

**AGENDA  
AND  
PRIOR NOTICE OF PROPOSED CHANGES TO BY-LAWS  
IU EAST FACULTY SENATE**

**May 6, 2008**

**11:00 – 12:15**

**132 Whitewater Hall**

- I. Executive Session  
**Voting Item:** Approval of Graduates (Cir. E23-08)
- II. Approval of Minutes—Faculty Senate meeting of April 1, 2007
- III. President's report
- IV. Standing Committee
  - A. Faculty Affairs Committee (10 minutes) – Laverne Nishihara  
**Voting Item:** Changes to Bylaws (Cir. E24-08)
  - B. Curriculum Committee (20 minutes) – Bob Ramsey  
**Voting Items:**  
Resolution to endorse offering the existing systemwide degree in MSW (Cir. E25-08; Supporting Document Cir. E25a-08)  
New Course Proposals:
    - i. MATH M123 – College Algebra (Cir. E26-08)
    - ii. MATH L123 – College Algebra Lab (Cir. E27-08)
    - iii. PHYS P104 – Concepts in Physical Science (Cir. E28-08)**Information Item:** MCI Course Activations -  
INFO I210 and I211 – Information Infrastructure, I and II (Cir. E29-08)
  - C. Nominating Committee (5 minutes) – Greg Barton  
**Voting Item:**  
Confirmation of Members of Budgetary Affairs Committee (see Cir. E30-08)  
**Information Item:**  
Results of Committee Elections (see Cir. E30-08)
  - D. AAA Committee (2 minutes) – Cheryl Stolle  
**Information Item:**  
Appeals of Academic Suspension
- V. Chancellor's Report—Interim Chancellor Paydar
- VI. Academic Affairs Report—Executive Vice Chancellor Richards
- VII. Old Business
- VIII. New Business

**Adjourn 12:15 P.M.**

**INDIANA UNIVERSITY EAST  
2007-08 FACULTY SENATE  
April 1, 2008  
Whitewater Hall Room 132  
11:00 AM**

**Presiding:** Markus Pomper, Faculty Senate President

*Present:* Armstead, S; Barton, G.; Battraw, J; Baumann, P.; Beck, V.; Bergen, M.; Bingaman, R; Blakefield, M.; Bow, C.; Braxton-Brown, G.; Buckner, B.; Bullock, D.; Cooksey, A.; Curry, M.; Dempsey, K.; Dhawale, K.; Fell, M.; Felton, K.; Folkerth, M.; Frantz, D.; Harper, J.; Helton, E.; Henderson, T.; Humphries, P.; Jayasuriya, K.; Kunshek, R.; Lafuze, J.; Lundy, D.; Maurer, J.; McFadden, S.; Morse, M.; Nishihara, L.; Passet, J.; Paydar, N.; Peacock, F.; Pomper, M.; Ramsey, R.; Richards, L.; Rao, V.; Rivard, T.; Roswell, R.; Sabine, N.; Scane, M.; Seddighin, M.; Simon, J.; Slattery, E.; Stolle, C.; Thomas-Evans, M.; Watkins, M.; Wilde, J.; Williamson, M.; Winburn, E. Winton, K.

*Absent:* Baker, D; Baldwin, L.; Beach, D; Branstrator, P; Breymer, T.; Chang, W.; Clapp-Itnyre, A; Clark, K; Desantis, K.; Dulemba, L.; Fitzgerald, E.; Huffman, E.; Kirk, B.; Knuths, J.; Kriese, P.; Ludlum Foos, C.; Mahaffey, J.; McFadden, B.; Osgood, T.; Rankin, S.; Roberts, M.; Scales, T.; Scott, W.; Shapiro, S.; Shyan-Norwalt, Stanforth, D.; Thomas, T.; Tolley, R.; Weber, G; Whitt, P.;

*Purdue:* Alenskis, B.

*Guests:* Dennis Hicks, *Registrar*

**Call to order**

Quorum was reached and the meeting was called to order at 11:03am by Markus Pomper, Faculty Senate President.

**I. Approval of Minutes**

A motion to accept the minutes for the March 4, 2008 meeting was made. The minutes were approved as presented.

**II. President's Report**

UFC business –

President McRobbie has appointed a chancellor search committee; he has decided to reappoint most of the members of the old committee. Faculty members are: Cathy Foos, Cheryl Stolle, Sherry Rankin (replacing Ben Young), Kumara Jayasuriya, David Frantz, and TJ Rivard. The committee is chaired by Chancellor Ruth Person from Kokomo. Other members of the committee: one student and two representatives from the community.

Intellectual Property Policy – the administration has made a few substantial changes on the distribution formula for proceeds from inventions. It is unclear how the document will proceed.

Promotion and Tenure Policy –The Faculty Affairs Committee of the UFC has been meeting and will be making recommendations. The joint faculty/administration committee on the P&T policy has been appointed to look at the same issues. The appointed members will be the Chief Academic Officer of each campus and the Faculty Affairs representative on the UFC Faculty Affairs committee. The contingents from IU East will be Larry Richards and Markus Pomper.

**III. Standing Committees**

**A. Nominating Committee – Greg Barton**

The following committees were selected by ballot. Additional nominees were requested from the floor but none were made. Results will be announced via email or at the next Senate meeting.

Nominating Committee: Members were instructed to select two candidates.

P&T Committee: Members were reminded there must be at least 3 academic schools represented on the committee and were instructed to vote for 2 candidates.

Senior LLTCC: Members were instructed to vote for 3 candidates including at least one Senior Lecturer. Members were reminded at least 3 academic schools should be represented on the committee.

The proposed list for the 2008-2009 Standing Committees was distributed.

Discussion: Clarification was requested as to why Budgetary Affairs Committee was not on the list. Members of BAC are selected by individual schools. It was confirmed if a member has cycled off a committee they can be nominated again. It was also confirmed a member must be present to be added to the ballot/list. Members on sabbatical are not automatically removed from committees; he/she would need to resign him/herself. (Being on Sabbatical does not remove you from Faculty Senate either. Members continue to have full rights as faculty members including committee service.)

AAA: continuing members (term ending 2009) – Lora Baldwin (LIB), David Frantz (BUSE), Julien Simon (HSS), Cheryl Stolle (EDUC); proposed members (term ending 2010) – Michelle Curry (NURS), Kathleen Felton (HSS), Pamela Whitt (EDUC).

Nominations from the floor were requested; none were given. The motion to accept the committee members as presented passed without opposition.

Athletics Committee: continuing members (term ending 2009) – Curtis Bow (NURS), Cheryl Stolle (EDUC), Dennis Hicks (ex officio), Mark Hester (ex officio), Cory Herman (student), Amy Stultz (student); proposed members (term ending 2010) – Neil Sabine (NSM), Sheila Armstead (SWK). Nominations from the floor were requested; none were given. The motion to accept the committee as presented passed without opposition.

Curriculum Committee: continuing members (term ending 2009) – Brenda Buckner (EDUC), Jean Harper (HSS), Suzi Shapiro (HSS); proposed members (term ending 2010) – Jerome Mahaffey (HSS), Ron Bingaman (NSM), Mort Seddighin (NSM), Bob Ramsey (HSS), Maureen Scane (EDUC – 1 year appointment – ending 2009). Nominations were requested from the floor: Teresa Henderson (HSS) requested her name be added to the proposed members list. The committee has five open spots. There are six proposed members. Senate members were asked to use the proposed list as a ballot. Members were asked to vote by striking two names off the list. Results will be announced via email or at the next meeting.

Faculty Affairs Committee: continuing members (term ending 2009) – Laverne Nishihara (HSS), Denise Bullock (HSS), Mary Fell (HSS), Emily Winburn (LIB), Cathy Foos (ex officio); proposed members (term ending 2010) – Kumara Jayasuriya (NSM), Marilyn Watkins (EDUC). Nominations were requested from the floor; none were given. The motion to accept the committee passed without opposition.

**B. AAA Committee – Michelle Curry**

The committee considered two grade appeals and denied both. The committee is also looking at a policy for administrative withdraws. The next student appeals meeting is scheduled for April 15<sup>th</sup> at 10:00a.m.

**C. Curriculum Committee – Bob Ramsey**

**Two voting items were presented:**

Bachelor of Arts in Communication Studies - A Resolution to change the name of the *Bachelor of Arts in Communications* degree to *Bachelor of Arts in Communication Studies* was presented (Cir E21-08). The motion came moved and seconded by the Curriculum Committee.

The motion to approve the change of name as presented in Circular E21-08 passed without opposition.

Certificate of Hispanic Studies – Proposed changes to the *Certificate of Hispanic Studies* were presented in Circular E22-08. The proposal increases the number of required credit hours from 18 to 23. The proposal comes moved and seconded by the Curriculum Committee.

Discussion: Clarification was requested regarding some of the requirements and the difference in credit hours between first year and second year courses.

The motion to approve the changes for the *Certificate of Hispanic Studies* as presented in Circular E22-08 passed without opposition.

#### **IV. Chancellor's Report – Interim Chancellor Paydar**

Three items:

Budget – The budget for next year looks good. The money has been divided as promised for RCM. We want to go as high as possible for raises. We are currently looking at an average of 4% for faculty (among the highest at IU). In addition 27 other faculty will receive raises based on promotions given in the last few years (as reported at the last Senate meeting). This brings the total for faculty to 5.12-5.13%. As we discussed at the last meeting we need to offer more than 4% raises. We have begun the process of putting money aside. Each school has been given a reserve of approximately 1% of the total budget (equals about 1.5% of the budget for each school). Schools will add to this amount allowing us to make the jump we need to make.

Staff will also be receiving approximately 4%. (The base being 3% with those who IU considers “extremely low” receiving more.)

We have increased S&E in each school by 10%; travel by 10%; and increased slightly the adjunct faculty fund.

Office Locations – We are realigning campus offices. 90%-95% of the changes will be to staff offices versus faculty offices. We need to realign according to our priorities. Nasser will be sending a memo to the campus highlighting the details. One of the changes will be a gourmet coffee shop in Springwood. We need to showcase the areas that service students (Tutorial Services, Student Support Services, etc.) We are going to make sure the Arts & Sciences has a presence on this campus just as the professional schools. Nasser hopes the moves do not come as a shock to anyone. He personally guarantees if anyone has issues with the moves he will personally wash your car! Zones will be identified then it will be left up to the Deans and Schools who goes where within the zones.

Chancellor's Cabinet - In the Chancellor's Cabinet there is a position called *Senior Advisor to the Chancellor* (currently held by Wendy Chang). With Wendy moving back to the School of Business and Economics we want to keep the position active. We do not want to pull people from teaching, though it may include possible release time. We want to allow an opportunity for Faculty to have contact with the administration (able to provide feedback to the administration that is not otherwise possible). For those who want to do certain projects in certain areas you would have one year. Under RCM we would have to buy the person's time from the school. Nasser asked whether anyone saw any problems with moving forward with making this opportunity available. No argument was given. Nasser requested anyone who is interested in the position to talk with him during the month of April.

Discussion:

With the discussion of the office moves it was asked whether any decisions have been made regarding the advising center. Nasser indicated no decisions have been made but changes are being considered. He is aware we need to do more with advising and retention.

It was asked whether there has been any reporting on the base salary of new hires – what percentage it has gone up. Nasser doesn't have a number because it is based on the disciplines and areas of specialty. Compensation is the best way to show a Faculty member how much we value him/her. We are working on increase the base new hires are brought in by as well as increase the rates for existing members. Concern was expressed regarding the inequities in salaries. Nasser indicated we are looking at purchasing a database that will allow us to more effectively evaluate the details. We need to be fair, intentional and calculated yet practical. We need to plan for adequate pay scales.

**V. Academic Affairs Report** – Executive Vice Chancellor, Larry Richards

Our annual faculty recruiting process is an opportunity to see where the market is. It changes continually and affects all of us.

New “Dean” positions officially become effective July 1<sup>st</sup>, however feel free to refer to your leaders as “deans” once the announcement has been made.

We have an Assessment Academy day planned for this Friday. Dr. Richards encouraged faculty to attend especially the morning session (9:30a-noon). Our Assessment Academy mentor, Jennifer Fager, will be there to participate in discussion with attendees. It is important for her to see we're interested in this

We will not have an Honors Day as we have had in the past. We will have an Honors Convocation. It is scheduled for Thursday, April 17<sup>th</sup>. There will be a reception at 5:30p.m. and a ceremony at 6:15p.m. in Vivian Auditorium. Student Academic Awards as well as Staff and Faculty Awards will be presented.

Scott Evenbeck's presentation on the first year experience at the University College at IUPUI was very interesting. According to Scott, creating a first year experience is a complex thing to do. It requires major changes on campus. Larry encouraged those who attended to talk with others about what they heard. The results are positive for the retention of students. We are doing everything we can to have something in place by Fall 2009 and to do it right.

Brett Crowley (Assistant Director of Admissions) has agreed to be our *Director of Retention Programs* for the next year. He hasn't started yet as we are working on hiring his replacement in Admissions. Please treat him as a resource.

**VI. Old Business**

None.

**VII. New Business**

None.

Meeting adjourned at 11:58a.m.

List of Graduates is on file with the Registrar's Office.

Paper versions of this agenda contain 8 pages of tentative graduates.

BYLAWS to the INDIANA UNIVERSITY EAST  
FACULTY SENATE CONSTITUTION

**[These revisions have been approved by the Faculty Affairs Committee and have been disseminated throughout the IUE schools. The revisions are indicated by strike-throughs and underlining. Explanatory comments are italicized within square brackets. Only the affected Bylaws sections have been included in this document.]**

**Section V: Faculty Board of Review**

A. Indiana University East Faculty Board of Review

The review functions of the faculty at Indiana University East shall be exercised by an Indiana University East Faculty Board of Review (hereafter called "Board"). This Board shall consider complaints concerning dismissal, academic freedom, reappointment, tenure, promotion, salary, merit, and the nature or conditions of work. Any member of the faculty or associate faculty at Indiana University East may submit a complaint to the Board.

1. Organization of the Faculty Board of Review

- a. Membership. The Board shall consist of five tenured members of the faculty as the Indiana University East Faculty Board of Review. Consideration should be given to representation across academic ranks, and among divisions of the University. The Chancellor, Executive Vice Chancellor for Academic Affairs, ~~and Vice Chancellors~~, Associate and Assistant Vice Chancellors, Deans, and members of the Promotion and Tenure and Lecturer Long-Term Contract Review Committees are ineligible to serve on the Board.

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**Section VI: Committees**

A. Membership

- 1. ~~Policy and procedures for the appointment of associate members to standing committees.~~
  - a. ~~Policy~~

- ~~i. Associate members may be appointed to the Faculty Affairs Committee, Admissions and Academic Affairs Committee, or Curriculum Committee and such appointment may begin in either fall or spring semester.~~
- ~~ii. Committee appointment for an associate member shall terminate at the end of the academic year or at the end of his/her teaching appointment if it is not renewed for the next semester, whichever comes first.~~
- iii. Associate members shall have full voting rights in Faculty Senate standing committees.

b. Procedure

- ~~i. Notice sent to all associate members by the first week of classes describing committee and explaining appointment procedure.~~
- ~~ii. Request for appointment received by Nominating Committee chairperson no later than one (1) week before the first faculty meeting after the start of classes.~~
- ~~iii. Associate member nominations presented by the Nominating Committee at the first faculty meeting after the start of classes for approval.~~
- ~~iv. Approved appointees notified by appropriate committee chairperson regarding appointment and next meeting date.~~
- ~~v. Rejected nominees notified by Nominating Committee chairperson.~~
- ~~vi. Any appeal presented by the associate member directly to the Faculty Senate at its next meeting.~~

*[Comment: FAC questions the logic of having associate faculty members (for example, part-time, visiting, emeriti faculty) serve on Senate standing committees when they do not have the right to vote in Senate. Associate faculty may still be asked to attend meetings in order to serve as consultants.]*

- ~~2-1.~~ Faculty Senate standing committees are limited to seven members.
- ~~3- 2.~~ When a vacancy occurs on a standing committee, the vacancy will not be filled unless the committee requests it, or unless these bylaws specify otherwise. The committee may request of the Senate president that an election be held to fill the vacancy. The President will charge the Nominating Committee with filling the vacancy. The Nominating Committee will seek nominations and hold an election. [Passed: 3/19/02]

## B. Authority

### 1. Admissions and Academic Affairs Committee:

This shall be concerned with student admissions, probation, dismissal, and academic conduct.

### 2. Agenda Committee:

Members of this committee shall be the President of the Faculty Senate (as Chairperson), ~~and~~ Chairpersons of the Curriculum, Budgetary Affairs, Faculty Affairs, and Admissions and Academic Affairs Committees, the Executive Vice Chancellor for Academic Affairs, ex officio and the Chancellor, ex-officio. It shall prepare and circulate the agenda prior to each Senate meeting. Any member of the Senate may suggest items for inclusion ~~of~~ on the agenda. [Passed: 11/1/94]

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### 4. Curriculum Committee:

This shall be concerned with all programs and courses offering academic credit, changes in existing University offerings, and with degree proposals.

#### a. The following list of occasions necessitate action by the Curriculum Committee:

- i. New degree and program proposals (approval required)
- ii. Substantive revisions to existing degrees and programs (approval required)
- iii. System degree and program proposals for implementation (review and endorsement prior to implementation on this campus)
- iv. Substantive revisions to existing system degrees and programs (review and endorsement prior to implementation on this campus)
- v. Courses brought forward from the master course list not having been previously taught on this campus (review and comment)
- vi. New courses not on the master course list (approval required)
- vii. Any changes to an existing course which require a university course change request form (approval required)

- b. The Curriculum Committee ~~sets~~ ~~has adopted~~ procedures to be followed for proposing a new course or a new degree proposal. Each new proposal is to be accompanied by a Signature Approval Form (SAF). ~~Details of the new procedure and a copy of the SAF appear in the policies section.~~
- c. The Curriculum Committee confirms that units affected by curricular changes have been consulted prior to the Committee's approval of the changes. [*Comment: This sentence was approved by the Curriculum Committee in March 2008.*]
- d. Units developing a new academic program (academic degree proposal, minor or certificate proposal) will provide, as part of the proposal submitted for Curriculum Committee review, a plan for assessing student learning outcomes. This plan will be shared with the Assessment Committee as well, whose role it is to serve as a resource for the sponsoring unit.
- e. The Curriculum Committee will review assessment plans according to the following guidelines: [*no proposed changes to what follows*]

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#### 7. Promotion and Tenure Committee:

- a. Composition. The Promotion and Tenure Committee will consist of six (6) tenured faculty holding the rank of Professor or Associate Professor who have each served at least two years as faculty at Indiana University East. Membership will last for two years with continuity and rotation guaranteed by filling only the vacancies that exist at the start of each academic year. Each year three (3) tenured faculty of which at least one (1) will be of the rank of professor will be elected. The Committee must contain representatives from at least three different academic divisions of the University. These primary ballots will be tabulated by the nominating committee and the number of candidates needed who receive the highest vote count will assume positions as candidates on the general election ballot. On election day preprinted ballots containing all of the names of the candidates will be passed out to the voting members of the Senate. ~~The junior faculty member elected each year shall serve as that year's alternate; seniority will be determined by time at IUE.~~ The faculty member elected each year who has the least seniority shall serve as that year's alternate; seniority will be determined by time at IUE. [*Comment: this revision's purpose is to eliminate the misunderstanding that "junior faculty member" signifies an untenured faculty member.*] The alternate member will have all committee rights and responsibilities except the

vote, but will replace any voting member who is absent or becomes disqualified. During the second year of the alternate's term, he/she will become a voting member. If for any reason, a member is unable to fulfill his/her two-year term, the Senate will elect a replacement for the unexpired term.

- b. Disqualification. Members who feel unable to render impartial judgment on a case must disqualify themselves from that case. A candidate for Promotion or Tenure may not serve on the P & T Committee during the year of his/her candidacy. If the number of voting members falls below five (5) on any case, the Senate will elect an additional member(s) to serve on that case.
- c. Ineligibility. Members of the Faculty Review Board, the Executive Vice Chancellor for Academic Affairs, and the Chancellor are ineligible to serve on the Promotion and Tenure Committee. Immediate supervisors of promotion and tenure candidates will be ineligible to serve during the year a candidate is being considered. [Passed: 3/6/01, 3/19/02]

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#### 8. Lecturer Long-Term Contract Review Committee

- a. Composition: The ~~senior~~ Lecturer Long-Term Contract Review Committee will consist of 6 faculty members ~~holding long-term contracts of at least 5 years or tenure who have each served at least two years as faculty at Indiana University east.~~ who have each served at least two years as faculty at Indiana University East and who hold long-term contracts of at least 5 years or are tenured. [Comment: This revision is for clarity only.] Membership will last for two years with continuity and rotation guaranteed by filling only vacancies that exist at the start of each academic year. Each year three (3) faculty with long-term contracts or tenure will be elected with at least one of those elected holding rank as senior lecturer, if a senior lecturer is available and willing to serve. The Committee must contain representatives from at least three different academic divisions of Indiana University East. The faculty member elected each year with the lowest vote shall serve as that year's alternate. The alternate member will have all committee rights and responsibilities except the vote, but will replace any voting member who is absent, becomes disqualified, or otherwise becomes unable to serve. During the second year of the alternate's term, he/she will become a voting member. If for any reason, a member is unable to fulfill his/her two year term, the Senate will elect a replacement for the unexpired term.
- b. Ineligibility and Disqualification: Members who feel unable to render impartial judgment on a case must disqualify themselves from the case. Members of the Faculty Board of Review, the Executive Vice Chancellor for Academic Affairs, and the Chancellor are ineligible to serve.

[General Studies Committee Passed: Feb. 6, 2001; revised: May 3, 2005; rescinded 04/04/06; Lecturer Long Term Contract Committee Passed: 05/02/06, Amended: 10/03/06]

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**Section VII: Miscellaneous**

**A. Academic Faculty Handbook**

- 1. Language employed in the IU East Academic Handbook shall be gender neutral. [Passed: 4/30/96]
- 2. The Indiana University East Academic Handbook consists of
  - a) The Constitution and the Bylaws of the Faculty Senate;
  - b) The collection of all Policies regarding the Academic Appointee;
  - c) The collection of all Faculty Senate Policies regarding Student Academic Affairs and Athletics.

*2. Responsibility for IU East Academic Handbook \**

*The Faculty Handbook is a compilation of material which comes from many sources. Hence, the responsibility for the material rests in many places. This statement will identify the persons or offices that are responsible for each section of the I.U. East Faculty Handbook. This statement will serve as a formal record of who is responsible for each section. This statement can be amended or revoked at any time. This statement is intended solely for communication and to facilitate the work of keeping the I.U. East Faculty Handbook current and accurate.*

*The material in the Handbook can be classified according to its source:*

*Faculty Sections contain material which deal with the processes used for governance by the Faculty of Indiana University East. The Faculty Constitution and Promotion and Tenure Procedures are examples. Such matters are under the jurisdiction of the Faculty.*

*Administrative Sections include relevant material which is beyond the control or reasonable concern of the Faculty. Some material in the Handbook reflects policies that are effective on a University wide basis or national or state laws. Other material reflects decisions which are presented in the Handbook to inform the faculty about current administrative policies and procedures which are under the control of the local administration.*

~~Joint Sections include academic policies and procedures. Such sections describe or define the particular way of life or environment of I. U. East.~~

~~Occasionally, circumstances will require changes in the Faculty Handbook materials. Different procedures will be used for changes of each kind of material.~~

~~Faculty Sections will be changed only by action of the Faculty Senate. However, the administration may present proposed changes for consideration by the appropriate Faculty Senate Committee.~~

~~Administrative Sections will be changed at the discretion of the administration. However, faculty may initiate a change by discussion with the administration. The administration will make the change through the following steps:~~

- ~~— i. Distribution of a copy of the change to all faculty members.~~
- ~~— ii. Provision for discussion at a Faculty Senate meeting.~~

~~When a change is mandated by action beyond the control of the local campus, the change will become effective immediately. The administration will inform the faculty of the change as soon as possible and will provide an opportunity for discussion at the next Faculty Senate meeting.~~

~~Changes in Joint Sections may be initiated by either the faculty or administration. Joint Sections deal with matters that are most important to the entire academic community. Therefore, all materials in the Joint Sections must have the consent and approval of both faculty and administration.~~

~~The Faculty Handbook will be kept in loose leaf form with sections constructed and numbered in a way that will facilitate substitution of approved changes. The date of approval of each policy will be typed on each page. The Vice Chancellor for Academic Affairs' office will be responsible for typing and distributing revisions. The President of the Faculty Senate will appoint a member of the faculty who will expedite the aforementioned revision process and who will report at least annually to the Faculty Senate. (Passed: 3/22/85)~~

### 3. Publication and Distribution of Documents

The Faculty Senate web site (or another appropriate medium) contains the most current version of the Academic Handbook and other materials relevant to the faculty. [Comment: “another appropriate medium” allows for an electronic or other medium that may supersede web sites in future.] The Faculty Senate President and the Executive Vice Chancellor for Academic Affairs have oversight responsibility for updating and maintaining different sections of the Academic Handbook according to whether those sections are under the authority of faculty or administrative officials. (The Constitution of the Indiana University East Faculty Senate and the Constitution of the Indiana University Faculty list areas that are under faculty authority. The Constitutions also explain how administrative officials should consult and inform faculty about policies, practices or operations that are within administrative authority.)

- a. The Faculty Senate President has oversight responsibility for updating those sections of the Academic Handbook that are under faculty authority, for example, what has been approved by Faculty Senate. The Senate President also has oversight responsibility for updating those sections that are under the joint authority of faculty and administrative officials. The Senate President will keep faculty informed about how to access the Senate web site for the most current version of the Academic Handbook. The Senate President will confer with the Executive Vice Chancellor for Academic Affairs to ensure that those sections of the Academic Handbook that are under the authority of administrative officials are updated in a timely manner. The Senate President will also confer with the Executive Vice Chancellor for Academic Affairs to ensure that there is a copy of the current Academic Handbook in a medium that will not be affected by technological failure.
- b. The Executive Vice Chancellor for Academic Affairs has oversight responsibility for updating those sections of the Academic Handbook that are under the authority of administrative officials. The Executive Vice Chancellor for Academic Affairs will confer with the Senate President to ensure that these sections are updated in a timely manner, and to ensure that there is a copy of the current Academic Handbook in a medium that will not be affected by technological failure.

The Academic Handbook will be organized in an understandable way.

#### *Academic Handbook Index*

*On the basis of the above definition, the sections of the Handbook are classified as follows:*

~~FacAdm Joint~~

~~A I (all) Administrative Officers~~

~~A II (all) Academic Personnel~~

~~A III (all) Administrative Boards and Councils~~

~~A IV (all) University Governance~~

~~A V (all) Position Descriptions~~

~~A VI (all) Administrative Organization: Campus Committees and  
Councils~~

~~F VII 1 Constitution: Indiana University East Faculty  
Senate~~

~~J VIII 1 The Academic Appointee: Academic Status~~

~~VIII 2 The Academic Appointee: Responsibilities and  
Privileges  
(see specific subsections below)~~

~~FacAdm Joint~~

~~F (1) Faculty Meetings~~

~~F (2) Academic Freedom~~

~~J (3) Code of Academic Ethics~~

~~J (4) Political Meetings~~

~~J (5) Outside Commitments~~

~~J (6) Conflict of Interest~~

~~J (7) Faculty Teaching Load~~

~~J (8) Guidelines for Special Instructional Program  
Assignments~~

~~J (9) Faculty Requested Reassigned Time~~

~~VIII 3 The Academic Appointee: Promotion and Tenure  
(see specific subsections below)~~

~~FacAdm Joint~~

~~J (1) Preamble~~

~~J (2) Rights and Responsibilities of the Candidate~~

~~J (3) Process for Promotion Decisions~~

~~J (4) Process for Tenure Decisions~~

~~J (5) Joint and/or Dual Appointment~~

~~F (6) Promotion and Tenure Committee~~

~~F (7) Procedures for Promotion and Tenure Committee~~

~~F (8) Criteria for Promotion~~

~~F (9) Criteria for Tenure~~

~~J VIII 4 The Academic Appointee: Additional Academic~~

- ~~—Procedures~~
- ~~—J VIII 5 The Academic Appointee: Remuneration and Benefits~~
- ~~—J VIII 6 Merit and Salary Policies~~
  
- ~~F IX 1 Promotion and Tenure: General Information—~~
- ~~—Guidelines for Promotion and Tenure Dossiers~~
- ~~—J X (all) The Faculty and The Student~~
- ~~—XI Miscellaneous Policies and Procedures~~
- ~~—(see specific subsections below)~~
- ~~FaeAdm Joint~~
  
- ~~—J (1) Full Time Non Faculty Employees and Part Time Faculty~~
- ~~—Rank~~
  
- ~~—A (2) Indiana University Affirmative Action Plan and~~
- ~~—Complaint Procedure Guidelines~~
- ~~—A (3) Campus Safety~~
- ~~—A (4) Medical/Health Emergency~~
- ~~—A (5) Crime/Emergencies~~
- ~~—A (6) Fire Emergency~~
- ~~—A (7) Adverse Weather~~
- ~~—J (8) Communication Policy~~
- ~~—J (9) Newsletters~~
  
- ~~—A (10) Requesting Funds from IU East Accounts in the IU~~
- ~~—Foundation~~
- ~~—A (11) Collections, Donations and Solicitations~~
- ~~—A (12) Driving and Parking Regulations~~
- ~~—A (13) Identification Cards~~
- ~~—A (14) Mail~~
- ~~—A (15) Office and Keys~~
- ~~—A (16) Smoking~~
- ~~—A (17) Typing, Copying and Duplicating~~
- ~~—A (18) University Vehicles~~
- ~~—A (19) Access to and Maintenance of Academic Employee Records~~

~~\* Note: Section VII.A.2 is being revised to describe the academic (faculty) handbook, its construction and composition. As a recommendation is ready it will be brought to the Faculty Senate.~~

# Resolution

**WHEREAS**, The Indiana University School of Social Work has requested that the Master of Social Work program be offered at Indiana University East, and

**WHEREAS**, The offering of the Master of Social Work program at Indiana University East is consistent with the Indiana University East mission to offer selected graduate programs, and

**WHEREAS**, The program meets a demonstrable need in the region as expressed by social service agency directors and prospective MSW students, and

**WHEREAS**, The program will increase the number of master's qualified social workers in the region, improve the effectiveness of social services, and provide greater leadership capability in social service agencies, and

**WHEREAS**, Degree recipients will benefit through career advancement, responsibility expansion, improved economic security, professional recognition, and enhanced intervention skills, and

**WHEREAS**, the Curriculum Committee has examined the request and agrees with the reasons given,

**NOW THEREFORE BE IT RESOLVED** that Indiana University East Faculty Senate endorses the offering of the Indiana University School of Social Work Master of Social Work program at Indiana University East.

**Indiana University  
Proposal to Offer Existing Degree Program at a New Campus**

**Title:** Master of Social Work (IUSSW program)

**Campus:** East      **Academic Unit:** Social Work

**Department:** Social Work

**I. Academic Features:**

**Goals/Objectives:** The Master of Social Work program will provide bachelor's degree recipients in the Indiana University East service region with the knowledge and skills for advanced social work practice. Graduates will be qualified to apply best practice in clinical settings and provide leadership in a variety of human services agencies.

**Principal Components:** 60 credit hours: including 9 credit hours of practica. Three year, part-time, evening, cohort model. Program focuses on evidence based best practice.

**Relation to Existing Programs:** The MSW degree on the East campus helps fulfill IU School of Social Work's mission to provide access to the MSW program to Indiana residents who face "time and geographic constraints." The MSW program is currently offered at IUPUI, IUN, IUSB, and IPFW

**Coherence with Campus Mission:** Compatible with the IU East mission to provide selected graduate programs, the program meets a demonstrable need in the region as expressed by social service agency directors and prospective MSW students.

**Benefits of the Program for Students, IU, State:** The program will increase the number of master's qualified social workers in the region, improve the effectiveness of social services, and provide greater leadership capability in social service agencies. Degree recipients will benefit through career advancement, responsibility expansion, improved economic security, professional recognition, and enhanced intervention skills.

**Opportunities for Degree Recipients:** MSW graduates can advance in their current jobs or acquire new jobs in mental health centers, nursing homes, child welfare agencies, schools, hospices, area agencies on aging, multi-service centers, hospitals, probation departments, group homes, developmental disability agencies, and juvenile correction facilities, among others.

**II. Implementation:**

**Steady State Enrollment/Degree Completion Projections (year three):**

Headcount	35 (35 new-to-campus)
FTE	29 (29 new-to-campus)
Degree Recipients	35

**Steady State Expenses and Revenue Sources (year three):**

<b><i>Expenses</i></b>		
Faculty	2.5 FTE	\$225,000
Supplies and Expense (general, travel, library, recruiting)		<u>23,800</u>
		\$248,800
<b><i>Revenue Sources</i></b>		
New-to-Campus Student Fees		\$146,700
Enrollment Change Funding		<u>102,100</u>
		\$248,800

<i>One-time Costs</i>	None
<i>Infrastructure Resources</i>	None required

# Proposal for Offering the Indiana University School of Social Work Master of Social Work Degree at Indiana University East (Richmond)

## **Master of Social Work**

Indiana University School of Social Work in cooperation with Indiana University East

Submitted by

Indiana University School of Social Work  
&  
Indiana University East

January 9, 2008

**Coverpage**

Institution:  
**UNIVERSITY EAST**

**INDIANA**

Department:

**Social Work**

Form of Recognition to be Awarded/Degree Code:

**Master of Social Work**

Suggested CIP code:

Location of the Program/ Campus Code:  
**UNIVERSITY EAST**

**INDIANA**

Projected Date of Implementation:

**2008-09**

Date Proposal was approved by  
Institutional Board of Trustees:

\_\_\_\_\_  
Signature of Authorizing  
Institutional Officer

Date:

Date Received by Commission  
For Higher Education

Commission Action (Date)

## Program Summary

Master of Social Work  
Indiana University East, Richmond, and the Indiana University School of Social  
Work  
Proposed Date of Implementation: **June 2008 (1<sup>st</sup> Cohort – August 2008)**

### I. Objectives:

The Master of Social Work program will provide bachelor's degree recipients in the Indiana University East service region with the knowledge and skills for advanced social work practice. Graduates will be qualified to apply best practice in clinical and child welfare settings and provide leadership in a variety of human services agencies.

### II. Need for the Program:

The expressed need of the community for a master's degree in social work has been noted by the current IU East social work faculty over the past several years. Current faculty serve on Boards, consult with social service agencies, and conduct on-site field supervision. These interactions bring faculty in frequent contact with social service professionals who have demanded to know when the Indiana University School of Social Work would bring the MSW program to the region. The anecdotal information has been acknowledged and welcomed. Several additional steps were taken to verify the validity of this the need. These activities with results appear below.

*BSW Advisory Board Meeting, Fall 2005:* A discussion was held with Board members regarding expressed need for MSW in Richmond. Board members articulated their awareness of both an interest and a significant need. Board members asked the Director of the MSW Program to pursue bringing the MSW program to IU East. Board members in attendance included the Director of County DCS, a school social worker, a mental health center therapist, a mental health center supervisor, a hospice social worker, and an IU East BSW alumnus.

*Survey of IU East's BSW and BSS graduates, Spring 2005:* A survey was mailed to recent graduates of IU East's BSS and BSW programs. A return rate of 27% was accomplished (50 out of 183). Predictably, the overwhelming majority, 86%, of returned surveys indicated an interest in an MSW program at IU East. Travel distance, work obligations, and time constraints were identified by respondents as barriers to obtaining a MSW. When asked whether having the MSW at IU East would remedy the identified barriers 82% noted that the distance barrier would be alleviated with a program at IU East. Part-time and evening classes at IU East would eliminate time and work obligations as barriers.

*Noel-Levitz Consultants Assessment Report, 2006-2007:* Indiana University East is a campus in transition. To assist in decision making IU East hired Noel-Levitz consultants to complete a needs assessment of IU East's service area. Noel-Levitz noted that 33% of all students, traditional and non-traditional, envision graduate studies as part of their educational plan. Noel-Levitz noted that prospective students look for employment and graduate opportunities in deciding a school of first choice. Employers noted that, for positions that require graduate degrees, a master's degree in Social Work is most often mentioned.

*Key Informant Survey Results, November 2007:* In an effort to build on the information previously gathered, faculty utilized a key informant telephone survey. IU East Social Work faculty have established relationships with many key informants within the service area, and many of these individuals have informed social work faculty of their belief about the need for a program. Therefore, it was decided that the best approach was to reach beyond those well known key informants to include other social workers, social work employers, and social service providers who should know of the need for continued education in the area.

*Methodology:* A list of social service categories was developed. The list was a representation of social services agencies as described and listed in telephone books, web pages, community resource guides, and/or community publications. The list was reviewed by social work faculty, then by social work students. Next, the list was reviewed by non-social work staff. At each review, the reviewer was asked whether he/she could think of any additional titles under which they would search if they were seeking social services. When the reviewers believed the list was thorough, the next step began.

The service area was divided by county. Using phone books, government web sites, Chamber of Commerce data, and web search engines, staff identified and recorded information for as many social service agencies as could be found within the county under each category provided. The identified agencies were contacted, asking for the name of the person with the title Director of Social Work, Clinical Director, Social Service Director, or Agency Director. Contact names were recorded. From the list of agencies with contact names, telephone surveys were conducted.

Eight-six surveys were completed with key informants representing agencies within IU East's service area. Agencies included mental health centers, nursing homes, child welfare agencies, schools, hospices, Area Agencies on aging, multi-service centers, hospitals, probation departments, group homes, developmental disability agencies, and juvenile correction facilities.

Seventy-nine respondents, 91%, noted that access, distance, convenience, and travel were factors preventing those in this region interested in obtaining the MSW from achieving such a degree. These individuals reported a significant need for a MSW located in Richmond.

Seven individuals noted that a MSW program in Richmond would not be helpful. Three of the seven respondents were from Butler County, Ohio. They noted that travel time to Richmond was not less than travel time to the University of Cincinnati. Further, one respondent stated that the U. of C. offered the MSW in his building in Butler County. Four individuals stated that no barriers existed, noting that if an individual wanted the MSW, and was motivated enough, he/she could achieve the desired outcome.

From anecdotal information to completed survey, the need for a MSW to serve east central Indiana is clear. Key informants, stakeholders interviewed by Noel-Levitz, and IU East graduates express strong interest in the program.

### **III. Student Population Served:**

The student population for the program includes both recent baccalaureate degree graduates as well as current human service agency employees. Recent graduates from a variety of disciplines may be eligible for admission, as may human services employees seeking formal professional development and training grounded in best practice. Also, individuals who need part-time and geographically accessible professional education in a supportive, dynamic, challenging, and practice-oriented learning community are prime candidates.

### **IV. How does the program complement the campus or departmental mission?**

The program extends Indiana University East's mission to serve the regional community with innovative, supportive programs resulting in graduates who contribute intellectually and socially to the region, state and world. The School of Social Work's conceptual framework and objectives are advanced by providing future clients with practitioners who employ best practice methods, evidence-based interventions, and goal-oriented leadership. Graduates will be prepared to deliver best practice intervention strategies, employ professional research, empirically assess their practice and programs, and contribute professional leadership within social service agencies.

### **V. Relationship to existing IU system programs:**

The MSW degree is currently offered at IUPUI, IUN, IUSB, and IPFW. These dispersed sites are consistent with Indiana University School of Social Work's mission to provide access to the MSW program to students who face "time and

geographic constraints.” The MSW programs throughout the system employ delivery formats designed to meet the needs of a given region. The proposal herein furthers the School of Social Work’s objective by providing access to the MSW to Indiana residents who would be denied an opportunity due to accessibility and other constraints and establishes a delivery format consistent with the needs and interests of the area.

There is no professional social work graduate degree program within the IU East service area. The IU SSW Master of Social Work program at IU East will not duplicate efforts of other campuses, as there is no service provider in this geographic region. The MSW program will increase undergraduate social work enrollment on the IU East campus and potentially may increase enrollment on the IUPUI campus as well.

#### **VI. Resources for the Program:**

**The program will use existing resources of the IUSSW with the expectation of adding two full-time faculty lines and one half-time student services/field liaison line. Currently, the IUSSW assigns two full-time faculty members to the IU East campus. The resident faculty will assume responsibility for daily administration of the MSW program. Additional faculty and staff will be drawn from the IUSSW as needed.**

**Indiana University East will provide office space, library services, classroom space, bursar services, telephone service, computer access, and technology support, as well as additional student support services as needed.**

#### **VII. Innovative Features of the Program:**

This part-time evening cohort model meets the needs of currently employed human service agency employees who seek access to graduate education. The model requires attendance in class two evening per week for three years. The rigidity of this plan allows employed students clarity when negotiating with employers for time away from the job. Furthermore, the model assists employers in implementing a plan of continued education to develop needed talent within their agencies. The delivery of the program at IU East is made possible by the unique organizational relationships in Indiana University. Students in the IU East service region will be able to take advantage of the academic and faculty resources of the system-wide IUSSW. The program is already approved for the School of Social Work at IUPUI and will be delivered at IU East by IUSSW faculty at IUPUI already approved to deliver it, while the students will be IU East students. The review and assessment of the program will be conducted under existing IUSSW review and assessment processes. Agreements worked out between Indiana University East and the Indiana University School of Social Work provide for the efficient use of resources to make this program accessible to students who would otherwise not be able to pursue it.

## **A. ABSTRACT**

Master of Social Work  
Indiana University East, Richmond, and Indiana University School of Social  
Work, IUPUI

Objectives: To provide individuals in east central Indiana and west central Ohio with part-time graduate social work education, that is both geographically accessible and time specific, to directly impact the quality of social services in the region. Graduates will be qualified to actively research and apply best practice interventions with clients and provide leadership within agencies. The program will encourage and facilitate participant completion of State licensure.

### **1. Proposed Program**

The proposed program is a post-baccalaureate graduate program leading to a Master of Social Work Degree. The program implements the curriculum designed and developed through Indiana University School of Social Work, accredited through the Council on Social Work Education, and offered on all IU campuses that offer the MSW degree.

Upon completion of the Master of Social Work students will be social workers prepared for advanced practice in their selected concentration.

### **Admission Requirements:**

Admission criteria will be the same as established by Indiana University School of Social Work. To be considered for admission students must have at minimum:

- a. An earned bachelor's degree from an accredited college or university;
- b. Evidence of course work in liberal arts;
- c. Successful completion of a minimum of six courses in social and behavioral sciences;
- d. Successful completion of a course in statistics;
- e. Successful completion of a course in human biology;
- f. An earned cumulative undergraduate GPA of at least 3.0 on a 4.0 scale in the final 60 credit hours of the bachelor's degree; and
- g. Submission of a completed application packet by the due date.

### **Curriculum:**

The MSW curriculum will be identical the curriculum already approved at the IUSSW at IUPUI. The program will be delivered by IUPUI faculty already approved to deliver the program.

## **2. Description of the Proposed Program Delivery Model**

The Master of Social Work is a 60-credit hour program. The program will be offered in a part-time evening cohort model. The program will take at least 3 full academic years to complete including summer sessions. The structure of the program is two evenings a week for the entire 3 years of the program. The evenings are Tuesday and Thursday, generally from 6:00 p – 8:40 p.m.

The initial Richmond program will be limited to one concentration. Further information concerning a concentration will be decided at a later date. If students are interested in another concentration, they will have the option to travel to another campus (typically IUPUI) for their concentration year.

All courses are from the Indiana University Master Course List. It will not be necessary to propose new courses requiring system-wide approval. Courses for the proposed program have been approved at the campus level.

## **3. Recognition**

Type of Degree: Master of Social Work

This degree is appropriate as the program is a post-baccalaureate graduate program for persons holding accredited bachelor's degrees. The program will be identical to the IUSSW evening MSW, and the credit requirement (60 graduate credits) and rigor of the program are also comparable to Master of Social Work programs traditionally approved.

Institutions Suggested CIP Code:

Information Appearing on Diploma:

Master of Social Work  
Indiana University School of Social Work  
Indiana University

#### 4. Faculty and Administrators

##### Current Core Faculty:

IU School of Social Work faculty housed on the East campus

Edward A. FitzGerald, MSW, JD  
Director of Social Work/Human Services Programs  
Indiana University East  
765-973-8422  
[efitzger@indiana.edu](mailto:efitzger@indiana.edu)

Sheila Armstead, MSW  
Director of Field Education  
Indiana University East  
765-973-8534  
[sarmstea@indiana.edu](mailto:sarmstea@indiana.edu)

Vacant position

IU School of Social Work Faculty housed on the Indianapolis (IUPUI)  
campus

Margaret Adamek, Ph.D.  
Director of Ph.D. Program/ Professor  
Office: 317-274-6730  
E-mail: [madamek@iupui.edu](mailto:madamek@iupui.edu)

William Barton, Ph.D.  
Professor  
Office: 317-274-6711  
E-mail: [wbarton@iupui.edu](mailto:wbarton@iupui.edu)

Robert Bennett, DSW, LSCW  
Associate Professor  
Office: 317-274-6731  
E-mail: [rbennet1@iupui.edu](mailto:rbennet1@iupui.edu)

Carolyn Black, Ph.D.  
Associate Professor  
Office: 317-278-1767  
E-mail: [cablack@iupui.edu](mailto:cablack@iupui.edu)

Lorraine Blackman, Ph.D.  
Associate Professor  
Office: 317-274-6713  
E-mail: [lblackma@iupui.edu](mailto:lblackma@iupui.edu)

Stephanie Boys, Ph.D.  
Assistant Professor  
Office: 317-274-0905  
E-mail: [sboys@indiana.edu](mailto:sboys@indiana.edu)

Valerie Chang, Ph.D.  
Emeritus  
Professor  
Office: 317-274-6723  
E-mail: [vchang@iupui.edu](mailto:vchang@iupui.edu)

Barry Cournoyer, D.S.W.  
Professor  
Tel. 317-274-6708  
Email: [bcourno@iupui.edu](mailto:bcourno@iupui.edu)

James Daley, Ph.D.  
Associate Professor  
Office: 317-278-0212  
E-mail: [jgdaley@iupui.edu](mailto:jgdaley@iupui.edu)

Gail Folaron, Ph.D.  
Associate Professor  
Office: 317-274-6792  
E-mail: [gfolaron@iupui.edu](mailto:gfolaron@iupui.edu)

Khadija Khaja  
Assistant Professor  
Office: 317-278-8609  
E-mail: [kkhaja@iupui.edu](mailto:kkhaja@iupui.edu)

Hea-Won Kim, Ph.D.  
Assistant Professor  
Office: 317-278-0332  
E-mail: [heakim@iupui.edu](mailto:heakim@iupui.edu)

Kathy Lay, Ph.D.  
Assistant Professor  
Office: 317-278-8607  
E-mail: [kalay@iupui.edu](mailto:kalay@iupui.edu)

Carmen Luca Sugawara, Ph.D.  
Assistant Professor  
Office: 317-274-6729  
E-mail: [clucasugrshal@iupui.edu](mailto:clucasugrshal@iupui.edu)

Lisa McGuire, Ph.D.  
Assistant Professor  
Office: 317-274-6736  
E-mail: [lmcguir@iupui.edu](mailto:lmcguir@iupui.edu)

Philip Ouellette, ACSW, Ph.D.  
Associate Professor  
Office: 317-278-8610  
Email: [pouellet@iupui.edu](mailto:pouellet@iupui.edu)

Cathy Pike, Ph.D.  
Professor  
Office: 317-278-0388  
E-mail: [ckpike@iupui.edu](mailto:ckpike@iupui.edu)

Irene Queiro-Tajalli, Ph.D.  
Executive Director of BSW Program  
Professor  
Office: 317-274-6725  
E-mail: [itka100@iupui.edu](mailto:itka100@iupui.edu)

Theresa Roberts, Ph.D.  
Associate Professor  
Office: 317-274-6726  
E-mail: [troberts@iupui.edu](mailto:troberts@iupui.edu)

Patrick Sullivan, Ph.D.  
Professor  
Office: 317-274-6728  
E-mail: [wpsulliv@iupui.edu](mailto:wpsulliv@iupui.edu)

Jeffry Thigpen, Ph.D.  
Assistant Professor  
Office: 317-278-8453  
E-mail: [jthigpen@iupui.edu](mailto:jthigpen@iupui.edu)

Rebecca VanVoorhis, Ph.D.  
Associate Professor  
Office: 317-274-6732  
E-mail: [rvanvoor@iupui.edu](mailto:rvanvoor@iupui.edu)

Robert Vernon ACSW, Ph.D.  
Professor  
Office: 317-274-6717  
Email: [rvernon@iupui.edu](mailto:rvernon@iupui.edu)

**Administration:**

IU School of Social Work Administration

Michael A. Patchner, Ph.D.  
Dean  
Office: 317-274-8362  
Email: [patchner@iupui.edu](mailto:patchner@iupui.edu)

David Westhuis, Ph.D.  
Executive Director MSW Program  
Office: 317-278-8611  
E-mail: [dwesthui@iupui.edu](mailto:dwesthui@iupui.edu)

Irene Queiro-Tajalli, Ph.D.  
Executive Director of BSW Progra  
Office: 317-274-6725  
E-mail: [itka100@iupui.edu](mailto:itka100@iupui.edu)

Margaret Adamek, Ph.D.  
Director of Ph.D. Program/ Professor  
Office: 317-274-6730  
E-mail: [madamek@iupui.edu](mailto:madamek@iupui.edu)

IU East Administration

Laurence Richards, Ph.D.  
Executive Vice Chancellor for Academic Affairs  
Indiana University East  
765-973-8230  
[laudrich@indiana.edu](mailto:laudrich@indiana.edu)

Nassar Paydar, Ph.D.  
Interim Chancellor  
Indiana University East  
765-973-8201  
[paydar@indiana.edu](mailto:paydar@indiana.edu)

## Needed Resources

**The Indiana University East Library, in consultation with the Social Work faculty, deliberately and consistently review and secure new and appropriate resources for the social work program. Online subscriptions are maintained, giving students access to current and relevant professional literature. Attention for new acquisitions will be focused on supporting the social work practitioner as specialist.**

The Indiana University East Office of Information Technology deliberately and consistently upgrades and maintains five computer labs for student use. Smart classrooms are available with a full range of information technology capabilities. Additional technology can be accessed through the Library and the Teaching and Learning Center. Attention will be focused on increasing the availability of smart classrooms and additional technology to support the development of technology skills in graduate students and university faculty.

Additional resources: Faculty and Clerical Support

Additional resources include 2.5 FTE faculty added to the program. Full-time positions will be tenure track. The .5 FTE position will have teaching, field and student service responsibilities. The program will also require additional expenditures, as indicated, for general supplies, marketing and travel.

Though no new resources beyond the above anticipated acquisitions are necessary for initiating the program, continued attention to library resources and information technology will be paramount to maintaining and expanding quality graduate services.

## 5. Other Program Strengths

This program provides access to professional social work education to individuals in east central Indiana, as well as west central Ohio. With a predictable part-time evening schedule, human service employees can organize groups, schedule appointments, arrange for alternative coverage, and efficiently engage in education while maintaining agency requirements. Employers will find it easier to negotiate time and expectations with employees who seek the MSW degree. As a cohort model, students will engage and interact with the same set of peers over a three year period creating the potential for a powerful, enriched, supportive learning environment. Also, as part of a system school, the curriculum is approved, developed, reviewed, and assessed by Indiana University School of Social Work faculty.

## **B. PROGRAM RATIONALE**

### **Institutional Factors**

Relationship to Institutional Mission: The program is compatible with the Mission, Vision and Strategic Initiatives of Indiana University East, as approved by the Faculty Senate 01/04. An IU East Faculty Senate Resolution, passed 05/04, endorses graduate education, as an appropriate component of the mission of Indiana University East. The mission addresses the institution's responsibility to provide opportunities for persons of diverse backgrounds to exercise life-long learning for their personal well-being and that of the community. Enabling the professional development of the social service agency employees is essential to this mission. This provides initially for the well-being of the graduate students but ultimately results in improved quality of life for social service agency clients, the community, and the social work practitioners.

The Indiana University East strategic initiatives address raising the educational aspirations of citizens, employers and employees within the region. They specify that IU East broaden and revise academic opportunities and their modes of delivery. The addition of graduate education to the region provides practical impetus for increased aspirations and on-going professional development in education. Without such programming, individuals seeking advanced social work degrees are required to travel great distances to avail themselves of a graduate program. This deprives them of having a locally accessible educational community actively involved in the improvement of regional social services and proximity to resources that support the notion of empowering community for improvement.

Planning Process: The Chancellor at IU East, the Dean of the IU School of Social Work, and the Faculty Senate of the Indiana University School of Social Work agree that a Master of Social Work degree program is appropriate to the mission of the IU East campus and to the mission of the School, and meets the needs of the community. Explorations of the possibility of a master's degree program in Social Work began in the fall, 2005. Discussions with the Vice Chancellor for Academic Affairs at IU East and the Dean of IUSSW were initiated in 2007. A presentation was made to the IUSSW Faculty Senate in October 2007, expressing the interest and intent to offer the MSW on the IU East campus. In response to questions and concerns raised by the faculty, a key informant needs assessment was completed with results presented to the Senate in December, 2007. On December 20, 2007, Dean Patchner of the School of Social Work submitted a letter to IU East announcing the intent of IUSSW to offer the MSW program on the East campus beginning in the fall 2008, provided all required approvals are obtained.

Program Impact on Other Facets of the Institution: Additional faculty will be added as program demands warrant. Indiana University School of Social Work is committed to this investment. It is anticipated that other academic units on the East Campus will develop and offer graduate courses as a result of the success of this program. New faculty will teach undergraduate courses, in addition to graduate courses. Students in the undergraduate social work program will continue to be taught by full-time faculty. The program provides a clear path for undergraduates who want to move into graduate education early in their professional career. It will enhance the reputation of the Social Work Program within the practice community. It will strengthen the reputation of Indiana University East within the community. There is no further anticipated impact.

### **Student Demand**

It is estimated that thirty-three part-time students will enroll in the MSW program at IU East. An additional five students would be added to the cohort through advanced standing status in year two. It is expected that 35 students will complete the MSW program at the end of year three.

Students would complete two courses per semester including summer sessions. In some semesters, practicum hours would also be completed.

Table 1 outlines credit hour generation by year for this program.

### **Transferability**

**This program is delivered by the Indiana University School of Social Work. The curriculum and all courses have been developed and approved by the Indiana University School of Social Work faculty. The program and curriculum are accredited through the Council on Social Work Education. Required courses and elective courses may be taken at alternative Indiana University locations with permission of the Executive Director of Masters Programs, Indiana University School of Social Work.**

### **Regional, State and National Factors**

Comparable Programs: No comparable program exists in the Indiana University East geographic region. The closest existing in-state program, at IUPUI, requires minimally an hour commute, one way. The closest Ohio program is a part-time program offered by The Ohio State University in collaboration with Wright State University in Dayton, Ohio. OSU requires Indiana residents to pay out of state tuition, making cost a prohibitive factor for most students.

External Agencies: Indiana University East is accredited by the North Central Association. The Social Work Program is accredited by the Council on Social

Work Education. The program adheres to the National Association of Social Workers Code of Ethics.

### **C. PROGRAM IMPLEMENTATION AND ASSESSMENT**

**With the approval of the program, several marketing steps would occur in rapid succession. A marketing brochure will be disseminated to social service agencies in the Indiana University East service area, newspaper advertisements will appear in the service area, information sessions will be held at IU East, and direct contact will be initiated with individuals who have expressed interest in a MSW at IU East. Applications for the Master of Social Work will be accepted as soon as the program is approved, with the first cohort admitted for the fall, 2008.**

**Program assessment is a critical and continuous process in the School of Social Work. The School is recognized as a national leader in program assessment. During its most recent re-accreditation review by CSWE, the School submitted an assessment project in lieu of the traditional self-study. The MSW program at IU East will be fully incorporated in the existing IUSSW assessment and review process.**

New Course Request

Indiana University

Indiana Univ East

Check Appropriate Boxes:

Undergraduate credit

Graduate credit

Professional credit

1. School/Division Natural Science & Mathematics 2. Academic Subject Code MATH  
 3. Course Number M123 (must be cleared with University Enrollment Services) 4. Instructor Walter Scott  
 5. Course Title College Algebra

Recommended Abbreviation (Optional) \_\_\_\_\_

(limited to 32 characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2009  
 7. Credit Hours: Fixed at 4 or Variable from \_\_\_\_\_ to \_\_\_\_\_  
 8. Is this course to be graded S-F (only)? Yes  No   
 9. Is variable title approval being requested? Yes  No   
 10. Course description (not to exceed 50 words) for Bulletin publication: P. Appropriate placement on skills exam, Math M007 or equivalent, or HS algebra. Graphing of linear & non-linear functions, radical expressions, complex numbers, exponential and logarithmic functions, matrices, solving linear, quadratic, radical, exponential equations, solving systems of equations and inequalities.  
Offered every semester.

11. Lecture Contact Hours: Fixed at 4 or Variable from \_\_\_\_\_ to \_\_\_\_\_  
 12. Non-Lecture Contact Hours: Fixed at \_\_\_\_\_ or Variable from \_\_\_\_\_ to \_\_\_\_\_  
 13. Estimated enrollment: 225 of which \_\_\_\_\_ percent are expected to be graduate students.  
 14. Frequency of scheduling: every semester Will this course be required for majors? \_\_\_\_\_  
 15. Justification for new course: college algebra that fulfills NSM distribution requirements. replaces Math M117  
 16. Are the necessary reading materials currently available in the appropriate library? \_\_\_\_\_  
 17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials. see attached.  
 18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.  
 19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted. NSM division at IU East has been informed and copied.

Submitted by:

Approved by:

\_\_\_\_\_  
Date \_\_\_\_\_  
Department Chairman/Division Director

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

\_\_\_\_\_  
Date \_\_\_\_\_  
Chancellor/Vice-President

\_\_\_\_\_  
Date \_\_\_\_\_  
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White

**Indiana University East**  
**Math-M123 College Algebra**  
**Fall 2009 Course Policy (Draft 04/21/08)**

**Instructor:**

**Office:**

**Phone:**

**Office Hours:**

**E-Mail:**

College Algebra is a one-semester 4-credit-hour course. Successful completion (with a grade of C or better) of Math-M007 (Elementary Algebra) or the equivalent is a prerequisite for this course unless COMPASS placement test scores merited placement in this class. Upon successful completion of College Algebra, you will be prepared for Math-M118 (Finite Mathematics) or Math-M125 (Pre-Calculus Mathematics). To perform well in this class, you should expect to spend a couple of hours each day working problems and reading the sections before they are discussed in class. When you go into your next math class, it will be assumed that you have mastered the material from College Algebra. Thus, you should strive to do as well as you possibly can while in this course and take advantage of any and all help that is available to you.

**Textbook:**

*College Algebra*, 3<sup>rd</sup> Edition, by Beecher, Penna, and Bittinger.

**Course Coordinator:**

Walter Scott

Office: Whitewater Hall, Room 200

Phone: 765-973-8608

**Course Objectives:** The IU East Faculty identified seven learning objectives for students at the university. The seven learning objectives are incorporated into the IU East Campus Strategic Plan and are listed on page 2 of the IU East 2005-2007 Catalog. At the completion of this course, each student should be able to:

Be able to interpret graphs in x-y coordinates.

- Be able to plot x-y coordinates onto the Cartesian Plane.
- Understand the concept of a graph of an equation as the collection of ordered pairs representing the solutions.
- Understand the graphs of linear equations including the concepts of intercepts, slopes, and various forms of linear equations.
- Understand the concept of a function.
- Understand the concept of domain and range of a function.
- Understand the concept of graph of a function and be able to find values at specified points by interpreting the graph of the function.
- Find the solutions (if they exist) of systems of linear equations by using the substitution and elimination methods.
- Find the solutions to radical equations.
- Find the solutions of quadratic equations by factoring, completing the square, and using the quadratic formula.
- Find the solution sets for absolute value equations and inequalities. Be able to write the solution sets in interval notation, set-builder notation, and graph the solution sets on the real number line.
- Perform algebraic operations on polynomials, rational, and radical expressions in one or several variables.
- Solve applications involving systems of two linear equations.

- Solve rational equations.
- Perform elimination using matrices.
- Graph inequalities in two variables.
- Understand basic concepts of complex numbers.
- Solve applications involving quadratic equations.
- Sketch graphs of quadratic functions using the vertex and axis of symmetry.
- Be able to perform the composition of two functions and to determine the inverse of a function (if it exists.)
- To graph and apply exponential functions.
- To understand connections between logarithmic and exponential functions.
- To learn and apply properties of logarithmic functions.
- To comprehend the base  $e$  and natural logarithms.
- To solve exponential and logarithmic equations.

**Homework:** There are daily homework assignments. When you are working on even-numbered exercises, you should use the odd-numbered exercises, with corresponding solutions in the back of the text, as a check that you are working the exercises correctly. At the end of each chapter, there are review problems and a practice test. These problems will not be assigned, but they are good practice for exams. Your homework should be done neatly, completely, and as accurately as possible. If you have trouble with homework problems, be sure to see your instructor or a tutor right away. Your two lowest homework scores will be dropped. The total homework score will be calculated as a percent and will represent 150 points in the final grade.

**Attendance:** In order to pass this class, a student must attend at least 24 out of the 30 scheduled class sessions. This represents a minimum of 80% attendance to qualify for a passing grade in College Algebra. Perfect attendance in this class is worth 50 points towards your course grade.

**Quizzes:** There are 8 quizzes. The lowest quiz score will be dropped. The total quiz score will be calculated as a percent and will represent 200 points in the final grade. If you are absent on the day of a quiz, that quiz will be counted as a zero. Calculators are allowed on all quizzes. (Instructors: Schedule the 8 quizzes at your discretion.)

**Exams:** There are two in-class exams. Exams 1 and 2 will be worth 150 points and 200 points, respectively. Each exam will be graded on a percent basis. If you are unable to attend an exam, you must inform your instructor in advance to arrange an alternate time. Failure to do so will result in an exam score of zero. Calculators are allowed on all exams. A comprehensive Final Exam is given at the end of the semester. The Final Exam is worth 250 points towards your course grade. All students must take the final exam in order to pass this course. Failure to take the Final Exam will result in a course grade of F.

**Mastery Skills:** All students must pass a series of Mastery Skills Quizzes with a 90% or better by the end of the semester to be eligible to pass this course. See your instructor for details.

**MyMathLab:** A component of this course will be the use of MyMathLab from the textbook publisher. This will allow the students to continually refresh their skills throughout the semester. On line assignments must be completed successfully in order to pass this course.

**Calculators:** Calculators may be used although they are not required. A small, self-powered scientific calculator will probably be sufficient. Graphing calculators may also be used. Check with your instructor or the Math Lab to see if extra assistance with calculators is offered.

**Tutoring:** Free tutoring assistance is provided for this course through Tutorial Services in Springwood Hall, Suite 202. See your instructor for further information about this program.

**Student Support Services:** The University will provide auxiliary aids and services for persons of first generation, economic disadvantage, and disability. Students should notify me of any special needs and go to Student Support

Services in Whitewater 110 to establish documentation of the disability. Also, if you will need assistance in the event of an emergency evacuation of the classroom or building, please let me know immediately.

**Grading:** College Algebra is a course **that does satisfy** the Natural Sciences and Mathematics Division distribution requirement.

<b>Points:</b>			<b>Grading Scale:</b>		
Attendance	50		90-100%		A
Homework	150		80-89%		B
Quizzes	200		70-79%		C
Exam 1	150		0-69%		F
Exam 2	200				
Final Exam	250				
TOTAL	1000				

**Testing Out:** To try and test out of this course, you may take a written exam at Tutorial Services, Springwood Hall, Suite 202, any time during the first week of classes. (8:00am-6:30pm Tuesday through Thursday and 8:00am-3:30pm Friday). No appointment is necessary.

New Course Request

Indiana University

Indiana Univ East

Check Appropriate Boxes:

Undergraduate credit

Graduate credit

Professional credit

1. School/Division: Natural Science & Mathematics Academic Subject Code: MATH
3. Course Number: L123 (must be cleared with University Enrollment Services) Instructor: Walter Scott
5. Course Title: College Algebra Laboratory

Recommended Abbreviation (Optional) \_\_\_\_\_  
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2009
7. Credit Hours: Fixed at 2 or Variable from \_\_\_\_\_ to \_\_\_\_\_
8. Is this course to be graded S-F (only)? Yes  No
9. Is variable title approval being requested? Yes  No

10. Course description (not to exceed 50 words) for Bulletin publication: P. Appropriate placement on skills exam, Math M007 or equivalent, or HS algebra. Must be taken concurrently with Math M123. Additional applications of course concepts. Offered every semester.

11. Lecture Contact Hours: Fixed at 2 or Variable from \_\_\_\_\_ to \_\_\_\_\_
12. Non-Lecture Contact Hours: Fixed at \_\_\_\_\_ or Variable from \_\_\_\_\_ to \_\_\_\_\_
13. Estimated enrollment: 225 of which \_\_\_\_\_ percent are expected to be graduate students.
14. Frequency of scheduling: every semester Will this course be required for majors? no
15. Justification for new course: replace Math L117

16. Are the necessary reading materials currently available in the appropriate library? \_\_\_\_\_

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials. see attached

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted. NSM division at IU East has been informed and copied.

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_ Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Department Chairman/Division Director \_\_\_\_\_ Dean \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_\_

Dean of Graduate School (when required) \_\_\_\_\_ Chancellor/Vice-President \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

University Enrollment Services \_\_\_\_\_

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## Indiana University East

### Math-L123 College Algebra Laboratory

#### Fall 2009 Course Policy (Draft 04/21/08)

**Instructor:**

**Office:**

**Phone:**

**Office Hours:**

**E-Mail:**

Math-L123, College Algebra Laboratory, is a one-semester 2-credit-hour that must be taken by students if scoring below a yet-to-be determined cut-off score on the COMPASS placement exam. This course is also available to students choosing to receive additional help and extra exposure to MyMathLab. Any student taking Math-L123 must also take Math-M123 concurrently. This laboratory course is for those students who need additional contact instructor time, further applications of concepts, and different technology applications because of placement scores on the COMPASS test or who desire that additional instruction. Successful completion (with a grade of C or better) of Math-M007 (Elementary Algebra) or the equivalent is a prerequisite for this course. Upon successful completion of College Algebra and College Algebra Laboratory, you will be prepared for Math-M118 (Finite Mathematics) or Math-M125 (Pre-Calculus Mathematics). To perform well in this class, you should expect to spend a couple of hours each day working problems and reading the sections before they are discussed in class. When you go into your next math class, it will be assumed that you have mastered the material from College Algebra. Thus, you should strive to do as well as you possibly can while in this course and take advantage of any and all help that is available to you.

**Textbook:** (possible)

*College Algebra*, 3<sup>rd</sup> Edition, by Beecher, Penna, and Bittinger

**Course Coordinator:**

Walter Scott

Office: Whitewater Hall, Room 200

Phone: 765-973-8608

**Course Objectives:** The IU East Faculty identified seven learning objectives for students at the university. The seven learning objectives are incorporated into the IU East Campus Strategic Plan and are listed on page 2 of the IU East 2005-2007 Catalog. At the completion of this course, each student should be able to:

- Be able to plot x-y coordinates onto the Cartesian Plane.
- Be able to interpret graphs in x-y coordinates.
- Understand the concept of a graph of an equation as the collection of ordered pairs representing the solutions.
- Understand the graphs of linear equations including the concepts of intercepts, slopes, and various forms of linear equations.
- Understand the concept of a function.
- Understand the concept of domain and range of a function.
- Understand the concept of graph of a function and be able to find values at specified points by interpreting the graph of the function.
- Find the solutions (if they exist) of systems of linear equations.
- Find the solutions to radical equations.
- Find the solutions of quadratic equations by factoring, completing the square, and using the quadratic formula.
- Find the solution sets for absolute value equations and inequalities. Be able to write the solution sets in interval notation, set-builder notation, and graph the solution sets on the real number line.
- Perform algebraic operations on polynomials, rational, and radical expressions in one or several variables.

**Attendance:** In order to pass this class, you must attend at least 24 out of the 30 scheduled class sessions. This represents a minimum of 80% attendance to qualify for a passing grade in College Algebra Laboratory. Perfect attendance in this class is worth 50 points towards your course grade.

**MyMathLab:** A component of this course will be the use of MyMathLab from the textbook publisher. This on-line program, with its multiple study tools, will aid you in understanding the course material. The weekly on-line assignments must be completed successfully in order to pass this course.

**Activities:** There will be In Class Activities during each Math-L123 class. These activities will provide you additional instruction and more applications with an instructor to aid in complete understanding of key concepts learned in Math-

M123. *There will be NO make up for missed or late in class activities unless you have a documented absence (i.e. doctors slip, court order, or other form of official paper documentation).*

**Portfolio:** You will create and submit a portfolio consisting of all written work assignments, including but not limited to, activities, Math-M123 quizzes, Math-M123 exams, and a typed one-page reflection of Math-M123 and Math-L123. This portfolio should be submitted in a 3-ring binder with dividers containing documents for each section in order. See your instructor if you have further questions.

**Exams:** The exams from your accompanying Math-M123, College Algebra, will be averaged and constitute 25% of the grade for this course.

**Calculators:** Calculators may be used although they are not required. A small, self-powered scientific calculator will probably be sufficient. Graphing calculators may also be used. Check with your instructor or the Math Lab to see if extra assistance with calculators is offered.

**Tutoring:** Free tutoring assistance is provided for this course through Tutorial Services in Springwood Hall, Suite 202. See your instructor for further information about this program.

**Student Support Services:** The University will provide auxiliary aids and services for persons of first generation, economic disadvantage, and disability. Students should notify me of any special needs and go to Student Support Services in Whitewater 110 to establish documentation of the disability. Also, if you will need assistance in an emergency evacuation of the classroom or building, please let me know immediately.

<b>Points:</b>	Attendance	50	<b>Grading Scale:</b>	70-100%	S
	MyMathLab	300		0-69%	F
	Activities	300			
	M123 Exams	250			
	Portfolio	100			
	TOTAL	1000			

**Please note:** The course policy and syllabus will be adhered to as closely as possible. However, the instructor reserves the right to make changes as needed due to time constraints and unforeseen circumstances.

**New Course Request**

**Indiana University**

**Indiana University East**

Check Appropriate Boxes: Undergraduate credit   Graduate credit  Professional credit

(Physics)

Bingaman

1. School/Division Natural Science & Mathematics 2. Academic Subject Code PHYS  
3. Course Number \_\_\_\_\_ (must be cleared with University Enrollment Services) 4. Instructor \_\_\_\_\_  
5. Course Title P 104 \_\_\_\_\_ Ron \_\_\_\_\_

Recommended Abbreviation (Optional) \_\_\_\_\_ (Limited to 32 Characters including spaces)  
Concepts in Physical Science

6. First time this course is to be offered (Semester/Year): \_\_\_\_\_

7. Credit Hours: Fixed at \_\_\_\_\_ or Variable from \_\_\_\_\_ to \_\_\_\_\_

8. Is this course to be graded S-F (only)? Yes \_\_\_\_\_ No \_\_\_\_\_ Fall 2008

9. Is variable title approval being requested? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Course description (not to exceed 50 words) for Bulletin publication: 3 \_\_\_\_\_ 4 \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_  
\_\_\_\_\_ X \_\_\_\_\_

concepts and

motion, light,

and

requirements,

students

Introduces the fundamental

principles of physical science (physics and chemistry), with limited use of algebra. Topics include

electricity, magnetism, states of matter, energy and chemical reactions. Intended for non-science majors

appropriate for elementary education majors. Lab fee required.

11. Lecture Contact Hours: Fixed at \_\_\_\_\_ or Variable from \_\_\_\_\_ to \_\_\_\_\_  
12. Non-Lecture Contact Hours: Fixed at \_\_\_\_\_ or Variable from \_\_\_\_\_ to \_\_\_\_\_

13. Frequency of scheduling: \_\_\_\_\_ Will this course be required for majors? \_\_\_\_\_

14. Justification for new course: \_\_\_\_\_

15. Are the necessary reading materials currently available in the appropriate library? \_\_\_\_\_

16. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials. \_\_\_\_\_ 2 \_\_\_\_\_ 3

17. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant. 2 (Lab) \_\_\_\_\_ 0

18. A copy of every new course proposal submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or programs of concern with indications that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted. Fall & Spring \_\_\_\_\_ No

Introductory Physical Science course to fulfill general education

Submitted by: \_\_\_\_\_ Approved by: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Yes (IUE)

Department Chairman/Division Director \_\_\_\_\_ Date \_\_\_\_\_ Dean \_\_\_\_\_

See attachments.

\_\_\_\_\_ Date \_\_\_\_\_ Partial overlap of P100 & C100 desirable for general education

Dean of Graduate School (when required) \_\_\_\_\_ Chancellor/Vice-President \_\_\_\_\_

wanting experience in both physics and chemistry, without the detail of P100 (4 cr) and C100 (3 cr).

University Enrollment Services

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Natural Science & Mathematics Division and Education at IUE have been informed and

copied.

## COURSE OUTLINE OF RECORD

### Physics P-104 : Concepts in Physical Science

**COURSE TITLE:** Concepts in Physical Science

**COURSE NUMBER:** PHYS-P104

**CREDIT HOURS:** 3 or 4 (variable) cr.

**COURSE CATALOG DESCRIPTION** Introduces the fundamental concepts and principles of physical science (physics and chemistry), with limited use of algebra. Topics include motion, light, electricity, magnetism, states of matter, energy and chemical reactions. Intended for non-science majors and appropriate for elementary education majors. Lab fee required.

**PREREQUISITES:** Elementary algebra. (Math M007, or the equivalent.)

**COURSE OBJECTIVES:** The course is designed to give students an introductory working knowledge of the fundamental concepts of physics and chemistry. Upon completion of the course, students will have become familiar with fundamental physical concepts and introductory problem solving techniques in the study of:

- Motion, Force, and Energy
- Heat, Thermal Processes & Light
- Waves, Electricity, Magnetism, Sound and Light
- Atoms, Elements and Chemical Processes
- Compounds and Reactions

**ANTICIPATED COURSE FORMAT (Online, Classroom, Hybrid):** Classroom, w/some online

**CONTACT TYPE (Lecture, Lab, Other):** Lecture/Lab

**TEXTBOOK(S) FOR FIRST OFFERING:** Conceptual Physical Science 4<sup>th</sup> ed by Hewitt © 2008.  
P104 Laboratory Manual by Ron Bingaman © 2008.

**TOPICS TO BE ADDRESSED:** The following topics will be studied;

- Measurement, motion and momentum
- Force, work, energy and power
- Gravity, projectiles & satellites
- Properties of fluids, solids and gasses
- Heat and thermal processes
- Electricity, magnetism and light
- Vibration, waves, light and sound
- Atomic structure and the periodic table
- Nuclear processes and radiation
- Chemical processes.
- Compounds and nomenclature.
- Acid-base reactions.

**Interdependence/Disciplinary:** *Educated persons should be exposed to a broad variety of academic fields traditionally known as the Liberal Arts (humanities, fine arts, social sciences, natural sciences) in order to develop critical appreciation of a diversity of ideas and creative expression.*

- The content of the Concepts in Physical Science course will provide students the opportunity to study topics related to the fields of, Physics, Chemistry, Mathematics, Biology, History, and Geography.

**Depth of Knowledge:** *Educated persons should have achieved depth in some field of knowledge. A sequential accumulation of knowledge and skills in an academic discipline is essential for a focused personal and professional development.*

- The Concepts in Physical Science course will provide students with the opportunity to gain depth in the understanding of fundamental principles of physical processes, particularly the importance of force and energy underlying the analysis and description of those processes.

**Communication:** *Educated persons should be able to express themselves clearly, completely, and accurately. Effective communication entails sharing ideas through a variety of techniques, including reading, writing, speaking and technology.*

- The Concepts in Physical Science course requires written homework assignments and written laboratory reports. Students are required to communicate understanding of course material to the instructor through in-class discussion, written examination and instructional technology.

**Critical/Creative Thinking:** *Educated persons should have the ability to develop informed opinions, to comprehend, formulate, and critically evaluate ideas, and to identify problems and find solutions to those problems. Effective problem solving involves a variety of skills including research, analysis, interpretation, and creativity.*

- The Concepts in Physical Science course will require students to read, comprehend, formulate and critically evaluate problems in physics and chemistry in the form of homework and example problems, exam questions and problems and written directed laboratory activities.

**Computational Skills:** *Educated persons should be able to relate computational skills to all fields so that they are able to think with numbers. At a minimum, students should be able to carry out basic arithmetic and algebraic functions; they should have a working concept of simple statistics; and they should be able to interpret and use data in various forms.*

- The Concepts in Physical Science course will provide students with the opportunity to use computational skills in application to the solutions of problems encountered in the physical sciences. Elementary statistical techniques will also be used in the analysis of data collected in the laboratory, as well as elementary algebra and mathematical modeling to express physical law.

**Socio-Cultural Relationships:** *Educated people should develop the skills to understand, accept, and relate to people of different backgrounds and beliefs. In a pluralistic world one should not be provincial or ignorant of other cultures; one's life is experienced within the context of other races, religions, languages, nationalities, and value systems.*

- The Concepts in Physical Science course will provide students with exposure to other cultures through the discussion of historical evolution and geographic distribution of the discovery of physical law, and related investigative experimentation, which transcends national borders as well as cultural, racial and gender preeminence.

**Ethics:** *Educated persons should be expected to have some understanding of, and experience in, thinking about moral and ethical problems. A significant quality in educated persons is the ability to question and clarify personal and cultural values, and thus to be able to make discriminating moral and ethical choices.*

- The Concepts in Physical Science course will expose students to a variety moral and ethical problems associated with the gathering, investigation, analysis and reporting of scientific data and results.

**REVISION DATE OF THIS COURSE OUTLINE/ABBREVIATED SYLLABUS:** April 5, 2008

**EFFECTIVE DATE OF THIS COURSE OUTLINE/ABBREVIATED SYLLABUS:** April 5, 2008

**Actual course syllabi may contain additional materials.**

Physics 104 - Concepts in Physical Science (3 cr)  
Location: WZ 201; 12:30pm - 2:30pm TuTh

Syllabus      Fall Term 2008  
Sec: 0000

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Physics 104 Learning Objectives:      Listed in logical groupings, with chapters by week.

I **Fundamentals of Physics.**      (Quiz 1 & Exam I zone.)

Chapters & Content.

1. Motion & Equilibrium.
  - i. Distance, Time & Mass. (Inertia)
  - ii. Speed, Velocity & Acceleration. (Vector & Scalar Quantities)
  - iii. Momentum, Force & Impulse. (Conservation of Momentum)
  - iv. Newton's Three Laws of Motion.
  - v. \*Center of Mass & Equilibrium. (Support & Balance) (Optional)
2. Work, Energy & Power.
  - i. Work & Force
  - ii. Kinetic, Potential & Total Energy. (Conservation of Energy)
  - iii. The Work-Energy Theorem. (Dissipative Forces - Friction & Air Resistance)
  - iv. Power & Sources of Energy.
3. Gravity, Projectiles & Satellites.
  - i. Newton's Law of Gravitation. (The Gravitational Constant)
  - ii. Free Fall & Projectile Motion (The Earth's  $g$ -field)
  - iii. Satellite Motion. (Space Shuttle & International Space Station)
  - iv. Kepler's Laws of Planetary Motion. (Circular & Elliptical Orbits)

-----  
--- Quiz 1 (Secs. 1 - 3)

4. Gasses, Fluids & Solids
  - i. States of Matter. (Phases & Energy)
  - ii. Density & Pressure.
  - iii. Buoyancy & Archimedes' Principle. (Floatation)
  - iv. Gas Laws. (Pressure, Volume & Temperature)
  - v. Bernoulli's Principle. (Fluid Flow)
5. Heat & Thermal Processes.
  - i. Thermal Energy & Heat. (Energy Transfer)
  - ii. Temperature Scales. (Absolute Zero)
  - iii. Specific Heat Capacity. (Calorimetry)
  - iv. Phase Changes. (Energy Considerations)

v. Conduction, Convection & Radiation (Emission, Absorption & Reflection).

-----  
--- Exam 1 (Secs. 1 - 5)

6. Electricity & Magnetism. (Quiz 2 & Exam 2 zone)

- i. Forces, Fields & Potentials. (Coulomb's Law)
- ii. Current & Resistance. (Ohm's Law & Simple Circuits)
- iii. Voltage Sources & Electrical Power Generation. (Electrolysis)
- iv. Magnetism. (Poles, Domains, Fields & Forces)
- v. Electric Currents & Magnetic Fields. (Induction & Electromagnetism)

7. Vibrations, Waves & Sound.

- i. Elasticity & Vibration. (Simple Harmonic Motion.)
- ii. Transverse Mechanical Waves. (Standing Wave on Strings & Surfaces)
- iii. Reflection, Refraction & Interference of Waves. (Harmonics & Beats)
- iv. Forced Vibrations & Resonance. (Tacoma Narrows Bridge Collapse)

v. Sound, Music & Musical Instruments.

8. Light & Optics.

- i. The Electromagnetic Spectrum. (Visible & Invisible Light)
- ii. Color, Frequency & Wavelength. (The Speed of Light,  $c$ )
- iii. Transmission, Absorption & Polarization of Light.
- iv. Reflection, Refraction, Diffraction & Interference of Light.
  
- vi. Mirrors & Thin Lenses. (Optical Instruments - Telescopes & Microscopes)

-----  
--- Quiz 2 (Secs. 6 - 8)

9. Atomic Structure & The Periodic Table.

- i. The Elements, Periodic Table, Periods & Groups (Historical Perspective)
- ii. Atomic Particles. (Building Blocks of Atoms - Electrons, Protons & Neutrons)
- iii. Atomic Number & Mass, Atomic Orbitals & Shells. (Isotopes).

iv. Rutherford & Bohr Models of Atomic Structure. (Spectroscopes)

10. The Atomic Nucleus.

- i. Radioactivity. (Alpha-, Beta- & Gamma- Rays)
- ii. Environmental Radiation. (Units, Background, Doses & Tracers)
- iii. Nuclear Processes. (The Strong Nuclear Force, Decay & Half-Life).
- iv. Fission & Fusion. (Mass-Energy Relationship,  $E = mc^2$ )

-----  
--- Exam 2 (Secs. 6 - 10)

## II Fundamentals of Chemistry.

### Chapters & Content.

11. Elements of Chemistry. (Quiz 3 & Final Exam zone.)
- i. Physical & Chemical Properties. (The Submicroscopic World)
  - ii. Elements & Compounds & Ions. (Nomenclature)
  - iii. Chemical Equations. (Balancing Simple Chemical Equations)
  - iv. Mixtures, Solutions & Molecules. (Classification of Matter)
  - v. Chemical Bonds. (Ionic, Covalent, Polar-Covalent & Metallic Bonds)
  - vi. \*Applications. (Purification, Desalination, Wastewater Treatment) (Optional)
12. Chemical Reactions.
- i. Reaction Rates & Catalysts.
  - ii. Energy Considerations. (Exothermic & Endothermic Reactions).
  - iii. Relative Mass & Molar Mass.
  - iv. Acids & Bases. (Proton Donors & Acceptors, Relative Strength)
  - v. Neutral and Buffer Solutions. (The pH Scale)
  - vi. \*Applications. (Acid Rain & Basic Oceans) (Optional)

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--- Quiz 3 (Secs. 11 - 12)

13. \*Oxidation & Reduction Reactions, (Optional)
- i. Losing & Gaining Electrons. (Electron Affinity & Valence)
  - ii. Electrochemical Processes. (Electrolysis)
  - iii. Corrosion & Combustion.
  - iv. Applications. (Photo-chemicals, Voltaic Cells, Fuel Cells)

-----  
--- Final (All)

**EXISTING COURSE ADOPTION PROCEDURE (ECAP)  
REVISED PROCEDURE FOR BRINGING COURSES OFF THE MASTER COURSE LIST**

**PART 1:**

**Course number:** INFO-I210, INFO-I211  
**Course title:** Information Infrastructure I, II  
**Credit hours:** 4, 4  
**Division offering:** BUSE  
**Official Description:** See sample syllabi  
**Faculty member submitting this proposal:** Weber.

**PART 2:**

**Have you contacted all campuses in the IU system who are currently teaching this course and examined their methods of teaching this course? (You should consult the office of the Vice Chancellor of Academic Affairs for help in contacting campuses and procuring sample syllabi.)**

Yes.

**Below, please list all those campuses which teach the course in question.**

Bloomington, Indianapolis, Kokomo, South Bend, Southeast.

**PART 3:**

**Please provide the following elements to the model framework as required by the University Faculty Council (you may attach additional pages):**

**(1) Describe the course content and your rationale for bringing it forward.**

Content: see sample syllabi.

Rationale: These courses will replace CSCI-C201 and 202 in the B.S. in Business MIS concentration. They have similar content and goals to the CSCI courses, but add a laboratory and an extra hour of credit. Laboratory experience is critical to success for many students learning to program.

**(2) Describe the course's placement in the program, including its intended audience and any prerequisites. The courses are the first and second in the MIS concentration.**

INFO-I210's only real prerequisite is basic algebra (the course description does list INFO-I201 as a "recommended prerequisite or concurrent" course, but as I201 is currently taught at IU East, it really is inessential for I210). INFO-I211's prerequisite is I210.

In addition to meeting the needs of the MIS concentration, the new courses would support the B.S. in Communication Studies as technical electives; would provide another way to satisfy the informatics requirement for general education; would serve as substitutes for CSCI-C201 and C202 as a requirement for math education majors and as an alternative language requirement for Behavioral and Social Science majors. The courses also integrate with the B.S. in Informatics curriculum, which might exist in the future.

**(3) List the anticipated student learning objectives and outcomes.**

See the sample syllabi.

**(4) Discuss any special features of the course.**

None.

**(5) Attach a proposed syllabus for the course as it would be taught on the IU East campus.**

Two sample syllabi attached.

**PART 4:**

**Representatives of your Division need to examine the sample syllabi and other materials from these campuses and determine whether your approach will be comparable. Please describe below your Division's final determination on this point and provide the chair's signature.**

Comment: There is wide variation in the choice of programming languages used in INFO-I210 and I211 on different IU campuses and even on the same campus with different instructors. All of these course offerings, however, share some fundamental language-independent goals, which could be summed up as "learning to program" in one or two useful languages. Those goals are served well on our campus by the choice of Python and Java as the programming languages taught.

I approve the above-mentioned course as following the model framework given by other campuses in the IU system.

Division Chair Date

# Sample Syllabus for INFO-I210

## Course Description

**I210 Information Infrastructure I (4 cr.)** Recommended prerequisite or concurrent: INFO I101. The software architecture of information systems. Basic concepts of systems and applications programming. Credit given for only one of the following: INFO I210 or CSCI A201 (IUB) [or CSCI-C201 (IUE)].

*Comments:* This course is about how to program a computer. Programming requires a language, and the language used in this course is Python. As programming languages go, Python is easy to use, but quite powerful. In addition to the language itself, we prepare the ground for further study of informatics by learning about algorithms (procedures for solving a problem), selected data structures (lists and dictionaries), functions, objects, and principles of software design. Students passing this course will be able to develop simple computer applications themselves using the Python language, and they will be well prepared for learning other programming languages. This course should be illuminating and useful to anyone who is interested in understanding how computers work, at the level of performing instructions as directed by a program.

## Textbooks

1. John M. Zelle, *Python Programming: An Introduction to Computer Science*. Franklin, Beedle & Associates, 2004.
2. University of Surrey, "Unix Tutorial for Beginners", <http://www.ee.surrey.ac.uk/Teaching/Unix/>
3. Emacs Tutorial.

## Learning Objectives

Information is manipulated by programs running on computers; the ability to create and revise programs is therefore an essential skill in informatics. The discipline of programming also teaches fundamental skills of problem solving and develops our capacity to express ourselves in the form of good programming style. Students will learn:

1. Programming: Input, output, variables, assignment; arithmetic, logic, and string operations; iteration (`for` and `while` statements); selection (`if` statement); objects and classes; files; data collections. (As used in Python, but concepts are applicable to nearly all programming languages.)
2. Design principles: top-down and object-oriented design.
3. Programming style.
4. Unix/Linux operating system: file system, file commands, redirection, pipes, wildcards.
5. Use of a text editor.

Campus learning objectives addressed: depth, expression, problem solving.

## Grading

8 lab projects, 50 to 60 points each: 440 points (46%)

Lab attendance is required except for students who have turned in all current assignments.

Best 6 of 8 quizzes, 20 points each: 120 points (12%)

Exams 1 and 2, 100 points each: 200 points (21%)

Final exam: 200 points (21%)

Total: 960 points (100%)

## Course Content

(Key: Z = Zelle chapter, U = Unix Tutorial, E = Emacs Tutorial)

Week 1. Z1 Computers and Programs. U1 Introduction, Files.

Week 2. Z2 Writing Simple Programs. U2 More files.

Week 3. Z3 Computing with Numbers. E1 Cursor control, hangs, windows, insert and delete.

Week 4. Z4 Computing with Strings. U3 Redirection and pipes.

Week 5. Z5 Objects and Graphics.

Exam 1: chapters 1-5.

Week 6. Z6 Defining Functions. U4 Wildcards, file names.

Week 7. Z7 Decision Structures. E2 files, buffers, searching.

Week 8-9. Z13A Recursion. Z8 Loop Structures and Booleans. E3 Multiple windows.

Week 10. Z9 Simulation and Design.

Exam 2: chapters 6-9.

Week 11. Z10 Defining Classes. U5 Permissions, jobs, processes.

Week 12. Z11 Data Collections. U6 Useful commands.

Week 13. Z13B Algorithm Design and Computability.

Week 14. Z12 Object-Oriented Design.

Final exam.

## This Course at Other IU Campuses

- [Bloomington, Fall 2007, Larry Yaeger](#), with Unix and C.
- Indianapolis, Fall 2007, Jason Sisk, with PHP. Syllabus on file.
- Kokomo, Fall 2007, Andrew Kurtz, with Visual Basic. Cross-listed as CSCI-C297 VB Programming. Syllabus on file.
- [South Bend, sample syllabus \(PDF\)](#), with C++.
- [Southeast, 2005, Ray Wisman](#), with Java. Cross-listed as CSCI-C201.
- Northwest and Fort Wayne do not offer this course.

# Sample Syllabus for INFO-I211

## Course Description

**I211 Information Infrastructure II (4 cr.)** P: INFO I210. The systems architecture of distributed applications. Advanced programming, including an introduction to the programming of graphical systems. Credit given for only one of the following: INFO I211, CSCI A202 (IUB), or CSCI C212 (IUB) [or CSCI-C202 (IUE)].

*Comments:* This course covers Java programming. The prerequisite course at IU East covers Python programming, but knowledge of any high-level programming language should be sufficient preparation.

## Textbooks

1. John Lewis and William Loftus, *Java Software Solutions*, 5th edition. Addison Wesley, 2006.
2. University of Surrey, "Unix Tutorial for Beginners",
3. <http://www.ee.surrey.ac.uk/Teaching/Unix/>

## Learning Objectives

Students completing this course will understand and be able to apply the fundamentals of designing software systems and developing Java programs in the environment of a Linux/GNU operating system. Specific learning outcomes include:

1. Create and revise Java programs using text input and output, variables, assignment, arithmetic and string operations, classes and objects, inheritance, polymorphism, conditionals, exceptions, loops, arrays, recursion, data collections, graphics, and graphical user interfaces.
2. Use top-down and object-oriented design strategies to solve moderately complex problems.
3. Debug and test programs effectively.
4. Use good programming and documentation style.
5. Advanced Unix/Linux skills: file permissions, shell variables and scripts, building and installing software, documentation (man, info), file archival and compression, and version control.

Campus learning objectives addressed: Depth, expression, critical thinking and problem solving.

## Grading

6 to 8 lab assignments: 30%

Lab attendance is required unless the student has turned in all open assignments.

Best 4 of 6 quizzes: 10%

Midterm exam: 30%

Final exam: 30%

Total: 100%

## Course Content

(Key: LL = Lewis and Loftus chapter; U = Unix Tutorial; [] = other readings.)

Day 1. LL 1 Introduction. U1-U5 if not previously learned.

Days 2-3. LL 2 Data and Expressions. U6 Useful Commands.

Days 4-5. LL Classes and Objects. U7 Compiling and Installing Packages.

Days 6-7. LL 4 Writing Classes. U8 Variables.

Days 8-10. LL 5 Conditionals and Loops. [Shell Scripts.]

Days 11-13. LL 6 Object-Oriented Design. [Makefiles and Kin.]

Days 14-15. LL 1-6, Review and Midterm Exam.

Days 16-18. LL 7 Arrays. [Version Control: Subversion.]

Days 19-20. LL 8 Inheritance. [Documentation: man and info.]

Days 21-22 LL 9 Polymorphism. [File Archival and Compression Utilities: tar, jar, zip, gzip, bzip2.]

Days 23-24 LL 10 Exceptions.

Days 25-26 LL 11 Recursion.

Days 27 LL 12 Collections.

Days 28 LL 1-12 Review.

LL 1-12 Final Exam.

## This Course at Other IU Campuses

- [Bloomington, Fall 2007, Rajarshi Guha](#), with Python. Advanced topics include parsing XML and HTML documents, HTML forms, mod\_python, database, regular expressions, web services.
- [Bloomington, Spring 2008, Predrag Radivojac](#), with Matlab. Emphasis on data mining.
- [Bloomington, Spring 2008, Christopher Raphael](#), with R.
- Indianapolis, Spring 2008, Jason Sisk, with PHP. Syllabus on file.
- Kokomo, Spring 2008, Andrew Kurtz, with Java. Cross-listed as C309 Object-Oriented Programming. Syllabus on file.
- [South Bend, sample syllabus \(PDF\)](#), with C++
- [IU Southeast, 1999, Gunsham Manwani](#), with C++; cross-listed as CSCI-C202.
- Northwest and Fort Wayne do not offer this course.

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