

**Indiana University South Bend Academic Senate meeting  
October 16, 2015, Wiekamp 1011, 10:00 am.**

**Attending:**

Allison, Bennion Turba, Bloom, K. Clark, N. Colborn, Cress, Ducoffe, W. Feighery, Hinnefeld, Kahan, Kern, Lambert, M. Lee, Levine, Lidinsky, Lucal, Luppess, Lynn, McGuire, McMillen, Mettetal, Je. Muniz, Randall, Resler, Roth, Schimmrigk, K. Smith, Song, Stankrauff, Suttman, Takanashi, Tetzlaff, Thomas, VanderVeen, Vollrath, Weiss, Zwicker.

1. The meeting was called to order at 10:01 a.m. by President Scott Opasik without quorum.
2. Approval of Minutes for 18 September 2015 was tabled until the next meeting because there was no quorum.
3. Committee Reports

A. Athletics Committee - Alison Stankrauff

Alison was not present at the time of the report so committee member Bill Feighery gave the report; Alison later joined Bill at the podium. The Athletics Committee noted that they had met with Steve Bruce, Athletic Director, and agreed with the proposal to add two teams: a women's JV volleyball team and a women's softball team. Feighery noted that Bruce had done a good job of researching possible female sports options based on our feeder high schools. While soccer was part of the discussion, softball is the better choice for us. Approximate costs for the programs are JV Volleyball - \$15,000 and Softball - \$60,000. Approximately 35 more student athletes are likely to enroll at IU South Bend with the addition of these sports. No scholarship money will be used unless the students qualify for academic scholarships. We are required to add more women's sports to meet Title IX obligations; we need to mirror the campus makeup in terms of gender numbers and not base it on numbers of teams.

The committee voted to approve those two sports for women.

Discussion on whether or not this committee action needs to be approved by Senate vote. President Opasik noted that this will not be voted on unless 10 faculty members request a vote between now and the November meeting.

Betsy Lucal asked if we have to meet the Title IX obligation in this way.

Chancellor Allison noted that there are three ways that you can meet Title IX obligations. Prior to Susan Lee's departure (she was Title IX officer) Allison and Steve Bruce met with Lee to develop a reasonable plan to present to the Athletics Committee.

Betsy Lucal asked if the \$60,000 amount noted for softball included facility rental costs.

Bill Feighery responded that yes that figure includes all costs.

Feighery noted that student athletes tend to be better performing students.

Jay VanderVeen asked if Women's Cross Country was having trouble fielding a team.

Alison Stankrauff noted that the Athletics Committee will explore this at their next meeting.

Betsy Lucal commented that she is troubled by the premise that students are attracted to IU South Bend for athletics; we need to be sure that these programs aren't costing us money instead of increasing enrollment.

#### B. Teaching Committee – Deb Marr

Gwynn Mettetal gave the report for the Teaching Committee. The Committee recently reviewed the Trustees Teaching Award guidelines and have made recommendations intended to clarify language, update dates, and encourage electronic submission. The order of the application was changed to place the reflective statement first. The application will also add a requirement for a peer letter which can be a classroom observation (either face-to-face or online) or review of course materials. This is considered to be best practice for teaching awards. The course evaluation section will now be in a single section. It has also been recommended that the committee structure wording be changed to include lecturers and clinical faculty in order to be more inclusive.

Jay VanderVeen asked if the 10 page limit will include the peer review letter.

Mettetal responded yes and that the peer letter should be no longer than one page.

Gail McGuire asked what electronic system would be used; Mettetal responded that it would likely be IU Box.

#### 4. Other Reports

##### A. AAUP - Jake Mattox

Bill Feighery gave the report for the AAUP. Feighery noted that last year the AAUP focused their work on improving working conditions for associate faculty members. Members of the group met with Chancellor Allison and Executive Vice Chancellor Jann Joseph in a very good and open meeting. AAUP will continue to work with the Administration on improving conditions.

This year the AAUP will also work with the SGA to improve retention. They are forming a reading group with a broad topic of the changing role of the public institution. More information will be forthcoming. In addition the AAUP is reaching out to other campuses in Indiana about their AAAUP activities; they will report back to the Senate periodically. There will be a social event at Lang Lab on Nov. 12<sup>th</sup> at 6:30 p.m.; everyone is encouraged to attend. All meetings are open; you do not have to be an AAUP member to attend.

##### B. Handbook Revision – Lee Kahan

Vice President Lee Kahan reported that the Academic Senate Handbook is very out of date. Academic Affairs has deferred to IU policies in some cases instead of ours since the Handbook is not updated. It is imperative that we move forward on revision. Kahan noted that an ad hoc committee to revise the Handbook which included Bill Feighery, Linda Chen, Alison Stankrauff, Steven Gerencser and others made some progress but the process has stalled.

The Executive Committee has now decided to allocate various sections of the Handbook to standing committees for revision during this academic year. Committee chairs will be sent the sections that they should review. As committee's complete their work they should send recommendations to Lee. The

Executive Committee will review the recommendations and determine if additional revisions are necessary and if an Academic Senate vote is necessary. The goal is to have the finalized Handbook posted by the end of the spring semester. The ultimate goal is to revise the handbook to reflect the way the IU policies are posted in sections on the Internet as opposed to a large document.

The deadline to the committees for completion of this task is as soon as possible but no later than February 15, 2016.

The work was assigned as equitably as possible but due to the nature of the content some committees have more than others. Some sections will require more revision than others. If you feel that your committee should not review a section that you have been assigned please let Lee know. Lee will serve as the point person for this process.

For the PT& R section an ad hoc committee was created that will deal specifically with PT&R issues. Bill Feighery will Chair and Peter Bushnell, Cyndi Sofhauser and Jerry Hinnefeld will serve.

Linda Chen asked that committees refer to the IUB policies as they review so that are no contradictions.

#### C. President's Report

Opasik noted that Tuesday, October 27<sup>th</sup> will be the UFC meeting for fall. The UFC Executive Committee Teleconference is next week where there will be an Executive Action vote to ratify changes to the Code of Student Rights, Responsibilities and Conduct (the "Student Code") and the Code of Academic Ethics.

The Academic Senate Executive Committee will charge the Non-tenure Track Teaching Committee to develop a method of identifying and selecting Associate Faculty members as voting members of the Academic Senate; there is the potential for 15 voting members.

Because today is the first day of the new fall break and there is no quorum, the executive committee will discuss the need to change Academic Senate meeting dates.

#### 5. Administrative and Officer Reports

##### A. Chancellor Allison

Chancellor Allison offered Congratulations on many positives on campus. Housing is full, there are many new student athletes, and there were lots of campus activities during Spirit Week. At the Women's volleyball game many of the Men's baseball team were there in support. Allison thanked Karen White and her team for their work on building campus spirit.

Allison commended Elizabeth Bennion Turba and Jamie Smith for running American Democracy Project debates in multiple cities and noted that these have been very well-attended. He also noted that student interns are very involved in these projects which is important civic engagement for our campus.

Allison commended April Lidinsky for her work on planning the Laura Zam events which were very well-attended and received significant attention in the press.

Allison commented that IU takes notice when we take leadership in activities such as these.

Allison reminded the body of two upcoming faculty events: Monica Tetzlaff will present her Lundquist lecture on October 23, 2015. Micheline Nilsen will give the Distinguished Research Award lecture on October 26, 2015.

Allison noted that the MA in Communication Studies was approved by ICHE last week. We hope that this will attract new students.

Chancellor Allison presented an update on distance learning offerings and how we are doing compared to other campuses. We are improving but our students are still enrolling in online courses at other campuses. We only had 10 courses in the spring listed on IUOCC and we had 21 listed this fall. For spring 2016 we have concentrated on adding courses where we know we are losing students to other campuses in IUOCC.

A DL fee of \$50 a credit hour is now charged to students. \$30 of that money goes IU Distance Education centrally and \$20 of the fee to the campus that offers the course. IU will begin marketing more online programs as they are developed. Many Midwest schools are behind IU in the development of DE. Many states have begun charging for the right to offer courses so IU pays \$1 million for those fees.

Allison noted that the Bicentennial fundraising campaign kickoff was held Oct. 1<sup>st</sup> on campus. The IU-wide kickoff was the week before. IU South Bend's fundraising goal is \$35 million. So far we have raised \$18.4 million. We are halfway to our goal so the public fundraising campaign has begun. Art Decio and Yatish J. Joshi are the honorary co-chairs for the campaign. For faculty and staff, including emeriti, if you donate an endowed scholarship of \$25k or more, IU will provide matching funds. Several emeriti are endowing scholarship accounts; Chancellor Allison noted appreciation for those that are giving back. IU is also matching funds for non-faculty, staff or emeriti for any endowed scholarship for \$50K or more. There are people that have moved up to the \$50k amount in order to meet the match. The President's Office is giving the matching money. Matches are also offered for endowed professorship and endowed chairs at larger dollar amounts. All funds must be in hand before matching occurs.

At the Board of Trustees meeting last Friday Chancellor Allison presented the projects and budgeted amounts (with no design plans) for Riverside and Administration Building first floor renovations. These were approved. Architects were here yesterday and met with users of the Administration building space; draft plans are in the works and architects will be back in two weeks. By December the actual schematic for the project will go to the Board of Trustees for approval. Riverside Hall will house a Radiology Lab, clinical lab sciences space, and the Health & Wellness Center.

IU South Bend Athletics has been designated as Champions of Character by the NAIA; all of our student athletes do service learning; engage in community service.

Allison noted that as he talks to potential students, parents, and community members he hears that we have not been offering what the public wants. Many students that engage in athletics in high school want to continue to play in college. We should offer more opportunities for activities in order to attract more students. This is not a single solution to enrolling new students but it is an important part of the puzzle. In terms of demographics, high school graduate numbers are showing as flat or -1 or +1 percentage points. We are targeting honors students; our enrollment in this category was +9 % this year and seeking scholarship money to attract honors students to IU South Bend. We need to think of every

way that we can be more competitive and attract students. Our Academic plan includes a focus on attracting students that would choose us because of certain activities.

South Bend Memorial Park is a possibility for a softball facility. IU South Bend is currently weighing the costs of purchase vs. a long-term lease. In the future we may also look at having soccer teams on campus. Tennis would be relatively easy to add; we might be able to partner with Adams for use of their courts, or use the Leeper Park courts which have hosted large tournaments before.

The baseball team was projected to results in 35 students enrolled; 49 are trying out for that team.

In response to the earlier question about the Cross Country team Allison noted that the team was not full; the 1<sup>st</sup> year coach realized that he had put insufficient attention into recruiting and hopes to have a full team for next year. IU South Bend would welcome hiring an assistant coach that has some experience with XC; please speak with the Athletics Committee if you have any experience or interest.

Ken Smith asked if fundraising efforts are improved when the number of faculty and staff donations are substantial.

Allison responded that yes, this is powerful. Our campus campaign is ahead of the goal for this year. We do get to include our advisory board members and emeriti in that total. We have had good participation from faculty and staff but it isn't at 90%. We aren't as well-paid as our peers and that certainly influences the ability to contribute. We do have to look at efficiencies in order to be able to raise salaries.

#### B. EVCAA Joseph

Linda Chen, Associate Vice Chancellor for Academic Affairs and Dean of Undergraduate Studies gave the presentation. She noted that several campus committees have been formed recently to work on campus issues.

The Enrollment Management Committee which Chen chairs has membership which includes the Deans, the Registrar, the Director of Admissions, the Associate Vice Chancellors for Student Affairs and Enrollment Management, and others from Student Services. The goal is to improve strategies and policies for enhancing enrollment and retention. At this point the committee is focusing on the first year experience and finding ways to ensure that students have a good experience here. They will get reports from U100 and Freshman Year Seminars. The committee is looking at policies that may be in place that negatively affect student retention such as E-drop and course commitment. The committee may have recommendations and will forward those to appropriate committees.

Another area of discussion has been the Admissions funnel – how is it that students who are admitted decide to come here? The committee seeks to get a sense of what various units are doing and to plan for a concerted effort to turn admitted students into definite commits.

A Scheduling and Curriculum Management Task Force has been formed and will be chaired by Linda Chen and John McIntosh. The Task Force will look at efficiencies in the scheduling of classes, the number of classes that get scheduled each semester, and more coherent policies for course caps and course minimums. Another focus will be the proliferation of courses on the master list that are on the books

but that we haven't offered for some time; deleting those inactive courses could streamline curriculum management. Each School will have an Associate Dean representative on the committee. The Registrar will serve, Biniam Tesfamariam will provide data support, and Raman Adaikkalavan will serve to represent Distance Education. The Academic Senate Executive Committee was asked to suggest two faculty representatives: Frank Fujita and Karen Clark will serve. Again, recommendations from the Task Force will be sent to the relevant committees.

Chen reminded the body that the deadline for applying for the position of General Education Director is Monday, Oct. 19<sup>th</sup>.

Elizabeth Bennion Turba inquired about whether there is an effort to raise our enrollment numbers by talking to local high school counselors about our Honors program, Study Abroad opportunities, and other activities.

Chen responded that Admissions is discussing new ways thinking about how to reach out to local high schools and target specific types of students, including honors students. For example, this year student applicants will automatically be accepted into the Honors program if they are eligible. Scholarship opportunities are also now made explicit in the acceptance letter. Honors-eligible students and their parents will be invited to attend an IUSB Arts event in November.

Marvin Curtis and Marvin Lynn have been working with the area African-American churches and pastors as a way to influence parents and children in the local African-American community to consider IU South Bend as a viable option. Connie Peterson-Miller is working on other ideas presented by the Deans for more outreach to area high schools.

Kyoko Takanashi asked if the Task Force will review policies and procedures related to graduate studies admissions issues. She noted that there are still many paper forms and there have been some clerical problems in the past with forms getting lost.

Chen replied that the Task Force has talked about some of those issues. There are some all-IU issues that will be a challenge in terms of what we can control and what we cannot. She noted that Connie Peterson-Miller has made some progress in working with IU Bloomington on some of these issues.

Chen cited the example of the first New Student Orientation where there were some obstacles to registering students. Rick Dennie, Connie Peterson-Miller and Keith Dawson worked through some of the issues and subsequent orientation sessions were more successful.

More forms are now online, for example: CARMIN; academic advising program which allows advisors to make notes in students files so that they can be found by other advisors if students transfer. The goal is to also get graduate programs on the advising system and to work on degree maps for them. The Task Force is also looking at streamlining the graduate application process.

We have a large number of transfer students. There are many issues with how we process transfer students to ensure that they get off on the right foot. There are many of them that enroll late and that

causes problems. Transfer students tend to succeed but IU South Bend has distinctive qualities and we need to do a better job of orienting those students.

Marvin Lynn asked if a committee had been formed around degree maps. Chen responded that getting those ready to go has been a challenge; training on working with those is scheduled for next Wednesday. The Task Force will look at these.

Chen noted that there is a lot of helpful technology such as AdRx that is coming online now but there is a learning curve for all of it. All campuses are getting started and it will be a process of learning the technology, working with IU Bloomington to tweak it, and then integrating it into everyday practice.

### C. Laura Whitney, Director of Student Conduct

Laura was originally scheduled to report at the September Academic Senate meeting but since we ran late she could not stay; she will present today.

The Student Code procedures have been revised. The old print versions are very outdated; please recycle any copies that you may have. The new website has all revisions (IU-wide) and the campus website redirects to IU policies.

After Laura presented updates to the Academic Senate in April IU Legal counsel made some changes to the procedures. One change is to the appeals process for both academic and personal misconduct procedures. At the third level of appeal (beyond the faculty member and the Dean or assigned committee) there used to be a review committee but Counsel has suggested that we get rid of this step. The final level of appeal will now be EVCAA Joseph or her designee for academic misconduct or AVC White or her designee for personal misconduct.

The suspension or expulsion process has also changed in terms of immediate suspension or expulsion. In extreme cases, the Chancellor and Karen White will consult about a student that has caused danger or disruption. IU South Bend can immediately suspend; the student then has 15 days to respond. If the student doesn't respond they are automatically suspended or expelled on a permanent basis. This policy also applies to student organizations.

Faculty members are no longer required to notify the Office of Student Conduct within 14 days of an issue. Laura noted that she would still suggest a quick reporting time but there is no official limit at this point.

Elizabeth Bennion Turba asked if there was any set protocol for notifying a faculty member (or complainant) when a student returns to campus after a suspension or expulsion.

Whitney noted that while these processes are usually fairly transparent, there is no requirement to notify the faculty member or student. However, if there is harassment or threatening behavior there may be notification to the complainant(s).

The Academic Senate cannot vote on the Code changes until November because there is no quorum. Once the vote is taken the updated IU South Bend Code website is ready to be posted. The website will be clearer to students, faculty, and administrators.

## 6. Announcements

April Lidinsky drew attention to fliers for the 2015-16 WGS public forum events and asked that faculty members please take and post these. Jake Mattox will speak on Friday, October 23<sup>rd</sup> on Empowering Students and Critical Pedagogy. Please save the date for Nov. 17<sup>th</sup> for the Gloria Kaufman lecture: Jessica Fields will speak on the Politics of Sex Ed in EA1101. WGS will also be sponsoring a Sex Ed summit on that day for area school boards and interested community members who can earn CEUS for attendance. This event will be held in the SAC. April Lidinsky noted that the Laura Zam events were live-tweeted by WGS' social media expert, see WGS@iusb.

Erika Zynda announced that the Dean's Seminar today will feature Kirk Mecklenburg in UCET at noon.

Monica Tetzlaff invited everyone to her Lundquist lecture on Friday, October 23<sup>rd</sup> in DW1001. She will reflect on her experiences in Ghana. A reception will follow.

Jerry Hinnefeld announced that Professor Ilan Levine was a co-author on two papers in 2001 and 2002 that were heavily influential in the recent Nobel Prize awards. Levine will make a public presentation on this topic at a later date.

Elizabeth Bennion Turba announced that the American Democracy Project would be holding candidate forums in the Mishawaka, South Bend, and Elkhart communities on Tuesday, October 20<sup>th</sup> in various locations prior to the Nov. 3<sup>rd</sup> voting.

Vicki Bloom announced that the inaugural Veteran's Book Club meeting will be held next Thursday, October 22<sup>nd</sup> from 11:30 – 1. Please share this information with your students that are veterans and other interested parties. Please rsvp to Angie Huff or Vicki to for lunch.

Gail McGuire announced that there will be a Community-based teaching workshop on Friday, October 30<sup>th</sup> at the Civil Rights Heritage Center for those interested in service learning, internships, etc. Please contact Gail for more information.

Elizabeth Bennion Turba noted that Sunday's Politically Speaking will be focused on urban violence. AVC Karen White will be speaking.

## 7. Adjournment

The meeting was adjourned 11:29 a.m.

Respectfully submitted,

Nancy Wootton Colborn  
Academic Senate Secretary