

**Indiana University East
Athletics Committee
2008-09 Year-End Report**

Members of the Committee:

Curtis Bow (NURS '09)
Duane Lundy (HSS '09)
Neil Sabine (Chair, NSM '10)
Sheila Armstead (SWK '10)
Mark Hester (Athletic Director, ex officio)
Dennis Hicks (Registrar, ex officio)
Amy Stultz (Student)
Tyler Groff (Student)

Meeting dates: August 24, electronically through March 5

Original charge to committee:

- Recommend future of Athletics at end of probationary period.
- Research the distinctions between Club Sports, Intramural Sports and Athletic Programs.
- Provide the Faculty Senate with its annual report (May 2009).
The report should include the number of student-athletes recruited for each sport, a summary of expenses and revenues generated and a comparison with the best/worst case scenarios presented to Faculty Senate in April '08.
- Other charges as assigned by Chancellor.

Report of the committee's activities:

1. Recommendation was made for permanent NAIA membership to the Senate and was passed with a unanimous vote.
2. Research was done on how IU policy distinguishes between Club Sports, Intramural Sports and Athletic Program. Although this may be useful in the future, we currently only have an Athletic Program on campus.
3. Student athletes recruited for each sport and summary of expenses of revenues included at end of document compared to WCS (Worst Case Scenario) and BCS (Best Case Scenario) was presented to Faculty Senate. Results were much better than best case scenario. Explanations provided by Dan Dooley and Mark Hester.
4. Committee chair investigated and approved eligibility of all student athletes each semester sports were being played.
5. Committee chair participated on Search and Screen of the Sports Information Director during the summer.

Recommendation of charge for next year: 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 Faculty Senate as an information item.
3. Develop academic policies for our student athletes. Now that we are a permanent member of the NAIA the campus must decide the academic requirements for participation. **This should be a priority for the upcoming year.**
4. In keeping with our NAIA membership, the committee must develop a policy for evaluating coaches. **This should be a priority for the upcoming year.**
5. Because this committee has dual reporting lines, additional charges may come from the Chancellor.

Submitted by Neil Sabine

**Indiana University East
Admissions and Academic Affairs Committee
2008-2009 Year-End Report**

Annual Report

Members of the committee

Lora Baldwin (LIB '09)
David Frantz (BUSE '09)
Julien Simon (HFA '09)
Cheryl Stolle (EDUC '09)
Michele Curry (Chair NURS '10)
Kathleen Felton (HSS '10)
Pamela Whitt (EDUC '10)

Meeting dates

The committee met monthly at the least and sometimes twice a month throughout the 2008-2009 academic year. The only months the committee did not meet were September 2008 and May 2009. The committee met twice in April and had several meetings online when needed.

Original charge to committee

Develop the academic aspects of a coherent first year experience for students.
Weed and prune the 1995 faculty 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.

Report of the committee's activities

1. The committee held three student appeals meetings August 2008, January 2009, and April, 2009) It was agreed , by the committee, that four appeals hearings would be held in the 2009-2010 academic year (August, October, January, April).
In total, the committee reviewed fifty (52) student appeals. The results of the student appeals were thirty-three (36) reinstated, 14 denied (two were grade appeals).
The next student appeals date will be August 24, 2009.

2. The Admissions and Academic Affairs Committee was charged with reviewing several policies. This was a time-consuming charge and every policy was addressed, reviewed, brought to senate as a voting or informational item except for one policy. The policies addressed and results or explanation are as follows:
 - a. Classroom Policy – informational item and approved
 - b. Deviations from Degree Requirements – tabled until further information from Deans of Schools could be obtained
 - c. Drop, Add Policy – rescind – not approved until new policy is approved to take its place
 - d. Drop, Add, change of Section Policy (new draft presented). Suggestions given by faculty. Tabled until early fall semester.
 - e. Grades and Grading Policy – approved April 2009
 - f. Pass-Fail Policy – approved – April 2009
 - i. recommendations made after researching three other versions of the policy.
 - ii. Additional information added to the policy
 - g. Pass-Fail Policy and Grades and Grading Policy merged into one policy – Approved by Senate in May 2009
 - h. Pass-Fail Policy Approved in April was rescinded in May 2009
 - i. This policy was rescinded as it now has been merged and approved to be within the Grades and Grading Policy – May, 2009.
 - i. Privacy of Student Records Policy – recommendations made, Senate approved
 - j. Registration Policy – recommendations made by AAA, rescinded by Senate
 - k. Religious Observances Policy Recommendations made by AAA – Senate approved 3-3-2009
 - l. Special Student Programs – AAA recommended rescinding , Senate rescinded February 2009
 - m. Standards of Student conduct Policy – approved March 2009

3. The committee drafted a Student Attendance and Administrative Withdraw Policy in fall of 2008.
 - a. This policy went through several drafts all based on research and discussions regarding how students enroll and drop classes at IUE.

- b. First reading of this policy was brought to Senate in October 2008. Along with the reading of this policy was a visual schematic of how the process would be carried out step-by-step.
 - c. Since this was the first time a policy addressing administrative withdrawal was introduced to the Senate, having clarity of the process was important to provide to the faculty.
 - d. This policy was approved by the Senate in December 2008.
 - e. The committee's appreciation goes to Dr. Stolle for her drafting and work on this policy.
4. The Academic Standards Policy was not part of the charge, but due to the date on the policy and present practices, the policy was reviewed and recommendations were made. This policy was approved (by the Senate) on December 2, 2008.
 5. The effectiveness of the appeals process was reviewed. A meeting was called with Mary Blakefield and Bret Crowley to discuss implementing a tracking mechanism to review the academic progress of students who had appealed and been re-instated into classes by the AAA Committee.
 - a. A new tracking process was put into effect using the data provided from AAA appeals. An Excel spreadsheet was created by the Student Retention Office to track the academic progress of the re-instated students and note GPA and whether or not they were attending classes.
 - b. The tracking process can look at whether or not the reinstated student is continuing to attend classes (by the roster information provided by the faculty) and final grades of the student to note academic progress.
 - c. Having this information blends well with the updated Academic Standards Policy and the new Student Attendance and Administrative Withdrawal Policy.
 - d. Copies of tracking report are sent to the Chair of AAA Committee at midterm, at the end of the semester, and upon request by the chair of the committee as a current update.

Recommendation of charge for next year

1. The Admissions and Academic Affairs committee has two policies to review in fall, 2009.
 - a. Drop, Add, Change of Section Policy
 - b. Deviations from Degree Requirement Policy
2. The committee also believes it is necessary to re-look at the Forgiveness Policy to decide whether or not it is serving the students the way it was originally intended.
3. Review any other policy (appropriate to the AAA committee) that is outdated and needs to be updated to current practice.
4. Review student Probation and Suspension letters as requested by Dr. Mary Blakefield.
5. Address all charges given to the committee by the senate president.

As chair of the Admissions and Academic Affairs Committee, I extend a sincere and grateful thank you to the members who have served on the committee this past academic year. All that was accomplished by this committee could not have been done without the dedication of the members.

The members have given their time, effort, and thought to the committee charges. There were many times when the meetings were long and draining and it is important that all members of this committee, know they are appreciated.

The committee wishes to thank the office of Dr. Mary Blakefield for all of their hard work, thoughtfulness, and caring attitude in facilitating the AAA Committee with student appeals.

Respectfully Submitted,

Michele Curry, MS, RN, Senior Lecturer, Chair of Admissions and Academic Affairs Committee

**Indiana University East
Budgetary Affairs Committee
2008-2009 Year-End Report**

Members of the committee

Cathy Ludlum Foos (Chair, HSS '09)

Emily Samborsky (LIB '09)

Suzi Shapiro (HSS '09)

Mort Seddighin (NSM '09)

Rudy Kunshek (BUSE '10)

Diana Stanforth (NURS '10)

Judy Batdraw (EDUC '10)

Meeting dates

- October 21, 2008
- March 18, 2009

Original charge to committee

Report of the committee's activities

- Meetings with Chancellor Paydar and VC Dan Dooley for campus budget updates Fall and Spring Semesters
- Review of budget-related policies in Faculty Handbook; obsolete policies were rescinded by the Senate

Recommendation of charge for next year

Meet with deans to get their feedback on how RCM is working.

Submitted, 5/20/09

Cathy Ludlum Foos

**Indiana University East
Curriculum Committee
2008-2009 Annual Report**

Members of the committee:

Brenda Buckner (EDUC '09)
Jean Harper (HFA '09)
Maureen Scane (EDU '09)
Ron Bingaman (NSM '10),
Bob Ramsey (Chair, HSS '10),
Teresa Henderson (HSS '10)

Meeting Dates:

Committee typically met once a month on either the second and fourth Tuesday between 11:00 a.m. and 12:15 p.m. Meeting dates included 9/23, 10/21, 11/11, 2/17, 3/17, 4/14. Several other curriculum committee issues that were not discussed in these meeting were discussed via email.

Original Charge to Committee:

- Develop the curricular aspects of a coherent First Year Experience.
- Weed and prune the 1995 faculty handbook.
- 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).
- 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.
- Identify curriculum-related policies in Academic Handbook and determine whether they are obsolete. If obsolete – recommend for rescinding.

Report of the committee's activities:

Music Program

- Reviewed 88 ECAP's and Course Outlines submitted by Elliott McKinley, Music Director. After proposed changes were made the final drafts were recommended to Faculty Senate as information items.
- Music Minor - Committee reviewed a draft of the proposed music minor and after proposed changes were made the final draft was recommended to Faculty Senate as a voting item.

First-Year Seminar

- Committee reviewed the following five documents. After proposed changes were made the documents were recommended to Faculty Senate as voting items:
 - The First-Year Seminar Policy,
 - First-Year Seminar Document,
 - Changes to the Institutional Degree Requirements that integrate the First-Year Seminar,
 - Changes to the General Education Requirements that integrate the First-Year Seminar,
 - Resolution to amend the Institutional Program Requirements, the General Education Policy, and the First-Year Seminar Policy.

New Course Request: UNIV-U 101 First Year Seminar

- Committee reviewed a revised draft of the proposed new course UNIV-U101; after proposed changes were made the committee recommended approval to Faculty Senate as a voting item.

BA in Natural Sciences and Mathematics – Biochemistry Track

- Committee reviewed proposal and after proposed changes were made the final draft was recommended to Faculty Senate as a voting item.

Changes in Faculty Senate Bylaws regarding Curriculum Committee

- Reviewed and recommended changes in Faculty Senate Bylaws as they regard the Curriculum Committee. Specifically added: Curriculum Committee will review assessment plans according to the following guidelines: “All proposals for academic degrees (including Master’s, Baccalaureate), minors and certificates should have an assessment plan that is in accordance with the current campus assessment plan and the program’s assessment plan.”

BA in Humanities - New Music Degree Tracks

- Curriculum committee reviewed and recommended as an information item a proposal to add three new music tracks to the HSS degree: B.A. Humanities – Music Performance; B.A. Humanities – Electronic Music; B.A. Humanities – Music Theory.

Changes in HSS General Education Degree Requirements

- Committee reviewed and recommended as an information item changes in the HSS General Education Requirements for the following bachelor’s degrees: English, Communications, Fine Arts, Humanities, Behavioral and Social Sciences, and Criminal Justice.

New Degree Proposal – BS in Informatics

- Committee reviewed proposal and after suggested changes were made the final draft was recommended to Faculty Senate as a voting item.

Second Degree Policy

- Committee, as charged by Faculty Senate President, reviewed the current Second Degrees Policy. Recommendations for changes was made to Faculty Senate regarding additional credit-hours policy, changing references from chairs to deans, changing references to Vice Chancellor of Academic Affairs to Executive Vice Chancellor of Academic Affairs, and changing references to associate degrees. Senate returned item to Curriculum Committee for further review and revision. This will be a charge for the 2009-2010 Curriculum Committee.

Spanish Courses

- ECAP's and Course Outlines for two courses were reviewed and recommended to faculty senate as information items:
 - SPAN-S230 Cervante's *Don Quixote* in Translation
 - SPAN-S241 Golden Age Literature in Translation

New Degree Proposal – Minor in Biophysics

- Committee reviewed a New Degree Proposal –Minor in Biophysics; after revisions were made the committee recommended approval to faculty senate as a voting item.

Biology Courses

- New course requests and Course Outlines for two courses were reviewed and recommended to faculty senate as voting items:
 - BIOL-L191 Biology of Mental Illness
 - BIOL-L393 Hormones and Human Health

Change of Degree Requirements for BS in Biology and Biotechnology

- Committee reviewed changes in the BS in Biology and Biotechnology degree that revised the HSS distribution requirements within the degree. After proposed changes were made the committee recommended to Faculty Senate as an information item.

Curriculum Committee Membership Composition

- Curriculum committee sent request to FAC asking it to consider recommending a change in the Bylaws which would mandate that the Curriculum Committee be required to be composed of at least one representative from each IU East School. FAC made alternative suggestions and asked the Curriculum Committee to consider those recommendations. This will be a charge for the 2009-2010 Curriculum Committee.

Recommendation of charge for next year:

Second Degree Policy – Committee should review Second Degrees Policy regarding additional credit-hours policy, changing references from chairs to deans, changing references to Vice Chancellor of Academic Affairs to Executive Vice Chancellor of Academic Affairs, and changing references to associate degrees.

Makeup of committee – Committee should continue to explore the possibility of requiring that each IU East School be represented on the Curriculum Committee.

Submitted by Robert Ramsey

**Indiana University East
Faculty Affairs Committee
2008-2009 Year-End Report**

Members of the Committee

Denise Bullock (HSS '09)
Mary Fell (HSS '09)
Cathy Ludlum Foos (ex officio as UFC Rep., HSS)
Laverne Nishihara (Chair, HSS '09)
Emily Samborsky (LIB '09)
P. Kumara Jayasuriya (NSM '10)
Marilyn Watkins (EDUC '10)

Meeting Dates

The Faculty Affairs Committee (FAC) met on 9-9-08; 9-23-08; 10-14-08; 10-28-08; 11-11-08; 11-18-08; 12-9-08; 1-20-09; 2-10-09; 2-24-09; 3-17-09; 4-14-09; and 4-21-09.

Charges to the Committee

The following is a full quotation of the original charges to FAC for 2008-2009 as they appeared in Circular E06-09:

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.*

Report of the Committee's Activities

Deans' Review:

- During Fall 2008 and early Spring 2009, FAC revised the Deans' Review Policy in the Bylaws. The revisions reflected the previous academic year's change from academic Divisions to Schools, and Chairs to Deans. The revised policy also specified that the deans' review would occur every three years (rather than every two years). FAC consulted the Schools in revising the policy. Faculty Senate voted to approve the revisions to the Deans' Review Policy in the Bylaws during its 3-3-09 meeting.

- During Fall 2008 and early Spring 2009, FAC developed a Deans' Review Instrument to be completed by School personnel as part of the Deans' reviews. The existing evaluative instrument had become obsolete and there were questions about its usefulness. (The Deans' Review Policy specifies the use of a "Faculty Affairs approved instrument" as part of the Dean reviews.) FAC consulted other campuses' evaluation instruments, the IUE Schools, and faculty members with expertise in rubrics and scales in the course of developing and revising the instrument. FAC approved the instrument on 2-19-09. It was presented as an information item at the Faculty Senate meeting of 3-3-09.

Bylaws Revisions:

- FAC submitted revisions to the Bylaws that were approved at the Senate meeting of 2-3-09. The revisions included updates to reflect the current structure of IU East ("Divisions" changed to "Schools"), an update to the Curriculum Committee section to reflect current assessment practices, and statements that the Library should be considered a School for purposes of membership on the Budgetary Affairs, Promotion & Tenure, and Lecturer Long-Term Contract Review Committees.
- FAC proposed a revision to the Bylaws so that membership on the Budgetary Affairs Committee would last for two years (as is the case for other Senate standing committees) rather than one year. Faculty Senate voted to approve the revision at the 5-5-09 meeting.
- FAC considered the Curriculum Committee's recommendation that the Curriculum Committee's membership have a representative from each academic School. Such a requirement in the Curriculum Committee's membership would involve a revision to the Bylaws. Discussion included how other standing committees would also be assisted with representation from each School, and difficulties when there were too few full-time faculty members in a School to accommodate the requirement. This item is on the list of recommended charges to FAC for 2009-2010.

Promotion & Tenure Policies and Procedures:

In Spring 2009, FAC reviewed recommendations from the 2007 IU East Promotion & Tenure Committee that the IUE p & t policy be revised. Revisions included statements that the narrative sections in p & t dossiers should provide arguments in favor of p & t; candidates should not expect that their annual reports and reviews will make their case for them. Also, dossiers would be limited to four-inch-wide binders, and no supplementary binders would be accepted. FAC had delayed action on the recommendations until it became clear that some proposed P & T principles being examined by University Faculty Council (UFC) would not affect the proposed IUE revisions. FAC consulted the Schools about the revisions. Faculty Senate voted to approve the revisions at the 5-5-09 meeting.

Other Academic Handbook Revisions:

- FAC produced an up-to-date listing of academic ranks at IU East titled "Classification of Academic Appointments at Indiana University East." The "Classification" lists ranks and briefly describes tenure-track appointments and non-tenure-track faculty appointments. It serves as a "cover page" to the section of the online IUE Academic Handbook titled "Policies for the Academic Appointee." At the 10-7-08 meeting, Faculty Senate voted to approve the adoption of this listing, and voted to rescind the obsolete listing titled "Academic Appointments."

- FAC proposed a revision to the “Conflict of Interest” policy (Section 6 in the “Academic Appointment: Responsibilities and Privileges” section of IU East’s Academic Handbook) because portions of it had become obsolete. To help ensure the currency of the policy and procedures, the revision referred IUE faculty to the relevant sections of the Indiana University Academic Handbook.
- FAC discussed other revisions to the Academic Handbook: “Search and Screen and Hiring Procedures,” the “Merit Policy,” and Sections 7 and 9 of “Academic Appointment: Responsibilities and Privileges” titled “Faculty Teaching Load” and “Procedure for Faculty Requested Reassigned Time.” Sections 7 and 9 deal with faculty workload in connection with the eliminated Workload Committee. Review of these sections of the Handbook is on the list of suggested charges to FAC for 2009-2010.

Feedback to UFC:

FAC conveyed feedback to University Faculty Council via UFC representative Cathy Ludlum Foos and Senate President Markus Pomper regarding the IU P & T Policy revisions, President McRobbie’s memo about Executive Review, and policies about librarians in the IU Academic Handbook.

Recommendation of Charges for 2009-2010

- Consider revisions to the IUE Promotion & Tenure Policy and Procedures, and to policies affecting committee memberships, in light of the “Principles for Promotion and Tenure Procedure” passed by UFC in April 2009, including 1) executive review (in which the Chancellor does not write an evaluative letter before the dossier goes off campus); 2) composition of the IUE Promotion & Tenure Committee (faculty vote only if they hold at least the rank to which the candidate is applying); and 3) restriction against double voting (e.g., Deans, who write the Dean’s recommendation, should not serve on the School’s p & t committee, or the campus p & t committee).
- Address the Curriculum Committee’s recommendation about representative membership on the Curriculum Committee (with each academic School represented on the Committee), possibly in the form of a strong recommendation to be included in the Bylaws. Consider extending this recommendation about representative membership to AAA and FAC.
- Consider revisions to the Academic Handbook: the statement titled “Search and Screen and Hiring Procedures,” the “Merit Policy,” and Sections 7 and 9 of “Academic Appointment: Responsibilities and Privileges” titled “Faculty Teaching Load” and “Procedure for Faculty Requested Reassigned Time.” Sections 7 and 9 deal with faculty workload in connection with the eliminated Workload Committee. The 2008-2009 FAC’s initial work on the revisions will be shared with the 2009-2010 FAC.
- As appropriate, FAC should consult with Schools, administrators and others who are affected by the above policies and procedures.
- FAC should continue to assist the Senate President and EVCAA with revisions to the Academic Handbook.

Respectfully submitted by Laverne Nishihara

**Indiana University East
Lecturer Long Term Contract Review Committee
2008-2009 Year-End Report**

Members of the committee:

David Frantz (BUSE '09)
Neil Sabine (NSM '09)
Beth Slattery (HSS '09)
Rob Tolley, (Sr. Lecturer, HSS '10)
Michelle Curry (Chair, Sr. Lecturer, NURS '10)
Jerald Wilde (EDUC '10)

Meeting dates:

December 2, 2008. The members had exercised autonomy in reading the one dossier that was brought to the committee, so while there was one meeting date, weeks of reading the dossier by each member of the committee had taken place.

Original charge to committee:

To review candidate's dossier for promotion to Senior Lecturer

Report of the committee's activities:

The committee discussed the dossier, took a vote, and made recommendations in a letter to Executive Vice Chancellor Richards.

Recommendation of charge for next year:

To continue to review all dossiers of candidates wishing to be promoted to Senior Lecturer.

Respectfully Submitted,

Michele Curry, MS, RN, Senior Lecturer
Chair of Lecturer Long Term Contract Review Committee

**Indiana University East
Promotion and Tenure Committee
2008-2009 Year-End Report**

Members of the Committee

Mary Fell (Co-Chair, Professor, HSS '09)

Alisa Clapp-Itnyre (Associate Professor, HSS '09)

Greg Braxton-Brown (Professor, BUSE '09)

Jerry Wilde (Associate Professor, EDUC '10)

Neil Sabine (Co-Chair, Associate Professor, NSM '10)

Kumara Jayasuriya (Associate Professor, NSM '10)

Major Actions

The Promotion and Tenure Committee reviewed two cases during the 2008-2009 academic year.

Submitted by Mary Fell and Neil Sabine