merriam, Paul Parkison (Chair), Daria Sevastianova, Maria Shirey, Jennifer Williams, and Steven Williams; Ex Officio members, Ronald Rochon (USI Provost) and Shelly Blunt (Interim Assistant Provost).

**GUESTS:** Mark Rozewski (Vice President for Business Affairs).

**CALL TO ORDER:** The meeting was called to order at 3:06 p.m.

**APPROVAL OF MINUTES:** The Senate approved the corrected minutes for the meeting held on September 7, 2012 with one abstention.

**UPDATE FROM PROVOST:** Provost Ronald Rochon gave several updates to the Senate:

- **Health Insurance Increases.** Provost Rochon introduced Vice President Rozewski, who advised the Senate of a significant increase in the University's health insurance rates for the new year. Although details are not finalized, the initial estimate from Anthem indicated a 30% increase, due in large part to the increasing age of plan participants. The average age of the 1077 individuals in the USI health insurance pool is now 53. Employees will continue to pay roughly their current share of total costs (25-30% of total plan costs), and so should expect to see a significant increase; the University can absorb its share of the increase without furloughs or lay-offs. There will likely be changes in copays, deductibles, and increased drug costs, but no change in overall benefits. Vice President Rozewski indicated that Human Resources is continuing to work on the details. A clearer picture will be available by mid-October, when VP Rozewski committed to returning to Senate with an update.
- **Indiana Commission for Higher Education.** The Provost attended a meeting of the CHE in Bloomington, where the focus was on decreasing the average time-to-degree. The Commission and consultants will be making recommendations to each state university regarding financial aid changes that could improve student both time-to-degree and overall completion rate. CHE officials indicated that employability is an important criteria for approval of new programs. Michael Aakhus (Dean of Liberal Arts) and Ronda Priest (Chair, of Sociology, Anthropology and Criminal Justice) also attended the CHE meeting, and will submit a proposal for a new major in anthropology this year.
- **New Program Development.** The Provost indicated that there is now an internal checklist that must be completed before new program proposals are submitted to the CHE. A committee is being formed to develop a vetting process for all new programs before they are considered by the Academic Planning Council. Nadine Coudret (Dean Emerita of Nursing and Health Professions) will return as a consultant to lead this committee of faculty and administrators.
- **Faculty Convocation:** The Provost is forming a committee to create a new Faculty Convocation, separate from the existing fall and spring administrative meetings, that will recognize faculty achievements. It is hoped that the first convocation will be held in Fall 2013.
- **Core Curriculum Implementation Committee:** Interim Assistant Provost Shelly Blunt indicated that the committee has held two meetings and is looking at clearly delineating core categories, creating model course proposals and assessment rubrics to aid departments when they develop proposals, and developing workshops to train faculty in the submission process. Challenges that are being addressed include transfer students and inconsistencies in existing goals/objectives/outcomes within the core proposal document. The next meeting

will discuss a new name to avoid confusion with the existing core, and public documents will soon be posted online.

Adrian Gentle made a motion to approve the use of the existing core website, under the Faculty Senate webpage, by the Implementation Committee; Jennifer Williams seconded. The motion was approved unanimously.

- **Promotion Task Force:** Jennifer Williams, Senator and member of the Promotion Task Force, reported that the Task Force will soon announce four town hall meetings for associate professors to discuss promotion issues. These will be scheduled in mid-October and will be open to all associate professors. A consistent list of questions will be used to guide discussion, and the four meetings will be held on different times and days.
- **Honorary Degrees:** The Provost advised that the nomination form for honorary degree recipients is now available on the Academic Affairs website.

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#### **REPORT FROM FACULTY SENATE CHAIR:**

Senators should encourage people to vote; must be a majority of voting-eligible faculty to approve, not just majority of those voting

1. Recommendation sent to the President's Council to consider amended language to the Nepotism policy.
2. Recommendations sent to the Provost and Director of Human Resources to:
  - a. Support the Administrative Senate's request for the university to provide an employee discount program for nationwide items offered by Abenity.
  - b. Consideration of summer pay and reimbursement occur at-pay-date and prepayment be made to remedy the situation since faculty were not reimbursed in a timely fashion in the previous summer.
  - c. Refer the Faculty Senate charge related to Adjunct and Overload Contracts to the Council of Chairs and Directors. This recommendation was also forwarded to Zane Mitchell, Chair of the Council of Chairs and Directors.
  - d. Consideration of a move to a semi-monthly pay schedule for faculty. The Senate also recommended a trial or beta test utilizing new employees starting in the fall 2013 term.
  - e. Consideration of providing overload compensation for any teaching load of 13 hours or above.
  - f. Consideration of providing the option allowing a full-month's paycheck advance for newly hired faculty members that could be paid back over a full year or a semester, as well as the current option of allowing for a two-week advance.
3. Recommendations was sent to the Provost's Office recommending that the midterm grade report remain optional for faculty.
4. Discussions have begun with Chris Garrett to help facilitate an open forum for the discussion of promotion from Associate Professor to Full Professor.
5. Coordination with Dr. Blunt to arrange two Faculty Forums to discuss the proposed summer schedule. Invitations were sent on Thursday, September 20, 2012.

**NEW BUSINESS:** The Senate reviewed the following new charges:

- Travel Reimbursement Policy: This charge requests that the Faculty Senate work with the Provost's Office to increase travel funding. Initial discussion confirmed that all colleges contribute some amount to faculty travel. Senators were interested in when travel funding was last examined, and Interim Assistant Provost Blunt indicated that it was increased under Provost Bennett.

Discussion focused on increasing travel funds and also increasing the flexibility their use. Senators discussed making more resources available for tenure track (untenured) faculty; allowing the use of monies allocated to non-traveling faculty by active faculty; allowing faculty to rollover travel monies over several years to aid attendance at expensive and/or international conferences. Senators noted that the actual use of approved monies starts at the departmental level and ends with Academic Affairs, meaning that provost monies are potentially not used. More broadly, how much funding is actually used by faculty? Provost Rochon noted that the Travel Office is heavily audited and works under strict state review.

Adrian Gentle motioned that the Economic Benefits Committee examine existing travel funding and broadly review both funding levels and travel policies with the goal of assisting faculty travel ; Brandon Field seconded. The motion was unanimously approved.

- Faculty Conditional Reappointment Policy: There are currently three options for evaluating faculty: Reappointment, Non-Reappointment, and Conditional Reappointment. Conditional reappointment is not defined in the faculty handbook. Senators noted that many faculty view Conditional Reappointment as a punitive measure. Provost Rochon stated that the conditional reappointment is used to provide the faculty member with additional support and feedback beyond that allowed by the regular review schedule, and is not a punitive action. It does result in an additional reappointment decision, but the Provost indicated that his intent is to provide feedback sooner rather than later for faculty who may be having difficulty.

Steve Williams made a motion that the Faculty Affairs Committee examine this issue, and was seconded by Jennifer Williams. After further discussion Brandon Field moved to amend this motion, instead asking that the Academic Affairs office develop a definition of conditional reappointment for the handbook, and perhaps change the name of the term to meet the intent of supporting faculty through the review process; seconded by Jennifer Williams. The amendment and then main motion were passed unanimously.

- Faculty Morale Survey: The Senate was charged with conducting a survey to gauge the moral of faculty at USI. Senators noted that there has not been a morale survey in recent memory, and it would be beneficial to have an understanding of historical trends in faculty morale, which anecdotally appears to be at a low point. Adrian Gentle made a motion to put this charge on a future Senate agenda for consideration with supplemental documentation from originator; seconded by Brandon Field. The motion was passed with one abstention.
- Faculty Voting Policy: Senate was charged with clarifying the definition of voting faculty as defined in the Faculty Handbook. Specifically, does the handbook definition of voting faculty apply to departmental votes. Senators discussed the possibility that there are departmental-level issues which effect tenured and tenure-track faculty and instructor/contract faculty differently. The core question is who has input into department decisions, and would it be appropriate for departments to determine their own procedures? It was noted that perhaps the most important context for faculty ballots is the Curriculum Committee requirement that a majority of faculty approve curriculum proposals. Jennifer Williams made a motion to send this charge to the Faculty Affairs Committee for review; Adrian Gentle seconded. The motion was passed with one abstention.
- Financial Aid Disbursement Policy: Faculty Senate was charged with investigating the ongoing issues with financial aid disbursement. Interim Assistant Provost Blunt noted that aid cannot be disbursed before Census Day, typically the Friday of the first week of classes. Senators noted that while the bookstore offers advances, the options are limited in funding and are short term, and also force students to use the bookstore. This

prevents students from using potentially cheaper options. The discussion was tabled pending further information. Paul Parkison and Provost Rochon will meet with the Director of Financial Aid and report back.

- University Committees for 2012-13: Paul Parkison noted that Senate needs to recommend faculty for the following committee positions:

- EEO Appeal and Hearing Board
- Environmental Stewardship Committee
- Student Publications Committee
- Tobacco-Free USI Committee

Senators are asked to send nominees to the chair before October 12.

- Liaison to Faculty Committees: To address communication between Senate and the standing committees, Paul Parkison proposed that Senators are selected to act as liaisons to the Senate's standing committees. Liaisons are responsible for arranging the initial meeting of the committee (if necessary), identifying committee chairs, and ensuring interim and final reports. The following assignments were made:

- Assessment: Paul Parkison
- Curriculum: Garret Merriam
- Faculty Affairs: Daria Sevastianova
- Economic Benefits: Ethel Elkins
- Student Affairs: Brandon Field
- FASTRC: Adrian Gentle
- Grievance and Hearing: Steve Williams
- Promotions: Jennifer Williams

**OLD BUSINESS:** The Senate reviewed the following outstanding and continuing charges:

- Procedure for “Program Modification” to accommodate 120 credit hour requirement: Many majors and programs will require a program modification to meet the State mandated 120 credit hour limit for baccalaureate programs for all students entering in Fall 2013. The deadline for program modifications to be received by the Curriculum Committee is November 15, and in many cases this will be a minor change. Interim Assistant Provost Blunt recommended that a memorandum be approved to expedite these minor changes. Adrian Gentle made a motion that the chair be empowered to consult with the curriculum committee on this issue; seconded by Jennifer Williams. The motion passed unanimously.

**MEETING ADJOURNMENT:** The Faculty Senate adjourned at 5:20 p.m.

**NEXT MEETING:** October 12, 2012 from 3-5 p.m. in the Recreation and Fitness Center Quiet Room

**SUBMITTED BY:**

Adrian Gentle  
Acting Faculty Senate Secretary  
October 2, 2012