Faculty Senate Executive Committee
March 26, 2015
Approved Minutes

The regular meeting of the Faculty Senate Executive Committee was called to order at 2:38 p.m. on March 26, 2015 in the International Room, Morris University Center by Tom Foster, president.

Present: Foster, Hester, Ibroscheva, Kirk, Ozcan, Sabby, Yager

Excused: Goebl-Parker

Absent: Taylor

Approval of Minutes: The February 26, 2015 minutes were approved as submitted.

UPBC: No report.

Faculty Development Council: Elza Ibroscheva submitted a report and it is filed with the minutes. Elza added:

- Elza reported that the Continuous Improvement Conference was a huge success. Fifty five plus people attended and Elza will give an official number when finalized. Elza expressed appreciation for the funds that made it possible to have a key note speaker and refreshments.
- Bryan Smith, Chair of TEAC attended the March FDC meeting and reported on the TEAC awards (6 awarded; 2 distinction, 1 TEAC and 3 Recognition awards). They had a discussion about the application process for applicants and possibly changing it. Two other issues under discussion are; 1. Online or Innovation teaching award or a lifetime teaching award and disciplinary drop-ins for the TEAC review process.
- Travel Statement: Elza read the statement which is included in her submitted report. The statement will go to the April 2 Faculty Senate meeting as a first read.

Curriculum Council: Jeffrey Sabby submitted a report and it is files with the minutes. Jeffrey added that they conducted three program reviews; Liberal Studies, Sociology and Criminal Justice. Jeffrey will send the letters to Curriculum Council for feedback before he sends them to the departments. Jeffrey reported the number of approvals from the subcommittees: UPC – 7 and an Open Hearing and approval for Mechatronics, UCC – 30 reviewed and 17 approved (remainder (13) are pending email revisions for approval) and Gen Ed – 5 student appeals and 5 form 90 Gen. Ed. requests. CoA also approved forms for the Environmental Studies program.

Rules & Procedures Council: Shelly Goebl-Parker submitted a report and it is filed with the minutes. Evaluations for the Chancellor and Provost are ready to go out. Taking nominations for president elect candidates.

Welfare Council: Tim Ozcan submitted a report and it is filed with the minutes. Tim emphasized that Welfare Council currently looked at some policies from Human resources. The Council recommended some changes that will be taken back to Human Resources regarding the Nursing Mothers in the
Workforce policy. Tim gave an overview of some requested changes to the Ombuds policy regarding Title IX. He also went over some changes for the Teaching Load policy.

**Graduate Council:** Andrea Hester submitted a report and it is filed with the minutes. Andrea described a new faculty incentive program for writing grants that will replace current start-up funds from the Graduate School. It is to be used as an incentive for new faculty to write grants. It will not go through the Senate.

**Past President:** Susan Yager reported that Enrollment Management met this morning where the discussion was about looking at numbers in respect to credit hours. The majority of schools are generating more dollars than they are costing. Susan reported that enrollment numbers were up and retention numbers look promising from the initial group of freshman being tracked. On the other hand local admits are down. Springboard numbers are up, also. Tom explained that the budget cuts will look the same at Edwardsville as they will look at Carbondale or the Medical School. There was a question about the School of Pharmacy. They are making money. The cut from the School of Pharmacy is a $20,000 cut. There was a discussion. Scott Belobrajdic will be at the UPBC meeting tomorrow with the enrollment numbers he presented at the Enrollment Management meeting.

**President Elect:** Stacie Kirk reported that the Faculty Staff Appreciation event is on April 15, 11:00 to 1:00 in the Meridian Ballroom, Morris University Center. Stacie also attended the University Quality Council meeting.

**President:** Tom Foster reported that he All Faculty Meeting will take place on Tuesday, March 31 from 2:30 to 4:30 in the Conference Room #1 (old art Gallery). The first hour four publishers will talk about the future of textbooks. They will then man their own tables to answer questions. Upcoming dates Tuesday, April 7 and Tuesday, April 14 with more information about the future of textbooks.

**Other:** Jeffrey Sabby met with the Provost about the survey to go out for textbooks. Jeffrey is now on another committee for Graduate Course Cross-listing Task Force (400/500 level courses). A document that will help clarify some issues with the two levels of courses will be taken to the Graduate Council first, then the Curriculum Council for approval.

Policy 7A1: Tom Foster is working on getting this corrected to include Faculty being responsible for the curriculum at SIUE.

Tom reported there are many laws for running a university included on the 2015 Watch list. July 1, 2015 the public universities will become smoke free. The student athlete profile has a better GPA than the student body. IBHE suggested having budget Sharing Points from all three senates; student, staff and faculty.

It was noted that Stacie will be a few minutes late at the Faculty Senate meeting because of a meeting at the School of Education, Health and Human Behavior with the Chancellor scheduled prior to the Senate meeting.

**Public Comment:** None
Tom announced a Summit provided by Lisa Madigan, Illinois Attorney General, “Strengthening Campus Responses to Sexual Assault”, April 27, 9:30am-4:00pm to be held at SIUE, Hickory Hackberry Room, MUC.

**Adjournment:** The meeting was adjourned at 4:15 p.m. (Sabby/Kirk).

*Approved as amended April 9, 2015*
Vicki Kruse/University Governance

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**Faculty Development Council Report March 2015**

**TEAC report:** The committee has completed the review process and has awarded five awards—one teaching excellence, two distinctions and three teaching recognition awards. Those have been also reported to the Provost Office. Bryan Smith, the Chair of the TEAC, came and shared some concerns and observations about the nomination, application and nature of awards with the FDC. Namely, there have been suggestions of perhaps changing the monitory award associated with each candidacy in order to encourage more participation. Also, the TEAC suggested perhaps establishing an award for online teaching only, as well as a lifetime achievement award. Finally, the Dental School has reached out to request that it has a representative on the TEAC. That matter needs to be voted by the FDC (at the time of the meeting, we did not have a quorum so we decided to table the vote until our next meeting). The FDC made a commitment to review the issues raised by TEAC and requested that TEAC collects some feedback from past nominees and award recipients in order to determine where improvements in the application process can be made.

**Travel Policy/Philosophy statement:** The following languages of the travel statements was discussed and voted on to present to the Faculty Senate at large:

> Travel (regional, national or international) is critical for the purpose of research and creative activities because it allows for the dissemination of scholarship, the establishment of future research collaborations, the advancement of one’s professional
development and the enhancement of each faculty member’s reputation and network of support in his or her respective academic discipline. Travel also contributes to enhancing SIUE’s national and international reputation as an institution that supports and values the teacher-scholar model and maintains an active and rigorous scholarship and creative expressions. Travel is of paramount importance for the establishment and development of tenure-track and junior faculty members’ research agenda because future success at the university depends upon opportunities to network, solicit feedback on ongoing scholarship and creative activities and create new contacts in progressing towards establishing one’s academic reputation in the field. Faculty are committed to present evidence and documentation of how proposed travel plans will enhance one’s teaching, scholarship and creative activities and professional development and will follow due process in satisfying the university’s regulations and procedures set forth for funding travel requests. All official travel should be prudently planned so that the best interests of SIUE are served at the most reasonable cost. Anyone traveling on university business is expected to exercise the same economy that a practical person would exercise when traveling on personal business.

Continuous Improvement Conference: The council discussed final details of the sessions to be held the next day. The conference was held on March 20th, 2015, at the MUC Conference Center. By initial estimates (still waiting on the final reported numbers of Lynn Bartel’s office who handled the sign up sheets and the evaluations) we had over 50 people in attendance, who listened to the key note presented, and then, attended one of three break-out sessions. Elza is working on drafting a thank you letter to all presenters and moderators and Lynn Bartel’s office will do the same for all in attendance.

Session 1: 10:45 a.m. – 12:00 p.m | Maple-Dogwood Room Facing new challenges:

Changing formats, methods and expectations in the online environment
Moderator: Emily Keener, Instructional Design & Learning Technologies Center

Discussion on teaching in the winter session and sharing marketing research data from Blackboard and its impact on SIUE’s online student population

**Jeffrey Sabby**, Physics

**Mohammad Yousef**, Physics

**Tyann Cherry**, Educational Outreach

**Session 2: 10:45 a.m. – 12:00 p.m | Redbud Room**

The importance of technological comfort: Interdisciplinary reflections and experiences

Moderator: Matthew Schmitz, Instructional Design & Learning Technologies Center

Presenting and sharing unique experiences and innovations from teaching online with the new pilot OER program

**David Cluphf**, Kinesiology and Health Education

**Debbie Mann**, Foreign Languages and Literature

**Sorin Nastasia**, Applied Communication Studies

**Edward Navarre**, Chemistry

**Jason Stacy**, Historical Studies

**Session 3: 10:45 a.m. – 12:00 p.m | Hickory Room**

Innovation vs tradition: Strategies for optimizing online learning experiences and outcomes

Sharing experiences and reflections on the challenges of online delivery and quality instructions both for the faculty involved and the students

Moderator: Jennifer Logue, Educational Leadership

**George Watson**, Management and Marketing

**Dave Knowlton**, Educational Leadership

**Anne Powell**, Computer Management and Information Systems

**Heidy Carruthers**, Foreign Languages and Literature
I. Announcements

A. Course Review Committee (CRC) Report
B. Graduate Committee on Assessment (GCOA) Report

See attached reports.

C. Enrollment Management Report

• Application numbers for fall are down a bit, mostly due to the Family Nurse Practitioner master’s degree being phased out.
  o Nursing expected that because of moving the FNP program to the Doctor of Nursing Practice degree.
• Electrical Engineering applications are also down because they are capping admission.
• Graduate applications are up for CAS and the School of Education, Health and Human Behavior.

D. Graduate School Announcements

• Spring Symposium will take place on Tuesday, March 31st
• The cooperative PhD program in computer science between Edwardsville and Carbondale is almost ready.
• The SIUE Environmental Sciences program and the Environmental Resources and Policy program in Carbondale are exploring the possibility of a cooperative PhD.
• Weinberg also announced that Provost Ansari asked him to explore ways to provide larger start-up packages for those who need to establish laboratories. It would need to be a new program.

II. Report of the Programs Committee

A. Forms 91A – Computer Management and Information Systems
1. BUS-15-2 – CMIS: Project Management (concentration to specialization)
2. BUS-15-4 – CMIS (CIP Code for STEM)
4. BUS-15-6 – CMIS: Project Management (CIP Code for STEM)
The graduate programs wished to change the current concentration in Project Management to a specialization (BUS-15-2 and BUS-15-7). These specializations will be “unique in the Metro East” and will improve marketing the program and provide recognition on the transcript. They also wished to change the CIP code (BUS-15-4, BUS-15-5, BUS-15-6, BUS-15-8, and BUS-15-9) to “designate the ... programs as STEM degree programs. STEM designation is crucial for recruiting international applicants and affords the opportunity for enhanced marketing and increased enrollments.”

C. Interim Review Report – Literacy Education

The graduate program was determined to be making good progress.

D. Interim Review Report – Learning, Culture and Society

The graduate program was determined to be making good progress.

E. Interim Review Report – Industrial Engineering

The graduate program had a small enrollment target for the number of its faculty. The Graduate Committee on Assessment is communicating with the graduate program regarding improvement of its assessment plan.

F. Interim Review Report - Nursing

The graduate program was determined to be making good progress, although it did not designate an IT liaison as it had planned.

III. Report of the Educational and Research Policies (ERP) Committee

A. GC14/15-13 – New Faculty Incentive Program

This program is intended to replace the Graduate School’s portion of the current New Faculty Start-up Fund Program, which currently awards $1,500 without requiring an external grant proposal submission to new faculty who attend new faculty orientation. The proposed program would require an external submission to be eligible for start-up funds. External submissions of $1,000 to $9,999 would be awarded $1,000 in start-up funds. Proposals of $10,000 or more would be awarded $2,000.

B. GC14/15-14 – 1L16 – Continuous Enrollment Policy
This proposal, which is intended to encourage students to stay until they complete their graduate degrees, mandates that students who have completed coursework and are working on their cumulative projects enroll in UNIV 500 every term until graduation, unless registration is prevented by “graduation, non-payment, expiration of the time allowed to complete the program by university policy, or an approved Continuous Enrollment Cancellation request.”

C. GC14/15-15 – 1L8 – Master’s and Doctoral Degree Culminating Projects

This proposal would be modified to align with the new continuous enrollment policy.

D. GC14/15-16 – 1L9 – Course and Program Changes

The proposed changes rescind the procedures and add the process to bring the policy in line with current practices.

E. GC14/15-17 – 1L11 – Graduate Program and Policy Recommendations

The proposed changes would clarify the procedures for modification of policies and graduate programs. ERP eliminated the term “chief academic officer” since the CAO is the Provost and the term was redundant.

F. GC14/15-18 – 4B2 – Graduate Assistant Employment (Non-Academic) Grievance Procedure

The proposal would rescind this policy and incorporate the graduate assistants’ grievance process into 4B5.

G. GC14/15-19 – 4B5 – Student Employment Grievances and Appeals

This change would expand the coverage of the policy to graduate assistants as well as student workers. It would also add representation on the appeal boards from the Graduate School for matters involving graduate students.

H. GC14/15-20 – 1F1 – Graduation Requirements

This change aligns the language with the new continuous enrollment policy.

Respectfully submitted,
Andrea Hester, Chair of the Graduate Council and Assistant Professor, Computer Management and Information Systems
Memo
To: Faculty Executive Committee
From: Jeffrey Sabby, Chair - Faculty Senate Curriculum Council
Date: March 19, 2015
Re: Faculty Senate Curriculum Council Report for March 19th Meeting.

1. Announcements
None

2. Program Reviews (Letters Pending)
   a. Liberal Studies @ 2:30 PM
   b. Sociology @ 3:30 PM
   c. Criminal Justice @ 4:00 PM

3. Reports
   a. Standing Committees and Operations
      i. Undergraduate Programs Committee Report
         a. Co-Chairs: Bryan Jack, Gerry O’Brian
         b. Members: Susanne James, Sorin Nastasia
         c. See Attachments A through H
            Reviewed and Approved Seven Programs: CAS 14-186 (Social Work), CAS 14-191 (Criminal Justice), CAS 14-159 (Sociology), CAS 14-197 (Native American), CAS 14-195 (Philosophy), CAS 14-196 (Religious Studies), and Open Hearing and Approval for Mechatronics.
      ii. Undergraduate Courses Committee Report
          a. Chair: Hoo Sang Ko
          b. Members: Jason Williams, Liza Cummings
          c. See Attachment I
             Reviewed 30 requests, approved 17, disapproved 0, and 13 are still pending.
      iii. General Education Committee Report
          a. Anne Flaherty
          b. See Attachment J
             a. Five student appeal, Reviewed 5 Form 90 requests, 5 approved.
      iv. Academic Standards and Policies Committee Report
          a. Chair: Carl Springer
          b. Member: Ram Madupalli
          c. Nothing to Report
      v. Committee on Assessment Report
          a. Members: Lenora Anop, Aminata Cairo
          b. February Meeting Minutes – See attachment H
          c. At FSCC chairs request ENSC 490, ENSC 498 SRA, were reviewed and approved.
     vi. Graduation Appeals Committee
         a. Members: Ann Kates (chair), Rick Essner, Greg Sierra, and Kim White
         b. Nothing to Report

Submitted by: Dr. Jeffrey A Sabby, Chair, Faculty Senate Curriculum Council, March 19, 2015
Welfare Council Report

March 23, 2015

The Welfare Council met on March 19, 2015 in the MUC Board Room

A. Members of the Welfare Council invited Sherrie Senkfor to discuss Nursing Mothers in the Workforce, Blood or Blood Platelet Donor Leave and Bone Marrow and Organ Donation Leave policies. Sherrie asked for advice on these policies from the council members. After reviewing them, we unanimously approved Blood or Blood Platelet Donor Leave and Bone Marrow and Organ Donation Leave policies. The members agreed that the Nursing Mothers in the Workforce policy could not be passed as is and it should be changed. The current draft states that units should be responsible for assigning a private room for nursing mothers who need to express milk. We advised that each building should have an allocated room for such need and the Provost should be responsible for making such room allocations.
B. Faculty Status Subcommittee reviewed their amendment to the Ombuds policy regarding the requested change on confidentiality. The following amendment is included in the draft policy:

“The faculty ombuds service provides a confidential resource to visitors and the ombuds is not designated or authorized to accept reports that trigger an institutional obligation to act. Speaking to an ombuds about a concern does not constitute notification to the university that a problem exists, nor is speaking to an ombuds a step in any applicable grievance process. The SIUE ombuds program is not an office that is authorized to accept notice of allegations of violations of law, such as a claim of violation of Title IX. There are other offices and positions that are designated and authorized by Southern Illinois University Edwardsville to accept formal notice of alleged violations. The ombuds program is not considered a part of campus administration and it has no policy-making or management authority. As such, the ombuds are not authorized to accept notice of discrimination or reports of crimes. The ombuds are not considered “responsible employees” for purposes of reporting Title IX compliance issues, and are not considered “campus security authorities” for purposes of reporting under the Clery Act (which required certain campus officials to report certain crimes alleged to have occurred on campus).”

The WC will be meeting on March 26\textsuperscript{rd} at 2.00 for the second read of this amendment.

C. Faculty Benefits and Facilities Subcommittee discussed their proposed changes to the Teaching Load Policy. After long deliberations, the council prepared the following changes to the policy. The second read of the new policy will be on March 26\textsuperscript{th} at 2.00 pm.

“This policy establishes guidelines for faculty teaching load assignments. Curricular diversity prevents teaching load guidelines that apply uniformly to all programs and units. Teaching loads vary widely, reflecting scholarship research, service, and administrative obligations as well as factors such as class size, number of preparations, course level, and associated laboratory and clinical experience requirements.

Each faculty member will assume responsibility in the work normally associated with teaching and service to his/her academic unit (e.g., course preparation and evaluation, conferring with students, committee work, and so forth). A faculty member on continuing or permanent appointment is expected to engage in research, scholarly or creative activities and service as part of his/her continuing professional development. Deans, in consultation with the Provost, are responsible for identifying normative expectations regarding research, scholarly or creative activity and service.

Chairs and deans are responsible for determining teaching load assignments that reflect the preceding considerations and that accord with the general guidelines below:

TEACHING LOAD POLICY
1. Normally, teaching load guidelines for tenured or tenure-track faculty on continuing or permanent appointment are:

   - The maximum teaching load for tenured or tenure-track faculty meeting normative research scholarship and service expectations will be three courses, not to exceed twelve hours per semester.

   - This maximum may be reduced for faculty engaging in research scholarship and service to the academic unit or the University exceeding normative expectations following mutual agreement with the department chair and dean. Examples of such activities are:
     - research and scholarly or creative activities
     - undergraduate and graduate student advisement,
     - University service (as defined by the University and Promotion and Tenure Guidelines), and
     - administration.

2. Tenured faculty may elect to have a reduction in research scholarly or creative activities and service expectations with an increase in teaching. Faculty members who elect to receive an increase in their teaching responsibilities are exempt from either scholarly or creative activities, or service expectations, but not both. For such faculty, the maximum teaching load will be four courses, not to exceed twelve hours per semester. Tenure-track faculty members cannot elect to have a reduction in scholarly or creative activities and service expectations with an increase in teaching.

   - Faculty members who receive this increase get to decide which of these expectations (scholarly or creative activities, or service expectations) do not apply to them, unless their school, college, or department’s accreditation requirements mandate activity in one of these areas.
     - Where possible, faculty members who receive this increase must negotiate with their Department Chair which of these expectations (scholarly or creative activities, or service expectations) do not apply to them.

   - As long as a faculty member is teaching an increased load, s/he must not be evaluated for merit (or annual) review purposes or promotion in the area in which s/he has chosen to be exempt under this section.

   - This exemption must not be held against faculty members who receive this increase in any promotion or merit evaluations for the period in which those faculty members have received the increase.
Faculty members who receive this increase cannot be subject to no more than three separate course preparations unless those faculty members volunteer to be subject to a fourth course preparation.

Faculty members who receive this increase can volunteer for it for one year increments, not to exceed two years before they must be returned to a teaching load of three courses, not to exceed twelve hours per semester.

§ Once a faculty member has returned to this teaching load, they are expected to fulfill normative expectations regarding scholarly or creative activity and service.

3. The typical teaching load for faculty on term appointments will be four courses, normally not to exceed twelve hours per semester, with an expectation of scholarship research and service defined by the Dean in consultation with the Provost.”

Respectfully submitted,
Tim Ozcan
Co-chair, Welfare Council
Department of Management and Marketing-SOB