

**Indiana University East  
Faculty Senate 2008/09**

**Goals and Committee Charges**

The faculty at Indiana University East must take charge at shaping our academic policies so as to attract and retain qualified students. We must prepare our new students to meet the academic rigor of university level courses. The Retention Task Force, under the guidance of Noel Levitz, has recommended a coherent First Year Program as a first step. This First Year Program should include a freshmen seminar which emphasizes the building of academic interest and skill. Other initiatives could include learning communities in the first year, mandatory attendance, and standards for academic rigor in the first year. Consequently, the efforts of the faculty senate committees should focus on the creation of this First Year Program.

Secondly, the Academic Handbook is once again out of date. Faculty Senate committees should take an active role in weeding and pruning the faculty senate policies so that the collection of our policies can be bundled into a coherent academic handbook.

**Admissions and Academic Affairs**

Overall Goals:

Develop the academic aspects of a coherent first year experience for students.

Weed and prune the 1995 Academic Handbook.

1. Develop an academic policy for mandatory attendance verification for First Year Experience courses with feedback to students after two absences.
2. Develop an administrative withdrawal policy. This policy should permit faculty to withdraw students from classes who are not attending and/or do not meet the prerequisite courses.
3. Consider (AAA-related) Policies in Academic Handbook and determine whether they are obsolete. If obsolete – recommend for rescinding. (Must be completed by December 2008!) If AAA finds policies that are in effect, but are not followed, determine a suitable course of action.
4. Review the effectiveness of the student appeals process. Use data to track students who had previously appealed and were reinstated. Evaluate the success rate of these students.  
Decide on a uniform approach to deal with students who are suspended from Bloomington and who wish to come to IU East to increase their GPA. AAA may communicate its decision to Faculty Senate as an information item.
5. Discuss whether it is desirable to create a policy that outlines how exceptions to academic policies can be granted.

### **Athletics Committee**

The committee creates academic policies regarding athletics, recommends policies regarding athletics and supervises adherence to these policies.

1. All committee members should read the Athletics policy. This policy should guide the committee's action.
2. The Athletics committee should participate in the development and recommend approval of the plans for addition / elimination of sports or programs, plans for significant revision of athletics facilities and physical plant.  
The committee should therefore discuss additions and elimination of sports programs. The committee should decide whether the change to the program is significant or minor. If it is significant, the committee should seek approval of the faculty senate before any change is made; if the change is minor, the committee must report the change to the faculty senate as an information item.
3. Develop a policy for excused absences of athletes, a policy for eligibility and recruiting standards.
4. The committee is required to submit a report to the faculty senate annually. This report should be given before the senate is asked to vote on renewal of the NAIA membership.
5. Recommendation for (or against) renewal of NAIA membership in March 2009.
6. The committee chair should attend Agenda Committee meetings at least twice each semester.
7. Because this committee has dual reporting lines, additional charges may come from the Chancellor.

### **Budgetary Affairs**

Overall Goal:

Make budgetary recommendations to schools and to campus.

Weed and prune the 1995 Academic Handbook.

1. BAC should consider drafting a mechanism for providing input into individual schools' budgeting. It was suggested that one BAC meeting out of the year is set aside for all Deans to attend a BAC meeting and explain how they intend to spend their budget in the next fiscal year. BAC could consult with other regional campuses to see what their models are.
2. BAC should identify those policies, and any other policies related to specific calculations of faculty salaries, and recommend deletion of any questionable or out-of-date portions. Discussions with deans, the executive vice chancellor and/or the chancellor about calculation of salaries and salary raises could serve to review and clarify practices, and raise any issues of concern.
3. Identify "Policies" from 1995 Academic Handbook that more accurately should be described as "Administrative Practice". Determine whether they are faculty-legislative or faculty-consultative; and whether they are obsolete or not. Suggest

- ways of dealing with those policies (rescind or revise). This should be completed by December.
4. Examine Faculty Salaries. BAC may consider faculty salaries and compare them to the salaries at similar institutions. This may include considerations such as rank, median and variance of incomes. If needed, BAC may recommend how to address any inconsistencies, but it should avoid analyzing individuals' salaries.

## **Curriculum Committee**

### **Overall Goals:**

Develop the curricular aspects of a coherent First Year Experience.

Weed and prune the 1995 Academic Handbook.

1. Propose an amendment to the General Education framework and include a mandatory First Year Seminar. Develop rigorous academic standards for first year courses (time management, quality and quantity of assignments, attendance – building positive study habits).
2. Consider making learning communities mandatory (by linking them with the Freshmen seminar)? Develop a list of course that can be linked to the First Year Seminar. Consider recommending training standards for faculty in First Year Experience courses.
3. Identify curriculum-related policies in Academic Handbook and determine whether they are obsolete. If obsolete – recommend for rescinding.

## **Faculty Affairs**

### **Overall Goal:**

Lay the groundwork for a complete revision of the Academic Handbook (to be completed by May 2009)

1. Develop a coherent listing of academic ranks at IUE, summarizing the credentials and responsibilities of each (currently, ranks are described in separate policies). It should serve as a “Cover Page” in the final version of the academic handbook for policies appertaining to academic ranks at IU East.
2. In consultation with administrators and faculty members, work on revisions to the chair (now dean) review process and instrument, including recent changes to the title and the responsibilities.
3. Propose changing “divisions” to “schools” in the language of the Bylaws.
4. Revise P&T policy as to address the concerns of Malik et al. and the recommendations of the 2007 P&T committee. The committee should delay work on the P&T policy until a final report from UFC becomes available.
5. Assist the Senate President and the EVCAA in creating a revised version of the Academic Handbook.

### **Nominating Committee**

1. Hold elections according to Constitution and Bylaws.
2. Create a manual for future nominating committees. This manual should describe the process to be followed in each election throughout the academic year. It should reference the relevant sections of the Bylaws or other policies, and it should identify practices the committee has followed in the past.

### **Promotion and Tenure Committee**

#### **Lecturer Long Term Contract Review Committee**

Review cases for Promotion, Tenure or Long Term Contract according to policy.  
Report problems in respective policies to Agenda Committee.

