The regular meeting of the Faculty Senate Executive Committee was called to order at 2:30pm on Thursday, November 8, 2018 in the Magnolia Room of the Morris University Center by President Nastasia.

Present: Sorin Nastasia, Marcus Agustin, Laurie Rice, Wai Cheah, Dan Segrist, Ed Navarre
Excused: Jocelyn DeGroot-Brown, Shadrack Msengi
Absent: None
Guests: Nancy Lutz (UPBC)

Guest Speakers:
The there were no guest speakers.

Announcements:
The there were no announcements.

Consideration of Minutes:
The minutes for the October 25, 2018 were approved as corrected.

Unfinished Business:
The there was no unfinished business.

New Business:
Navarre gave an overview of the current status of Textbook Rental Policy 1P1. A marked up copy is available on SharePoint, and it has been through the Textbook Services Advisory Committee, the ERP Committee, and Graduate Council. The graduate student portion is identical to the undergraduate student portion. The existing practice did not match policy, which prompted the changes. There was discussion including Dental School participation, why it did not come to the Faculty Senate previously, how textbooks can be a part of a professional library at the graduate level, fees, and the procedure. The main concerns over the policy change is that it affects decisions that can be taken at the level of Curriculum Council, that departments should have been consulted about book lending and buying, and how specifically the School of Dental Medicine is included. It was suggested to invite the Assistant Director of Textbook Services in the Student Affairs office to answer questions. The policy can be reviewed concurrently in Graduate Council and Curriculum Council. A memo will be drafted and a common copy will be put together to reach a tentative approval, which can then go through the normal first and second reading in the Senate.
The Welfare Council approved a Civility Statement, to be included somewhere in the Faculty Code of Ethics and Conduct. There was a discussion. The inclusion into the Code will be sent to Tom Jordan to review for any potential issues before presenting it to the Senate.

Reports:
The next UPBC meeting will take place on November 9, 2018. The committee will be meeting with Rich Walker for a fall update.

President Nastasia reported that the UQC met on November 6, 2018.

There were no other reports.

Public Comment:
There was no public comment.

Adjournment:
The meeting adjourned at 3:17pm.

Submitted by Anne Hunter, University Governance
I. CALL TO ORDER

II. GUEST SPEAKERS

III. ANNOUNCEMENTS

IV. CONSIDERATION OF MINUTES
   a. October 25, 2018

V. UNFINISHED BUSINESS

VI. NEW BUSINESS
   a. Textbook Rental Policy 1P1
   b. Civility Statement, approved by Welfare Council

VII. REPORTS FROM COUNCIL CHAIRS
   a. UPBC – Nancy Lutz
   b. Faculty Development Council – Shadrack Msengi
   c. Curriculum Council – Laurie Rice
   d. Rules & Procedures Council – Wai Cheah
   e. Welfare Council – Dan Segrist
   f. Graduate Council – Ed Navarre
   g. Past-President – Marcus Agustin
   h. President-Elect – Jocelyn DeGroot
   i. President – Sorin Nastasia

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

The next FSEC meeting will be Thursday, December 13, 2018 at 2:30pm in the Magnolia Room, Morris University Center
Textbook Rental Policy - IPI

I. Purpose

The Textbook Rental policy provides guidelines to ensure financial solvency of the textbook rental program and to keep students’ fees affordable.

A. Provision of Textbooks

1. Each semester academic departments will inform Textbook Service of the textbooks required for rental for the following semester and later than the dates specified in Section 1.B.9. All textbooks being changed or replaced will be submitted to the department for approval.

B. Textbook Adoption

1. Textbook Orders and Adoption
a. For each course offered by each department, a maximum of either two new texts or multiple texts equal to or less than the national average retail price per course according to the National Association of College Stores (NACS) may be adopted through Textbook Services. Exceptions require justification by instructor and review, approval and signature of the dean. Each book will be in adoption for a minimum of three years or nine terms. Books for certain courses, including science and computer science-related courses may be in adoption for two years or six terms. Additional exceptions may be made with approval of the Assistant Director for Textbook Services.

b. When a new adoption is submitted, previous adoptions will be removed from inventory. Only currently adopted textbooks will be ordered.

c. Any special communication or agreement between the instructor and a publisher representative regarding the department placing of a textbook order, including but not limited to pricing, custom publishing, bundling or digital materials, will need to be submitted to Textbook Services for approval.

d. Academic departments should fully utilize the current adopted textbook and not replace a textbook each time a new edition is released. Currently adopted textbooks are retained beyond the minimum adoption time period until one of the following occurs:
   i. Current textbook is out of print or obtaining additional new or used copies is difficult and cost prohibitive.
   ii. Textbook has not been utilized for any class in the last three years.
   iii. Academic department requests the textbook be deleted from inventory.
   iv. Course or course number requirement has been changed or deleted.

e. Academic departments and instructors are responsible for researching their textbook requests and for supplying accurate information including the following:
   i. Title, author, publisher/distributor, edition, binding/product type, International Standard Book Number (ISBN), course and section numbers, instructor’s name

f. The instructor and academic department indicate their intention to utilize a textbook by their signatures and submission of departmental textbook orders.

g. Multiple sections of a course require the instructor to indicate, per section, which textbook(s) will be assigned to each section. A new book request must indicate which section(s) will or will not be acquiring the new textbook.

h. If a new textbook is ordered, processed and not utilized for all of the sections indicated on the order, the academic department will be responsible for the costs of returning the excess inventory.
and/or for recommending Textbook Service for the cost of the unused textbooks.

1. If there is not a rental textbook required for a course, the department should so indicate on the textbook order form. It is not mandatory for a textbook to be ordered for a course. However, Textbook Service needs to know so they can inform students there are no books required. Due to HEOA (Higher Education Opportunity Act) regulations, Textbook Service and The Cougar Store are required to provide course materials information in advance of the start of each semester.

2. Requests for course materials which are negligible, out of print or unavailable will be returned to the academic department with explanation by Textbook Service (i.e. annual editions, texts designed for a single semester such as consumable materials, custom course packs, solutions manuals, tests for special topics or honors courses, tests for experimental courses offered one time, unbound textbooks, etc.). If required for the course the above materials must be ordered through The Cougar Store for purchase by students.

3. The academic department chair is responsible for the completion, signing and submission of their departmental textbook order.

4. Textbook Service and the department chair are responsible to advise and inform all instructors if a new textbook is required for their course. They must be consulted before a new textbook is adopted. The courses they are teaching must be available until the end of the add/drop period. Lecturers will work with the department on adoption of textbooks.

5. Requests for exceptions must be submitted with a letter of justification sent to the academic chair and dean for approval and signature. Requests will be considered by Textbook Service on a case-by-case basis.

6. Reduction of Inventory, Books Not Used in Three Years, Obsolete Textbooks:
   a. Textbook Service will provide to the academic departments a list of books not used in the past three or more years. If the department chooses to keep the textbook, they will provide justification and agree when the textbook will next be assigned and the expected date of use. This information must be returned to Textbook Service by that semester's textbook order deadline. If the information is not returned by the deadline or there is no response, the textbook will be removed from inventory. Excess inventory of a textbook where enrollment numbers have decreased or the class is no longer taught will also be removed from inventory.

7. Deadlines for Textbook Orders
a. In order to meet NCAA requirements for reporting and publishing accurate final exam dates, the following deadlines are established for textbook orders:
   i. Fall Semester - April 1
   ii. Spring Semester - October 1
   iii. Summer Semester - March 1
b. Textbooks orders received after the due date will not be guaranteed to arrive by the start of classes and should be sent through the department’s office for approval and signature.

4. Ombudsmen
   Students must be impartial and do not participate in the academic process. If a student is involved in an academic issue, they may contact the bookstore or the Office of Student Affairs.

5. Changes to Textbook Orders
   a. Changes to textbook orders include new book orders, adding or deleting sections/textbooks not previously requested, switching of sections and instruction, increasing enrollment (i.e., adding waitlisted students), after the textbook deadlines.
   b. Once the textbook orders have been placed, any changes will require a letter of justification be sent through the department chair and the dean for approval and signature.
   c. Academic departments are responsible for notifying Textbook Service immediately when any changes are made that affect the assigned text or number of books required for a course or when a section or section and the instructor assigned are switched.
   d. Changes in text requirements for the course and/or section, because section numbers and costs are entered in our registration system, and indeed, to students scheduling it in a manner that we sent materials to students before the first day of classes. No text changes in our system for the course materials or sections.
   e. There is a negative impact on students when the number of textbooks available is inadequate due to changes made without notifying Textbook Service.
   f. If text or book requests are changed after Textbook Service has placed and/or received the textbook order from the publisher or distributor, the academic department will be responsible for all direct costs.
   g. If a textbook request is submitted in error or with incorrect ordering information supplied to Textbook Service, the academic department will be assessed a fee to return, clear and return the textbooks. If the labels cannot be removed to enable return of the books, the academic department will be assessed a fee to offset the cost of the non-returnable materials.
   h. Changes to textbook orders after the deadline will be permitted without penalty on a case-by-case basis (i.e. resignation of instructor, death or health-related issue of instructor, dam cessed
Digital Course Materials
- Requests for digital access codes, digital course materials, or other online learning environments ordered individually or included with a physical textbook will be considered on a case-by-case basis. When possible, arrangements will be made for digital materials to be provided through the course's Blackboard site. Textbook Service will request input on the price and costs of the request from the academic department, Assistant Director for Textbook Service and The Coop's Store, University Center Director, University Center Business Manager, and the University's IT department. The cost of supplying the codes or online content, a price guarantee during the entire adoption time period, and the financial impact on student fees will be considered. The terms of a written adoption agreement will be negotiated by Textbook Service. Until then, the adoption will not be accepted.

New Textbook Bundle/Package, Digital or Custom Book Orders
- Factors to consider when ordering a textbook or textbook package:
  - Price of text or package
  - Extent to which you will use the text in your class
  - Extent to which assignments are based on the text
  - Degree to which your exams, test materials will be based on the text
  - If an actual text is required for your section of the class
  - If no text is required, no book order should be placed
  - Extent to which you will or will not use all the components in the package or if the text alone will suffice
  - If the component pieces are available to be purchased separately

Ordering a bundle or package will require the following:
- Provide the ISBN, publisher, indicate what comprises the bundle or custom package
- Fill out the Bundle/Package order form
- Obtain information from publisher representative
- Obtain signatures of all instructors who will be using the package, indicating section numbers. The signature of the instructor signifies that the instructor intends to utilize the pieces of the package ordered.

Faculty Desk Copies
a. It is the faculty member's or department's responsibility to obtain dock copies. Textbook publishers normally will provide dock copies at no charge to departments when requested. Textbook Service or the Cougar Store can provide publishers' contact information if requested.

b. When sufficient quantities are on hand, Textbook Service will provide a temporary loan of a textbook copy for up to six weeks. The academic department must submit an AP Service Distribution form with the correct account information along with the request to borrow the textbook. Any textbook not returned within six weeks will be charged to the academic department's account.

c. If a determination is made that there are not enough copies of a textbook to loan to the academic department due to student enrollment, a textbook will not be loaned. Undergraduate students are entitled to a text before a textbook is loaned to an academic department. Should the enrollment increase, the academic department may be requested to return a loaned textbook for a student who is enrolled.

### Out of Print, Difficult to Obtain Textbooks and Old Publication Date or Edition

a. All faculty members are requested to research their new book order request to avoid adopting a textbook that is out of print, available in a new edition, or a text that is difficult to obtain. Textbook Service will not source from any individual third party sellers (e.g., Amazon and eBay).

b. Textbook Service will not keep textbooks when there are not enough copies to supply the entire class enrollment.

c. Undergraduate students are charged a mandatory annual rental fee for materials and each student is entitled to have their own individual copy of required course materials.

d. Textbook Service will notify the academic department and instructor when a textbook is out of print or if enough copies of a current textbook cannot be obtained.

e. The instructor will be requested to submit a new book request to replace the out of print/unavailable textbook.

### Student's Responsibility For Rental Textbooks

a. A student must be enrolled in the class and present their Cougar ID card to rent textbooks.

b. Rental textbooks are due by 5:00 p.m. Saturday at the end of final exam week. Textbooks may be returned anytime prior to the end of the semester and at any time during the semester.

c. Students will be charged the replacement cost of books in a damaged, dirty, or otherwise unreadable condition by the bookstore.

d. The student accepts full responsibility for care of their textbooks as well as risk or loss from any cause including books stolen, lost, or returned in an unacceptable/damaged condition. Examples of unacceptable condition include damage caused by liquids (i.e., rain,
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unary, coffee, etc.), mold or mildew, chemical spills, tooth marks, missing components or supplemental materials and/or book cover/spine damage. Books without the barcode or missing front covers will not be accepted. Determination of excessive highlighting, marking, or damage, etc. is at the discretion of Textbook Service staff.

e. A student who withdraws from the university or drops a class must return their rental textbook(s) within three days to avoid any penalties.

f. For ordering and shipping information, all-campus students will follow instructors and submit the form found online at www.rice.edu/usc/textbooks.shtml.

4.3. Incomplete Course Work Textbook Request

a. Students, who are completing course work from a previous semester and require a rental textbook to complete course work, need the following:

i. Student ID

ii. Memo or email from the instructor with the name of the student, department, course number and title of textbook

iii. Payment of the current rental costs for the rental textbook as the rental fee is prorated based on each semester

iv. To return the textbook by the end of the semester

4.4. Special Request

a. Students requiring an additional textbook from another course for a special project, independent study or additional materials for current class will need the following:

i. Student ID

ii. Memo or email from the instructor with the name of the student, department, course number and title of textbook

iii. To return the textbook by the end of the semester

4.5. Proficiency Test Textbook Request

a. Students who wish to take a proficiency test (testing out of a particular class) will need to contact Textbook Services to obtain the necessary information and paperwork. To obtain a rental test, Textbook Services will loan a textbook to the student. The student will need the following:

i. Student ID

ii. Approve proficiency paper with necessary information to Textbook Services

iii. Payment of a minimal fee based on the number of weeks the student will need the textbook for the proficiency test

iv. To return the textbook by the end of the semester. If the textbook is not returned by the semester deadline, the student will be charged a discounted price for the textbook.

4.6. Lost Textbook

Commented [ISS]: Is this still relevant?

Commented [BA]: Are the credits conveyed to the student?

Reply: As far as I know, it is still relevant. We would charge the rental fee to their student account.
a. Students who have lost or misplaced a textbook will be charged the replacement cost.

14. **Stolen Textbook**
   a. In the case of books stolen or destroyed in a fire, flood or other disaster, students are encouraged to have either fire or auto insurance to provide the necessary coverage. Textbook Service will supply any necessary documentation for the student to file a claim with their insurance company.

15. **Improperly Shipped Textbooks**
   a. Improperly shipped textbooks are defined as three or more textbooks not returned to the proper shelf location. The exact location of each textbook is provided to the student when they return their textbooks in the form of a printed receipt with the book title and location for each book.
   b. When a stack of three or more improperly shipped textbooks is found, the last student who rented the books is determined. The textbooks are returned to the student’s ID number.
   c. The student is contacted via telephone and email, and provided the opportunity to return to Textbook Service and return their textbooks to the proper location.
   d. If the student returns during the semester and properly returns the textbooks, charges will be removed from their student account. If the student does not return by the end of the second week of the next semester to resolve the issue, the charges on their account will remain.

C. **Textbook Return and Penalty Replacement Cost**
1. The deadline for returning textbooks to Textbook Service without penalty is 5 p.m. Saturday at the end of final examination week. Students interested in keeping their books will have a discounted price for each book charged to their student account.
2. After this time, students may no longer return books and their university account will be charged for replacement cost, discounted price for each book. Students may have the opportunity to file a written appeal within fourteen calendar days of the deadline to request review of extenuating circumstances for refundable excuses (e.g., documented hospitalization illness, death in the immediate family, military service, jury duty, etc.).
3. Students will be notified about the appeal via an email to the student’s GUS email address.

D. **Textbook Service Advisory Committee**
1. The committee shall be comprised of one faculty member appointed by each of the Deans of the Schools of Business, Dental Medicine, Engineering, Education, Nursing, Pharmacy, and the Graduate School, and one faculty member will be appointed by the Dean of the College of Arts and Sciences.
2. One representative shall be from the library unit utilizing Textbook Services, one from Educational Outreach and Learning Support Services, and one appointed by the appropriate director/s up to a maximum of two students.
3. Four students will serve on the committee. One student shall be appointed by the University Senate Board and two students (one
Align with graduate student fee change. Incorporates comments from Emily Coffin and Ariel Velasquez. 10/11/18

Incorporate changes by Textbook Service Advisory Committee.

4. The Assistant Director for Textbook Service and The Cougar Store, Assistant Manager for Textbook Service, Director of the University Center, and the University Center Business Manager will serve as ex-officio members of the committee. Other ex-officio members may be requested to serve on the committee by the Provost and Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs.

5. Each faculty member’s term will be for three years, with an option to renew for another three years on rotating terms. The Director of the University Center will be responsible for notifying the chairs of the faculty members’ terms and requesting new faculty members from the appropriate dean.

6. At the last meeting of the spring semester, the committee will elect a chair who will serve for the upcoming year. The chair will call meetings, develop the agenda, appoint subcommittees, and provide leadership to ensure that the committee functions within its stated mission.

7. The committee is tasked with reviewing the proposals each year before proposals are submitted for approval to ensure financial solvency of the operation and protect student interests by ensuring fees are kept affordable. The Advisory Board will report to the Vice Chancellor for Student Affairs with recommendations.

8. The committee is also tasked with reviewing Textbook Service policy. When a majority of the voting members make recommendations for changing the policies or procedures for Textbook Service, such recommendations will be forwarded to the Vice Chancellor for Student Affairs and to the Provost and Vice Chancellor for Academic Affairs for review and forwarded to the Chancellor for final approval.

Commented [H57]: It seems appropriate that there should not be graduate student representation—perhaps one of the 2 approved by Student Gov’t can be a graduate student.

Commented [BAG]: agree that we should have graduate representation. Let’s discuss the exact terms in the meeting.

Emilio agrees as well.
Policies

Admissions
Academic & Library
Student Life
Athletics
Funds
Books
Research
Giving
About SUUE

Policies & Procedures

Miscellaneous

Faculty Code of Ethics and Conduct - 1Q1

Statement on Professional Ethics

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates, in the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.

4. As members of their institution, professors seek above all to be effective teachers and scholars. Although they observe the general regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in light of their responsibilities to their subjects, to their students, to their profession, and to their institution. When they speak or act as a private person, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Statement on Freedom and Responsibility

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage institutional facilities or disrupt the classes of one's teachers or colleagues. Speeches on campus must not only be protected from violence, but given an opportunity to be heard. Those who seek to call attention to grievances must do so in ways that significantly impede the functions of the institution.

Students are entitled to an atmosphere conducive to learning and to overintended treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or their own particular point of view. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

A faculty member should recognize that this privilege carries with it the responsibility to present material relevant to the subject matter of the course. Faculty cannot take advantage of their position by discussing material for which there is no relation to the subject or by failing to present the subject matter of the course as approved by the faculty in their collective responsibility for the curriculum.

Because academic freedom has traditionally included the instructor's full freedom as a citizen, most faculty members face no insurmountable conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions, on the other. If such conflicts become acute, and the instructor's attention to their obligation as a citizen and moral agent precludes the fulfillment of substantial academic obligations, they cannot escape the responsibility of that choice, but should either resign or resign their academic position.

First, the faculty should take the initiative, working with the administration and other components of the institution, to develop and maintain an atmosphere of freedom, commitment to academic inquiry, and respect for the academic rights of others. The faculty should also join with other members of the academic community in the development of procedures to be used in the event of serious disruption, or the threat of disruption, and should assure its implementation in major decisions, particularly those related to the calling of external security forces to the campus.

Second, systematic attention should be given to questions related to sanctions other than dismissal, such as warnings and reprimands, in order to provide a range of academic sanctions.

Third, there is need for the faculty to assume a more positive role as guardian of academic values against unjustified assaults from its own members. The traditional faculty function in disciplinary proceedings has been to assure academic due process and meaningful faculty participation in the imposition of discipline by the administration. While this function should be maintained, faculties should recognize their stakes in promoting adherence to norms essential to the academic enterprise.
Rules designed to meet these needs for faculty self-regulation and flexibility of sanctions should be adopted on each campus in response to local circumstances and to continue experimentation. In all sanctioning efforts, however, it is vital that proceedings be conducted with fairness to the individual, that faculty judgments play a crucial role and that adverse judgments be founded on demonstrated violations of appropriate norms.


Approved by Chancellor effective 9/2/98
This policy was issued on July 12, 2002, replacing the September 17, 1998 version.
Document Reference: 191
Origin: WC 6-70/71; WC 9-97/98

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Southern Illinois University Edwardsville is authorized to operate as a postsecondary educational institution by the Illinois Board of Higher Education.
Statement on Civility

Professors create and model for their students a climate of civility by speaking and by acting with respect for one another. Civility and respect should characterize faculty interactions with all persons regardless of their role at Southern Illinois University Edwardsville, and regardless of characteristics including but not limited to their physical appearance, ability, race, ethnicity, gender, religion, philosophical beliefs, sexual identity, age, socio-economic status, and academic rank. An institutional culture featuring courtesy, politeness, and consideration for others fosters learning and student success. Although no set of rules or policies can wholly govern human conduct, it is important to recognize that civility is a fragile construct that each of us must cultivate and preserve.