

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #2, 2015-16)

September 3, 2015

4:00 p.m.

LB (Letterman Building) Room 125

Approval of senate minutes of April 23, 2015

I. Announcements

- A. Reaffirmation of Standing Rules (Enclosure #1)
- B. In an effort conserve paper, and approved by the University Senate on 9/4/08, the Undersecretary will poll the membership 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. Schedule of Meetings in University Governance system (Enclosure #2)
- D. Next Scheduled Meetings
Senate Agenda Committee – Monday, September 28, 2015, 2:00p.m. (LB 104)
University Senate – Thursday, October 8, 2015, 4:00p.m. (LB 125)
- E. Overview of Senate System – Karen Kessler, Vice Chair, University Senate
- F. Approval of Senate Actions
Approved, does not require Board of Trustees Approval, approved by President
 - 1. Policy on Grades and Attendance
 - 2. BSU Statement on the Importance of Diversity and Inclusion
 - 3. Midterm Evaluation of Student Performance
 - 4. Membership and Responsibilities of Professional Education Committee
 - 5. Dual Master's Degrees-GEC
 - 6. Suspended/Dropped Programs-UEC
 - 7. Editorial Revisions to UP&T Document
 - 8. Acceptance of Transfer Credit
 - 9. Revision of Membership of Research Committee
Approved by Board of Trustees
 - 1. Chronic Unsatisfactory Performance
 - 2. Student Code Revisions
 - 3. Anti-Nepotism Policy
 - 4. Revision of Membership/Responsibilities of Athletics Committee

5. EO/AA Policy Revision

G. Notice of Change in Office/Department Name

Effective December 8, 2014:

Current Name: University Teleplex

Proposed Name: University Media Services

Effective July 1, 2015:

Current Name:

School of Physical Education, Sport, and Exercise Science

Alumni Programs

University Development

Advancement Services

Alumni Center Operations

University Advancement

Office of University Compliance

Division of Enrollment, Marketing and Communications

Office of Registration and Academic Progress

Office of Scholarships and Financial Aid

Proposed Name:

School of Kinesiology

Ball State University Foundation

Ball State University Foundation

Ball State University Foundation

Ball State University Foundation

Ball State University Foundation

Office of General Counsel

Division of Enrollment Services/Division of Strategic
Communication

Office of Registrar and Enrollment Services

Office of Financial Aid and Scholarships

Effective August 4, 2015:

Building Better Communities

Office of Community Engagement

H. Business approved by Senate Agenda Committee on behalf of University Senate (Enclosures #3, 4, 5)

1. Revision of Membership/Responsibilities of Athletics Committee

2. Equal Opportunity/Affirmative Action Policy

3. Withdrawal from a Course for Students

II. Recognition of Deaths

William S. (Bill) Bryant

Production Managers

University Media Services

29 Years of service

Raymond Dean

George & Frances Ball Distinguished Professor of

Neuropsychology

Director of Neuropsychology Lab

Department of Educational Psychology

31 Years of Service

Tracy Hopkins Norris

Executive Director Emeritus of University Relations and Communications

Retired 1988

18 Years of Service

III. Committee Reports

A. Governance and Elections Committee – Karen Kessler, Chairperson

B. Faculty Council – Michael Hanley, Chairperson

C. University Council – Derek Berger, Chairperson

D. Campus Council – Rachel Johnson, Chairperson

E. Student Government Association – Jack Hesser, President

IV. Report by Chairperson of Senate – Amy Harden (Enclosure #6 - Issues in the Senate System)

V. Questions Directed to the President

VI. Question and Answer Period

VII. Unfinished Business

VIII. New Business

A. Membership of Councils/Committees in University Governance system (Enclosure #7)

B. College of Health (Enclosure #8)

IX. Other Items

X. Adjournment

/mt

MINUTES OF THE FIRST MEETING OF THE 2015-16 UNIVERSITY SENATE
Thursday, April 23, 2015

Members Present: 47

Members Absent: 12

1. The meeting was called to order by the chairperson of the University Senate, Amy Harden, at 4:25p.m.

Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: R. Aby, S. Aegisdottir, E. Agnew, A. Beane, B. Chang, J. Chapman, J. Christman, A. Crow, J. Fitzgerald, J. Gruver, M. Hanley, A. Harden, M. Holtzman, J. Huff, T. Jitpaiboon, J. Johnson, R. Johnson, K. Kessler, T. King, K. Koch, R. Kovac, R. Kraus, M. Lee, C. Luchs, M. Maggiotto, T. Mahfouz, C. Marlow, K. McCauliff, S. McFadden, C. Pak, S. Pattison, S. Rice-Snow, K. Ritchey, S. Shim, J. Sponseller, J. Stroh, C. Thomas, B. Wagner, D. Wheeler, R. Wijesinghe, S. Zhuk

Substitutes: Shon Byrum for J. Becker, Lola Mauer for D. Berger, Ronald Hicks for M. Hill, Becci Brey for J. Khubchandani, Alisa Stewart for C. Munchel, John Horowitz for E. Nesson

Members Absent: R. Bernot, A. Brown, S. Hsieh, M. Chiuni, P. Ferguson, B. Frankel, J. Jemiolo, L. Julian, K. Kreamelmeyer, I. Livshits, K. Warren-Gordon, E. Zygmunt

2. Amy Harden, chairperson of the 2014-15 senate, yielded the floor to Chin-Sook Pak, Chair of the Governance and Elections Committee, who presided over the meeting for the purpose of conducting elections.

3. New Business

A. Elections – Senate Officers

A list of nominees for the election of Senate officers and Agenda Committee was presented. (University Senate Agenda, 4/23/15, Enclosure #1)

A biographical sketch was available for each nominee on today's ballot.

1. The floor was opened for other nominations for Chairperson. There were no nominations from the floor and a motion was made and seconded (Mahfouz/Hesser) to close nominations.

The motion carried.

Amy Harden was elected chairperson, by acclamation.

2. The floor was opened for other nominations for Vice Chairperson. There were no nominations from the floor and a motion was made and seconded (Hesser/Johnson) to close nominations.

Karen Kessler was elected vice chairperson, by acclamation.

3. The floor was opened for other nominations for Secretary. There were no nominations from the floor and a motion was made and seconded (Aby/Johnson) to close nominations.

Rachel Kraus was elected secretary, by acclamation.

B. Elections – Committees

University Senate Agenda Committee – THREE positions

1. Andrew Crow (School of Music)
2. Jack Hesser (Student Government Association)
3. Mark Holtzman (Freshman Advising)
4. Kourtland Koch (Special Education)
5. Darren Wheeler (Political Science)

Jack Hesser withdrew his nomination. Nominations were also be taken from the floor. There were no nominations and a motion was made and seconded (Mahfouz/Johnson) to close nominations.

The motion carried.

Andrew Crow and Darren Wheeler were elected, by paper ballot. There was a tie for the last position and another paper ballot election was held. Kourtland Koch was elected to serve.

4. Adjournment

The meeting adjourned at 4:40 p.m.

Respectfully Submitted,

Rachel Kraus, Secretary

/mt

STANDING RULES FOR CONDUCTING SENATE BUSINESS

1. A member of the faculty, professional personnel, or a student who is not a senator may initiate an agenda item by having a senator sponsor that item or by presenting the item to the Agenda Committee.
2. Senators may submit new agenda items in writing to the Agenda Committee.
3. The Senate will be called to order on the hour with sessions limited to one hour and twenty minutes.
4. Roll will be taken by the members initialing a roster.
5. Senators will be seated in a designated section of the room. Special areas of the chamber will be reserved for the seating of visitors.
6. The distribution of the minutes by mail will substitute for the reading of the minutes.
7. Announcements must be limited to Senate business and must be cleared through the Chair.
8. 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.
9. The first time they speak at a meeting, senators will stand and identify themselves when addressing the Chair or the Senate.
10. Senators may, as a prerogative, address the Senate from the lectern.
11. Senate committees and councils must send minutes, reports, and recommendations to the Agenda Committee.
12. Committee reports should be brief (no longer than five minutes), official statements of the conclusions formally adopted within the reporting body.
13. 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.
14. 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.
15. 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.
16. The Senate may move to return a motion to committee, amend, 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.
17. Voting will be by voice vote unless there is a request for a division of the house or for a written ballot.

18. 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.
19. 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.
20. Any items remaining on the Agenda in the last meeting of the Spring will automatically be carried over to the Fall Agenda.
21. 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.
22. Timetables proposed by the Senate Agenda Committee will be subject to subsequent acceptance by the University Senate at their next meeting.
23. The Senate, the Agenda Committee and the Governance and Elections Committee may conduct official business electronically. This includes, but is not limited to, e-mail, electronic postings, websites, voting and meetings. However, the membership of the aforementioned groups must first develop policies and procedures for electronic voting and meetings within each group.

8/29/13

University Governance
Schedule of Meetings
2015-16

August, 2015

24 Senate Agenda Committee

September

*3 University Senate
Governance and Elections*

10 Faculty Council

17 University Council

24 Campus Council

28 Senate Agenda Committee

October

*8 University Senate
Governance and Elections*

15 Faculty Council

22 University Council

26 Senate Agenda Committee

29 Campus Council

November

*5 University Senate
Governance and Elections*

12 Faculty Council

19 University Council

23 Senate Agenda Committee

December

3 University Senate

10 Faculty Council

January, 2016

11 Senate Agenda Committee

*14 University Council
Governance and Elections*

21 University Senate

28 Campus Council

February

4 Faculty Council

8 Senate Agenda Committee

*11 University Council
Governance and Elections*

18 University Senate

25 Campus Council

29 Senate Agenda Committee

March

*3 Faculty Council
Governance and Elections*

17 University Senate

*24 University Council
Governance and Elections***

31 Campus Council

April

7 Faculty Council

*14 University Council
Governance and Elections*

18 Senate Agenda Committee

21 Campus Council

28 University Senate

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

University Senate, Faculty Council, University Council: Letterman Building (LB), Room 125

Campus Council: Student Center (SC), Room 303

Senate Agenda Committee: Mondays, 2:00p.m., Letterman Building (LB), Room 104

Governance and Elections Committee: Thursdays, 8:10 a.m., Bracken Library (BL), Room 301

**** Meeting will take place, if necessary, in BL 301.**

7/30/15

Athletics Committee 4/16/14

Governance and Elections Committee 2/5/15

Senate Agenda Committee
August 24, 2015

2. Athletics Committee⁴²

~~2.1 Membership~~ The membership of the Athletics Committee shall consist of the following:

~~2.11 Voting~~

- ~~2.111 Seven faculty, one representing each college, appointed by the Faculty Council, for staggered two year terms;~~
~~2.112 Two professional personnel, at least one of whom is a member of the University Council, appointed by the University Council, for staggered two year terms;~~
~~2.113 Five students with special interest or expertise in intercollegiate athletics to be appointed by the Student Government Association, for one year terms;~~
~~2.114 The University representative to the NCAA and Mid-American Conference.~~

~~2.12 Non-Voting~~

- ~~2.121 The President, ex officio, or a designee;~~
~~2.122 The Athletic Director, ex officio, or a designee;~~
~~2.123 The Associate Athletic Director, ex officio, or a designee;~~
~~2.124 The Director of Sports Facilities and Recreation Services, ex officio, or a designee;~~
~~2.125 One representative from the Ball State University Alumni Association;~~
~~2.126 The Coordinator of Academic Support Services for Student Athletes, ex officio, or a designee.~~

2.1 Membership

2.11 Voting

- 2.111 One (1) faculty member from each college, Seven faculty, one representing each college, appointed by the Faculty Council, for staggered two year terms;
 2.112 Two professional personnel, at least one of whom is a member of the University Council, appointed by the University Council, for staggered two year terms;
 2.113 One (1) graduate student with expertise as a student-athlete, appointed by the Director of Intercollegiate Athletics, for a one year term; ~~Five students with special interest or expertise in intercollegiate athletics to be appointed by the Student Government Association, for one year terms;~~
 2.114 Two (2) undergraduate students with special interest or expertise in intercollegiate athletics, appointed by the Student Government Association, for a one year term;
 2.115 The Faculty Athletics Representative (FAR) to the NCAA and Mid-American Conference

2.12 Non-Voting

- 2.121 The President, ex officio, or a designee;
 2.122 The Director of Intercollegiate Athletics, Athletic Director, ex officio, or a designee;
 2.123 The Senior Woman Administrator; The Associate Athletic Director, ex officio, or a designee;
 2.124 The Deputy Athletic Director(s);
 2.125 The Director of Sports Facilities and Recreation Services, ex officio, or a designee;
 2.126 The Associate Vice President of Alumni Programs/President, Ball State University Alumni Association; One representative from the Ball State University Alumni Association;
 2.127 The Executive Director, Student Athletic Support Services, ex officio, or a designee.
~~The Coordinator of Academic Support Services for Student Athletes, ex officio, or a designee.~~

2.2 Responsibilities

- 2.21 The Athletics Committee is responsible for carrying out the following initiatives and activities: Provide oversight for areas of the intercollegiate athletics program including, but not limited to: academic integrity; NCAA compliance; the overall student-athlete experience; gender equity and diversity issues; the intercollegiate athletics budget; and the general reputation of the athletics program.
 2.22 To elect a Faculty Chairperson and a Secretary from its appointed ~~membership~~ faculty or professional personnel membership by majority vote, for one year terms;
 2.23 To forward minutes of each committee meeting to the Chairperson of the University Council ~~within~~ a timely manner;
 2.24 To review issues relative to academic integrity and progress toward degree among student

- ~~athletes; To consider and recommend policies and procedures for administration, supervision, and use of facilities of intercollegiate athletic programs;~~
- 2.25 ~~To review policies related to compliance with NCAA guidelines and legislation; To establish and regularly review a statement of principles which serves as a guide in planning and promoting athletic programs consistent with the philosophy and objectives of the University;~~
- 2.26 ~~To review policies related to the overall student athlete experience; To investigate and recommend participation in intercollegiate conferences and associations;~~
- 2.27 ~~To annually review gender equity and diversity plans and make sure it is consistent with the philosophy and objectives of the University; To study the proposed annual athletic budget submitted by the Director of Intercollegiate Athletics and to make recommendations to the President of the University;~~
- 2.28 ~~To maintain a standing subcommittee for issues related to gender equity and diversity and to elect a Chairperson for said subcommittee from its appointed faculty or professional personnel membership and a Secretary from the voting membership by majority vote, for one year terms; To receive, consider, and make recommendations for proposed changes regarding those sports that constitute intercollegiate programs;~~
- 2.29 ~~To review the proposed annual athletic budget, submitted by the Director of Intercollegiate Athletics, as it related to the overall charge of the committee. To recommend policies and procedures for the total financial aid program for intercollegiate athletics;~~
- 2.30 ~~To establish and regularly review a statement of principles which serves as a guide in planning and promoting athletic programs consistent with the philosophy and objectives of the University; To recommend to the Vice President for Business Affairs prices to be charged for intercollegiate athletic events;~~
- 2.31 ~~To review policies and procedures for administration, supervision, and use of facilities of intercollegiate athletic programs, as those policies relate to the overall charge of the committee; advise the President on procedures to be used in the selection and retention of the Director of Athletics;~~
- 2.32 ~~To remain informed and provide input relative to proposed changes regarding those sports that constitute intercollegiate athletic programs; To evaluate intercollegiate athletics and to make recommendations, when appropriate;~~
- 2.33 ~~To advise the President on procedures to be used in the selection and retention of the Director of Intercollegiate Athletics; To discuss and make recommendations for the admission of student athletes, their class attendance as related to travel schedules, and their progress toward their degrees;~~
- 2.34 ~~To evaluate intercollegiate athletics, as it relates to the overall charge of the committee, and to make recommendations, when appropriate. To discuss and make recommendations regarding safeguards and athletic medical coverage for all intercollegiate athletes and cheerleaders;~~
- ~~2.35 To discuss and make recommendations for monitoring the student athlete experience;~~
- ~~2.36 To discuss and make recommendations for monitoring compliance with NCAA legislation.~~

CLEAN COPY

2.Athletics Committee⁴²

2.1 Membership

2.11 Voting

- 2.111 One (1) faculty member from each college, appointed by the Faculty Council, for staggered two year terms;
- 2.112 Two professional personnel, at least one of whom is a member of the University Council, appointed by the University Council, for staggered two year terms;
- 2.113 One (1) graduate student with expertise as a student-athlete, appointed by the Director of Intercollegiate Athletics, for a one year term;

- 2.114 Two (2) undergraduate students with special interest or expertise in intercollegiate athletics, appointed by the Student Government Association, for a one year terms;
- 2.115 The Faculty Athletics Representative (FAR) to the NCAA and Mid-American Conference

2.12 Non-Voting

- 2.121 The President, ex officio, or a designee;
- 2.122 The Director of Intercollegiate Athletics,
- 2.123 The Senior Woman Administrator;
- 2.124 The Deputy Athletic Director(s);
- 2.125 The Director of Sports Facilities and Recreation Services, ex officio, or a designee;
- 2.126 The Associate Vice President of Alumni Programs/President, Ball State University Alumni Association;
- 2.127 The Executive Director, Student Athletic Support Services, ex officio, or a designee.

- 2.2 Responsibilities. The Athletics Committee is responsible for carrying out the following initiatives and activities:
- 2.21 Provide oversight for areas of the intercollegiate athletics program including, but not limited to: academic integrity; NCAA compliance; the overall student-athlete experience; gender equity and diversity issues; the intercollegiate athletics budget; and the general reputation of the athletics program.
 - 2.22 To elect a Faculty Chairperson and a Secretary from its appointed faculty or professional personnel membership by majority vote, for one year terms;
 - 2.23 To forward minutes of each committee meeting to the Chairperson of the University Council in a timely manner;
 - 2.24 To review issues relative to academic integrity and progress toward degree among student athletes;
 - 2.25 To review policies related to compliance with NCAA guidelines and legislation;
 - 2.26 To review policies related to the overall student athlete experience;
 - 2.27 To annually review gender equity and diversity plans and make sure it is consistent with the philosophy and objectives of the University;
 - 2.28 To maintain a standing subcommittee for issues related to gender equity and diversity and to elect a Chairperson for said subcommittee from its appointed faculty or professional personnel membership and a Secretary from the voting membership by majority vote, for one year terms;
 - 2.29 To review the proposed annual athletic budget, submitted by the Director of Intercollegiate Athletics, as it related to the overall charge of the committee.
 - 2.210 To establish and regularly review a statement of principles which serves as a guide in planning and promoting athletic programs consistent with the philosophy and objectives of the University;
 - 2.211 To review policies and procedures for administration, supervision, and use of facilities of intercollegiate athletic programs, as those policies relate to the overall charge of the committee;
 - 2.212 To remain informed and provide input relative to proposed changes regarding those sports that constitute intercollegiate athletic programs;
 - 2.213 To advise the President on procedures to be used in the selection and retention of the Director of Intercollegiate Athletics;
 - 2.214 To evaluate intercollegiate athletics, as it relates to the overall charge of the committee, and to make recommendations, when appropriate.
 - ~~2.26 To discuss and make recommendations for monitoring the student athlete experience;~~
 - ~~2.27 To discuss and make recommendations for monitoring compliance with NCAA legislation.~~

Ball State University

Revision Equal Opportunity and Affirmative Action Policy

On March 26, 2015, the University was classified as a federal contractor for purposes of affirmative action. This federal contractor classification requires the University to incorporate and/or update required language relating to individuals with disabilities and also protected veterans, including other Affirmative Action (AA) reporting requirements into its Equal Opportunity (EO) and Affirmative Action Policy.

The University proposes to revise its EO/AA policy to incorporate these required/updated regulatory changes, as well as other editorial changes as part of this policy update. The proposed changes to the language encompass the entire policy (the main proposed policy updates and/or editorial changes are highlighted in bold).

Ball State University Equal Opportunity and Affirmative Action

Current policy:

Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, gender identity/gender expression, physical or mental disability, national origin, ancestry, or age.

Ball State University provides equal opportunity to all employees and applicants for employment in its recruitment, hiring, retention, promotion, tenure, transfer, layoff, return from layoff, training, and other employment decisions and in its compensation and benefits programs without regard to race, religion, color, sex (except where sex is a bona fide occupational qualification), sexual orientation, gender identity/gender expression, physical or mental disability, national origin, ancestry, age, or citizenship (for U. S. citizens and protected lawfully-admitted aliens).

The University also takes affirmative action to employ and advance minorities, women, qualified disabled persons, and qualified disabled veterans and veterans of the Vietnam era. Information concerning the University's affirmative action program can be obtained from the Office of University Compliance, Ball State University, Muncie, IN 47306.

Each line administrator is responsible for ensuring that educational and employment decisions are made and implemented in accordance with the University's equal opportunity and affirmative action policy. All persons involved in the decision-making process, including members of faculty and other employee committees, shall act in a nondiscriminatory manner. The Office of University Compliance is responsible for developing, coordinating, and implementing policies and procedures for institutional compliance with all applicable federal and state equal opportunity laws and regulations and for preparing and monitoring compliance with required affirmative action program.

Complaints regarding unlawful discrimination should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint in the Office of University Compliance in accordance with the Ball State

University Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process. A copy of this document may be obtained by contacting the Office of University Compliance.

The President will review the University's equal opportunity and affirmative action policy and program at least once each year, measure progress against the objectives stated in the affirmative action program, and report findings and conclusions to the Board of Trustees.

Revised by the Board of Trustees July 24, 1998, July 19, 2013

Proposed policy Revised June 15, 2015:

Ball State University is committed to the principles of nondiscrimination and equal opportunity in education and employment. Further, the University is committed to the pursuit of excellence by prohibiting discrimination and being inclusive of individuals without regard to race, religion, color, sex (including pregnancy), sexual orientation, gender identity or gender expression, disability, **genetic information**, ethnicity, national origin or ancestry, age, or **protected veteran status**. This commitment enables the University to provide qualified individuals access to all academic and employment programs on the basis of demonstrated ability without regard to personal factors that are irrelevant to the program or job requirements involved.

The University assigns a high priority to the implementation of this equal opportunity policy and, through its affirmative action program, seeks to expand its efforts to guarantee equality of opportunity in employment. Affirmative action is taken to attract and recruit diversity, including underrepresented minority groups, females, **protected veterans** or individuals with disabled veteran status, and otherwise qualified persons with disabilities. Ball State will hire, transfer, recruit, train, promote, assign work, compensate, layoff and/or terminate based upon the tenets of this policy.

The University President affirms the commitment to equal opportunity and accepts responsibility for the implementation of the affirmative action program along with the vice presidents, deans, directors and heads of units. All persons involved in the decision-making process, including members of faculty and other employee committees, shall act in a nondiscriminatory manner. **The Director of Employee Relations and Affirmative Action has been specifically designated to be responsible for overall compliance with all federal and state laws and regulations regarding nondiscrimination and for implementation and coordination of the University's affirmative action program. Information concerning the University's affirmative action program can be obtained from the Director of Employee Relations and Affirmative Action, Ball State University, Muncie, IN 47306.**

To ensure equal employment opportunity and nondiscrimination, each member of the Ball State University community must understand the importance of this policy and his/her responsibilities to contribute to its success. This policy seeks to encourage the reporting of incidents so they may be addressed. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, discrimination, or retaliation because they have engaged or may engage in any of the following: 1) filing a complaint; 2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; 3) opposing an act or practice deemed unlawful by a federal, state, or local law requiring equal employment opportunity; or 4) exercising any right according to this policy and/or any other lawfully protected right.

Complaints regarding unlawful discrimination or retaliation should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint with the **Director of Institutional Equity and Internal**

Investigations in accordance with the Ball State University Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process. A copy of this document may be obtained by contacting the **Director of Institutional Equity and Internal Investigations**. **Any individual or group found to have violated this policy will be subject to disciplinary or remedial action, up to and including termination of employment or expulsion from the University.**

The University maintains an audit and reporting system to determine overall compliance with its equal employment opportunity and affirmative action mandates. As a part of this system, the President will review the University's equal opportunity and affirmative action policy and program at least once each year, measure progress against the objectives stated in the affirmative action program, and report findings and conclusions to the Board of Trustees.

Ball State University Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process

I. The Equal Opportunity and Affirmative Action Policy at Ball State University

~~Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, gender identity/gender expression, physical or mental disability, national origin, ancestry, or age.~~

~~Ball State University provides equal opportunity to all employees and applicants for employment in its recruitment, hiring, retention, promotion, tenure, transfer, layoff, return from layoff, training, and other employment decisions and in its compensation and benefits programs without regard to race, religion, color, sex (except where sex is a bona fide occupational qualification), sexual orientation, gender identity/gender expression, physical or mental disability, national origin, ancestry, age, or citizenship (for U. S. citizens and protected lawfully admitted aliens).~~

~~The University also takes affirmative action to employ and advance minorities, women, qualified disabled persons, and qualified disabled veterans and veterans of the Vietnam era. Information concerning the University's affirmative action programs can be obtained from the Office of University Compliance.~~

~~Each line administrator is responsible for ensuring the educational and employment decisions are made and implemented in accordance with the University's *Equal Opportunity and Affirmative Action Policy*. All persons involved in the decision-making process, including members of faculty and other employee committees, shall act in a nondiscriminatory manner. The Office of University Compliance is responsible for developing, coordinating, and implementing policies and procedures for institutional compliance with all applicable federal and state equal opportunity laws and regulations and for preparing and monitoring compliance with required affirmative action programs.~~

Ball State University is committed to the principles of nondiscrimination and equal opportunity in education and employment. Further, the University is committed to the pursuit of excellence by prohibiting discrimination and being inclusive of individuals without regard to race, religion, color, sex (including pregnancy), sexual orientation, gender identity or gender expression, disability, genetic information, ethnicity, national origin or ancestry, age, or protected veteran status. This commitment enables the University to provide qualified individuals access to all academic and employment programs on the basis of demonstrated ability without regard to personal factors that are irrelevant to the program or job requirements involved.

The University assigns a high priority to the implementation of this equal opportunity policy and, through its affirmative action program, seeks to expand its efforts to guarantee equality of opportunity in employment. Affirmative action is taken to attract and recruit diversity, including underrepresented minority groups, females, protected veterans or individuals with disabled veteran status, and otherwise qualified persons with disabilities. Ball State will hire, transfer, recruit, train, promote, assign work, compensate, layoff and/or terminate based upon the tenets of this policy.

The University President affirms the commitment to equal opportunity and accepts responsibility for the implementation of the affirmative action program along with the vice presidents, deans, directors and heads of units. All persons involved in the decision-making process, including members of faculty and other employee committees, shall act in a nondiscriminatory manner. The Director of Employee Relations and Affirmative Action has been specifically designated to be responsible for overall compliance with all federal and state laws and regulations regarding nondiscrimination and for implementation and coordination of the University's affirmative action program. Information concerning the University's affirmative action program can be obtained from the Director of Employee Relations and Affirmative Action, Ball State University, Muncie, IN 47306.

To ensure equal employment opportunity and nondiscrimination, each member of the Ball State University community must understand the importance of this policy and his/her responsibilities to contribute to its success. This policy seeks to encourage the reporting of incidents so they may be addressed. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, discrimination, or retaliation because they have engaged or may engage in any of the following: 1) filing a complaint; 2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; 3) opposing an act or practice deemed unlawful by a federal, state, or local law requiring equal employment opportunity; or 4) exercising any right according to this policy and/or any other lawfully protected right.

Complaints regarding unlawful discrimination or retaliation should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint with the Director of Institutional Equity and Internal Investigations in accordance with the Ball State University Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process. A copy of this document may be obtained by contacting the Director of Institutional Equity and Internal Investigations. Any individual or group found to have violated this policy will be subject to disciplinary or remedial action, up to and including termination of employment or expulsion from the University.

The University maintains an audit and reporting system to determine overall compliance with its equal employment opportunity and affirmative action mandates. As a part of this system, the President will review the University's equal opportunity and affirmative action policy and program at least once each year, measure progress against the objectives stated in the affirmative action program, and report findings and conclusions to the Board of Trustees.

II. Definitions

A. "Complainant" refers to an employee (or employees) or applicant (or applicants) who alleges that employment discrimination has been practiced against him/her in violation of University policy.

"Complainant" also refers to a student(s) or applicant(s) for admission who alleges that discrimination under an educational program or activity has been practiced against him/her in violation of University policy.

B. "Respondent" refers to a Ball State employee(s), student(s), or agent(s) who the complainant alleges engaged in a discriminatory practice.

- C. “Complaint” refers to a written charge filed by a complainant alleging that an act (or failure to act) by a respondent in his/her capacity as an employee, student or agent of the University violated the University’s *Equal Opportunity and Affirmative Action Policy* and/or federal or state law.
- D. "Director" refers to the Director of Institutional Equity and Internal Investigations of Ball State University or his/her designee.

III. Complaint Investigation Procedures

A. General Overview

The complaint procedure is intended to provide a vehicle within the University community for resolving claims of discrimination equitably. With this goal in mind, the Director is free to modify this procedure to the extent that s/he deems appropriate for a particular situation, e.g., by adding or bypassing steps and/or by including other University officials at any stage in the process.

B. Filing a Complaint

The complainant must submit his/her complaint to the Director within 45 calendar days following the act or incident giving rise to the complaint on a *Complaint of Unlawful Discrimination* complaint form available from the ~~Office of University Compliance~~ **Director of Institutional Equity and Internal Investigations**. Complaints filed beyond the 45 days following the alleged act or incident will be deemed untimely filed unless the Director determines that the complainant has shown good cause for the tardy filing. The complainant should describe the alleged discrimination, identify any witnesses to the described events, and provide any corroborating evidence that discrimination occurred. The complainant should also state what kind of resolution s/he desires. Thereafter, the Director or his/her designee will review the *Complaint of Unlawful Discrimination* and may interview the complainant, if necessary. If an interview is necessary, the complainant may bring one other full-time Ball State University employee to the interview. If the complainant is a student, s/he may bring either a parent or a full-time University employee. At the discretion of the Director, if an individual files more than one complaint, the complaints may be combined when the best interest of all parties is served.

In the event that allegations involving the same or related circumstances are made through another university process, the Director may coordinate the investigation with the other university process so as to best utilize resources and to expedite a resolution for all persons involved.

C. Rights of the Respondent

After a *Complaint of Unlawful Discrimination* has been filed and reviewed, the Director will ordinarily request a meeting with the respondent to inform him/her of the complaint. The respondent will be told that s/he may bring another person (a disinterested, full-time Ball State University employee) to the meeting. During that meeting the Director will give the respondent an explanation of the allegations and allow the respondent the opportunity to present his/her

account of the events. The respondent will also be provided an opportunity to identify witnesses and provide any corroborating evidence to counter the allegations. The respondent will be asked to provide the Director with a written, signed statement of the above. Under some circumstances the Director may initiate other complaint investigatory procedures prior to informing the respondent of the complaint.

D. Retaliation

The respondent will be advised that any action on his/her part or any act of a third party at his/her direction for the purpose of retaliating against any person cooperating in the investigation of the complaint, including the complainant, is strictly prohibited under University policy and will result in separate disciplinary action against him/her up to and including termination.

E. Confidentiality

Every effort will be made to keep the investigation as confidential as possible. However, the University cannot promise that the identity of the complainant, respondent, or witnesses will be kept confidential. For example, the respondent has the right to be informed of the complaint and the material evidence against him/her, including the name(s) of his/her accuser(s); and it may also be necessary to identify the parties and to disclose some or all of the circumstances of the alleged discrimination when talking with witnesses during the investigation. In addition, the Director may inform other University officials and representatives of the identities of the parties and the circumstances of the alleged discrimination on a need-to-know basis. All parties will be advised to maintain the highest degree of confidentiality regarding the complaint and, except as stated above, communications regarding the complaint should be avoided with any potential witnesses or other University employees.

Further, when practicable, the respondent and the complainant should avoid face-to-face contact. If contact is necessary due to supervisory, reporting, or working relationships, no mention or discussion of the incident(s) giving rise to the complaint should occur. The complainant will be protected against unlawful reprisal. The complainant or any University employee or student who experiences or witnesses any acts constituting or believed to constitute unlawful reprisal must report them to the Director immediately.

The complainant and the respondent should document everything relevant to the complaint, including making written notes of all relevant conversations and incidents while they are still fresh in the mind of the participant or observer. Documentation should continue until the complaint is resolved. The documentation should be maintained confidentially and forwarded to the Director.

F. Investigation

In conducting an investigation, the Director will perform various tasks, which may include but are not limited to interviewing potential witnesses and, when possible, obtaining from them written and signed statements and reviewing files, records, and other relevant materials or evidence. Depending upon the nature of the case, it may not be necessary to interview every person whose name has been provided by either the complainant or the respondent. Both the complainant and the respondent must cooperate fully with the Director and/or other individual(s)

involved in investigating the complaint. The Director may establish additional procedures for the conduct of investigations in order to ensure that they are conducted in a fair and orderly manner, provided that such procedures shall not be inconsistent with the procedures stated herein. Under no circumstances is tape recording allowed during any stage of the investigation.

In the event that allegations involving the same or related circumstances are made through another university process, the Director may coordinate the investigation with the other university process so as to best utilize resources and to expedite a resolution for all persons involved.

G. Legal Counsel

The complainant and the respondent each have the right to hire an attorney to provide legal advice. However, the attorney may not participate in the investigation, in any meeting(s) involving either of the parties, or in any hearing before a panel of an appeals board. Under no circumstances will the University pay or reimburse either of the parties for the fees of an attorney hired by one of the parties.

H. Findings and Recommendations of Director

At the conclusion of the investigation, the Director will issue a report and make findings and recommendations regarding the *Complaint of Unlawful Discrimination*. Copies of the findings and recommendations will be provided to the complainant and the respondent (and, where appropriate, his/her supervisor and/or the appropriate University officials), informing them of the results of the investigation. If in the findings and recommendations issued by the Director, it is recommended that disciplinary or other corrective action be taken against the respondent, that recommendation will be referred to the Dean of Students (if the respondent is a student) or the respondent's supervisor and/or other appropriate University officials (if the respondent is an employee), who will then determine the action, if any, to be taken. Disciplinary actions may be appealed only through regular University processes.

In the event that the investigation is coordinated through another university process, the regular documentation of that process shall serve as the notification of the findings and recommendations of the investigation.

Appeal Procedures

In the event either the complainant or the respondent disagrees with the findings and recommendations made by the Director, s/he may appeal to the ~~Vice President and General Counsel~~ **Associate Vice President for Human Resources and Administrative Services** within 10 working days of receipt of the findings and recommendations.

There are two permissible bases for appeal. An appeal must be based either upon a claim of substantial failure by the Director to follow the above outlined procedures so as to deny a fair review of the complaint or upon a claim that the Director's decision is arbitrary, capricious, or wholly unsupported by the evidence. If a request for an appeal is submitted beyond 10 working days or without specificity as to the basis for the appeal, it will be dismissed without review.

If a request for an appeal is submitted in a timely manner and with an appropriate claim of a basis for appeal, the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services will review the request. At the sole discretion of the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services, a determination will be made regarding the disposition of the request for appeal. The ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services may review the request for appeal him/herself, may refer the request for appeal to the Complaint/Grievance Appeals Board for review and recommendation, or may select another route of review if necessary. Under all circumstances the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services shall make the final determination of the appeal. There are no appeal procedures beyond the appeal to the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services.

In the event that the investigation is coordinated through another university process, the regular appeal or review mechanism for that process shall serve as the appeal function for the outcome of the investigation.

Revised 6/75, 5/79, 12/84, 10/87, 12/96, 7/98, 8/02, 12/03, 10/04, 07/13, 06/15 End of Document

**Ball State University
Equal Opportunity and Affirmative Action
Appeal Procedures**

I. Initiation of Appeal

In the event either the complainant or the respondent disagrees with the findings and recommendations made by the Director of Institutional Equity and Internal Investigations (“Director”), s/he may appeal to the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services within ten (10) working days of receipt of the findings and recommendations issued by the Director.

There are two permissible bases for appeal. An appeal must be based either upon a claim of substantial failure by the Director to follow the *Complaint Investigation Procedure and Appeal Process* so as to deny a fair review of the complaint or upon a claim that the Director’s decision is arbitrary or capricious or wholly unsupported by the evidence. If a request for an appeal is submitted beyond ten (10) working days or without specificity as the basis for the appeal, it will be dismissed without review.

If a request for an appeal is submitted in a timely manner and with an appropriate claim of a basis for appeal, the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services will review the request. At the sole discretion of the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services, a determination will be made regarding the disposition of the request for appeal. The ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services may review the request for appeal him/herself, may refer the request for appeal to the Complaint/Grievance Appeals Board for review and recommendation, or may select another route of review if necessary. Under all circumstances the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services shall make the final determination of the appeal. There are no appeal procedures beyond the appeal to the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services.

II. Membership of Complaint/Grievance Appeals Board

If the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services refers the request for appeal to the Complaint/Grievance Appeals Board, the Complaint/Grievance Appeals Board shall be convened.

The complete membership of the Complaint/Grievance Appeals Board consists of twenty-five (25) employees of the University selected by the areas which each represents. The Complaint/Grievance Appeals Board for an individual hearing will be comprised of five (5) members of the complete Complaint/Grievance Appeals Board selected by the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services. No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same department as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and

Administrative Services or his/her designee. No Complaint/Grievance Appeals Board member shall be called upon to serve for two consecutive hearings unless the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services determines such service is necessary to ensure expeditious and proper handling of the case. Once convened, the five (5) Complaint/Grievance Appeals Board members will elect a Chairperson.

III. Timing

If reasonably possible, the hearing will be held within forty-five (45) calendar days after the date the Complaint/Grievance Appeals Board is selected.

IV. Parties

Parties participating in the appeal hearing are the appealing party and the Director.

V. Notice of Hearing

The parties shall be given at least ten (10) working days notice of the date, time, and place of the hearing, unless they waive that notice in writing. The hearing may be postponed or continued by the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services or his/her designee for good cause.

VI. Materials used in Hearing

The record submitted to the Complaint/Grievance Appeals Board shall include the Director's report and any other relevant statements, documents, files, records, and materials obtained or considered by the Director in his/her investigation. The Director and the appealing party must furnish the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services or his/her designee with the following materials at least five (5) working days prior to the date of the hearing: six (6) copies of all documents upon which they intend to rely but which are not already a part of the record and a list of any witnesses whom they plan to call. Copies of these materials must be distributed to all participants at least three (3) working days prior to the date of the hearing. Additional materials and/or witnesses may not be utilized by either party at a hearing without the consent of the Complaint/Grievance Appeals Board.

VII. Attendance at Hearing

In addition to the appealing party, the Director, and the members of the Complaint/Grievance Appeals Board, the following persons and no others will be permitted to attend the hearing: one full-time University employee invited by the appealing party and one full-time University employee invited by the Director to assist the respective parties at the hearing. In the case of a student, the student may elect to bring either a full-time employee or a parent. Other University-affiliated person(s) whose presence is required for the hearing may also be approved by the Complaint/Grievance Appeals Board. Witnesses called by either party who are not otherwise entitled to attend the hearing will be present only while they are testifying.

VIII. Quorum: Complaint/Grievance Appeals Board Actions

Four (4) members of the Complaint/Grievance Appeals Board shall constitute a quorum. All Complaint/Grievance Appeals Board actions shall be taken at a meeting where a quorum is present and shall require the affirmative vote of a majority of the Complaint/Grievance Appeals Board members present and voting.

IX. Order of Business of the Complaint/Grievance Appeals Board

The appealing party shall be heard first. The appealing party shall present arguments, witnesses, documents, and recommendations to the Complaint/Grievance Appeals Board without interruption from the Director. Members of the Complaint/Grievance Appeals Board may interrupt the presentation to ask questions of clarification. Other questions will be held until the end of the presentation. The time limit for the appealing party's presentation shall not exceed sixty (60) minutes.

After the appealing party has stated his/her case, the Director shall present his/her arguments, witnesses, documents, and recommendations to the Complaint/Grievance Appeals Board without interruption from the appealing party. Members of the Complaint/Grievance Appeals Board may interrupt the presentation to ask questions of clarification. Other questions will be held until the end of the presentation. The time limit for the Director's presentation shall be sixty (60) minutes.

The appealing party shall have no more than five (5) minutes for final summation.

The Director shall have no more than five (5) minutes for final summation.

The hearing shall be called to an end, and the Complaint/Grievance Appeals Board shall begin its confidential deliberations.

X. Use of Witnesses for the Hearing

The appealing party or the Director may call witnesses as necessary. The time used by the witness in his/her initial testimony shall be counted as part of the allotted time of the person who calls that witness. Time spent answering any questions by the other party or the Complaint/Grievance Appeals Board shall not be counted as part of the time allotted to the person who calls the witness.

The Complaint/Grievance Appeals Board may call or recall persons to give additional testimony concerning the issues involved in the case.

Either party wishing to present a student witness must have prior approval of the Complaint/Grievance Appeals Board.

XI. Use of Pertinent Papers, Written Testimony, Documents

The appealing party and the Director shall each use a letter system to identify and document material submitted in evidence to the Complaint/Grievance Appeals Board. The appealing party should mark each document with the letter A; the Director should mark each document with the letter B. Additional marking symbol systems may be devised to best serve the needs of each party. The documentation shall not exceed twenty (20) one-sided pages unless approved in advance by the Complaint/Grievance Appeals Board for good cause.

Both the appealing party and the Director shall have the right to see all written documents presented to the Complaint/Grievance Appeals Board. Papers submitted as testimony or evidence shall be numbered.

XII. Conduct of the Complaint/Grievance Appeals Board

All remarks made by the principals or witnesses must be directed to the Complaint/Grievance Appeals Board unless the Chairperson rules otherwise. The appealing party and the Director shall submit all questions in writing to be asked of the other party or any witness to the Chairperson of the Complaint/Grievance Appeals Board, who shall direct the questions to the intended party.

The appealing party and the Director may submit questions in writing to the Chairperson prior to or during the hearing. The Complaint/Grievance Appeals Board reserves the right to screen questions but generally will do so only to avoid redundancy, repetition, immateriality, or irrelevance.

Verbal questions, for procedural clarification, that either party wishes to direct will be allowed at the discretion of the Chairperson.

Neither party shall interrupt the proceedings but shall signal the attention of the Chairperson by raising his/her hand.

Any person accompanying the appealing party or the Director may speak only to a point of procedure. S/he may advise the party s/he is accompanying, help with papers and documents, and take notes.

Although proceedings may be tape recorded by the Complaint/Grievance Appeals Board for its own use, transcripts of such proceedings will not be provided to either party.

XIII. Confidentiality of Appeal Hearing

No party, Complaint/Grievance Appeals Board member, or other participant or observer in the appeal procedure shall reveal any facts, documents, or testimony gained through participating in or observing the hearing to any other person, unless required by a court of law to do so or upon the advice of the University's legal counsel. The Complaint/Grievance Appeals Board members shall not retain in their possession any personal files, materials received during the appeal procedure, or notes taken during the meetings of the Complaint/Grievance Appeals Board.

XIV. Recommendations to the Associate Vice President for Human Resources and Administrative Services

The Complaint/Grievance Appeals Board shall report its decision to affirm or deny the Director's findings and recommendations, and the rationale for its proposed disposition of the appeal, in the form of a written statement signed by the Complaint/Grievance Appeals Board members and addressed to the ~~Vice President and General Counsel~~ **Associate Vice President for Human Resources and Administrative Services**. Individual members wishing to submit separate signed written statements, including dissenting or concurring opinions, may do so. The statement or statements shall be delivered to the ~~Vice President and General Counsel~~ **Associate Vice President for Human Resources and Administrative Services**. The decision to deny the Director's findings and recommendations shall either be based upon a claim of substantial failure by the Director to follow the *Complaint Investigation Procedure and Appeal Process* so as to deny a fair review of the complaint or upon a claim that the

Director's decision is arbitrary and capricious or wholly unsupported by the evidence. The Complaint/Grievance Appeals Board's decision will be sent by the ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services to the appealing party and the Director no later than twenty-one (21) calendar days after the conclusion of the hearing.

The ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services shall, within a reasonable period of time, inform all parties of his/her decision on the Complaint/Grievance Appeals Board's findings and recommendations and shall make such final disposition of the appeal as s/he determines to be appropriate.

XV. Additional Procedures

The ~~Vice President and General Counsel~~ Associate Vice President for Human Resources and Administrative Services or his/her designee may establish additional procedures for the conduct of hearings in order to ensure that they are conducted in a fair and orderly manner provided that such procedures shall not be inconsistent with the procedures stated herein.

Revised 7/98, 8/02, 10/04, 07/13, 06/15 End of Document

Withdrawal from a Course

Rationale:

The Admissions and Credits Committee is proposing the following editorial changes to the course withdrawal policy. The policy itself is not being changed. The primary goal is to better communicate to the students the potential effects course withdrawal may have on their progression to graduation and/or ability to receive financial aid. We hope students will contact the appropriate individual identified before completing a course withdrawal and therefore make an informed decision.

Proposed Revisions:

WITHDRAWAL FROM A COURSE¹⁹

1. Change of Course Period

~~Students may drop/add a course through the fifth day of classes of a semester (fall, spring, and summer), and third day of classes of a summer session.~~ Students may make changes to their schedule through the drop/add period. Specific calendar dates may be viewed on the website at www.bsu.edu/registrar. Courses dropped through this period are not recorded in the student's permanent record.

2. Course Withdrawal Period

~~From the sixth to the forty-fifth day of classes in a semester, sixth to the thirtieth day of classes of a summer semester, and fourth to the fifteenth day of classes of a summer session.~~ Students may withdraw from courses from the start date of the course through 60% of the scheduled duration of the course. Specific calendar dates may be viewed on the website at www.bsu.edu/registrar. NOTE: Saturday is not considered a class day for these purposes.

2.1 All student-initiated withdrawals will be accepted and recorded as "W" during this period.

2.2 Students wishing to withdraw from a course during this period

2.21 Should see the instructor and discuss the withdrawal;

* Should consult their academic advisor to see how course withdrawal will affect their program and progression to 4-year graduation;

* If receiving financial aid, should contact the Office of Scholarships and Financial Aid to see if there are any implications for student loans, scholarships, financial aid, satisfactory academic progress (complete 67% of cumulative attempted credits), etc.

2.22 Must take the initiative to obtain the withdrawal form with instructions (paper or on-line), and

2.23 Must submit the completed withdrawal form to the Office of Registration and Academic Progress by 11:59 PM if submitting the form online or if submitting the paper form by close of business hours on the last day of the withdrawal period.

2.3 Discontinuance of enrollment or abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an "F" a failing grade.

3. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances

If there are verifiable extenuating circumstances which make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy. The faculty member is responsible for recording the last date of attendance and determining the grade to be assigned, ~~W or F~~ a withdrawal or a failing grade.

WITHDRAWAL FROM ALL COURSES DURING A SEMESTER OR A TERM²⁰

Students who find it necessary to withdraw from all courses during a semester ~~or summer session~~ must ~~report~~ immediately contact the appropriate university office. All withdrawals from all courses at any time on or after the first day of classes must be requested in the appropriate office. If the registration consists of all main campus courses, the student must report to the Office of ~~the Assistant to the~~ Vice President for Student Affairs.

If the registration consists of a combination of main campus and online/distance education courses, the student must report to the Office of the Assistant to the Vice president for Student Affairs.

If the registration consists of all online/distance education courses, the student must visit the Division of Online and Distance Education's Website to complete an application to withdraw (www.bsu.edu/academics/collegesanddepartments/online).

1. Course Withdrawal Period

~~For courses that follow the full semester or term—from the first to the forty-fifth day of classes in a fall or spring semester, first to the thirtieth day of classes of a summer semester, and first to the fifteenth day of classes of a summer session.~~

~~For all other courses (i.e. online independent learning courses, partial term main campus courses)—from the official start date of the course through 60% of the scheduled duration of the course.~~

Students may withdraw from courses from the start date of the course through 60% of the scheduled duration of the course. Specific calendar dates may be viewed on the website at www.bsu.edu/registrar.

- 1.1 The grade of "W" is automatically given for each course in which a student is registered when withdrawal from all courses is accomplished during this period.
- 1.2 Abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of an "F" grade a failing grade.
- 1.3 When a student withdraws from all courses, each faculty member is notified. ~~The faculty member in whose course the student is registered will record the last date of attendance and a grade of "W".~~ The faculty member is responsible for recording the last date of attendance and a withdrawal grade.

2. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances.

If there are verifiable extenuating circumstances that make withdrawal from all course necessary and academically justified after the withdrawal period, the Office of the Vice President for Student Affairs (or designate) or Division of Online and Distance Education may grant an exception to the above for withdrawal from main campus courses or online/distance education courses, respectively. When a student withdraws from all courses, each faculty member is notified. ~~The faculty member in whose course the student is registered will record the last date of attendance and a grade of W or F.~~ The faculty member is responsible for recording the last date of attendance and determining a withdrawal or failing grade.

Clean Copy:

WITHDRAWAL FROM A COURSE¹⁹

1. Change of Course Period

Students may make changes to their schedule through the drop/add period. Specific calendar dates may be viewed on the website at www.bsu.edu/registrar. Courses dropped through this period are not recorded in the student's permanent record.

2. Course Withdrawal Period

Students may withdraw from courses from the start date of the course through 60% of the scheduled duration of the course. Specific calendar dates may be viewed on the website at www.bsu.edu/registrar. NOTE: Saturday is not considered a class day for these purposes.

- 2.1 All student-initiated withdrawals will be accepted and recorded as "W" during this period.
- 2.2 Students wishing to withdraw from a course during this period
 - 2.21 Should see the instructor and discuss the withdrawal;
 - 2.22 Should consult their academic advisor to see how course withdrawal will affect their program and progression to 4-year graduation;
 - 2.23 If receiving financial aid, should contact the Office of Scholarships and Financial Aid to see if there are any implications for student loans, scholarships, financial aid, satisfactory academic progress (complete 67% of cumulative attempted credits), etc.
 - 2.24 Must take the initiative to obtain the withdrawal form with instructions (paper or on-line), and
 - 2.25 Must submit the completed withdrawal form to the Office of Registration and Academic Progress by 11:59 PM if submitting the form online or if submitting the paper form by close of business on the last day of the withdrawal period.

2.3 Discontinuance of enrollment or abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of a failing grade.

3. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances

If there are verifiable extenuating circumstances which make withdrawal from a course academically justified after the withdrawal period ends, the college dean (or designate) may grant an exception to the above withdrawal policy. The faculty member is responsible for recording the last date of attendance and determining a withdrawal or a failing grade.

WITHDRAWAL FROM ALL COURSES DURING A SEMESTER OR A TERM²⁰

Students who find it necessary to withdraw from all courses during a semester must immediately contact the appropriate university office. All withdrawals from all courses at any time on or after the first day of classes must be requested in the appropriate office. If the registration consists of all main campus courses, the student must report to the Office of the Vice President for Student Affairs.

If the registration consists of a combination of main campus and online/distance education courses, the student must report to the Office of the Vice president for Student Affairs.

If the registration consists of all online/distance education courses, the student must visit the Division of Online and Distance Education's Website to complete an application to withdraw (www.bsue.edu/academics/collegesanddepartments/online).

1. Course Withdrawal Period

Students may withdraw from all courses from the start date of the course through 60% of the scheduled duration of the courses. Specific calendar dates may be viewed on the website at www.bsue.edu/registrar.

- 1.1 The grade of "W" is automatically given for each course in which a student is registered when withdrawal from all courses is accomplished during this period.
- 1.2 Abandonment of a course or courses without having properly followed the procedure as indicated above will normally result in the issuance of a failing grade.
- 1.3 When a student withdraws from all courses, each faculty member is notified. The faculty member is responsible for recording the last date of attendance and a withdrawal grade.

2. Withdrawal After the Course Withdrawal Period Because of Verifiable Extenuating Circumstances.

If there are verifiable extenuating circumstances that make withdrawal from all course necessary and academically justified after the withdrawal period, the Office of the Assistant to the Vice President for Student Affairs (or designate) or Division of Online and Distance Education may grant an exception to the above for withdrawal from main campus courses or online/distance education courses, respectively. When a student withdraws from all courses, each faculty member is notified. The faculty member is responsible for recording the last date of attendance and determining a withdrawal or failing grade.

Faculty and Professional Personnel Handbook, Pages 183-184
(Also Undergraduate Catalog)

ISSUES IN THE SENATE SYSTEM, 2015-16

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
FACULTY COUNCIL												
Telecommuting	Salary&Benefits, to Business Affairs	11/19/12 3/19/13		[Cross-hatched]								
Special Assigned Leave Policy	Special Leave	11/4/13										
Policy on Consensual Sexual Relationships	Academic Freedom & Ethics	6/16/14		[Cross-hatched]								
Undergraduate GPA	Postponed	3/12/15										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
UNIVERSITY COUNCIL												
Telecommuting	Salary&Benefits to Business Affairs	11/19/12 3/19/13		[Cross-hatched]								
Online Evaluations	Distance Education/ Teaching Evaluation	9/16/13		[Cross-hatched]								
Responsible Conduct of Research	Agenda to Research	9/15/14		[Cross-hatched]								
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
CAMPUS COUNCIL												
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
AGENDA COMMITTEE												
University Use of Personal Data	Faculty S&B, PP S&B, VP for Business Affairs, General Counsel	11/6/14	6/15/15	[Cross-hatched]								
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
GOVERNANCE AND ELECTIONS												

1. University Senate 2015-16
(70 Members)

Chairperson: Amy Harden	Voting Ex officio: Paul Ferguson
Vice Chairperson: Karen Kessler	Voting Ex officio: Terry King
Secretary: Rachel Kraus	Voting Ex officio: Michael Hanley
Parliamentarian:	Voting Ex officio: Derek Berger
Undersecretary: Melanie Turner (Non-voting)	Voting Ex officio: Rachel Johnson

Voting Academic Dean: Michael Maggiotto

Faculty (by Department within Colleges):

Amy Harden	2016	Family and Consumer Sciences	CAST	Department
Tarek Mahfouz	2017	Technology	CAST	Department
Kelly Rosenberger	2017	Military Science	CAST	Department
Cynthia Thomas	2017	School of Nursing	CAST	Department
James Johnson	2016	School of Physical Education, Sport & Exercise Science	CAST	Department
Michele Chiuni	2016	Architecture	CAP	Department
Chris Marlow	2017	Landscape Architecture	CAP	Department
Bruce Frankel	2016	Urban Planning	CAP	Department
Chris Luchs	2017	Accounting	MCOB	Department
Erik Nesson	2016	Economics	MCOB	Department
John Fitzgerald	2017	Finance and Insurance	MCOB	Department
Thawatchai Jitpaiboon	2016	Information Systems and Operations Management	MCOB	Department
William Donoher	2016	Management	MCOB	Department
Joseph Chapman	2017	Marketing	MCOB	Department
Ron Kovac	2016	Center for Information and Communication Sciences	CCIM	Department
Kristen McCauliff	2017	Communication Studies	CCIM	Department
Michael Hanley	2016	Journalism	CCIM	Department
Michael Lee	2017	Telecommunications	CCIM	Department
Andy Beane	2016	School of Art	CFA	Department
Andrew Crow	2017	School of Music	CFA	Department
Karen Kessler	2016	Theatre and Dance	CFA	Department
Mark Hill	2017	Anthropology	CSH	Department
Randy Bernot	2016	Biology	CSH	Department
Scott Pattison	2017	Chemistry	CSH	Department
Samuel Hsieh	2016	Computer Science	CSH	Department
Keisha Warren-Gordon	2017	Criminal Justice and Criminology	CSH	Department
Joyce Huff	2016	English	CSH	Department
Jerzy Jemiolo	2017	Geography	CSH	Department
Scott Rice-Snow	2016	Geological Sciences	CSH	Department
Sergei Zhuk	2017	History	CSH	Department
Irene Livshits	2016	Mathematical Sciences	CSH	Department

University Senate Membership (cont.)

Chin-Sook Pak	2017	Modern Languages and Classics	CSH	Department
Joshua Gruver	2016	Natural Resources and Environmental Management	CSH	Department
Elizabeth Agnew	2017	Philosophy and Religious Studies	CSH	Department
Ranjith Wijesinghe	2016	Physics and Astronomy	CSH	Department
Jagdish Khubchandani	2017	Physiology and Health Science	CSH	Department
Darren Wheeler	2016	Political Science	CSH	Department
Kristin Ritchey	2017	Psychological Science	CSH	Department
Ann Brown	2016	Social Work	CSH	Department
Rachel Kraus	2017	Sociology	CSH	Department
Barry Wagner	2016	Speech Pathology and Audiology	CSH	Department
Stefania Aegisdottir	2017	Counseling Psychology and Guidance Services	TC	Department
Marilynn Quick	2016	Educational Leadership	TC	Department
Serena Shim	2017	Educational Psychology	TC	Department
Bo Chang	2016	Educational Studies	TC	Department
Eva Zygmunt	2017	Elementary Education	TC	Department
Kourtland Koch	2016	Special Education	TC	Department
Judith Sponseller	2017	Burriss Laboratory School		Department
<u>Contract Faculty:</u>				
Jennifer Christman	2016	Criminal Justice and Criminology	Full-Time Contract Faculty	
Jonathan Becker	2017	Theatre and Dance	Full-Time Contract Faculty	
<u>Professional Personnel:</u>				
Mark Holtzman	2016	Academic Advising	Area	
Leisa Julian	2017	Business Affairs	Area	
Scott McFadden	2016	University Libraries	Area	
Chris Munchel	2017	Admissions	Area	
Julie Stroh	2016	Alumni Programs	Area	
Maureen Warter	2017	Student Center Programs	Area	
President, Student Government Association: Jack Hesser				
President, Student Senate: Richu Aby				
President Pro Tempore Student Senate: Rachel Johnson				
Undergraduate Students (6):				
Graduate Student (1): Rebecca Brown				

1.1 Agenda Committee

(11 Members)

Chairperson: Amy Harden

Voting Ex officio: Terry King

Vice Chairperson: Karen Kessler

Secretary: Rachel Kraus

Parliamentarian:

Undersecretary: Melanie Turner (Non-voting)

Andrew Crow	2016	School of Music	CFA	Senate
Kourtland Koch	2017	Special Education	TC	Senate
Darren Wheeler	2017	Political Science	CSH	Senate

Chairperson, Faculty Council: Michael Hanley

Chairperson, University Council: Derek Berger

Chairperson, Campus Council: Rachel Johnson

President Pro Tempore, Student Senate: Rachel Johnson

1.2 Governance and Elections Committee

(14 Members)

Chairperson: Karen Kessler

Voting Ex officio: Marilyn Buck (President's Designee)

Secretary:

Voting Ex officio: Jack Hesser

Undersecretary: Melanie Turner (Non-voting)

Parliamentarian:

Academic Dean: Jim Ruebel

Tarek Mahfouz	2016	Technology	CAST	FC
VACANT	2017		MCOB	FC
VACANT	2017		CCIM	FC
	2017		CFA	FC
Nihal Perera	2016	Urban Planning	CAP	FC
VACANT	2017		TC	FC
VACANT	2017		CSH	FC
Michael Daehn	2017	Theatre and Dance	CFA	UC
Julie Stroh	2016	Alumni Programs		UC
VACANT	2016			CC

2. Campus Council

(20 Members)

Chairperson: Rachel Johnson

Vice Chairperson:

Secretary:

Executive Secretary: Melanie Turner (non-voting)

Ex officio: VP, Enr., Mktg., Mgmt.

Ex officio: Bernard Hannon

Ex officio: Hudson Akin

Ex officio: Phil Repp

Ex officio: Kay Bales

Ex officio: Derek Berger

Ex officio: Michael Hanley

Ex officio: Jim Mills

Muhammad Maqbool	2016	Physics & Astronomy	CAST	FC
VACANT	2017			FC
Nancy Cronk	2017	Office of the Registrar		UC
Michael Gillilan	2016	Student Rights and Community Standards		UC

Student Government Association Students (7):

Residence Hall Association Representatives (2):

2.1 Events Programming and Scheduling Committee

(18 Members)

Chairperson:

Secretary:

Ex officio: VACANT

Ex officio: Julie Stroh

Ex officio: Robert Myers

Ex officio: Dan Byrnes

Ex officio: Kristi Chambers

Ex officio: Scott Truex

Rachel Kraus	2017	Sociology	CSH	FC
Roger McConnell	2016	School of Music	CFA	FC
VACANT	2017			CC
Kari Murphy	2017	Student Life		UC
Scott Carrico	2016	Student Center Programs		UC

Students (2):

Campus Council Representative: (2016)

Community Representatives (4): Van Smith, Charles Routh, Nancy Millard, Kermit Hays

2.2 Public Safety Committee

(11 Members)

Chairperson: Ex officio: Jim Duckham
Secretary: Ex officio: Hank Gerhart
Ex officio: Sue Weller
Ex officio: Allison Wymbissinger

Peggy Rice	2016	English	CSH	CC
Joseph Chapman	2017	Marketing	MCOB	FC
Amelia Kaplan	2016	School of Music	CFA	FC
Jeff Shoup	2016	Housing & Residence Life		UC
Sarah Gremer	2017	Physiology and Health Sciences	CSH	UC

Campus Council Representative (1): (2015)

Students (2):

2.21 Parking Subcommittee

(10 Members)

Chairperson: Ex officio: Alan Hargrave
Secretary: Ex officio: Jim Duckham
Ex officio:

Campus Council Representatives (2): Jack Hesser (16), (15)
Faculty Council Representatives (2): Mark Hill (17), Chris Luchs (16)
University Council Representatives (2): Maureen Warter (17), Derek Berger (16)

Students (2):

Community Representatives appointed by the President (2):

2.21 University Traffic Appeals Subcommittee

(10 Members)

Chairperson: Ex officio: Nancy Wray
Secretary: (Non-voting)

Campus Council Representatives (2): (15), (15)

Faculty Council Representatives (2): Darren Wheeler (17), Bo Chang (16)
University Council Representatives (2): Matt Kovach (17), Laura Helms (16)

Staff/Service Personnel Representatives (2): (Service), Marta Stephens (Staff)

Students (2):

2.3 Student Activities Committee

(12 Members)

Chairperson:
Secretary

Ex officio: Assistant Vice President for Student Affairs
and Director of Student Life
Ex officio: Jack Hesser
Ex officio: Dan Byrnes

James Helton	2016	School of Music	CFA	CC
Natalie Phillips	2016	School of Art	CFA	FC
Stacey Schetzsl	2017	Marketing and Management	MCOB	FC
Suzanne Clem	2017	Dining Services		UC
Robin Rufatto	2016	Mathematical Sciences	CSH	UC

Campus Council Representative (1): (15)

Students (3):

2.4 Student Center Committee

(14 Members)

Chairperson:
Secretary:

Ex officio: Bruce Morgan
Ex officio: Assoc. VP for Student Affairs
Ex officio: Robert Myers

Amie Cipolla	2015			CC
Scott Truex	2016	Urban Planning	CAP	FC
Amanda Latz	2017	Educational Studies	TC	FC
Tracy Hendricks	2017	Dean's Office, CAP		UC
Courtney Jarrett	2016	Disabled Student Development		UC

Campus Council Representative (1): (16)

Students (4 appointed by SGA):

Student (1 appointed by UPB):

2.5 Student Financial Assistance Committee

(9 Members)

Chairperson: James Johnson
Secretary:

Ex officio: John McPherson

Jacquelyn Buckrop	2016	Office of the Provost		CC
James Johnson	2017	SPESES	CAST	FC
Marie Kelly-Worden	2016	Physiology and Health Sciences	CAST	FC
Katharine Leigh	2017	University Libraries		UC
Laura Montoye	2016	Student Life		UC

Campus Council Representative (1): (15)

Students (2):

2.6 Student Rights, Ethics and Standards Committee

(11 Members)

Chairperson:
Secretary:

Ex officio: Bryan Kubel
Ex officio: Michael Gillilan
Ex officio: Mark Parkison
Ex officio: VP, Enr., Mktg., Mgmt.

Jason Dunham	2015	Chemistry	CSH	CC
Richard Petts	2016	Sociology	CSH	FC
Nicola Schmerbeck	2017	Modern Languages and Classics	CSH	FC
Matthew Hageny	2017	Housing and Residence Life		UC
Bart Upah	2016	Housing and Residence Life		UC

Campus Council Representative (1): (15)

Students (2):

3. Faculty Council

(54 Members)

Chairperson: Michael Hanley
Vice Chairperson: Andy Beane
Secretary: Darren Wheeler
Parliamentarian:
Undersecretary: Melanie Turner (Non-voting)

Ex officio: Terry King
Ex officio: Derek Berger
Ex officio: Rachel Johnson

Faculty (by Department within Colleges):

Amy Harden	2016	Family and Consumer Sciences	CAST	Department
Tarek Mahfouz	2017	Technology	CAST	Department
Kelly Rosenberger	2017	Military Science	CAST	Department
Cynthia Thomas	2017	School of Nursing	CAST	Department
James Johnson	2016	School of Physical Education, Sport & Exercise Science	CAST	Department
Michele Chiuini	2016	Architecture	CAP	Department
Chris Marlow	2017	Landscape Architecture	CAP	Department
Bruce Frankel	2016	Urban Planning	CAP	Department
Chris Luchs	2017	Accounting	MCOB	Department
Erik Nesson	2016	Economics	MCOB	Department
John Fitzgerald	2017	Finance and Insurance	MCOB	Department
Thawatchai Jitpaiboon	2016	Information Systems and Operations Management	MCOB	Department
William Donoher	2016	Management	MCOB	Department
Joseph Chapman	2017	Marketing	MCOB	Department
Ron Kovac	2016	Center for Information and Communication Sciences	CCIM	Department
Kristen McCauliff	2017	Communication Studies	CCIM	Department
Michael Hanley	2016	Journalism	CCIM	Department
Michael Lee	2017	Telecommunications	CCIM	Department
Andy Beane	2016	School of Art	CFA	Department
Andrew Crow	2017	School of Music	CFA	Department
Karen Kessler	2016	Theatre and Dance	CFA	Department
Mark Hill	2017	Anthropology	CSH	Department
Randy Bernot	2016	Biology	CSH	Department
Scott Pattison	2017	Chemistry	CSH	Department
Samuel Hsieh	2016	Computer Science	CSH	Department
Keisha Warren-Gordon	2017	Criminal Justice and Criminology	CSH	Department
Joyce Huff	2016	English	CSH	Department
Jerzy Jemiolo	2017	Geography	CSH	Department
Scott Rice-Snow	2016	Geological Sciences	CSH	Department
Sergei Zhuk	2017	History	CSH	Department
Irene Livshits	2016	Mathematical Sciences	CSH	Department
Chin-Sook Pak	2017	Modern Languages and Classics	CSH	Department
Joshua Gruver	2016	Natural Resources and Environmental Management	CSH	Department
Elizabeth Agnew	2017	Philosophy and Religious Studies	CSH	Department
Ranjith Wijesinghe	2016	Physics and Astronomy	CSH	Department

Faculty Council Membership (cont.)

Jagdish Khubchandani	2017	Physiology and Health Science	CSH	Department
Darren Wheeler	2016	Political Science	CSH	Department
Kristin Ritchey	2017	Psychological Science	CSH	Department
Ann Brown	2016	Social Work	CSH	Department
Rachel Kraus	2017	Sociology	CSH	Department
Barry Wagner	2016	Speech Pathology and Audiology	CSH	Department
Stefania Aegisdottir	2017	Counseling Psychology and Guidance Services	TC	Department
Marilynn Quick	2016	Educational Leadership	TC	Department
Serena Shim	2017	Educational Psychology	TC	Department
Bo Chang	2016	Educational Studies	TC	Department
Eva Zygmunt	2017	Elementary Education	TC	Department
Kourtland Koch	2016	Special Education	TC	Department
Judith Sponseller	2017	Burriss Laboratory School		Department
<u>Contract Faculty:</u>				
Jennifer Christman	2016	Criminal Justice and Criminology	Full-Time Contract Faculty	
Jonathan Becker	2017	Theatre and Dance	Full-Time Contract Faculty	

3.1 Academic Freedom and Ethics Committee

(10 Members)

Chairperson:

Ex officio: Robert Kvam

Secretary:

Nihal Perera	2017	Urban Planning	CAP	FC
Elizabeth Crawford	2017	School of Music	CFA	FC
Ann Blakey	2017	Biology	CSH	FC
Diana Saiki	2017	Family & Consumer Sciences	CAST	FC
Thomas Harris	2016	Information Systems & Information Management	MCOB	FC
Sheron Fraser-Burgess	2016	Educational Studies	TC	FC
Joel Bynum	2017	Housing and Residence Life		UC
Gary Pavlechko	2016	Office of Educational Excellence		UC

Faculty Council Representative: Ron Kovac (CCIM) (17)

3.2 Academic Technology Committee

(11 Members)

Chairperson: Steve Fulton

Ex officio: Terry King

Secretary:

Ex officio: Phil Repp

Joe Blalock	2017	Landscape Architecture	CAP	FC
Russ Wahlers	2016	Marketing and Management	MCOB	FC
Andy Beane	2016	School of Art	CFA	FC
Chris Luchs	2017	Modern Languages and Classics	CSH	FC
Kourtland Koch	2016	Special Education	TC	FC
James Hammons	2017	University Libraries		UC
Sarah Aldridge	2016	iLearn		UC
Steve Fulton	2017	New Media & Alumni Svcs.		UC

Faculty Council Representative: Michael Hanley (CCIM) (2017)

Student (1):

3.3 Contract Faculty Committee

(11 Members)

Chairperson: Robin Rufatto
Secretary: Jennifer Christman

Ex officio: Jacquelyn Buckrop

Robin Rufatto	2017	Mathematical Sciences	CSH	FC
Tonya Skalon	2016	School of Physical Education, Sport, and Exercise Science	CAST	College
Susan Lankford	2017	Architecture	CAP	College
Marc Pendel	2016	Marketing & Management	MCOB	College
Peggy Fisher	2017	Communication Studies	CCIM	College
Michael Palmer	2016	School of Music	CFA	College
Shon Byrum	2016	Burriss Laboratory School	TC	College

Faculty Council Representative: Jennifer Christman (2016)

Undergraduate Student (1):

Graduate Student (1):

3.4 Creative Arts Committee

(10 Members)

Chairperson:
Secretary:

Ex officio: Michael O'Hara

Ex officio: Justin Miller

Michael Prater	2017	School of Art	CFA	FC
Jinhee Nam	2016	Family & Consumer Sciences	CAST	FC
	2016	Communication Studies	CCIM	FC
Sviatoslav Dmitriev	2016	History	CSH	FC
Nancy Melser	2017	Elementary Education	TC	FC
Ron Groeber	2017	Finance & Insurance	MCOB	FC

Faculty Council Representative: VACANT (CAP) (2017)

Undergraduate Student (1):

Graduate Student (1): Sean May

3.5 Creative Teaching Committee

(9 Members)

Chairperson:

Ex officio: Gary Pavlechko

Secretary:

Faculty Council Representatives:

Cynthia Thomas	2017	School of Nursing	CAST	FC
Christopher Marlow	2017	Landscape Architecture	CAP	FC
VACANT	2016		MCOB	FC
Kristen McCauliff	2017	Communication Studies	CCIM	FC
Joyce Huff	2017	English	CSH	FC
Serena Shim	2016	Educational Psychology	TC	FC
Karen Kessler	2016	Theatre and Dance	CFA	FC

Undergraduate Student (1):

Graduate Student (1): Jessica Pettengill

3.6 Faculty Salary and Benefits Committee

(9+ Members)

Chairperson: Cindy Thomas

Ex officio: Jennifer Bott

Secretary:

Ex officio: Bernard Hannon

Ex officio: Katie Bohnert (Chair, PP S&B)

Ex officio: F&BA Rep.

Nihal Perera	2016	Urban Planning	CAP	FC
Cynthia Thomas	2017	School of Nursing	CAST	FC
Joseph Chapman	2016	Marketing & Management	MCOB	FC
Elizabeth Crawford	2016	School of Music	CFA	FC
Michael Lee	2017	Telecommunications	CCIM	FC
Darren Wheeler	2017	Political Science	CSH	FC
Kourtland Koch	2017	Special Education	TC	FC

3.7 Graduate Education Committee

(27 Members)

Chairperson: Deborah Mix

Ex officio: Staci Davis

Vice Chairperson: Linda Pohly

Ex officio: Robert Morris

Secretary: Marilynn Quick

Ex officio: Carolyn Kapinus

Executive Secretary: Michelle Miller (Non-voting)

Graduate Faculty Representatives (by College):

Lindsey Blom	2016	School of Physical Education, Sport, and Exercise Science	CAST	College
Walter Grondzik	2017	Architecture	CAP	College
Marcus Wolfe	2016	Marketing & Management	MCOB	College
Kathy Denker	2017	Communication Studies	CCIM	College
Brett Clement	2016	School of Music	CFA	College
Jun Xu	2017	Sociology	CSH	College
Amy Gregg	2017	Natural Resources and Environmental Management	CSH	College
Dan Ingram	2017	History	CSH	College
Mahfuza Khatun	2017	Physics and Astronomy	CSH	College
Linda Martin	2016	Educational Psychology	TC	College
David McIntosh	2016	Elementary Education	TC	College

Faculty Council Representatives (2): Andy Beane (2016), Chin-Sook Pak (2017)

Faculty Council Representatives recommended by Dean of Graduate School (3):

Marilynn Quick (2016), Deborah Mix (2016), Linda Pohly (2017)

Graduate Students (7): Sarah Green (CAST), Debra Lake (CAP), Braxton Forestal (MCOB), Pearl Mohankumar (CCIM), Brian Bosley (CFA), Nichole Pena (CSH), Natalie Sachs (TC)

3.8 Library Committee

(14 Members)

Chairperson: Michelle Glowacki-Dudka

Ex officio: Dean, University Libraries

Secretary:

Tom Spotts	2016	Technology	CAST	FC
Nicole Cardassilaris	2017	School of Art	CFA	FC
Renee Flasher	2016	Accounting	MCOB	FC
Robin Blom	2016	Journalism	CCIM	FC
Elizabeth Agnew	2016	Philosophy & Religious Studies	CSH	FC
Michelle Glowacki-Dudka	2017	Educational Studies	TC	FC
Michael Twigg	2017	University Libraries		UC
C. Jeremy Barney	2016	Journalism		UC

Faculty Council Representative: Bruce Frankel (CAP) (2017)

Member of Undergraduate Education Committee (1): Jeffrey Green

Member of Graduate Education Committee (1): VACANT

Undergraduate Student (1):

Graduate Student (1): Margaux Dever

3.9 Professional Education Committee

(30 members)

Chairperson:	Ex officio:	John Jacobson
Secretary:	Ex officio:	James Stroud
	Ex officio:	Shawn Shriver
	Ex officio:	Jon Dee

Jayne Bielke	Educational Studies	TC	Program
Diane Bottomley	Elementary Education	TC	Program
Karen Ford	Educational Studies	TC	Program
Azar Hadadian	Special Education	TC	Program
Michael Harvey	Special Education	TC	Program
Kourtland Koch	Special Education	TC	Program
Rena Mayes	Educational Leadership	TC	Program
Nancy Melser	Elementary Education	TC	Program
Lisa Pufpaff	Special Education	TC	Program
Lisa Rubenstein	Educational Psychology	TC	Program
Ayesha Sadaf	Educational Studies	TC	Program
Jeff Swensson	Educational Leadership	TC	Program
Nina Yssel	Special Education	TC	Program
Eva Zygmunt	Elementary Education	TC	Program
Susanna Benko	English	CSH	Program
Joel Bryan	Physics	CSH	Program
Jose Contreras	Mathematical Sciences	CSH	Program
Sarah Drake Brown	History	CSH	Program
Christopher Luke	Modern Languages and Classics	CSH	Program
Jeffrey Pavlik	Chemistry	CSH	Program
Rona Robinson Hill	Biology	CSH	Program
Lynne Stallings	English	CSH	Program
Denise Seabert	Health/Kinesiology	CSH/CAST	Program
Edward Lazaros	Technology	CAST	Program
Richard Seymour	Technology	CAST	Program
Michael Daehn	Theatre and Dance	CFA	Program
Kevin Gerrity	School of Music	CFA	Program
Michael Prater	School of Art	CFA	Program
Brian Hayes	Journalism	CCIM	Program
Allen Truell	Information Systems/ Operations Management	MCOB	Program

K-12 Public Education Representatives (3):

Graduate Student selected by PEC (1):

Undergraduate Student selected by PEC (1):

3.10 Special Leave Committee

(8 Members)

Chairperson: Patrick Collier
Secretary:

Ex officio: Roger Lavery

Chris Luchs	2016	Accounting	MCOB	College
Joseph Blalock	2017	Landscape Architecture	CAP	College
Maria Williams-Hawkins	2017	Telecommunications	CCIM	College
Ted Neal	2016	School of Art	CFA	College
Cindy Thomas	2016	School of Nursing	CAST	College
Patrick Collier	2017	English	CSH	College
W. Holmes Finch	2016	Educational Psychology	TC	College

3.11 Teaching Evaluation Committee

(11 Members)

Chairperson: Amy Ward
Secretary: Drew Vidal

Ex officio: Gary Pavlechko

Ex officio:

Ex officio: James A. Jones

Dom Caristi	2017	Telecommunications	CCIM	FC
Renmei Xu	2017	Technology	CAST	FC
VACANT	2016		CAP	FC
Shaheen Borna	2017	Marketing	MCOB	FC
C. Drew Vidal	2016	School of Art	CFA	FC
Jason Dunham	2017	Chemistry	CSH	FC
Amy Ward	2016	Registration/Academic Progress		UC
Nicole Cardassilaris	2017	School of Art	CFA	UC

Faculty Council Representative: Eva Zygmunt (TC) (2016)

Undergraduate Student (1):

Graduate Student (1): Mary Kathryn Brewer

Online Distance Education Committee representative (1):

3.12 Undergraduate Education Committee

(18 Members)

Chairperson: Mike Spillman
 Secretary: Dan Waechter
 Recording Secretary: Evelyn Goss (Non-voting)

Ex officio: Marilyn Buck
 Ex officio: Laura Helms
 Ex officio: Carma Shawger

Jeff Green (Cecil Bohannon, Fall, 2015)	216	Economics	MCOB	College
Bill Moser	2016	Marketing & Management	MCOB	College
	2017	Architecture	CAP	College
Chris Baas	2017	Landscape Architecture	CAP	College
Lisa Kuriscak	2017	Modern Languages & Classics	CSH	College
Michael Karls	2017	Mathematical Sciences	CSH	College
Jackie Sydnor	2016	Elementary Education	TC	College
Linda Taylor	2016	Elementary Education	TC	College
Kim Inks	2016	School of Music	CFA	College
Heidi Jensen	2016	School of Art	CFA	College
Mary Rose	2016	Technology	CAST	College
Liz Wanless	2016	School of Physical Education, Sport, and Exercise Science	CAST	College
Dan Waechter	2017	Journalism	CCIM	College
Michael Spillman	2017	Telecommunications	CCIM	College

Faculty Council Representative (1): Scott Pattison (2017)

Undergraduate Students (3):

3.13 University Core Curriculum Subcommittee

(8 Members)

Chairperson:
 Secretary:
 Recording Secretary: Evelyn Goss (non-voting)

Ex officio: Marilyn Buck
 Ex officio: Laura Helms

Bill Rogers	2017	Biology	CSH	College
David Hua	2016	Technology	CAST	College
Phil Bremen	2016	Telecommunication	CCIM	College
Les Smith	2017	Landscape Architecture	CAP	College
Ruth Jones	2017	Special Education	TC	College
Brittany Hendricks	2017	School of Music	CFA	College
Howard Hammer	2017	Finance	MCOB	College

Faculty Council Representative: Kristen Ritchie (2017)

UEC Representative (1):

Undergraduate Student (1):

3.14 University Grade Appeals Committee

(14 Members)

Tim Carter	2016	Biology	CSH	College
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James Jones	2016	Technology	CAST	College
Shaheen Borna	2016	Marketing and Management	MCOB	College
Peggy Fisher	2016	Communication Studies	CCIM	College
Mihoko Watanabe	2016	School of Music	CFA	College
Sheron Fraser-Burgess	2016	Educational Studies	TC	College
Martha Hunt	2016	Landscape Architecture	CAP	College

Undergraduate Students (Appointed by College): Laura Girard (CFA), Kurt Kurtzhals (TC), Shea Brgoch (CAST), Delaney Howson (MCOB), Stefan Harry (CSH), Zachary Huffman (CCIM), Lindsey Heuvelman (CAP)

Graduate Students (Appointed by College): CFA, TC, Hannah Killion (CAST), MCOB, Ethan Crenshaw (CSH), CCIM, CAP

3.15 University Promotion and Tenure Committee
(8 Members)

Chairperson:
Secretary:

Advisor: Marilyn Buck

Shaheen Borna	2016	Marketing and Management	MCOB	College
Kay Hodson-Carlton	2016	School of Nursing	CAST	College
	2017		TC	College
Jill Coleman	2018	Geography	CSH	College
Jennifer Palilonis	2018	Ctr. for Info&Comm.Sciences	CCIM	College
Murray Steib	2017	School of Music	CFA	College
Meg Calkins	2018	Landscape Architecture	CAP	College

4.0 University Council

(38 members)

Chairperson: Derek Berger

Vice Chairperson: Lola Mauer

Secretary: Matt Kovach

Executive Secretary: Melanie Turner (Non-voting)

Ex officio: Kay Bales

Ex officio: Hudson Akin

Ex officio: Bernard Hannon

Ex officio: Phil Repp

Ex officio: VP, Enr., Mktg., Mgmt.

Ex officio: John Jacobson

Ex officio: Michael Hanley

Ex officio: Rachel Johnson

Professional Areas-

Mark Holtzman	2016	Academic Advising	Senate
Karen Morgan	2016	Institutional Effectiveness	Area
Laura Helms	2016	University College	Area
Leisa Julian	2017	Business Affairs	Senate
James Lowe	2017	Facilities Planning	Area
Marie Williams	2017	University Human Resource Services	Area
Scott McFadden	2016	University Libraries	Senate
Fawn Gary	2016	Unified Technology Support	Area
Katie Bohnert	2016	University Libraries	Area
Chris Munchel	2017	Admissions	Senate
Nancy Cronk	2017	Registrar	Area
Charles Haynes	2017	Admissions	Area
Julie Stroh	2016	Alumni Programs	Senate
Derek Berger	2016	University Development	Area
Lola Mauer	2016	University Development	Area
Maureen Warter	2017	Student Center Programs	Senate
Matt Kovach	2017	Housing/Residence Life	Area
Tiffany Peters	2017	Student Affairs	Area

Faculty (by College):

Tarek Maufouz	2016	Technology	CAST	FC
VACANT	2009		CAP	FC
Sheila Smith	2016	Information Systems/ Operations Management	MCOB	FC
VACANT	2013		CCIM	FC
Michael Daehn	2016	Theatre and Dance	CFA	FC
Robin Rufatto	2017	Mathematical Sciences	CSH	FC
Linda Taylor	2016	Elementary Education	TC	FC

Students (5):

4.1 Admissions and Credits Committee

(19 Members)

Chairperson: Dan Waechter

Secretary:

Ex officio: Laura Helms

Ex officio: Nancy Cronk

Ex officio: Chris Munchel

Ex officio: Director of Academic Advising

Faculty Council Representatives (7)

Stacy Schetzle	2016	Marketing	MCOB	FC
Daniel Waechter	2017	Journalism	CCIM	FC
Kourtland Koch	2016	Special Education	TC	FC
Jerzy Jemiolo	2017	Geography	CSH	FC
Ron Rarick	2016	School of Art	CFA	FC
Renmei Xu	2016	Technology	CAST	FC
VACANT	2015		CAP	FC

University Council Representatives (5)

Kaley Roberts	2016	Academic Advising		UC
Gloria Pavlik	2017	Student Affairs		UC
Jacquelyn Buckrop	2016	Academic Affairs		UC
Ashley Adams	2017	Online & Distance Education		UC
Mark Holtzman	2016	Academic Advising		UC

University Council Representative: Matt Kovach (2016)

Undergraduate Student (1)

Graduate Student (1): Jessica Kirby

4.2 Athletics Committee

(21 Members)

Chairperson:

Secretary:

Ex officio: Paul Ferguson

Ex officio: Mark Sandy

Ex officio: Pat Quinn

Ex officio: Dan Byrnes

Ex officio: Julie Stroh

Ex officio: Megan Walters

Lawrence Judge	2016	SPESES	CAST	FC
Howard Hammer	2017	Finance & Insurance	MCOB	FC
Kevin Gerrity	2017	Music	CFA	FC
Mohammad Maqbool	2016	Physics and Astronomy	CSH	FC
Thalia Mulvihill	2017	Educational Studies	TC	FC
Chris Taylor	2016	Telecommunications	CCIM	FC
VACANT	2016		CAP	FC
Travis Peters	2017	Student Center		UC

University Council Representative (1): Julie Stroh (2016)

Students (5):

NCAA/MAC Representative: Charlene Alexander

4.3 Financial and Budgetary Affairs Committee

(11 Members)

Chairperson: Sue Weller
Secretary:

Ex officio: Bernard Hannon
Ex officio: Terry King
Ex officio: Cindy Thomas (Chair, Faculty S&B)
Ex officio: Katie Bohnert (Chair, PP S&B)

Laura Montoye	2017	Student Life		UC
Sue Weller	2016	Facilities Planning and Mgmt.		UC
Jill Coleman	2016	Geography	CSH	FC
Scott Pattison	2017	Chemistry	CSH	FC

Faculty Council Representative: Erik Nesson (2017)

University Council Representative (1): Nancy Cronk (2016)

Undergraduate Student (1):

Graduate Student (1): Tucker Keith

4.4 **Institutional Effectiveness Committee**

(14 Members)

Chairperson: Julie Stroh
Secretary:

Ex officio: Marilyn Buck
Ex officio: William Knight, Jr.

Karen Ford	2016	Educational Studies	TC	FC
Heather Platt	2016	School of Music	CFA	FC
Rebecca Baer	2017	Economics	MCOB	FC
Frank Gray	2017	Communication Studies	CCIM	FC
James Jones	2016	Technology	CAST	FC
Ann Blakey	2016	Biology	CSH	FC
VACANT	2016		CAP	FC
Danielle Badgett	2017	Housing and Residence Life		UC
Michael Twigg	2017	University Libraries		UC

University Council faculty representative: VACANT (2016)

University Council professional personnel representative: Julie Stroh (2016)

Undergraduate Student (1):

Graduate Student (1): Kristine David

4.5 International Programs Committee

(14 Members)

Chairperson:

Ex officio: Chris Munchel

Secretary:

Ex officio: John Jensen

Ex officio: Imara Dawson

Ex officio: Laurie Lindberg

Ann Wieseke	2016	School of Nursing	CAST	FC
Scott Truex	2016	Urban Planning	CAP	FC
Rathin Rathinasamy	2017	Finance and Insurance	MCOB	FC
Dom Caristi	2016	Telecommunications	CCIM	FC
Robert Willey	2017	School of Music	CFA	FC
Kazumi Matsumoto	2016	Modern Languages and Classics	CSH	FC
Kathleen Kreamelmeyer	2017	Elementary Education	TC	FC
Kathleen McCabe	2017	Payroll and Employee Benefits		UC

University Council Representative: (1): Matt Kovach (2016)

Undergraduate Student (1):

Graduate Student (1): Laura Valandro

4.6 Judicial Committee

(12 Members)

Chairperson: Chair, Senate

Secretary:

Brian Pickerill	2016	Academic Affairs		Area
Melissa Rubrecht	2017	Business Affairs		Area
Kirk Vanooteghem	2016	University Libraries		Area
Curt Westfall	2017	Enrollment, Marketing, and Communications		Area
Candy Dodd	2016	University Advancement		Area
Alan Hargrave	2017	Student Affairs/HRL		Area
Alan Yen	2016	Family & Consumer Sciences	CAST	College
Andrea Swartz	2017	Architecture	CAP	College
Ron Groeber	2016	Finance/Insurance	MCOB	College
Suzy Smith	2017	Telecommunications	CCIM	College
Scott Routenberg	2017	School of Music	CFA	College
Bruce Geelhoed	2017	History	CSH	College
James Stroud	2016	Educational Leadership	TC	College

4.7 Master Planning and Facilities Committee

(13 Members)

Chairperson: Amy Gregg

Secretary:

Ex officio: Guillermo Vasquez de Velasco

Ex officio:

Ex officio: Bob Morris

Ex officio: Larry Markle

Ex officio: John Vann

Amy Gregg	2016	Natural Resources & Environmental Management	CSH	FC
Joe Blalock	2017	Landscape Architecture	CAP	FC
Richard Leigh	2016	University Libraries		UC
Al Rent	2017	Enrollment, Marketing & Communications		UC

Faculty Council Representative: Josh Gruver (2017)

University Council Representative: Jim Lowe (2016)

Undergraduate Student (1):

Graduate Student (1): Aiste Mandredini

4.8 Online Distance Education Committee

(14 Members)

Chairperson:

Secretary:

Ex officio: Jennifer Bott

Ex officio: Dean, University Libraries

Clark Dickin	2016	SPESES	CAST	FC
Allen Truell	2016	Information Systems and Operations Management	MCOB	FC
Roger McConnell	2016	Music	CFA	FC
Susan Tancock	2016	Elementary Education	TC	FC
Kazumi Matsumoto	2017	Modern Languages & Classics	CSH	FC
Suzy Smith	2017	Telecommunications	CCIM	FC
	2015		CAP	FC
Michelle Thomas	2017	Academic Advising		UC
Mark Holtzman	2016	Academic Advising		UC

University Council Representative (1): Lola Mauer (2017)

Undergraduate Student (1):

Graduate Student (1): Elizabeth Tobin

4.9 Professional Personnel Salary and Benefits Committee

(10 Members)

Chairperson: Katie Bohnert
Secretary:

Ex officio: Bernard Hannon
Ex officio: Chair, F&BA
Ex officio: Cindy Thomas, Chair, Faculty S&B

Julie Stroh	2016	Alumni Programs	UC
Katie Bohnert	2016	University Libraries	UC
Mark Holtzman	2016	Academic Advising	UC
Chris Munchel	2016	Admissions	UC
Karen Morgan	2017	Institutional Effectiveness	UC
Tiffany Peters	2017	Student Affairs	UC
Marie Williams	2017	University Human Resource Services	UC

4.10 Publications and Intellectual Properties Committee

(13 Members)

Chairperson:
Secretary:

Ex officio: Justin Miller
Ex officio: John Straw
Ex officio: Sarah Lee (Provost's Designee)
Ex officio: Alan Gordon

Joyce Huff	2017	English	CSH	FC
Jackie Sydnor	2017	Elementary Education	TC	FC
Sergei Zhuk	2016	History	CSH	FC
Kate Elliott	2016	University Marketing and Communications		UC
Richard Leigh	2017	University Libraries		UC

University Council Representative (1): Fawn Gary (2016)

Undergraduate Student (1):

Graduate Student (1): Jorge Ballesteros

4.11 Research Committee

(15+ Members)

Chairperson: Rui Chen
Secretary:

Ex officio: Justin Miller
Ex officio: Carolyn Kapinus
Ex officio: Chair, PIPC

Nihal Perera	2017	Urban Planning	CAP	FC
Henry Wang	2016	School of Physical Education, Sport, and Exercise Science	CAST	FC
Rui Chen	2016	Information Systems/ Operations Management	MCOB	FC
Ashley Donnelly	2017	Telecommunications	CCIM	FC
Carolyn Hitchens	2016	Elementary Education	TC	FC
Tyler Smith	2016	Theatre and Dance	CFA	FC
Jim Nyce	2016	Anthropology		UC
Brenda Yates-Habich	2017	University Libraries		UC

Faculty Council Representative: Sergi Zhuk (2017)

University Council Representative: Scott McFadden (2016)

Undergraduate Student (1):

Graduate Student (1):

Revised 8/27/15

In Memoriam

Dr. Raymond S. Dean

September 24, 1946 – July 6, 2015

Dr. Raymond Dean joined the faculty at Ball State University in 1984 as the George and Frances Ball Distinguished Professor of Neuropsychology. In that time he trained hundreds of students while Director of the Ball State Neuropsychology Laboratory and led the effort to gain APA accreditation for the Ball State School Psychology Doctoral Program, which he directed for many years. Many of his students became higher education trainers, teaching future generations of psychologists and professors. Prior to joining the faculty at Ball State in 1984, Dr. Dean was a faculty member at the Washington University School of Medicine and Director of the Neuropsychology Laboratory at the Washington University Medical Center in St. Louis. He served as Assistant Professor of Psychological Services at the University of North Carolina Chapel Hill, and Assistant Professor and Chair of the School Psychology Program at the University of Wisconsin, Madison. Dr. Dean also served as Distinguished Visiting Faculty at the Staff College of the National Institute of Mental Health. He was the Editor-in-Chief of two leading journals, the *Archives of Clinical Neuropsychology* and the *Journal of School Psychology*.

Dr. Dean was the author of more than 500 scholarly works including *Assessing Human Intelligence*, *Neuropsychology of Perinatal Complications*, and *Pediatric Neuropsychology: Interfacing Assessment and Treatment in the Rehabilitation of Neurologic Disorders*. He pioneered the idea of providing school psychology services in nontraditional settings and published *The School Psychologist in Nontraditional Settings: Integrating clients, services, and settings*. Dr. Dean was a Diplomat of the American Board of Professional Psychology and the American Board of Professional Neuropsychology. He was elected Fellow of the American Psychological Association (Divisions: Clinical, Educational, School, and Clinical Neuropsychology), the National Academy of Neuropsychology, and the American Psychopathological Association. Dr. Dean was a past president of the Clinical Neuropsychology Division of the APA and the National Academy of Neuropsychology. His work in neuropsychology was recognized by awards from the National Academy of Neuropsychology, the National Association of School Psychologists, The *Journal of School Psychology*, and the Clinical Neuropsychology Division of APA. He spent much of the past fifteen years working on and writing about a neuropsychological test with Dr. Richard Woodcock titled the *Dean-Woodcock Neuropsychological Battery*; and most recently he was co-editing a 17-volume series on *Contemporary Neuropsychology*, with former student Dr. Chad Noggle.

Representative of thoughts from former students:

Over the years I have read the tributes that professionals within our field have composed following the passing of a mentor. At those times I always found myself pondering what would or could I say about the mentors in my life that would do them justice. Like so many in our field, I am the by-product of experience and circumstances. My professional life tied to those I have been fortunate enough to call mentor. In my career I have three individuals for which I would assign such a prestigious title, and at the top of that list sits Dr. Raymond S. Dean.

In our many private conversations, where a mentor passes on their professional and personal wisdom, Dr. Dean would emphasize the importance of striving to make the greatest professional impact possible in the time that we have. He told me that there are four areas in which I would need to focus on in order to achieve this goal. The first area was clinical service, where we focus on making a positive impact on the lives of our patients and their families. Dr. Dean served patients for nearly 40 years. Beyond his vast clinical knowledge, he was gifted in his ability to build rapport and relate to them on a personal level, so to understand all the ways in which he could make their lives better. Being around him within the clinical setting, one would quickly recognize just how much he enjoyed working his patients and how gifted he was in this domain. The second area was teaching. Dr. Dean would always talk about the fact that in working with patients you can have a positive impact on the region in which you work, but by teaching and mentoring students/trainees you will a positive impact on the regions those students eventually serve. Teaching may well have been Dr. Dean's greatest passion. Over his 30 years at Ball State University, where he oversaw the neuropsychology training, numerous students came and went, now making their own professional impact that is rooted in Dr. Dean's mentorship.

The third area Dr. Dean emphasized was scholarly activity. He would point out that our impact in patient care and teaching is limited by a need for direct interaction, but through research and publication, our reach becomes limitless. To illustrate this fact, I recall a time in which Dr. Dean shared an email exchange he had with a professional in China that had reached out to him after reading a few of his articles. As a result of their communication, this professional had made changes to their clinical practice and refocused some of their research pursuits. Dr. Dean maintained this communication over a few years. This was not a student, but because of Dr. Dean's scholarly work he was going to have an impact on the other side of the world. He felt that with every article we add a rung to the ladder which allows our practice and science reach new heights.

The final area Dr. Dean emphasized was professional service. Dr. Dean would talk about the importance of giving back to your profession and not simply asking things of your profession. He stressed the importance of service, not for financial reward or personal recognition, but to do your part to help grow our profession and to insure its stability.

As I reflect and write this tribute summarizing his accomplishments, I recognize just how much Dr. Dean practiced what he preached. I am a better professional because of him as I know are so many others who learned from Dr. Dean. While I know Ray would say his most important title in this life was father of his kids whom he loved so dearly, through his actions and teachings I can assure you that he is very proud of the fact that the titles forever linked to his name include neuropsychologist and professor. I am very proud to have called him my mentor; I am very proud to have called him my friend. He will truly be missed.

Chad A. Noggle, Ph.D., ABPP-CN, ABN

Representative of thoughts from department colleagues:

I first heard of Dr. Dean when I was a graduate student, and my Chair, Dr. Rik Carl D'Amato, who was a student of Dr. Dean's, sang his praises as a master clinician, a founder of the field of modern neuropsychology, and an outstanding teacher and researcher with an amazing reservoir of information about clinical neuropsychology. I had the pleasure of knowing Dr. Dean for the past 13 years and over that time learned that he indeed lived up to his academic reputation. In addition, Dr. Dean was a close friend and mentor to me and many other faculty and current and past students. He also frequently talked about how much his family meant to him, and a former student told me that he used to tell his students that people on their deathbed never wished they had worked more at their jobs. He will be sorely missed by his colleagues and the students at Ball State University as well as his friends around the world.

Dr. Andrew Davis, Ph.D., HSPP