

**AGENDA FOR
UNIVERSITY SENATE MEETING**

(Meeting #4, 2014-15)

November 20, 2014

4:00 p.m.

LB (Letterman Building) Room 125

- I. Announcements
 - A. Next Scheduled Meetings

Senate Agenda Committee – Monday, January 12, 2015 (LB 104). *Please forward agenda items to the senate office no later than noon on the Thursday before the Monday meeting.*
University Senate – Thursday, January 22, 2015, Letterman Building (LB), Room 125
 - B. Report from Ad Hoc Committee on Final Grade Submission (Enclosure #1)
- II. Council/Committee/Student Senate Reports
 - A. Governance and Elections Committee – Chin-Sook Pak, Vice Chairperson
 - B. Faculty Council – Michael Hanley, Chairperson
 - C. University Council – Jennifer Jones-Hall, Chairperson
 - D. Campus Council – Kevin Thurman, Chairperson
 - E. Student Senate – Nicholas Wilkey, President, Student Senate
- III. Report by Chairperson of Senate – Amy Harden (Enclosure #2 - Issues in the Senate System)
- IV. Questions Directed to the President
- V. Question and Answer Period
- VI. Unfinished Business
- VII. New Business
 - A. Midterm Evaluation of Student Performance (Enclosure #3)
 - B. Membership and Responsibilities of Professional Education Committee (Enclosure #4)
- VIII. Other Items
- IX. Adjournment

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Report from Ad Hoc Committee on Final Grade Submission

The Senate Ad Hoc Committee on Final Grade Submission has met several times over the last year to discuss the deadline for final grade submission. The Committee has discussed the topic at length, met with Associate Provost Buck, and conducted a survey of faculty regarding this matter through the Office of Institutional Effectiveness.

It is the Committee's recommendation to Faculty Council that the final grade deadline for regular term courses be extended from the current day and time of Monday at 11:59am after finals week to the Wednesday after finals week at 5:00pm. It is also recommended that faculty teaching partial term courses receive an additional five hours beyond the current 11:59am deadline for these types of courses to submit final grades. Thus, it is recommended that all final grade submission deadlines are established with a 5:00pm deadline.

The Committee's recommendations come with the request that Faculty Council permit the Ad Hoc Committee to remain in existence for no less than two years in order to monitor, in cooperation with the Registrar's Office and the Graduate School, the effect of any changes to the deadlines for final grades in an effort to address any unintended consequences of such changes.

Rationale for maintaining Ad hoc committee:

There is a manual review process for disqualifying graduate students. With the tight time frame between spring and summer, students who are disqualified may not be removed from classes until the first week of the term starts. In at least one case, a student was disqualified who had already left the country for a study abroad course. Many of the students who are graduating in the summer with degrees or who are earning credits for licensure work for school districts. These school districts often want to see that the degree has been posted on the transcript by August 1. The delay in posting degrees will put these students at a disadvantage, particularly if there is any issue in resolving grades.

Committee Members:

Nancy Cronk, Co-Chair
Bryan D. Byers, Co-Chair
Franklin Gray, Member
Carolyn Kapinus, Member
John Ledbetter, Member
Steve Reed, Member
Dan Waechter, Member

ISSUES IN THE SENATE SYSTEM, 2014-15

Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>FACULTY COUNCIL</i>												
Telecommuting	Salary&Benefits, to Business Affairs	11/19/12 3/19/13		[Cross-hatched]								
Anti-Nepotism Policy	AF&E	11/4/13		[Cross-hatched]								
Special Assigned Leave Policy	Special Leave	11/4/13		[Cross-hatched]								
Chronic Unsatisfactory Performance Policy	UP&T, to Faculty S&B, to G&E	2/3/14 9/15/14		[Cross-hatched]								
Policy on Consensual Sexual Relationships	Academic Freedom & Ethics	6/16/14		[Cross-hatched]								
Midterm Evaluation Of Student Performance	Agenda to FC	9/15/14		[Cross-hatched]								
Titles for non-tenure-track faculty	Agenda to FC	9/15/14		[Cross-hatched]								
Membership and Responsibilities of Professional Education Committee	G&E to FC	10/2/14		[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]								
Online Evaluations	Distance Education/ Teaching Evaluation	9/16/13		[Cross-hatched]								
Responsible Conduct of Research	Agenda to Research	9/15/14										
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>CAMPUS COUNCIL</i>												
SR 03-14/15 (Expansion of Interactive Learning Spaces)	From SGA	11/13/14	11/13/14	[Cross-hatched]								
SR 04-14/15 (Sexual Assault Awareness Pledge)	From SGA	11/13/14	11/13/14	[Cross-hatched]								
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>AGENDA COMMITTEE</i>												
Issues	Committee	Start	End	10%	20%	40%	50%	60%	70%	80%	90%	100%
<i>GOVERNANCE AND ELECTIONS</i>												
Policy on Chronic Unsatisfactory Performance	Agenda Committee	9/15/14		[Cross-hatched]								

Revised

Midterm Evaluation of Undergraduates

By the end of the eighth week of the semester, faculty will submit a midterm grade for all students whose grades are C-, D+, D, D-, F, or NC. This policy will apply to all classes and grades will be made available to students. Each student's academic advisor will receive notification of the student's performance, and, if a student lives in a residence hall, the residence hall director also will receive this information. The purpose of the midterm evaluation is to provide students with information about their current classroom performance as well as provide information to support personnel for students whose performance may result in a grade of less than a C. It is ultimately the student's responsibility to respond appropriately to this information. The midterm grade does not guarantee a specific performance at the end of the semester but is merely notice of the student's performance to that time. This policy excludes all summer and part of term classes.

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PROFESSIONAL EDUCATION COMMITTEE (PEC)

Current Membership/Responsibilities:

9. Professional Education Committee ³⁴

9.1 Membership – The membership of the Professional Education Committee shall consist of the following:

Faculty representatives from the respective colleges must be designated as Professional Education Faculty Category I and shall be elected according to procedures established by those colleges for staggered two year terms.

9.11 Voting

9.111 Dean of Teachers College;

9.112 Associate Dean of Teachers College, or designee;

9.113 The Chairpersons of the following Departments: Educational Psychology, Educational Studies; Elementary Education; Special Education, or a designee;

9.114 Two faculty elected by and from the College of Applied Sciences and Technology, for staggered two year terms;

9.115 One faculty elected by and from the College of Business, for a two year term;

9.116 One faculty elected by and from the College of Communication, Information, and Media, for a two year term;

9.117 One faculty elected by and from the College of Fine Arts, for a two year term;

9.118 Three faculty elected by and from the College of Sciences and Humanities, for staggered two year terms;

9.119 Two faculty elected by and from the Teachers College, for two year terms;

9.120 One graduate student appointed by Professional Education Committee, for a one year term;

9.121 One undergraduate student appointed by Professional Education Committee, for a one year term;

9.122 Three representatives appointed from K-12 public education (two teachers and an administrator who currently hold the rank of adjunct professor at Ball State University) appointed by Professional Education Committee, for two year terms.

9.2 Responsibilities – The Professional Education Committee is responsible for the following:

9.21 To elect a Chairperson and a Secretary from its appointed faculty membership by majority vote for one year terms;

9.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;

9.23 To review curriculum revisions which have an impact on professional education programs;

9.24 To continually review and evaluate academic policies which affect professional preparation of teachers;

9.25 To review proposed revisions to academic policies affecting the professional preparation of teachers;

9.26 To approve applications for classification as professional education faculty.

Proposed Revisions:

8. Professional Education Committee

8.1 Membership – The membership of the Professional Education Committee (PEC) shall consist of the following:

Faculty representatives must be approved as Professional Education Faculty Category I and will be elected by program faculty eligible to serve. Representatives will be elected for staggered two-year terms. University term limits apply except in cases where program size restricts the number of eligible faculty.

8.11 Voting

- 8.111 One faculty member elected from each program area within the Educator Preparation Unit (EPU). A list of voting program areas will be submitted by PEC to Faculty Council prior to June 30 of each year;
 - 8.1111 A program is an active standards-based sequence of courses leading to an IDOE-approved license;
 - 8.11111 The EPU head will provide the list of qualifying programs annually;
 - 8.11112 Related programs eligible for representation may submit a proposal to PEC to combine and be represented by a single PEC member. Combined programs may separate through the same approval process;
 - 8.11113 Proposals will be submitted on a PEC-approved form that includes a rationale and carries the signatures of the managers/directors of the programs involved, the chair(s) of the respective department(s), and the dean(s) of the respective college(s);
 - 8.11114 Proposals will be due the Friday before Spring Break to become effective for the following academic year.
- 8.112 One faculty elected from each professional education department serving the entire EPU;
- 8.113 One graduate student nominated by the Professional Education Committee and approved by the Student Government Association, for a one-year term;
- 8.114 Two undergraduate students nominated by the Professional Education Committee and approved by the Student Government Association, for a one-year term (one elementary and one secondary);
- 8.115 Two teachers approved by the Professional Education Committee from P-12 public schools (one elementary and one secondary) for two-year terms.
- 8.116 Two P-12 administrators approved by the Professional Education Committee from P-12 public schools (one elementary and one secondary) for two-year terms.

8.12 Non-voting

- 8.121 Dean of Teachers College (EPU Head);
- 8.122 Associate Dean for Educator Preparation, Teachers College (Reporting to EPU Head);
- 8.123 Assessment and Accreditation Coordinator from Teachers College;
- 8.124 Director of Office of Teacher Education Services from Teachers College.

8.2 Responsibilities – The Professional Education Committee forwards recommendations to the EPU Head:

- 8.21 To elect a Chairperson, Vice Chairperson, and Secretary from its membership by majority vote for one-year terms;
- 8.22 To form an Executive Committee from the Professional Education Committee membership, consisting of the Chairperson, the Vice Chairperson, the Secretary, the Associate Dean for Educator Preparation, and a representative from P-12 public schools. The Executive Committee will prepare an agenda for each meeting and expedite committee business;
- 8.23 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;
- 8.24 To review and recommend new and revised professional education courses for approval;
- 8.25 To review and recommend new and revised educator preparation programs for approval;
- 8.26 To regularly review and recommend new and existing educator preparation policies;
- 8.27 To approve Professional Education Faculty applications;
- 8.28 Establish and regulate sub-committees responsible for completing the work of the EPU. Members of sub-committees may include other professional education faculty, P-12 representatives, and students.