

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #1 for 2009-10)

**April 23, 2009
4:00 p.m.
LB 125**

Agenda

- I. Roll Call
- II. Announcements
 - A. 2009-10 University Senate Membership List (Enclosure #1)
- III. New Business
 - A. Election
 - 1. Senate Officers (Biographical Information, Enclosure #2)
 - Slate: Chairperson: Eric Kelly
Brien Smith
 - Vice Chairperson: John Ledbetter
Ron Rarick
 - Secretary: Beckie Adams
Carolyn Kapinus
 - Nominations will be taken from the floor.
 - 2. Committees
 - Agenda Committee – TWO positions
 - Slate: Olon Dotson
Dan Waechter
 - Nominations will be taken from the floor.

1. University Senate 2009-10
 (70 Members)

Chairperson:	Ex officio: Jo Ann Gora
Vice Chairperson:	Ex officio: Terry King
Secretary:	Ex officio: Barry Umansky
Parliamentarian:	Ex officio: Laura Helms
Undersecretary: Melanie Turner (Non-voting)	Ex officio: Alexander Witt

Academic Dean:

Faculty (by Department within Colleges):

Beckie Adams	2010	Family and Consumer Sciences	CAST	Department
Rex Kanu	2011	Technology	CAST	Department
Tony Hinds	2009	Military Science	CAST	Department
Ann Wieseke	2011	School of Nursing	CAST	Department
Eric Dugan	2010	School of Physical Education, Sport & Exercise Science	CAST	Department
David Haber	2011	Fisher Institute for Wellness and Gerontology	CAST	Department
Olon Dotson	2010	Architecture	CAP	Department
Chris Marlow	2011	Landscape Architecture	CAP	Department
Eric Kelly	2010	Urban Planning	CAP	Department
John Ledbetter	2011	Accounting	COB	Department
Jeff Green	2010	Economics	COB	Department
Terry Zivney	2011	Finance and Insurance	COB	Department
Nazim Ahmed	2010	Information Systems and Operations Management	COB	Department
Brien Smith	2011	Marketing and Management	COB	Department
Richard Bellaver	2010	Center for Information and Communication Sciences	CCIM	Department
Glen Stamp	2011	Communication Studies	CCIM	Department
Dustin Supa	2010	Journalism	CCIM	Department
Barry Umansky	2011	Telecommunications	CCIM	Department
Ron Rarick	2010	Art	CFA	Department
Murray Steib	2011	School of Music	CFA	Department
David ("Kip") Shawger, Jr.	2010	Theatre and Dance	CFA	Department
Ronald Hicks	2011	Anthropology	CSH	Department
David LeBlanc	2010	Biology	CSH	Department
James Rybarczyk	2011	Chemistry	CSH	Department
Fu-Shing Sun	2010	Computer Science	CSH	Department
Kiesha Warren-Gordon	2011	Criminal Justice and Criminology	CSH	Department
Joyce Huff	2010	English	CSH	Department
Jian Sheng Yang	2011	Geography	CSH	Department
Richard Fluegeman	2010	Geology	CSH	Department
Anthony Edmonds	2011	History	CSH	Department

University Senate Membership (cont.)

Ralph Bremigan	2010	Mathematical Sciences	CSH	Department
Marina Guntsche	2011	Modern Languages and Classics	CSH	Department
Paul Chandler	2010	Natural Resources and Environmental Management	CSH	Department
Jeffrey Fry	2011	Philosophy and Religious Studies	CSH	Department
David Grosnick	2010	Physics and Astronomy	CSH	Department
David Marini	2011	Physiology and Health Science	CSH	Department
Jeffrey Clark (Fall, 2009)				
Gary Crawley	2010	Political Science	CSH	Department
Lambert Deckers	2011	Psychological Science	CSH	Department
Greta Slater	2010	Social Work	CSH	Department
Carolyn Kapinus	2011	Sociology	CSH	Department
Lauren Shaffer	2010	Speech Pathology and Audiology	CSH	Department
Jeong-Han Kim	2011	Counseling Psychology and Guidance Services	TC	Department
William Sharp	2010	Educational Leadership	TC	Department
Carrie Ball	2011	Educational Psychology	TC	Department
Theresa Richardson	2010	Educational Studies	TC	Department
Carolyn Walker	2011	Elementary Education	TC	Department
Michael Harvey	2010	Special Education	TC	Department
Bianca McRae	2011	Burriss Laboratory School		Department

Contract Faculty:

Dan Waechter	2010	Journalism	Full-Time Contract Faculty
Patricia Parkison	2009	Mathematical Sciences	Full-Time Contract Faculty

Professional Personnel:

Sherry Woosley	2010	Academic Assessment/Institutional Research	Area
William McCune	2011	Business Affairs	Area
Barbara Wills	2010	Technology Training	Area
Chris Munchel	2011	Admissions	Area
Michelle Johnson	2010	Alumni Programs	Area
Larry Markle	2011	Disabled Student Development	Area

President, Student Government Association: Beth Cahill

President, Student Senate:

President Pro Tempore Student Senate:

Undergraduate Students (6):

Graduate Student (1):

BIOGRAPHICAL INFORMATION

NOTE: If you are planning to nominate someone for one of the positions, please bring a handout of similar information about the individual to the Senate meeting. There will not be time to allow nominees from the floor to give verbal summaries of their credentials.

CANDIDATES FOR CHAIRPERSON

Eric Damian Kelly, Ph.D., FAICP, is a lawyer and city planner who came to Ball State in 1995 as Dean of the College of Architecture and Planning. He served as Dean until 1998 and then joined the faculty of the Department of Urban Planning. From 2004 through Spring 2007 he was Acting Chair of the department, when he asked to be replaced. In 2001 he was named a University Teaching Professor. He has been appointed by three governors to serve on the Indiana Land Resources Council; he currently serves as Chair of the Muncie-Delaware County Government Reorganization Committee. He is a past president of the American Planning Association and a Fellow of the American Institute of Certified Planners. He has chaired promotion and tenure, curriculum and other committees for his home department and served on a number of college committees. He first served in university senate as the deans' representative from 1995-97. He has served in the senate since the restructuring of the governance system and was just reelected for another two-year term. He has served on several governance committees, including a partial term on the UCC-21 Subcommittee, and he chaired the Fine Arts committee for one term. He also served as a community member of the board of the Friends of the Ball State Art Museum. His wife, Sandra, is retired from Ball State, where she served as Special Assistant to the President for 15 years. His daughter, Eliza, earned bachelors and masters degrees from Ball State in speech pathology. Eric and Sandra are long-time members of the Fellows Society of the Ball State University Foundation.

Brien Smith, Associate Professor & Chairperson of the Department of Marketing and Management, (College of Business), has been at Ball State University for 21 years and has participated in University Governance for over ten years as follows:

Chair, University Senate (2008)
Chair, Faculty Council (2007)
Vice-Chair University Senate (1999)
Chair, Senate Governance Committee (1998-1999)
Chair, Senate Financial and Budgetary Affairs Committee (2001-2004)
Chair, Senate Judicial Committee (1999, 2002)
Chair, Facilities Management and Planning Committee (1996, 1999)
Governance Reorganization Task Force (2004) – developed current Senate Constitution
Chair, “Means by Which” Committee (2000) – for senate reorganization
Chair, Research subcommittee of the Professional Development for Faculty Task Force (1994)
University Agenda Committee (numerous terms) and Chair (2008)
Senate Governance Committee (numerous terms)
University Senate (numerous terms between 1993 and 2008)

CANDIDATES FOR VICE CHAIRPERSON

John Ledbetter, Assistant Professor, Department of Accounting, Miller College of Business, has been at Ball State for ten years and has participated in University Governance as follows:

BSU Senate and Faculty Council
Governance and Elections Committee (secretary)
Admission and Credits Committee (chair)
Financial and Budgetary Affairs Committee
College Faculty Development Committee (chair)
Department Promotion and Tenure committee

Ron Rarick, Associate Professor, Art, College of Fine Arts, completed his Ph.D. in art history, with a minor in music history, from the University of Kansas in 1987. He taught at Cumberland College and the University of Indianapolis before coming to Ball State in 1994. He has written and presented on topics principally in the area of late 18th and 19th-century architecture and crafts. Service has included the Promotion and Tenure committee (chair) and two faculty searches at the department level. At the university level he has served on Governance and Elections, Admissions and Credits, Undergraduate Education (complete term), Creative Arts (chair), and Student Center committees. Professional service includes a year as president of the Midwest American Society for Eighteenth-Century Studies.

CANDIDATES FOR SECRETARY

Beckie Adams, Associate Professor, Family and Consumer Sciences, College of Applied Sciences and Technology, has been at Ball State for 16 years and has participated in governance as follows:

University Senate, 1999-2008
Reelected to University Senate, 2008-10
Faculty Council, 2005-06, 2006-08, 2008-10
Salary and Benefits Committee, 2005-06, 2007-08
Professional Affairs Council, 2004-05
Governance Committee, 2003-2004; 2008-2009
Senate Agenda Committee, 2003-2004
Chairperson, Financial & Budgetary Affairs Committee, 2002-2003
Member, Financial & Budgetary Affairs Committee, 2001-2002

Carolyn Kapinus, Associate Professor, Department of Sociology, College of Sciences and Humanities, completed her Ph.D. in Sociology from Pennsylvania State University and joined the faculty of Ball State University in 1999. Her areas of expertise include family sociology, sexuality, gender, and social psychology. Her main research interest is examining the influence of family of family context on adolescents and emerging adults' attitudes and well-being.

She has been a member of University Senate and Faculty Council since 2007 and is currently a Faculty Fellow in the Office of Teaching and Learning Advancement as well as the Faculty Scholarship Advisor for Phi Gamma Delta fraternity.

In the Department of Sociology she has held the positions of Director of Graduate Studies, New Faculty Mentor, and Promotion and Tenure Committee Chair. Her college and university service includes CSH Promotion and Tenure Committee, CSH Dean Search Committee, CSH Advisory Council, CSH Teacher Education Reform Task Force, Graduate Education Committee, Excellence in Teaching Awards Selection Committee, and Office of Academic Research and Sponsored Programs Graduate Grant Proposal Review Committee.

***AGENDA FOR
UNIVERSITY SENATE***

***January 22, 2009
4:00 p.m.***

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the Minutes of the University Senate, November 6, 2008
- III. Announcements
 - A. Next Scheduled Meetings
 - Senate Agenda Committee – February 9, 2009, 8:00 a.m., AT 202F
 - University Senate – February 19, 2009, 4:00 p.m., LB Rm. 125
 - B. Name Change
 - Current Name: International Programs
 - New Name: Rinker Center for International Programs
 - C. Program Information – Academic Posting 2008-09, Volume XL-7
 - Revised Programs
 - Interdepartmental Programs
 - African-American Studies
 - Minor in African-American Studies
 - College of Fine Arts
 - School of Music
 - Major in Music Technology, B.M.
- IV. Committee Reports
 - A. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson
 - B. Faculty Council – Barry Umansky, Chairperson
 - C. University Council – Laura Helms, Chairperson
 - D. Campus Council – Matthew Whitlock, Chairperson
- V. Report by Chairperson of Senate – Brien Smith (Issues in the Senate System – Enclosure #1)
- VI. Questions Directed to the President

VII. Question and Answer Period

VIII. Unfinished Business

A. Proposed Amendment to the Constitution – Second Reading (Enclosure #2)

IX. New Business

X. Other Items

XI. Adjournment

/mt

MINUTES OF THE FIFTH MEETING OF THE 2008-09 UNIVERSITY SENATE
Thursday, December 11, 2008

Members Present: 52

Members Absent: 13

1. The meeting was called to order at 4:00 p.m., by the chairperson of the University Senate, Brien Smith. Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: B. Adams, C. Airriess, R. Bellaver, R. Bremigan, M. Brown, P. Chandler, C. Cozad, G. Crawley, L. Deckers, O. Dotson, E. Dugan, A. Farmer, J. Faroh, R. Fluegeman, J. Gora, J. Green, D. Grosnick, M. Guntsche, M. Harvey, L. Helms, F. Hood, B. Hozeski, M. Johnson, K. Kalumba, C. Kapinus, T. King, D. LeBlanc, J. Ledbetter, M. Maggiotto, L. Markle, C. Marlow, P. Parkison, R. Rarick, T. Richardson, J. Rybarczyk, D. Shawger, G. Slater, B. Smith, M. Steib, F. Sun, D. Supa, F. Suppe, B. Umansky, D. Waechter, C. Walker, M. Whitlock, A. Wieseke, B. Wills, S. Woosley, T. Zivney, E. Zygmunt-Fillwalk

Substitutes: Eric Pierson for K. Speirs-Neumeister

Members Absent: N. Ahmed, D. Chen, J. Clark, M. Groover, D. Haber, T. Hinds, E. Kelly, W. McCune, C. Munchel, L. Shaffer, W. Sharp, J. Kim (for P. Spengler), G. Stamp

2. A motion was made and seconded (Crawley/Supa) to approve the minutes of November 6, 2008.

The motion carried.

3. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – January 12, 2009, 8:00 a.m., AT 202F
University Senate – January 22, 2009, 4:00 p.m., LB Rm. 125

B. Notice of Change in Office/Department Name

Current Name: Office of Academic Research and Sponsored Programs
Proposed Name: Sponsored Programs Office

Please note: For information only. University policy does not require this name change to go through the University Senate prior to Board of Trustees approval as it is not an academic unit.

C. Program Information – Revised Programs

Academic Posting 2008-09, Volume XL-4

College of Applied Sciences and Technology

School of Physical Education, Sport, and Exercise Science

Master of Arts or Master of Science in Exercise Science

College of Architecture and Planning

Department of Landscape Architecture

Master of Landscape Architecture (MLA)

Miller College of Business

Department of Information Systems and Operations Management

Teaching Major in Business and Marketing Education

College of Sciences and Humanities

Department of English

Master of Arts in English (General)

Master of Arts in English (Rhetoric and Composition)
Master of Arts in English (Creative Writing)
Master of Arts in English (Literature)
Master of Arts in Linguistics
Master of Arts in Teaching English to Speakers of other Languages (TESOL)

Teachers College

Department of Counseling Psychology and Guidance Services
Cognate Couples and Family Counseling

Academic Posting 2008-09, Volume XL-5

College of Applied Sciences and Technology

Department of Family and Consumer Sciences
Master of Arts in Family and Consumer Sciences
Master of Science in Family and Consumer Sciences
Master of Science in Dietetics

Department of Technology
Director of Career and Technical Education

College of Sciences and Humanities

Department of English
Doctor of Philosophy (PhD) in English

Department of Biology
Master of Arts in Biology
Biotechnology Certificate

Department of English
Doctor of Philosophy (PhD) in English

D. University Senate Action signed by President, does not require Board of Trustees Approval:

1. Request for electronic copies (only) of University Senate Agenda and materials
2. Policies and Procedures for Undergraduate Certificate Programs
3. Proposed amendment to Faculty and Professional Personnel Handbook (Teaching Evaluation Committee)
4. Proposed amendment to Faculty and Professional Personnel Handbook (Governance and Elections Committee)
5. Suspension of Rules for Academic Year 2008-09, to increase membership of the University Core Curriculum Subcommittee

4. Committee Reports

A. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson

Eva reported that the committee met this morning. The first reading of the constitutional amendment is on the agenda for today's meeting.

B. Faculty Council – Barry Umansky, Chairperson

Barry reported that the council met on November 13. The issue of athletic funding was discussed and subsequently removed from the GANTT chart. They heard a report on the progress of the UCC Subcommittee from Sue Whitaker, Chairperson. The council also passed the new membership of the UCC Subcommittee.

C. University Council – Laura Helms, Chairperson (Report given by M. Brown, Secretary of the Senate)

Sali Falling was present at the last meeting of the council to address workloads of professional personnel and explain expectations of work hours.

D. Campus Council – Matthew Whitlock, Chairperson (no report)

5. Report by Chairperson of the Senate – Brien Smith (Senate Agenda, 12/11/08, Enclosure #1)

6. Questions to the President

President Gora commented on the following:

- She has met with all colleges this semester, with the exception of the College of Architecture and Planning (meeting with them in January), to discuss the capital campaign and the upcoming legislative session. She made another presentation to the state budget committee on November 20 during the legislative session.
- Two-thirds of the capital campaign goal has been reached - \$133,366,262.00.
- There are states going through mid-year budget cuts. Ball State is making an effort to tighten the purse strings as it may get rough during the second semester of this year. The stock market affects the endowment which in turn affects scholarship dollars. Our endowment is down between 20-30% and they're making up the scholarship dollars from other campus expenditures. She will be reporting to the campus community as issues arise.
- University pay raises are doubtful unless the stock market and the state finances change.
- Emerging media – largely funded by new grant dollars and reallocated dollars. This is an important area where there is a broad range of activity.
- David Letterman Distinguished Lecture Series – first speaker on February 24, 2009, is Kathleen Jamison, Elizabeth Ware Packard professor of communications and director of the Annenberg Public Policy Center at the University of Pennsylvania.
- Bracken Environmental Lecture Series – Robert Kennedy, Jr., February 18, 2009; Thomas Friedman, author of The World is Flat – March 4, 2009.
- This has been a winning and interesting football season; instead of going to Detroit, we will be going to Alabama to play the University of Tulsa on January 6, 2009, in the GMAC Bowl. Package information will be available on the web site.
- If faculty are unable to attend, the President requested that they please consider contributing the ticket price for a student to go. They would like to give away 500 tickets to students.
- Arrangements are being made to have a big screen available on campus to see the game. It will more than likely be at Emens Auditorium. More information will follow at a later date.

7. Question and Answer Period

There were no questions.

8. Unfinished Business

There was no unfinished business.

9. New Business

A. Proposed amendment to the Constitution – First Reading (Senate Agenda 12/11/08, Enclosure #2)

A motion was made and seconded (Steib/Cozad) to place on the floor for the reading.

Eva Zygmunt-Fillwalk, chairperson of the Governance and Elections Committee, read the proposed amendment to the membership of the senate. This is the first reading of the amendment. Discussion and vote will take place at the January 22, 2009, meeting of the University Senate.

The Chairperson of the Undergraduate Education Committee, Michael Spillman, will be present at the January meeting to answer questions.

10. Other Items

There were no other items.

The meeting adjourned at 4:20 p.m.

January 22, 2009

Brien Smith, Chairperson

Michael Brown, Secretary

/mt

Proposed Amendments to the Constitution – Second Reading

Membership of University Core Curriculum Subcommittee

Current Version:

University Core Curriculum Subcommittee

12.31 Membership

The membership of the University Core Curriculum Subcommittee shall consist of the following:

12.311 Voting

- 12.3111 One faculty appointed by and from the Undergraduate Education Committee, for a one year term;
- 12.3112 Six faculty appointed by the Faculty Council, for staggered two year terms;
- 12.3113 One undergraduate student appointed by the Student Government Association, for a one year term.

12.312 Non-voting

- 12.3121 The Associate Provost and Dean of University College, ex officio or a designee.

Proposed Revision:

University Core Curriculum Subcommittee

12.31 Membership

The membership of the University Core Curriculum Subcommittee shall consist of the following:

12.311 Voting

- 12.3111 One faculty appointed by and from the Undergraduate Education Committee, for a one year term;
- 12.3112 Seven faculty one elected by and from each college, for staggered two year terms;
- 12.3113 One faculty appointed by and from the Faculty Council, for a one year term;
- 12.3114 One undergraduate student appointed by the Student Government Association, for a one year term

12.312 Non-Voting

- 12.3121 The Associate Provost and Dean of University College, ex officio, or a designee;
- 12.3122 The Director of Academic Advising, ex officio or a designee

**AGENDA FOR
UNIVERSITY SENATE**

**September 3, 2009
4:00 p.m.**

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the minutes of April 23, 2009
- III. Announcements
 - A. Reaffirmation of Standing Rules (Enclosure #1)
 - B. In an effort to conserve paper, and approved by the University Senate on 9/4/08, the Undersecretary will poll the membership at the sign-in table regarding receiving electronic agenda materials ONLY. Hard copies of agenda materials will continue to be produced only once. Please take responsibility for bringing all appropriate materials with you to each meeting.
 - C. Next Scheduled Meetings

Senate Agenda Committee – Monday, September 21, 2009 (AT 202F)
University Senate – Thursday, October 1, 2009, LB (Letterman Building), Rm. 125
 - D. Schedule of Meetings in University Governance system (Enclosure #2)
 - E. Program Information – Academic Posting 2008-09, Volume XL-10
Revised Programs
College of Applied Sciences and Technology
 School of Physical Education, Sport, and Exercise Science
 Master of Arts or Master of Science in Physical Education and Sport
Teachers College
 Department of Elementary Education
 Master of Arts in Education in Elementary Education
Program Information – Academic Posting 2008-09, Volume XL-11
Revised Programs
Miller College of Business
 Department of Accounting
 Major in Accounting
College of Communication, Information, and Media
 Department of Journalism, Baccalaureate Degrees
 Major in Advertising
 Major in Journalism
 Major in Public Relations

Department of Telecommunications
Major in Telecommunications
Minor in Telecommunications
College of Fine Arts
School of Music
Major in Music Performance: Guitar, B.M.
Department of Theatre and Dance
Minor in Theatre
College of Sciences and Humanities
Department of Speech Pathology and Audiology
Master of Arts in Speech-Language Pathology
Doctor of Audiology (AuD)

- F. Honorary Degree (Enclosure #3)
- G. Board of Trustees Action
Approved by Board of Trustees, 7/24/09:
1. Student Organizations and Activities Disciplinary Procedures
Approved by President; does not require Board approval:
1. Commencement
2. Results of Constitutional Amendment
3. Revision of Handbook-Field Trips
4. Revision to Graduate Faculty Policy
5. Revision to Student Code-Smoking
6. Editorial Revision of Grade Appeals Policy
7. Revision to Student Code, Academic Ethics Policy
- IV. Recognition of Deaths – Karl Benkeser, Elizabeth Shelton Caylor, Fred Ehnes, Thad Godish, Ethel Himelick, John Hoelzer, Russ Johnson, Thomas Lesh, Ebert Miller, Josephine Richardson, Robert Seitz, Martha Wickham, Charles Wise
- V. Committee Reports
- A. Governance and Elections Committee – John Ledbetter, Chairperson
- B. Faculty Council – Barry Umansky, Chairperson
- C. University Council – Laura Helms, Chairperson
- D. Campus Council – Matthew Whitlock, Chairperson
- VI. Report by Chairperson of Senate – Brien Smith (Enclosure #4 - Issues in the Senate System)
- VII. Questions Directed to the President
- VIII. Question and Answer Period
- IX. Unfinished Business

X. New Business

- A. Membership of Councils/Committees in University Governance system (Enclosure #5)

XI. Other Items

- A. H1N1 Virus Update – Kay Bales, Vice President for Student Affairs and Dean of Students

XII. Adjournment

/mt

STANDING RULES FOR CONDUCTING SENATE BUSINESS

1. A member of the faculty or a student who is not a senator may initiate an agenda item by having a senator sponsor that item.
2. A member of the faculty or a student who is not a senator may initiate an agenda item by presenting the item to the Agenda Committee.
3. Senators may submit new agenda items in writing to the Agenda Committee.
4. The Senate will be called to order on the hour with sessions limited to one hour and twenty minutes.
5. Roll will be taken by the members initialing a roster.
6. Senators will be seated in a designated section of the room. Special areas of the chamber will be reserved for the seating of visitors.
7. The distribution of the minutes by mail will substitute for the reading of the minutes.
8. Announcements must be limited to Senate business and must be cleared through the Chair.
9. Scheduled meetings will include, following committee reports, a question-and-answer period not to exceed ten minutes in length, during which senators may request information from other persons present on matters of concern to the University community as a whole. The Chair shall rule out of order questions that are personal, departmental, or collegiate in scope or that do not pertain to University affairs.
10. The first time they speak at a meeting, senators will stand and identify themselves when addressing the Chair or the Senate.
11. Senators may, as a prerogative, address the Senate from the lectern.
12. Senate committees and councils must send minutes, reports, and recommendations to the Agenda Committee.
13. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body.

The final statement should be a motion to accept the report of the committee. If action, other than accepting the report, is required by the University Senate, the proposed motion should be presented in writing to the Agenda Committee to be placed on the University Senate Agenda.

14. Proposals must be framed as resolutions or as motions. A lengthy resolution or motion should be submitted in writing prior to the call to order of the meeting.
15. All motions will be put on the floor for debate by a Senator first stating their name followed by a second with a Senator stating their name.
16. When a motion appears on the Senate agenda, the chair of the sponsoring committee, or a representative, or the person sponsoring the motion must be present in the Senate to present the motion.

17. When a lengthy resolution or motion is being perfected, the Chair may request that an amendment be considered "in principle" if in the Chair's judgment this will expedite debate. If the principle is adopted, an editor or editorial committee appointed by the Chair shall draft appropriate language for ratification by the Senate at its next meeting.
18. A Senator may interrupt debate on an agenda action item by "move to return motion to committee or refer to another committee for matters of clarification". This will require an immediate second, a debate and a simple majority vote of the body of the Senate. A majority vote will send the item back to the appropriate committee for further work or clarification. If the motion fails, debate will continue on the original motion followed by a vote of the body.
19. Voting will be by voice vote unless there is a request for a division of the house or for a written ballot.
20. Voting procedures shall be "of the members present and voting" as defined in Robert's Rules of Order. In this process, "yes" and "no" votes are counted, while abstentions are not counted in the total. Unless defined differently by the standing rules of the Senate or Robert's Rules of Order, motions pass by a simple majority of the votes cast. Voting by proxy is disallowed in this process.
21. The Chairperson will appoint a parliamentarian for the Senate. The appointee may be a member of the Senate or from outside the body. An appointee from the body of the Senate will retain all privileges of a Senator, while an appointee from outside the body will have no voice or voting rights. It will be the responsibility of the parliamentarian to keep the Senate acting within the Standing Rules of the Senate and to interpret other issues by using Robert's Rules of Order.
22. Any items remaining on the Agenda in the last meeting of the Spring will automatically be carried over to the Fall Agenda.
23. The Senate Agenda Committee will be empowered to act for the Senate during the summer on emergency items, pending acceptance by the Senate in the fall.
24. Timetables proposed by the Senate Agenda Committee will be subject to subsequent acceptance by the University Senate at their next meeting.
25. The Senate, the Agenda Committee and the Governance and Elections Committee may conduct official business electronically.

9/4/08

University Governance
Schedule of Meetings
2009-10

August, 2009

24 Senate Agenda Committee

September

3 Governance and Elections
University Senate

10 *Faculty Council*

17 *University Council*

21 Senate Agenda Committee

24 Campus Council

October

1 Governance and Elections
University Senate

8 *Faculty Council*

15 *University Council*

19 Senate Agenda Committee

22 Campus Council

29 *University Senate*

November

5 Governance and Elections
Faculty Council

12 *University Council*

19 Campus Council

23 Senate Agenda Committee

December

3 Governance and Elections
University Senate

10 *Faculty Council*

January, 2010

11 Senate Agenda Committee

14 Governance and Elections

21 *University Senate*

28 *Faculty Council*

February

4 Governance and Elections
University Council

8 Senate Agenda Committee

11 Campus Council

18 *University Senate*

25 *Faculty Council*

March

4 Governance and Elections
University Council

15 Senate Agenda Committee

18 Campus Council

25 Governance and Elections
University Senate

April

1 *Faculty Council*

8 Governance and Elections
University Council

12 Senate Agenda Committee

15 Campus Council

22 *University Senate*

ALL SENATE AND COUNCIL MEETINGS – THURSDAYS, 4:00 P.M.

University Senate, Faculty Council, University Council: Letterman Communication and Media Bldg., Rm. 125
Campus Council: 4:00 p.m., SC 303

Senate Agenda Committee: Mondays, 8:00 a.m., AT 202F (CAST Dean's Conference Room)

Governance and Elections Committee: Thursdays, 8:10 a.m., BL 301

NOTIFICATION OF ACTION BY THE BALL STATE UNIVERSITY
BOARD OF TRUSTEES

Date of Board Meeting May 14, 2009

Item No. 5

Distributed to: Dr. Brien Smith Ms. Turner
 Ms. Arrington Ms. Hofmann

Subject: Honorary Degree

Provost King recommended the awarding of an honorary doctorate to astronaut and veterinarian Richard Linnehan at the December 2009 commencement.

RICHARD LINNEHAN, DVM.
Nominee for the Honorary Doctor of Science

Provost King, with the support of the Graduate Education Executive committee, recommends the awarding of an honorary Doctor of Science. Dr. Linnehan merits recognition for his list of impressive professional national and international achievements, his dedication to improving the lives of both humans and animals, and for his association with Ball State faculty and students.

Best known for being a NASA astronaut with the Johnson Space Center, Dr. Linnehan is a veteran of four space flights, most recently the Endeavor's March 2008 mission. He has spent almost 60 days in space and made almost 1000 orbits of Earth. Besides accomplishing the stated technical objectives of each mission, including space walks and equipment repair, Dr. Linnehan has participated in a variety of life science research studies during those missions.

Dr. Linnehan holds a number of degrees and honorary degrees for his efforts. Most notably, he holds a Doctor of Veterinary Medicine from The Ohio State University. He has been awarded the Navy Group Achievement Award, Navy Commendation Medal, NASA Outstanding Leadership Medal, and the American Veterinary Medical Association President's Award.

Dr. Linnehan has been an advocate for the Human Performance Laboratory and Ball State University. Their collaboration has resulted in valuable knowledge for the health and well-being of persons involved in space exploration. He has also been to campus as a guest lecturer, researcher, and teacher.

Dr. Linnehan is recommended for honorary degree for his professional dedication to expanding our knowledge as few will ever have the opportunity to do.

The following action was recommended:

THAT APPROVAL BE GRANTED TO AWARD AN HONORARY DOCTOR OF SCIENCE DEGREE TO DR. ROBERT LINNEHAN AT THE DECEMBER 2009 COMMENCEMENT.

On motion by Mr. Momper, seconded by Mr. Hall, the recommendation was approved.

From: Anita Kelsey
Recording Secretary
Board of Trustees

**AGENDA FOR
UNIVERSITY SENATE**

**December 3, 2009
4:00 p.m.**

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the minutes of September 3, 2009
- III. Announcements
 - A. Next Scheduled Meetings

University Senate – Thursday, December 3, 2009, LB (Letterman Building), Rm. 125
Senate Agenda Committee – Monday, January 11, 2010 (AT 202F)

REMINDER: The University Senate will convene in TC 102, beginning with the January 21, 2010 meeting and for the remainder of the spring semester.
 - B. Notice of Change in Office/Department Name (Approved by Provost 9/3/09)

Current Name: Women’s Studies
Proposed Name: Women’s and Gender Studies
 - C. Clarification of the term “Adjunct Professor” (Enclosure #1)
 - D. Program Information – Academic Posting 2009-10, Volume XLI-2 &3 (Enclosure #2)
- IV. Recognition of Deaths – Elizabeth Shelton Caylor, Earl Conn, George D. Marconnit, Gene McCreery, B. Jeanette Miller, H. Kenneth Nixon, Jr., Marvin Charles Reichle, Joseph Tamney, George Yeamans
- V. Committee Reports
 - A. Governance and Elections Committee – John Ledbetter, Chairperson
 - B. Faculty Council – Barry Umansky, Chairperson
 - C. University Council – Laura Helms, Chairperson
 - D. Campus Council – Matthew Whitlock, Chairperson
- VI. Report by Chairperson of Senate – Brien Smith (Enclosure #3 - Issues in the Senate System)

A. Recommendation from SafeAssign Task Force
Safe Assign Task Force 11/6/09

SafeAssign is a text-matching tool available on Blackboard that checks student assignments against an institutional database (a collection of papers submitted on campus) and against a global database (a collection of papers submitted on other campuses or that exist electronically on the web). However, in doing so it does not discriminate between properly and improperly cited materials. Therefore, this tool has its greatest value as a learning moment between student and faculty on how to properly cite and paraphrase material borrowed from previously written text. To this end, it is important for the faculty who choose to use SafeAssign to be properly trained in how to use and interpret submitted outcomes. The outcome reports from submitted work must not be used directly by faculty for grading purposes, since the report only indicates the percentage of text-matched material which may in fact be properly cited. The best use of SafeAssign would allow students to submit work prior to turning it in and to then meet with faculty to go over the report. For faculty who wish to use properly interpreted SafeAssign outcomes as part of the grading process, SafeAssign training from the University is mandatory.

B. Report from Teaching Evaluation Committee on Grade Inflation

The Teaching Evaluation Committee reviewed Dr. McClure's motion, e-mail, and the other document he provided. Although grade inflation may play a role in student ratings of instructors, the motion presented by Dr. McClure recommends implementing a 2.5 GPA standard for non-PE core undergraduate courses. The committee does not feel that the issue of assigning student course grades is within its current charge as delineated in the Faculty and Professional Staff Handbook. We suggest that perhaps the University Core Curriculum Committee might be a better group to examine this issue.

VII. Questions Directed to the President

VIII. Question and Answer Period

IX. Unfinished Business

X. New Business

A. Proposed amendments to the Constitution – First Reading (Enclosure #4)

This is the first reading of the amendments. No discussion takes place at this meeting.
Discussion and vote will take place at the January 21, 2010, meeting of the University Senate.

XI. Other Items

XII. Adjournment

/mt

MINUTES OF THE SECOND MEETING OF THE 2009-10 UNIVERSITY SENATE
Thursday, September 3, 2009

Members Present: 55

Members Absent: 7

1. The meeting was called to order by the Chairperson of the University Senate, Brien Smith, at 4:00 p.m. Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: B. Adams, N. Ahmed, N. Akey, C. Ball, R. Bellaver, R. Bremigan, K. Brophy, B. Cahill, P. Chandler, G. Crawley, L. Deckers, O. Dotson, A. Edmonds, R. Fluegeman, J. Fry, J. Gora, J. Green, D. Grosnick, M. Guntsche, M. Harber, L. Helms, R. Hicks, J. Huff, C. Kapinus, T. King, D. LeBlanc, J. Ledbetter, M. Maggiotto, L. Markle, C. Marlow, W. McCune, B. McRae, M. Mills, P. Parkison, J. Rybarczyk, L. Shaffer, D. Shawger, G. Slater, B. Smith, G. Stamp, M. Steib, F. Sun, D. Supa, B. Umansky, D. Waechter, K. Warren-Gordon, M. Whitlock, A. Wieseke, B. Wills, J. Yang

Substitutes: Jeff Clark for D. Marini, Jon Clausen for T. Richardson, Mike Harvey for C. Walker, Amy Petts for S. Woosley, Omar Benkato for T. Zivney

Members Absent: D. Haber, M. Johnson, R. Kanu, E. Kelly, C. Munchel, R. Rarick, W. Sharp

2. A motion was made and seconded (Supa/Adams) to approve the minutes of April 23, 2009. The following revisions will be made to the minutes: 1) Christopher Marlow and Murray Steib will be added to the "members present" section of the minutes; 2) the election of the senate secretary was not by acclamation. An election was held by paper ballot.
3. Discussion ensued regarding the Standing Rules (University Senate Agenda 9/3/09, Enclosure #1) The Senate Parliamentarian, David Pearson, discussed the operating principles of the Senate.

A motion was made and seconded (Umansky/Supa) to strike all words after "formally adopted" on item 13 in the Standing Rules. Standing Rule #13 will now read:

13. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body.

The motion carried.

A motion was made and seconded (LeBlanc/Adams) to approve the Standing Rules as revised.

The motion carried.

4. The chairperson reviewed the other announcements regarding program changes, honorary degree, Board of Trustees Action, and recognition of deaths.
5. Committee Reports

A. Governance and Elections Committee – John Ledbetter, Chairperson

John reported that the committee met this morning and elected Larry Markle secretary.

B. Faculty Council – Barry Umansky, Chairperson

Barry reported that the Faculty Council will meet next Thursday, September 10. They have an agenda item pertaining to the revision of the University Promotion and Tenure document.

C. University Council – Laura Helms, Chairperson

Laura reported that the University Council will meet on Thursday, September 17. An issue from the Senate Agenda Committee has been sent to the Extended Education Committee, which is under their purview.

D. Campus Council – Matthew Whitlock, Chairperson

Matt reported that the Campus Council chairperson who was elected at the last meeting of the spring semester, 2009, did not return to Ball State this fall. Since he was elected vice chairperson, he has taken the position of chairperson again for the academic year. The next meeting of the Campus Council to be held on September 24, will have an item on their agenda to elect a vice chairperson for this year.

6. Report by Chairperson of Senate – Brien Smith (University Senate Agenda 9/3/09, Enclosure #4)

The GANTT chart was reviewed by the membership of the Senate.

There will be a meeting of the committee chairpersons with the executive committee of the University Senate later in September. This will provide an opportunity for the committees to meet and elect officers.

David Pearson, a member of the Safe Assign Task Force, reported that progress has been made on Safe Assign and it is now fifty percent complete in application.

7. Questions Directed to the President

The President reported the following:

- On campus enrollment is up to 17,627, up from 16,901 last year
- Freshman enrollment is up: 3871 vs. 3798 last year
- Transfers are up: 773 vs. 726 last fall
- New graduate enrollment is up: 634 vs. 508 last year
- New international students are up: 243 vs. 147 last fall
- Diversity is up: among all undergraduates, 10.3% vs. 9.4% last fall; among freshmen, 11.7% vs. 10.0% last year
- Honors College freshmen up: 343 vs. 289 last fall
- Academic Honors diploma: 61.1% vs. 55.6% last fall
- Retention of the freshmen class has improved from 77% two years ago to 78.3% last year to 78.4%
- Housing is at 99% Occupancy

A ribbon-cutting ceremony was held this past Tuesday (9/1/09), for DeHority Hall.

There will be an Information Technology event (Tech4U) on September 17 including the Schwartz Special Collections and Digital Complex in Bracken Library.

Mid-October will include a celebration of the opening of the Ball Honors House with family members of Ed and Virginia Ball.

There were no questions directed to the President.

8. Question and Answer Period

There were no questions.

9. Unfinished Business

There was no unfinished business.

10. New Business

A. Membership of Councils/Committees in University Governance system
(Senate Agenda, 9/3/09, Enclosure #5)

1. A motion was made and seconded (Umansky/Supa) to accept the membership of the Faculty Council and appointments made by the executive committee.

The motion carried.

2. A motion was made and seconded (Helms/Supa) to accept the membership of the University council and appointments made by the executive committee.

The motion carried.

11. Other Items

A. H1N1 Virus Update

The University's Crisis Management Team was represented today by Dr. Alan Hargrave, Team Chair and Associate Vice President for Student Affairs/Director of Housing and Residence Life, and Dr. Kay Bales, President's Cabinet Liaison and Vice President for Student Affairs, as well as Dr. Kent Bullis, Medical Director of the Health Center. The Senate Agenda Committee invited them to today's meeting to provide an update on the H1N1 Virus.

A question and answer period followed their update.

The meeting adjourned at 5:00 p.m.

October 1, 2009

Brien Smith, Chairperson

Carolyn Kapinus, Secretary

/mt

Clarification of the term “Adjunct Professor”

Original version

1.34 Adjunct Professor

The title Adjunct Professor is used for persons who by their professional cooperation significantly assist the University in its academic programs, regardless of the fraction of load assigned and, in most cases, without remuneration. The person recommended to be an Adjunct Professor must be approved by the academic department and recommended through the usual channels. Adjunct faculty are not eligible for tenure or for membership in the University Senate.

Suggested Revision:

1.34 Adjunct

The title of Adjunct is used for persons who by their professional cooperation significantly assist the University in its academic areas, regardless of the fraction of load assigned and, in most cases, without remuneration. The person recommended to be an Adjunct must be approved by the academic department and recommended through the usual channels. ~~Adjunct faculty are, but is~~ not eligible for tenure or for membership in the University Senate. Adjunct titles should be determined by the appropriate area according to position and credentials and approved by the appropriate dean.

Faculty and Professional Personnel Handbook, Page 44

Rationale:

This definition has led some to believe that the only adjunct title available is “Adjunct Professor.” However, the HR list (approved by the Board of Trustees) includes at least 6 different adjunct titles for this year alone. (instructor, visiting scholar, lab technician, etc.)

(An unusual appointment letter can be filed if there are issues)

Program Information – Academic Posting 2009-10, Volume XLI-2

Revised Programs

- College of Applied Sciences and Technology
 - Department of Technology
 - Minor in Construction Management
 - Minor in Design Technology
- College of Communication, information, and Media
 - Center for Information and Communication Sciences
 - Information and Communication Technologies for Non-Engineers Certificate
- College of Fine Arts
 - School of Music
 - Major in Music Composition, B.M.
 - Major in Music Performance: Symphonic Instruments, B.M.
- College of Sciences and Humanities
 - Interdepartmental Programs - Science
 - Master of Arts in Science Education
 - Department of Anthropology
 - Master of Arts in Anthropology
 - Department of Computer Science
 - Major in Computer Science
 - Minor in Computer Science
 - Minor in Computer Security
 - Department of Criminal Justice and Criminology
 - Minor in Criminal Justice and Criminology
 - Department of English
 - Minor in Creative Writing
 - Department of Natural Resources and Environmental Management
 - Major in Natural Resources and Environmental Management
 - Department of Physics and Astronomy
 - Program Title Change:
 - Minor in Astronomy to Minor in Astrophysics
 - Department of Physiology and Health Science
 - Major in Health Science
 - Minor in Public Health
 - Minor in Environmental Health
 - Department of Social Work
 - Major in Social Work, BSW

Program Information – Academic Posting 2009-10, Volume XLI-3

Revised Programs

- College of Applied Sciences and Technology
 - Department of Family and Consumer Sciences
 - Major in Family and Consumer Sciences
 - School of Physical Education, Sport, and Exercise Science
 - Exercise Science Major in Physical Education
 - Minor in Aquatics
- College of Fine Arts
 - Department of Art
 - Major in Art, B.F.A.
- College of Sciences and Humanities
 - Interdepartmental programs
 - Doctor of Education (EdD) in Science Education
 - Department of Mathematical Sciences
 - Middle School/Junior High Mathematics License, 24-31 hours
 - Department of Physiology and Health Science
 - Minor in Community Health Education
- Teachers College
 - Department of Educational Psychology
 - Master of Arts in Educational Psychology
 - Department of Educational Studies
 - Computer Education Teaching License (Undergraduate, Non-Stand-Alone License), 15 hours

Proposed Amendments to the Constitution – First Reading

1. Membership of Public Safety Committee

Public Safety Committee 2/18/09
Campus Council 3/19/09
Governance and Elections Committee 9/3/09
Senate Agenda Committee 11/23/09

1. Remove the Associate Dean for Student Affairs and Director of Housing/Residence Life from the ex officio membership of the committee.

Rationale: The Director of Public Safety (already an ex officio member of the committee) reports directly to the Associate Dean for Student Affairs and Director of Housing/Residence Life.

2. Add the Victim Advocate, ex officio, or a designee (Non-voting)

Rationale: A victim advocate is now on campus and the committee believes a member in this capacity is necessary as they could speak to victims' issues on the Committee.

3. Add the Associate Vice President for Facilities, Planning and Management, ex officio, or a designee (Non-voting)

Rationale: A considerable portion of the responsibilities for the Committee deals with the University's grounds. This member could better understand the context of the Committee's requests.

Page 12, Faculty and Professional Personnel Handbook

CURRENT MEMBERSHIP:

Voting

- Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms
- Two faculty appointed by the Faculty council, for staggered two year terms
- Two members appointed by the University Council, for staggered two year terms
- Two students appointed by the Student Government Association, for one year terms

Non-Voting

- The Associate Dean for Student Affairs and Director of Housing/Residence Life, ex officio, or a designee
- The Director of Public Safety, ex officio, or a designee
- President of Staff Council, ex officio, or a designee

PROPOSED MEMBERSHIP:

Voting

- Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms
- Two faculty appointed by the Faculty council, for staggered two year terms
- Two members appointed by the University Council, for staggered two year terms
- Two students appointed by the Student Government Association, for one year terms

Non-Voting

- The Victim Advocate, ex officio, or a designee;
- The Associate Vice President for Facilities Management and Planning, ex officio, or a designee;
- The Director of Public Safety, ex officio, or a designee;
- President of Staff Council, ex officio, or a designee.

2. Membership and Policy Statements of University and Department Promotion and Tenure Documents

University Promotion and Tenure Committee 11/18/08

Senate Agenda Committee 8/24/09

Faculty Council 9/10/09

Senate Agenda Committee 10/19/09

The University Council and Committee Structure / I General Structure / Faculty Council /4. Standing Committees:

14. University Promotion and Tenure Committee

14.1 Membership – The membership of the University Promotion and Tenure Committee shall consist of the following:

14.11 Voting

14.111 Seven tenured faculty, one representing each college, elected by the tenured and tenure-track faculty, for staggered three year terms.

14.112 Should a college representative be unable to complete the term of election, the college will vote to elect a new representative, or the college alternate to the committee will serve the remainder of the term.

(Page 25 – Faculty and Professional Personnel Handbook)

University Promotion and Tenure Document / III. Policy Statements:

1. Policy Statements for Promotion

1.10 No person may serve as a member of a Department Promotion and Tenure Committee who is a candidate for promotion.

1.101 An individual so elected who later becomes a candidate for promotion must resign from the committee.

1.102 The one exception to these provisions involves the chairperson of the department when he or she is a candidate for promotion. In that circumstance, he or she shall not participate in his or her ex-officio capacity during the deliberations of promotion to the same rank.

1.103 No candidate shall be evaluated by a Promotion and Tenure Committee of fewer than three (3) eligible voting members. Department committees on which tenure line faculty serve must be a minimum of four (4) persons in order to maintain the minimum voting membership requirement when a tenure line committee member is excused during the review of his/her progress towards tenure proceedings. Departments which under these or any other conditions cannot form a Promotion and Tenure Committee of at least three voting members shall develop specific provisions subject to the approval of the College and the University Promotion and Tenure Committees.

1.11 At any step in the promotion process (Department Promotion and Tenure committee; department chairperson; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending a faculty member favorable for promotion shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement. All candidates for promotion will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of strengths and weaknesses in the areas of teaching, scholarship, and service.

(Pages 60 and 61 – Faculty and Professional Personnel Handbook)

University Promotion and Tenure Document / IV. Promotion and Tenure Committee Structure:

1. Department Promotion and Tenure Committees

1.1 Membership

- 1.11 The Department Promotion and Tenure Committee shall be elected annually, preferably by written ballot. The electorate shall consist of tenure-track and tenured faculty members of the affected unit.
- 1.12 In the event of the resignation of an elected committee member, the Department shall have procedures in place for the replacement of the resigning member.
- 1.13 The department chairperson shall be an ex officio non-voting member.
- 1.14 The names of the committee members shall be forwarded to the academic dean by the second week in October of each academic year.

2. College Promotion and Tenure Committees

2.1 Membership

- 2.11 Each department in a college shall be represented on the College Committee.
- 2.12 In the event that the department representative to the College Committee should resign, the College and the Department shall have procedures in place for replacement of the resigning member.
- 2.13 The academic dean shall be an ex officio non-voting member.
- 2.14 The elected college representative to the University Promotion and Tenure Committee from each college shall meet with the College Committee as a non-voting liaison person.

4. University Promotion and Tenure Committee

4.1 Membership

- 4.11 The University Promotion and Tenure Committee shall consist of the following:
 - 4.111 Seven tenured faculty, one representing each college, elected by the tenured and tenure-track faculty, for staggered three year terms.
 - 4.112 Should a college representative be unable to complete the term of election, the college will vote to elect a new representative or the college alternate to the committee will serve the remainder of the term.
 - 4.113 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

(Pages 65 and 66 – Faculty and Professional Personnel Handbook)

3. Non-voting membership of Teaching Evaluation Committee

Governance and Elections Committee 10/1/09
Senate Agenda Committee 10/19/09

Replace Director of University Computing Services with Director of Unified Technology Support, ex officio, or a designee.

Rationale:

There has been a reorganization within Information Technology. The area within University Computing Services concerned with the processing of faculty evaluations has become part of Unified Technology Support.

4. Committee Representation

Governance and Elections Committee and appointed Task Force 11/5/09
Senate Agenda Committee 11/23/09

Senate Constitution

Part IV: University Councils and Committees

16. University Senate Councils or committee members who establish a pattern of absence from official meetings, thus depriving their unit or constituency of representation, may be replaced upon the recommendation of the chairperson or the written request of at least one-third of the membership of the committee or council affected. Such recommendation or request shall be made to the Chairperson of the Governance and Elections Committee. After review by the Governance and Elections Committee, and being satisfied that appropriate notification to those involved has been made, the Governance and Elections Committee shall declare the position vacant and will initiate appropriate replacement procedures.

17. In the event that no person can be found willing or able to serve as representative of a college on a standing committee according to constitutional provision, then the Governance and Elections Committee may, following consultation with the dean of the college in question, designate a replacement member from another college, to serve for that academic year only. The designee would be a committee member at large and not responsible for representing the interests of the college whose seat he or she has been given.

Rationale: At present, the membership provisions of fifteen standing committees specify one representative from each college. It has been our experience that faculty members from small colleges may be loath to serve on multiple university level committees, whereas in populous colleges, there are more faculty members requesting university level service opportunities than can be satisfied. The language of the proposal (“no person can be found”, “consultation with the dean”) ensures that this measure could be invoked only after every reasonable effort has been made to fill representative committee seats according to standard practice. This proposal does not replace existing principles or practice, but rather provides an avenue for some limited flexibility in meeting the needs of university committees. In some circumstances, it could allow colleges to exercise intentional prioritization as how to meet their university governance obligations.

17. 18. The word “colleges” in this document refers to the following colleges: College of Applied Sciences and Technology; College of Architecture and Planning; Miller College of Business; College of Communication, Information, and Media; College of Fine Arts; College of Sciences and Humanities; and Teachers College.

**AGENDA FOR
UNIVERSITY SENATE**

**March 26, 2009
4:00 p.m.**

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the Minutes of the University Senate, January 22, 2009
- III. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – April 13, 2009, 8:00 a.m., AT 202F
University Senate – April 23, 2009, 4:00 p.m., LB Rm. 125

Please Note: As is customary, there will be two senate meetings on this date; the first meeting will be the last meeting of the 2008-09 senate.

There will be a brief break and the second meeting will be the first meeting of the 2009-10 senate. Elections of officers will take place at this meeting.

B. Name Change

Current Name: University Banquet and Catering
New Name: University Catering

C. Program Information – Academic Posting 2008-09, Volume XL-8

Miller College of Business

Department of Information Systems and Operations Management

Business Education with Career/Technical Endorsement

College of Sciences and Humanities

Department of Mathematical Sciences

Master of Arts in Actuarial Science

Teachers College

Department of Educational Studies

Master of Arts in Student Affairs Administration in Higher Education

D. Notice of Editorial Change to Pet Policy

- 7. Provisions of this policy do not apply to ~~seeing-eye or guide dogs~~ service animals or to police or K9 dogs while such animals are performing their duties under supervision.

- E. Notice of Editorial Change to Vision and Mission Statement to reflect Vision, Mission and Values Statement in Strategic Plan (Enclosure #1)
- F. Notification of Action by the Ball State University Board of Trustees
 - 1. Craig Hartman, Nominee for the Honorary Doctor of Arts (Enclosure #2)
May, 2009 Commencement
- IV. Recognition of Deaths – Sheryl Alley, Frederick L. Brumbaugh, John Warner
- V. Committee Reports
 - A. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson
 - B. Faculty Council – Barry Umansky, Chairperson
 - C. University Council – Laura Helms, Chairperson
 - D. Campus Council – Matthew Whitlock, Chairperson
- VI. Report by Chairperson of Senate – Brien Smith (Issues in the Senate System – Enclosure #3)
- VII. Questions Directed to the President
- VIII. Question and Answer Period
- IX. Unfinished Business
- X. New Business
 - A. Consideration of change to Faculty and Professional Personnel Handbook
 - Salary and Benefits Committee 10/16/08
 - Faculty Council 2/26/09
 - Senate Agenda Committee 3/16/09
 - Compensation and Load Credit for Teaching Responsibilities
 - 4.13 Under normal circumstances, the direction of independent studies, master’s theses, and doctoral dissertations shall be considered part of a faculty member’s scholarly, creative, and teaching responsibilities during the academic year. Each college will establish a written policy to address compensation and load credit for teaching responsibilities beyond one’s regular course load such as the direction of independent studies, master’s theses, honor’s theses, and doctoral dissertations.

B. Consideration of change to Faculty and Professional Personnel Handbook

Governance and Elections Committee 12/11/08
Faculty Council 2/26/09
Senate Agenda Committee 3/16/09

Commencement

University Commencement(41)

1. Commencement is an occasion marked by tradition and ceremony for the purpose of recognizing academic achievement and excellence. To ensure that a large number of faculty join with the students in this recognition, **each department will assign at least 50 percent of its faculty to attend each Commencement. For the summer commencement, the faculty in attendance will be the summer session faculty. will develop a plan to ensure that each faculty member will participate in at least one of the three University Commencement ceremonies each academic year.**

Faculty and Professional Personnel Handbook, Page 224

- XI. Other Items
XII. Adjournment

/mt

MINUTES OF THE SIXTH MEETING OF THE 2008-09 UNIVERSITY SENATE
Thursday, January 22, 2009

Members Present: 56

Members Absent: 8

1. The meeting was called to order at 4:01 p.m., by the chairperson of the University Senate, Brien Smith. Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: B. Adams, N. Ahmed, C. Airriess, R. Bellaver, R. Bremigan, M. Brown, P. Chandler, J. Clark, C. Cozad, G. Crawley, L. Deckers, O. Dotson, E. Dugan, A. Farmer, J. Faroh, R. Fluegeman, D. Grosnick, M. Guntsche, D. Haber, M. Harvey, F. Hood, B. Hozeski, M. Johnson, C. Kapinus, E. Kelly, T. King, D. LeBlanc, J. Ledbetter, M. Maggiotto, L. Markle, C. Marlow, W. McCune, C. Munchel, P. Parkison, R. Rarick, T. Richardson, J. Rybarczyk, L. Shaffer, D. Shawger, B. Smith, K. Speirs-Neumeister, M. Steib, F. Sun, D. Supa, F. Suppe, B. Umansky, D. Waechter, M. Whitlock, A. Wieseke, B. Wills, S. Woosley, T. Zivney, E. Zygmunt-Fillwalk

Substitutes: Ronald Hicks for M. Groover, Beth Messner for G. Stamp, Bianca McRae for C. Walker

Members Absent: J. Gora, J. Green, L. Helms, T. Hinds, K. Kalumba, W. Sharp, G. Slater, P. Spengler

A motion was made and seconded (Supa/Adams) to approve the minutes of December 11, 2008.

The motion carried, with abstentions.

3. Announcements

- A. Next Scheduled Meetings

Senate Agenda Committee – February 9, 2009, 8:00 a.m., AT 202F
University Senate – February 19, 2009, 4:00 p.m., LB Rm. 125

- B. Notice of Change

Current Name: International Programs
New Name: Rinker Center for International Programs

- C. Program Information – Academic Posting 2008-09, Volume XL-7

Revised Programs

Interdepartmental Programs

African-American Studies

Minor in African-American Studies

College of Fine Arts

School of Music

Major in Music Technology, B.M.

- D. Tony Farmer, graduate student representative to the University Senate, reported on an exhibit that will take place on January 26 & 27, called “Eyes Wide Open.” It will be in the Letterman Building lobby. The exhibit is sponsored by the Ball State Truth Movement and the American Friend’s Service Committee. (Attachment #1)

4. Committee Reports

A. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson

Eva reported that the committee met last Thursday. They are sending forward to the senate agenda committee changes to the faculty handbook regarding a revision to the pet policy and faculty attendance at commencement and procedure for approval for field trips.

B. Faculty Council – Barry Umansky, Chairperson

Barry reported that the council had a teleconference with Michael Spillman, chairperson of the Undergraduate Education Committee, concerning the revision of membership on the UCC Subcommittee.

There are no items of business for next week's meeting of the council; however, he would like to invite Vice President Thomas Kinghorn on next week's original meeting date to present his report to the legislature and comparison of universities across the state. A notice will be sent concerning this possibility, pending Vice President Kinghorn's availability.

C. University Council – No report.

D. Campus Council – Matthew Whitlock, Chairperson

Matthew reported that Laura Helms, chairperson of the University Traffic Appeals Subcommittee, took a tour of the smoking areas around campus and the signage for these areas. The signage is good and that students are smoking where they are not to be smoking.

After the last meeting of the council, a tour was conducted of the Student Center and the ongoing renovations. Everything is on schedule, thus far.

5. Report by Chairperson of the Senate – Brien Smith (Senate Agenda, 12/11/08, Enclosure #1)

The chairperson reported that there is good progress with items going through the system. He asked if there any questions regarding the chart.

6. Questions to the President

President Gora was not present at today's meeting as she is attending the Central Indiana Transit Task Force meeting.

7. Question and Answer Period

There were no questions.

8. Unfinished Business

A. Proposed Amendment to the Constitution – Second Reading (Senate Agenda, 1/22/09, Enclosure #2)

The Chairperson reminded the members of the senate that a vote is required at this meeting regarding this amendment. The Senate needs to accept or reject it. If approved today, it will be forwarded to academic departments and professional personnel units and finally forwarded to the President for consideration.

Discussion ensued regarding the amendment. The following items were discussed:

- All domains are not represented
- College of Sciences and Humanities teach the bulk of the courses and need more representation
- Originated out of Undergraduate Education Committee, came to Faculty Council where it was debated, revised, and approved. It went to Governance and Elections Committee where it was editorially changed and approved.
- How would ad hoc changes occur? If approved today, it would have to go through the same channels of communication make amendments to it.
- Are there provisions within the subcommittee to bring in consultants for the other domains that will be discussed?
- What is the most efficient way to get representation from the other domains – to vote for it or against it?
- This amendment is an improvement from what we have now and will almost certainly work to improve representation of the domains.

A motion was made (Kelly) to approve the amendment and have another amendment at a later time to add the different domains.

The motion died, for lack of a second.

There was a call for the question, ending debate.

The hand vote to end debate, carried.

A request was made to have a paper ballot. The count is from those present and voting with a majority from the ballots that are cast. Abstentions do not count as a vote.

Paper ballot vote: Yea: 34 Nay: 22

The amendment passed.

9. New Business

There was no new business.

10. Other Items

There were no other items.

The meeting adjourned at 5:00 p.m.

February 19, 2009

Brien Smith, Chairperson
/mt

Michael Brown, Secretary

Current version:

VISION

Ball State University will be a national model for all who seek intellectual vitality in a learner-centered and socially responsible academic community.

The Board of Trustees, May 5, 2001

MISSION

1. Ball State University is a learning community engaged in the discovery of knowledge, the integration of learning experiences, and their application through civic and professional leadership.
2. We value the following attributes as they relate to the mission:
 - 2.1 In our learning community, we value –
 - . Challenge and achievement
 - . Teamwork and problem-solving
 - . Personalized learning
 - 2.2 In our discovery of knowledge, we value --
 - . Intellectual freedom
 - . Inquiry and investigation
 - . Creative activity
 - 2.3 In our integration of learning experiences, we value –
 - . Connection
 - . Coherence
 - . Collaboration
 - 2.4 In our civic and professional leadership, we value –
 - . Integrity
 - . Social justice
 - . Social responsibility

The Board of Trustees, May 5, 2001

New Version: (from Strategic Plan 2007-2012)

Vision

Ball State University will be a national model of excellence for challenging, learner-centered academic communities that advance knowledge and improve economic vitality and quality of life.

Mission

Ball State University is an innovative, supportive academic community that inspires students by:

- Offering action-oriented learning, including immersive out-of-class experiences, research, and study-abroad.
- Providing extraordinary access to and collaboration with professors who create scholarship to advance knowledge, improve teaching, and transform learning.
- Engaging state, national, and international communities to enhance educational, economic, and cultural development.

Values and Statements

As a vital academic institution, we value an open learning community, extending opportunities beyond the confines of walls or roles. We recognize that creating and sustaining a climate for open inquiry, investigation, exchange of ideas, and creative activity requires active support of intellectual freedom for all members of the community. We are dedicated to providing opportunities for interdisciplinary work and for collaboration, looking to teamwork for problem solving in the classroom, within the institution, and with the larger communities to which the university belongs. We promote habits of mind that will enable our graduates to value and appreciate the arts, sciences, and humanities; to remain intellectually curious; and to embrace learning as a way of life.

As a public institution, we participate in the democratic vision of an educated and responsible citizenry. We expect all members of the university community to act with integrity and civility; to acquire, discover, create, and apply knowledge responsibly; and to recognize, respect, and welcome the diverse cultures, heritages, and perspectives within our institution and the larger community. We recognize that we live and work in a global, diverse, and technological society, and we seek to serve, engage with, and learn from members of our community, the state, nation, and world.

As civic and professional leaders, we value civic engagement with the larger communities of which we are a part and are dedicated to preparing civic and professional leaders for the future. We accept our individual and institutional responsibilities to improve the economic vitality and quality of life in the greater society we serve. We seek healthy and productive living, social justice, and environmental sustainability for Indiana, the nation, and the global community.

To be replaced the current version in the Faculty and Professional Personnel Handbook, P. viii

CRAIG HARTMAN.
Nominee for the Honorary Doctor of Arts

Provost King, with the support of the Graduate Education Executive committee, recommends the awarding of an honorary Doctor of Arts degree to Mr. Craig Hartman, FAIA. Mr. Hartman merits recognition for his list of impressive professional national and international achievements, his dedication to architectural education, and for his association with Ball State faculty and students. Mr. Hartman is a 1973 graduate of the College of Architecture and Planning and is a registered architect in 17 states.

During his 35-year career, Craig Hartman has produced outstanding architecture in the United States and internationally. The American Institute of Architects (AIA) recognizes Mr. Hartman as one of the most talented architects practicing today. He has received over fifty-three awards for design, including seven National AIA Honor Awards, and a 2000 Federal Design Achievement Award. In 2001, Mr. Hartman became the youngest recipient of the Maybeck Award for "lifetime achievement." Just recently, Mr. Hartman and Skidmore, Owings & Merrill, LLP (SOM) in San Francisco were selected to receive three 2009 AIA National Design Honor Awards for architecture and urban planning and design.

A few of his most notable works include the International Terminal at the San Francisco Airport, the Cathedral of Christ the Light in Oakland, California, the American Embassy in Beijing, Beijing's Finance Street, and the Miami University Art Gallery in Ohio. Other award-winning examples include the restoration, renovation, and addition to the U.S. Court of Appeals, a national historic landmark in San Francisco; and the Graduate School of Business Knight Building at Stanford University.

In addition to his practice, Craig Hartman takes a strong interest in architectural education. He has been an invited lecturer and visiting critic at several universities including Ball State, where he has established the Charles M. Sappenfield Distinguished Lecture Series. He was named a CAP Distinguished Alumnus in 1998 and a Ball State University Distinguished Alumnus in 2001. In addition, he has lectured and taught at Harvard's Graduate School of Design, Rice University, the University of Houston, Stanford University, the University of California, Berkeley, and the California College of Arts and Crafts. In the summer of 2007, fifteen Ball State students participated in an "immersive learning" experience with Craig Hartman at the University of Palermo in Argentina while on a field study tour with Ball State professor, Ana de Brea.

Mr. Hartman is involved in a variety of civic activities including serving on the board of San Francisco's Architectural Heritage Foundation, the Architecture and Design accessions committee for the San Francisco Museum of Modern Art, and the Urban Land Institute. As chairman of the SOM Foundation from 1995 to 2001, he broadened its programs related to architectural education and was instrumental in initiating, organizing, and sponsoring the Fall 2000 symposium, "The Pragmatist Imagination: Things in the Making" at the Museum of Modern Art in New York.

Examples of Mr. Hartman's designs may be viewed in the attached pages or at http://www.som.com/content.cfm/craig_w_hartman. His work and his dedication to his profession and those who study it are a testament to his creativity and character.

***AGENDA FOR
UNIVERSITY SENATE***

***April 23, 2009
4:00 p.m.***

Letterman Building (LB) 125

- I. Roll Call
- II. Approval of the Minutes of the University Senate, March 26, 2009
- III. Announcements
 - A. Next Scheduled Meeting

University Senate – April 23, 2009, 4:00 p.m., LB Rm. 125

Please Note: As is customary, there will be two senate meetings on this date; the first meeting will be the last meeting of the 2008-09 senate.

There will be a brief break and the second meeting will be the first meeting of the 2009-10 senate. Elections of officers will take place at this meeting.

B. Name change

Current Name: Student Center Cardinal Crossing Food Court

New Name: Student Center Tally Food Court (SC Tally)

C. Program Information – Academic Posting 2008-09, Volume XL-9

Revised Programs

College of Applied Sciences and Technology

School of Physical Education, Sport, and Exercise Science

Athletic Training Major in Physical Education

Master of Arts or Master of Science in Exercise Science

Master of Arts or Master of Science in Physical Education and Sport

Department of Technology

Master of Arts in Technology Education

Miller College of Business

Department of Information Systems and Operations Management

Associate in Science – Business Information Technology

Major in Information Systems

Major in Operations Management

Teaching Major in Business and Marketing Education

Senior High, Junior High/Middle School Education Program

College of Sciences and Humanities
Department of English
Major in English
Teachers College
Department of Counseling Psychology and Guidance Services
Master of Arts in Counseling
Department of Educational Studies
Minor in Leadership Studies
Minor in Multicultural Education

D. Results of Constitutional Amendment – (Enclosure #1)

IV. Recognition of Deaths –Dr. Beverly Kay (Hurley) Simpson

V. Committee Reports

A. Governance and Elections Committee – Eva Zygmunt-Fillwalk, Chairperson

B. Faculty Council – Barry Umansky, Chairperson

C. University Council – Laura Helms, Chairperson

D. Campus Council – Matthew Whitlock, Chairperson

E. Annual Athletics Report - James Ruebel, NCAA/MAC Faculty Representative

VI. Report by Vice Chairperson of Senate – Brien Smith (Enclosure #2 - Issues in the Senate System)

VII. Questions Directed to the President

VIII. Question and Answer Period

IX. Unfinished Business

X. New Business

A. Consideration of change to Faculty and Professional Personnel Handbook

Governance and Elections Committee 1/15/09

Faculty Council 4/2/09

Senate Agenda Committee 4/13/09

FIELD TRIPS

1. No field trips, travel, or other events involving students that impact attendance in other classes shall be scheduled during the first week or during the last week of class and final examinations week two weeks of a semester. Exceptions will be granted only after consultation with and approval of the Provost and Vice President for Academic Affairs and the Vice President for ~~Marketing, Communications and Enrollment Management~~ Student Affairs.

2.

Faculty and Professional Personnel Handbook, Page 211

B. Revisions to Graduate Faculty Policy (Enclosure #3)

C. Revision to Student Code of Conduct

Student Rights, Ethics, and Standards Committee 2/13/09
Senate Agenda Committee 4/13/09
Campus Council 3/19/09

5.3.6 Smoking – Smoking in ~~University buildings, classrooms, offices, and other enclosed work areas or in student housing~~ areas on campus other than those designated for smoking. *See also Smoking Policy, Appendix L.*

Faculty and Professional Personnel Handbook, P. 239

D. Editorial Revision of Grade Appeals Policy (Student Code, 6.5)

Senate Agenda Committee 4/13/09
Campus Council 4/16/09

Replace “business days” with “school days” in policy, to be consistent with the Academic Ethics Policy.

Faculty and Professional Personnel Handbook, P. 249

E. Revision to Student Organizations and Activities Disciplinary Procedures (Student Code, 6.3)
(Enclosure #4)

F. Addition to Student Code, Academic Ethics Policy

Student Rights, Ethics and Standards Committee 2/13/09
Senate Agenda Committee 4/13/09
Campus Council 4/16/09

7.4.4 Course Withdrawal

Withdrawal from a course when faced with an accusation of academic dishonesty in that course does not preclude imposition of a penalty for the violation, including failure in the course. If penalty shall be determined to be course failure, the instructor may submit a Change of Grade form to the Registrar to replace the “W” with an “F”.

Faculty and Professional Personnel Handbook, P. 254

XI. Other Items

XII. Adjournment

/mt

**UNIVERSITY SENATE AMENDMENT – VOTING RESULTS – MARCH 31, 2009
 PROPOSED REVISION TO THE CONSTITUTION**

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>TOTAL</u>
<u>Academic Affairs</u>	9	4	0	13
<u>Business Affairs</u>				0
<u>Information Technology</u>	62	4	8	74
<u>Student Affairs</u>	51	0	2	53
<u>University Advancement</u>				0
<u>Enrollment, Marketing, and</u>				
<u>Communications</u>	30	1	0	31
<u>SUB TOTALS</u>	152	9	10	171
<u>Family/Consumer Sciences</u>	28	0	0	28
<u>Technology</u>	13	1	0	14
<u>Military Science</u>	9	0	0	9
<u>Nursing</u>	26	0	0	26
<u>SPESES</u>	36	0	0	36
<u>Wellness/Gerontology</u>	4	0	0	4
<u>SUB TOTALS</u>	116	1	0	117
<u>Architecture</u>				0
<u>Landscape Architecture</u>	9	0	0	9
<u>Urban Planning</u>				0
<u>SUB TOTALS</u>	9	0	0	9
<u>Accounting</u>	13	0	1	13
<u>Economics</u>	4	0	12	16
<u>Finance and Insurance</u>	10	1	0	11
<u>Info.Syst/Oper.Mgmt.</u>				0
<u>Marketing/Management</u>	18	0	0	18
<u>SUB TOTALS</u>	41	1	1	59
<u>Information/Comm.Sciences</u>	6	0	1	7
<u>Communication Studies</u>	14	0	0	14
<u>Journalism</u>	24	0	0	24
<u>Telecommunications</u>				0
<u>SUB TOTALS</u>	44	0	1	45
<u>Art</u>	28	0	0	28
<u>Music</u>	36	0	2	38
<u>Theatre/Dance</u>	14	0	3	17
<u>SUB TOTALS</u>	78	0	5	83
<u>Anthropology</u>	0	13	0	13
<u>Biology</u>	0	22	0	22
<u>Chemistry</u>	0	16	0	16
<u>Computer Science</u>	0	13	0	13
<u>Criminal Justice/Criminology</u>	0	15	0	15
<u>English</u>	0	26	0	26
<u>Geography</u>	0	12	0	12
<u>Geological Sciences</u>	4	2	0	6

History	0	15	0	15
Mathematical Sciences	0	27	2	29
Modern Languages/Classics	0	24	0	24
Natural Resources	0	5	0	5
Philosophy/Religious Studies	0	10	0	10
Physics and Astronomy	5	8	2	15
Physiology/Health Science	2	16	1	19
Political Science	0	12	0	12
Psychological Science	6	8	4	18
Social Work	0	8	0	8
Sociology	0	11	0	11
Speech Pathology/Audiology	0	17	0	17
SUB TOTALS	17	280	9	306

Counseling Psychology	8	0	0	8
Educational Leadership	10	0	0	10
Educational Psychology				0
Educational Studies	17	0	1	18
Elementary Education	31	0	0	31
Special Education	9	0	2	11
Burriss Laboratory School	36	0	0	36
SUB TOTALS	111	0	3	114

TOTALS	572	291	41	904
	YES	NO	ABSTAIN	TOTAL

/mt

4/1/09

GRADUATE FACULTY POLICY⁷⁰

As a member of the Council of Graduate Schools, Ball State University subscribes to the view that every University should have a recognizable graduate faculty that includes individuals who have a commitment to graduate education, whose scholarly activities are appropriate to the direction of advanced degree programs, and who collectively assume responsibility for equivalence of value across degree programs. Ball State also recognizes that definitions of scholarship vary among the academic disciplines, and we acknowledge that the use of a single criterion to define members of the graduate faculty discounts the diversity that characterizes scholarly and artistic competence, intellectual leadership, and experience with graduate education.

The purpose of the following policy is to outline the two classifications of graduate faculty, the responsibilities and prerogatives, the terms of membership, the articulation of departmental criteria, and the routing of appeals. Upon Application all new tenure-track line faculty are considered a regular graduate faculty member for a six year term. Eligible for Regular Membership or for one three year term of Associate Membership. New tenure-track faculty are encouraged to apply for Regular Membership as soon as possible. Other tenure track or tenured faculty are eligible for Regular or Associate Membership only. Part-time faculty are eligible for Associate Membership only. All faculty members teaching graduate courses must apply for membership to the graduate faculty by the end of the term in which they appear as an instructor of record.

1. Regular Member

1.1 Criteria

- 1.11 In judging the qualifications of an applicant for the Graduate Faculty, the primary consideration is whether the faculty member is an active and productive scholar and an effective teacher at the graduate level.
- 1.12 In general, graduate faculty are expected to demonstrate:
 - 1.121 Scholarly competence, which is usually reflected by possession of the highest earned degree in the candidate's field or an exceptionally meritorious record as a scholar in lieu of the highest earned degree; and
 - 1.122 Intellectual leadership, which typically connotes active participation in contributing to the discipline at various levels, e.g., state, regional, national, and international. Successful applicants are recognized by scholars in the field for their intellectual attainments and creative contributions, and they may be sought out for their expertise to serve in positions of scholarly leadership such as membership on editorial boards and professional reviewing for scholarly journals and presses; and
 - 1.123 Potential to direct the research of graduate students, to teach graduate courses effectively, to plan and direct graduate programs, and to direct research/creative projects and theses.

1.2 Responsibilities and Prerogatives

- 1.21 Graduate faculty are eligible to:
 - 1.211 Teach all levels of graduate course work within their academic, artistic, or clinical competence;
 - 1.212 Serve on doctoral committees;
 - 1.213 Direct Ed.S. and master's theses or creative projects and to chair Ed.S. and master's committees;
 - 1.214 Serve on Ed.S. and master's thesis or creative project committees;
 - 1.215 Develop graduate programs and courses;
 - 1.216 Serve as members of the Graduate Education Committee;
 - 1.217 Vote on graduate faculty issues.
- 1.22 Directors of dissertation, theses, research papers, and creative projects who retire or who move to other institutions may be retained as director when such arrangements are advantageous to the student and convenient to the former faculty member and Ball State University.

1.3 The Doctoral Committee Chair Endorsement

- 1.31 Applicants who qualify for regular graduate faculty membership may apply for an endorsement to chair doctoral committees and direct doctoral dissertations.
- 1.32 In addition to meeting the criteria listed above, applicants must have the earned doctorate and demonstrate a high level of competence in directing research/writing.

2. Associate Member

2.1 Criteria

- 2.11 Prospective associate members of the graduate faculty are expected:

- 2.111 To have completed an advanced degree in an area relevant to the field of study, or in lieu of the advanced degree, to have developed a high level of competence in an area of special need not covered by a regular member of the graduate faculty;
- 2.112 To provide reasonable assurance that their service will be available throughout the period of the special need.
- 2.12 Members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.
- 2.2 Prerogatives and Responsibilities
 - 2.21 Members may teach all levels of graduate course work within their academic, artistic, or clinical competence;
 - ~~2.22 Directors of dissertations, theses, research papers, and creative projects who retire or move to other institutions may be retained as directors when such arrangements are advantageous to the student and convenient to the former faculty member at Ball State University.~~
 - ~~2.23 Members drawn from outside the University may serve as committee members but not as chairpersons.~~
 - ~~2.24 Members inside the University may chair master's theses or research project committees.~~
 - 2.22 Members may serve as committee members, but not as chairpersons, of theses, research papers, and creative projects.

3. Terms of Membership

- 3.1 Regular members of the graduate faculty are appointed for a period of six years.
- 3.2 Associate members are appointed for three years.
- 3.3 Reappointments are subject to the same criteria and conditions as the original appointment;
 - 3.31 Faculty who fail to qualify for reappointment to the graduate faculty may complete their ongoing obligations; however, except under special circumstances, they may not take on new obligations that are specifically reserved for the graduate faculty;
 - 3.32 Faculty who fail to qualify for the endorsement may complete their obligations as doctoral committee chairs or dissertations directors; however, except under special circumstances, they may not take on new obligations as doctoral committee chairs or dissertation directors.

4. Departmental Guidelines and Procedures

- 4.1 An appropriate departmental committee, e.g., the Graduate Faculty Committee or the Salary-Merit Committee, takes the primary role in defining the criteria for appointment and reappointment of its graduate faculty, in accordance with the general principles listed in this policy. New or revised criteria will be forwarded to the departmental faculty for approval.
- 4.2 These criteria for graduate faculty membership and the doctoral committee chair endorsement will be submitted every six years via the College Dean to the ~~Graduate Dean~~ Graduate Education Committee for review and approval.
- 4.3 Approval of an applicant's graduate faculty status is determined by the Dean of the Graduate School, upon the joint recommendation of the applicant's department and College Dean. Exceptions to these policies are made on a case-by-case basis; occasionally, individuals may be authorized to perform specific graduate faculty duties with the approval of the Dean of the College and the Dean of the Graduate School.
- 4.4 The application will consist of the candidate's curriculum vitae together with a cover letter prepared by the department that includes the classification sought and an overview of significant professional activity.

5. Appeals

Appeals from an adverse departmental decision should be made to the Dean of the College; appeals from an adverse college decision should be made to the Dean of the Graduate School; appeals from an adverse decision of the Dean of the Graduate School should be made to the Faculty Affairs Committee of the Graduate Education Committee, though in all cases the final decision will be made by the Dean of the Graduate School.

6.3 STUDENT ORGANIZATIONS AND ACTIVITIES DISCIPLINARY PROCEDURES

A recognized student organization and/or its members collectively or individually (when acting as part of the organization) may be held responsible for violations of the Code of Conduct and, when appropriate, be subjected to disciplinary action. When a student organization is accused of committing a violation of University policy, (including but not limited to any violation of published University policies and procedures) or local, state or federal laws, a complaint may be filed with Office of Student ~~Organizations and Activities~~ Life. Upon receipt of such a complaint, the ~~Director of Student Organizations and Activities~~ Assistant Vice President for Student Affairs/Director of Student Life (or his/her designee) shall conduct an investigation and determine if a hearing will be held regarding the complaint.

- a. When the accused organization is a fraternity or sorority, the ~~Director of Student Organizations and activities~~ Assistant Vice President for Student Affairs/Director of Student Life may choose to refer the case to the appropriate Greek governing Board (IFC, PHC or NPHC) for ~~investigation and~~ adjudication.
- b. If it is determined that the alleged violations are by individuals but not collectively by the organization, the case will be referred to the Office of Student Rights and Community Standards for adjudication.
- e. ~~It may be determined upon review that the adjudication for the organization can be handled administratively by the Director of Student Organizations and Activities. In such cases, the Director will conduct a hearing, render a decision and, if necessary, impose sanctions.~~
- c. If an organization is accused of a severe policy or risk management violation (including but not limited to hazing, fighting, or other physical violence, or egregious violation involving alcohol or illegal drugs) the adjudication for the organization can be handled through an administrative hearing by the Assistant Vice President for Student Affairs/Director of Student Life or appropriate Student Life staff member.
- d. ~~If, in the investigation of an alleged violation, it is determined that the offense may warrant consideration of withdrawal of recognition as a possible sanction, the case will be referred to the Hearing Board for adjudication.~~
- d. If the allegation involves club sports, the administrative hearing will be done in consultation with the Director of Recreation Services or his/her designee.
- e. All other cases may be referred to the Student Organization Hearing Board for adjudication.