

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #5, 2015-16)

February 18, 2016

4:00 p.m.

LB (Letterman Building) Room 125

Approval of senate minutes of January 21, 2016

I. Announcements

A. Next Scheduled Meetings

Senate Agenda Committee – Monday, February 29, 2016, 2:00 p.m., Letterman Building (LB), Rm. 104
University Senate – March 17, 2016, 4:00 p.m., Letterman Building (LB), Rm. 125

B. Realignment of Schools/Departments/Programs to College of Health

The following Schools/Departments/Programs voted to realign with the newly established College of Health. Voting was first conducted with all tenured/tenure-track faculty within the areas to enfranchise full-time contract faculty to vote for their particular school/department/program to realign, after which the entire school/department/program voted to realign. Lastly, the entire college of tenured/tenure-track and full-time contract faculty participated in a vote to realign their school(s)/department(s)/program(s) with the College of Health.

College of Sciences and Humanities

Department of Social Work
Department of Health Sciences
Department of Speech Pathology and Audiology

Teachers College

Department of Counseling Psychology and Guidance Services (Except for School Counseling)

College of Applied Sciences and Technology

School of Nursing
School of Kinesiology
Nutrition and Dietetics Program (in Department of Family and Consumer Sciences)

II. Recognition of Deaths

Richard A. Brosio

Professor Emeritus of Secondary and
Foundations of Education
Retired, 2000
28 Years of Service

John J. Pruis

Past President
July, 1968 – September, 1978

Michael Seidle

Director Emeritus and Physician Emeritus

Amelia T. Wood Health Center

Retired, 1996

16 Years of Service

III. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chairperson
- B. Faculty Council – Andy Beane, Vice Chairperson and Acting Chairperson
- C. University Council – Derek Berger, Chairperson
- D. Campus Council – Rachel Johnson, Chairperson
- E. Student Government Association – Jack Hesser

IV. Report by Chairperson of Senate – Amy Harden (Enclosure #1 - Issues in the Senate System)

V. Questions Directed to the Interim President

VI. Question and Answer Period

VII. Unfinished Business

- A. Revision to Special Assigned Leave Policy (Enclosure #2)

VIII. New Business

IX. Other Items

X. Adjournment

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MINUTES OF THE FOURTH MEETING OF THE 2015-16 UNIVERSITY SENATE
Thursday, January 21, 2016

Members Present: 57

Members Absent: 10

1. The meeting was called to order by the chairperson of the University Senate, Amy Harden, at 4:00 p.m.

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

Members Present: R. Aby, S. Aegisdottir, E. Agnew, J. Becker, D. Berger, R. Bernot, G. Carbo, B. Chang, J. Chapman, M. Chiuini, J. Christman, A. Crow, W. Donohoe, P. Ferguson, J. Fitzgerald, B. Frankel, J. Fugate, J. Gruver, A. Harden, M. Hill, J. Hesser, M. Holtzman, S. Hsieh, J. Huff, J. Jemiolo, T. Jitpaiboon, J. Johnson, R. Johnson, K. Kessler, J. Khubchandani, K. Koch, R. Kovac, R. Kraus, M. Lee, C. Luchs, M. Maggiotto, C. Marlow, K. McCauliff, S. McFadden, C. Munchel, E. Nesson, C. Pak, S. Pattison, S. Rice-Snow, K. Ritchey, J. Sponseller, Z. Taylor, C. Thomas, M. Warter, D. Wheeler, R. Wijesinghe, E. Zygmunt

Substitutes: Shannon Staton for A. Brown, Alex List for S. Shim, Lauren Shaffer for B. Wagner, Monte Staton for K. Warren-Gordon, Michael Doyle for S. Zhuk

Members Absent: K. Ajayi, M. Hanley, L. Julian, T. King, A. Loudon, T. Mahfouz, M. Quick, K. Rosenberger, M. Smith, J. Wells

The following items were discussed prior to proceeding with the meeting.

- A. Undergraduate GPA – Nancy Cronk, Registrar and Executive Director of Enrollment Services

Nancy reported a method has been created to solve this problem. Starting in the fall, 2015, and moving forward with grade and degree processing a new comment is added to the record as bachelor degrees are awarded. At the point of degree award, a comment captures the bachelor degree cumulative grade point average as well as the earned credits and appears on the transcript.

This item will be removed from the issues list.

- B. University Use of Personal Data (University Senate Agenda, 1/21/16, Attachment #1)
President Ferguson
Bernard Hannon, Vice President for Business Affairs
Loren Malm, Interim Vice President for Information Technology

The discussion began with the meaning of PII – personally identifiable information – and other kinds of information that is non-public. Anything relating to a specific individual is considered PII. There are practices and security efforts in place for those individuals and units on campus who are involved with maintaining this type of information. Vice President Hannon shared the university does not give out or share PII to anyone other than those they are required by law. The university does not rent or sell data. The university may also offer this information through a contractual arrangement with the vendor. Only data that is mandatory or required is supplied to a vendor. When contracted with a third-party vendor, such as our health care plans, there are expectations concerning quality and security controls before the university contracts with them. We ask them to supply the security measures taken before we turn over the data. When the contract ends, we ask them to destroy data or return the data. There are times they must keep the information for auditing purposes, they must keep it safe as if we were contracting with them. There were also some tax fraud reminders offered, such as receiving a bank card that you did not order and having your tax return rejected. W2s have been sent out, so file early to prevent tax fraud.

The following questions were asked by the senate membership:

- The most sensitive source of our identity is our social security number. How does the university protect it and how do they avoid sharing it?

Loren Malm replied that internally, the university limits the number of places it is stored. They also limit the number of people who have access to those systems that have the number. There are tight restrictions to the number of people who have access and maintain a list of security measures attached to these individual's computers, such as preventing malware which locks down a computer.

Externally, the university has controls in our contracts with vendors. It is a very limited group of vendors who have access to social security numbers and when they do have the numbers, they are restricted to exactly how to use it. At one

point, we had 114 different places having employee social security numbers. That has been reduced to twenty and we always ask if there is a more convenient method to provide their services without the use of social security numbers.

There is a national issue of social security numbers, which the FBI shared can be purchased on the internet. It is a national problem, not limited to Ball State.

Nationally, some things are being done, especially on the tax side where there are new controls in place to help with tax refund fraud. We still have Anthem and do not know anything new about the breach. We have received no updates so far. They provided us with the information stating they have the best security in place. We do the best we can, given the information we have so far.

- Regarding the Anthem issue, we were given two years' service (credit monitoring) protection. This is not enough and we have requested an extension of these benefits. Are there any updates on this?

We would have to pay for this extension. Credit monitoring is nice, but the best practice is to freeze your credit. This is the best protection. The professionals in the information security industry, the credit monitoring services are primarily marketing devices. They will do anything to prevent it, but all they can do is alert you sometime after the fact that something bad has occurred. If you feel you are at risk, we encourage you to freeze your credit. This is the only action that can be taken to be proactive in stopping credit fraud.

A motion was made and seconded (Beane/Kessler) to approve the minutes of December 3, 2015.

The motion carried.

2. Announcements

Item I. A., Next Scheduled Meetings, and I.B. Notice of Change in Office/Department Name, were reviewed by the Senate.

3. Recognition of Deaths

There was a moment of silence to recognize the death of Charles Edward (Chuck) Guemple.

4. Committee Reports

- A. Governance and Elections Committee – Karen Kessler, Chairperson. Karen reported the last college (CSH) to vote for departments to realign with the College of Health is conducting their vote now and it will be complete at 5:00pm tomorrow, January 22.
- B. Faculty Council – Andy Beane, Acting Chairperson. Andy reported the Council will meet on February 4.
- C. University Council – Derek Berger, Chairperson. Derek reported the Council met on January 14 and heard a presentation by Jen Blackmer regarding the newly formed office of Entrepreneurial Learning. There was no new business.
- D. Campus Council – Rachel Johnson, Chairperson. Rachel reported the Council will meet on January 28.
- E. Student Government Association – Jack Hesser, President. Jack reported SGA is working on a new item of business for Campus Council concerning course drop/add. They are also working with the department of athletics and the alumni association regarding programming with international students.

5. Report by Chairperson of Senate – Amy Harden (University Senate Agenda, 1/21/16, Enclosure #1)

A faculty member requested an update on the per diem rates. Amy reported it was sent to business affairs and we do not have an update at this time.

6. Questions Directed to the President

President Ferguson welcomed everyone back from the winter break. He mentioned the newly published 18 x 18 annual report, as well as the new student-produced advertising on television.

The following questions were asked by the members of the senate:

- We are ahead of our goals by 2018, is there any possibility of expanding or stretching those goals?

President Ferguson responded that the university is committed to external funding and increasing capacity for funding for faculty. The President's roundtable prompted this action. The research goal is a little too high. Another area is philanthropy as we have been successful in all aspects of philanthropy. Part of this commitment was advancement enterprise. They solidified the message, built a pipeline of young 30-40 year olds. The small group of others were getting tired. There are 106,000 alumni and we need to build on this. The concept is to restructure and refocus the message and open it up so that it's a much more inclusive advancement strategy to include deans, the provost, everyone.

In the first six months, we've increased funding 30-35 percent. External funding for research (reorganizing sponsored programs), and then athletic side (revenue-base increase). External funding needed to be recast and be not so inspirational.

- Were there any federal grants allocated for the commercials?

The commercials were kept in-house and funded through the marketing budget. The idea evolved early in the fall, 2015. It was not geared towards the immersive learning experience; the students came together and did it.

- One of the goals in the 18 x 18 commitment is to increase four and six year graduation rates to 50%. Is it true that you do not have to pay a fee if you exceed the length of time it takes to graduate?

Performance funding is based on graduating in four years. We are trying to provide curriculum facilitation, advising, building capacity to avoid obstacles. One of the reason for the centennial scholars is we want to invest in them getting done in four years and helping those students out when they have to go five years. There is nothing planned, but this is a very good point in taking care of this population of students. (It was mentioned that at least one program - Landscape Architecture - is a five-year program). Another challenge is how to graduate double majors within four years. We may want to target strategies to different student populations.

7. Question and Answer Period

There were no questions.

8. Unfinished Business

There was no unfinished business.

9. New Business

A. Revision to Special Assigned Leave Policy (University Senate Agenda, 1/21/16, Enclosure #2)

A motion was made and seconded (Kessler/Beane) to place on the floor for discussion.

Pat Collier, chair of the Special Leave Committee, was not present at today's meeting. Chris Luchs, a member of the committee was present today and indicated the committee was in agreement with today's revision; however, they voted at their last meeting to grandfathering in second, third, and fourth that faculty have towards tenure to be able to apply for special leave. They would have the option of taking special leave, but those hiring in would not be able to take special leave prior to tenure.

It was deemed these were substantial revisions and a motion was made and seconded (Fitzgerald/Koch) to return it to the Faculty Council for their review before a vote be taken by the senate.

The motion carried.

10. Other Items

There were no other items.

11. Adjournment

A motion was made and seconded to adjourn. The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Rachel Kraus, Secretary

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ISSUES IN THE SENATE SYSTEM, 2015-16

| Issues | Committee | Start | End | 10% | 20% | 40% | 50% | 60% | 70% | 80% | 90% | 100% | |
|--|---|---------------------|-----|-----------------|-----|-----|-----|-----|-----|-----|-----|------|--|
| <i>FACULTY COUNCIL</i> | | | | | | | | | | | | | |
| Telecommuting (On Hold until Fall, 2016) | Salary&Benefits, to Business Affairs | 11/19/12 3/19/13 | | [Cross-hatched] | | | | | | | | | |
| Special Assigned Leave Policy (On today's agenda) | Special Leave | 11/4/13 | | [Cross-hatched] | | | | | | | | | |
| Policy on Consensual Sexual Relationships | Academic Freedom & Ethics | 6/16/14 | | [Cross-hatched] | | | | | | | | | |
| Issues | Committee | Start | End | 10% | 20% | 40% | 50% | 60% | 70% | 80% | 90% | 100% | |
| <i>UNIVERSITY COUNCIL</i> | | | | | | | | | | | | | |
| Telecommuting | Salary&Benefits to Business Affairs | 11/19/12 3/19/13 | | [Cross-hatched] | | | | | | | | | |
| Evaluation of Online Courses | 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% | |
| <i>CAMPUS COUNCIL</i> | | | | | | | | | | | | | |
| Issues | Committee | Start | End | 10% | 20% | 40% | 50% | 60% | 70% | 80% | 90% | 100% | |
| <i>AGENDA COMMITTEE</i> | | | | | | | | | | | | | |
| Per diem rates | To Business Affairs | 11/23/15 | | | | | | | | | | | |
| HLC – minimally qualified faculty | Provost's Office for task force to review | 11/23/15 | | | | | | | | | | | |
| Issues | Committee | Start | End | 10% | 20% | 40% | 50% | 60% | 70% | 80% | 90% | 100% | |
| <i>GOVERNANCE AND ELECTIONS</i> | | | | | | | | | | | | | |
| Professional Staff reorganization | President's Cabinet | 11/5/15 | | | | | | | | | | | |

Revision to Special Assigned Leave Policy

LEAVES AND ABSENCE FROM DUTY⁶⁰

**I Special
Assigned Leave
With Pay
Program⁶¹**

1. Purpose
 - 1.1 The purpose of the special assigned leave with pay program is to enable the faculty and professional personnel to carry out with increased effectiveness teaching, scholarly productivity, and public service.
2. Eligibility
 - 2.1 All tenured ~~and tenure-track~~ faculty and those professional personnel (including contract coaches) who are in their fifth or subsequent year of full-time employment at the University are eligible to apply for a special assigned leave with pay. An individual may not receive a special assigned leave with pay more often than once within any five year period, but may apply for his or her special assigned leave with pay during the fifth year of full-time employment or fifth year since a previous special assigned leave with pay. Tenure-track faculty with a start date before August, 2016, may apply for special assigned leave with pay during or after the fifth year of full-time employment.

Faculty and Professional Personnel Handbook, Page 119