

## Faculty Senate Meeting

22 April 2022

Senators in Attendance: Rex Strange, Kimberly Delaney, Brandon Field, Stephanie Young, Charles Conaway, Michael Strezewski, Marilyn Ostendorf, Mary Doerner, Laura Bernhardt, Matthew Hanka, Jason Fertig, Jennifer Evans, Curt Gilstrap



Other Attendees: Mohammed Khayum, Shelby Clark, Sally Vogl-Bauer, Becca Neel, Kenny Purcell, Kyle Mara, Amy Chan Hilton.

- Held in RFC Quiet Room, with cookies provided. Meeting called to order 2:34 pm.
- Approval of old minutes, from April 1, 2022:
  - Motion was made to approve the minutes that were not written in Comic Sans.
  - Minutes approved unanimously, with 4 abstentions.
- Chair's Report: Rex
  - At-Large nominations have been submitted:
    - Faculty Senate: Shannon Pritchard, Brandon Field
    - Assessment Committee: Eric McCloud, Laura Bernhardt
    - Promotions Committee: Jessica Jensen, Shannon Pritchard, Daniel Bauer, Sukanya Gupta
    - Core Council: Charles Armstrong
  - There was a discussion of changing the calendar with regard to holidays.
- Provost's Report from Dr. Khayum
  - Thankful for the hard work and accommodations that all the faculty have done to make this semester work. Would like to encourage us to use the summer for well-needed rejuvenation from the past several years.
  - Question with regard to when grades are due this semester: Supposedly the Registrar's Office thinks we can get grades in on Monday the 9<sup>th</sup> at 10am.
    - Apparently, there are off-cycle classes that start that same day.
    - Dr. Khayum will look into this.
  - Question with regard to the D-1 timeline.
    - Application to OVC due June 1, we're working to complete it.
    - Capital campaign planning is underway; quiet phase planned for next academic year.
- Old Business: Merit pay ad hoc committee
  - Rex suggested that we ask Sally, as chair of the Economic Benefits committee, to chair this ad hoc committee.
  - Dr. Khayum agreed to compensate the work that this committee does over the summer, in order to get the work started.

- Two representatives from each College and the Library were named, and it was asked that there be someone from HR and Provost's Office as an *ex officio*, non-voting, member.
- New Business: Charge 2022.09 – Admission policy for faculty
  - With regard to the application process, for non-degree-seeking students, you don't have to turn in all the things that are asked for.
  - We do need an application from each students, for federal reporting purposes. We also need to track the tuition waivers, since that it categorized as a benefit.
  - It seems like we should be able to get HR to provide transcripts of the faculty to admissions.
  - This charge was sent, by unanimous vote, to the Provost's Office to be dealt with.
- New Business: Charge 2022.10 – Core Curriculum Committee Amendment
  - The new position of Core Curriculum Assessment Director should be given an *ex officio*, non-voting seat at the Core Curriculum Committee.
  - Amendments to the language were presented in the charge to make things more consistent between the Senate bylaws and the Handbook.
  - The Library asked that a voting member be added from the Library to this committee. Since this would require a separate amendment to the bylaws, Shane will propose a charge to that effect next year.
  - The changes to the bylaws as outlined in the charge was approved unanimously.
- New Business: Charge 2022.11 – Pre-requisite Requirement Policy
  - It was proposed that 300- and 400-level courses should have some sort of pre-requisites to distinguish them from 100- or 200-level courses. The charge proposes that all 300- and 400-level courses be required to have some sort of pre-requisite requirement, even if that just be a placeholder pre-requisite like ENG 201. The reason given seemed to imply that length of time at the University (junior or senior standing) was being weighted more importantly than actual content of the classes.
  - Vote to approve the charge was called after much debate. In favor: 4. Opposed: 7. One abstention.
- Committee Reports:
  - Assessment Committee:
    - No charges were sent to the Assessment Committee this year.
    - The standing charge for this committee is vague. It was hoped that the Assessment committee be used to help with Core Assessment; if a bylaw change were proposed to make the Assessment Committee do that, the Senate might be able to reexamine the purpose of this committee so something could be done.
    - In the Fall, the Core Directors and the Assessment Committee (chair?) will be brought to Senate to figure out how to refocus this committee.
  - Curriculum Committee:

- Curriculum committee approved 20 courses, 53 course modifications, two course deletions, nine memoranda modifications, 26 program modifications, and four new programs. Details are given in their attached report.
- Economic Benefits Committee
  - Committee worked on all the charges sent their way, but the final report is still underway.
- Faculty and Academic Affairs Committee
  - Salary compression charge was sent. Their recommendation was to hire an outside consultant.
  - According to Dr. Khayum, HR has been asked to do something like this, department by department. Preliminary results indicate that compression does exist, and it would take at least a few million dollars to fix.
  - In favor of pursuing the consultant firm: 5; opposed: 4; abstaining: 2. The motion was handed to the Provost.
- Faculty Awards Committee: Awards were assigned.
- Promotions Committee:
  - The Promotions Committee's final report provided a reflection on promotions policies, which will be addressed in a future meeting.
- Student Affairs Committee:
  - Awards were made for the ones they were looking for.
  - We would like to ask that an *ex officio* member be appointed from the Dean of Students office. The University President can appoint *ex officio* members to any of our committees, and he should be asked to appoint one.
- Core Council: They met and did their job. Details, as well as several policy changes were provided in the report.
- Adjourned at 4:26 pm.

Minutes recorded by Faculty Senate secretary Brandon Field.

Name: Shannon N. Pritchard, Ph.D. (Optional)

Date of Submission: April 12, 2022

Name of Faculty Senate Representative:

1. Dr. Chuck Conaway
2. Dr. Michael Strezewski
3. Dr. Stephanie Young

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

**1. Charge Title:**

Removal of the faculty "admission" process for taking undergraduate classes

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

When a faculty member wishes to take an undergraduate class at USI for either personal or professional development, they are required to apply for admission and submit transcripts. Faculty members already have completed degrees well beyond the undergraduate level and thus, this is an unnecessary hindrance to faculty. Moreover, our transcripts are on file as they are a condition of employment. The ability to take classes at USI is advertised as a benefit for faculty, but if the process discourages them from taking advantage of it, it is no longer a benefit.

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

Removal of all admission requirements for faculty wishing to take an undergraduate class at USI. If transcripts are needed for some reason, create a way for HR and Admissions to communicate with each other. Our transcripts are on file and we should not have to resubmit them because there isn't a line of communication between the two offices.

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

None needed that I am aware of.

**Items 5-7 are to be completed by Senate Chair or Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

**7. Action Taken by the Administration:**

Charge passed. Sent to Provost's Office to request process clarification and modification.

Name: Kenny Purcell (Optional)

Date of Submission: 03/31/2022

Name of Faculty Senate Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

**1. Charge Title:**

Amendment to Article V Section 9 of the By-laws of the Faculty Constitution

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

With the introduction of the Director of University Core Curriculum Assessment position, the Faculty Senate by-laws must be changed to formalize the role of that Director on the committee. This is an opportunity to also reconcile the description of the committee in our bylaws and the University handbook. For reference, the handbook reads

A.7

University Core Curriculum Council. Chaired by the director of University Core Curriculum, the Council consists of an elected representative and alternate from each academic college, plus one additional elected representative and alternate from the College of Liberal Arts and the Pott College of Science, Engineering, and Education who serve two-year staggered terms. A student member and alternate will be selected each spring to one-year renewable terms by the associate provost for Academic Affairs upon nominations submitted by the Student Government Association. The associate provost for Academic Affairs serves as an ex officio member. The Council reviews proposals and approves practices regarding the University Core Curriculum.

The language below updates name and composition of The Core 39 Committee and was endorsed by the Core 39 Committee at its 3/31/2022 meeting

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

Replace Article V Section 9

“Section 9. The Core 39 Committee

The committee is composed of nine voting members: (a) two faculty representatives from the College of Liberal Arts, (b) two faculty representatives from the Pott College of Science, Engineering, and Education, (c) one faculty representative from the Romain College of Business, (d) one faculty representative from the College of Nursing and Health Professions, and (e) two at large faculty members. The ninth voting member is the Director of Core 39. The Director of Core 39 can only vote in the event that the Core 39 Committee is deadlocked. The Director of Core 39 will serve as a voting ex officio member and will serve as chair of the Core 39 Committee. Non-voting ex officio members are: (a) Associate Provost for Academic Affairs, (b) Associate Registrar, and (c) an assessment designee from the Office of Planning, Research, and Assessment.

Functions of the committee are:

- A. To evaluate the general education needs of the University.
- B. To review Core 39 course applications and determine the composition of Core 39.
- C. To evaluate and revise, where needed, Core 39 policies.
- D. To oversee and implement Core 39 assessment.
- E. To evaluate Core 39 in its entirety and revise where appropriate.”

With:

“Section 9. The University Core Curriculum Committee

Chaired by the Director of University Core Curriculum, the committee consists of an elected representative and alternate from each academic college, two at large faculty members, plus one additional elected representative and alternate from the College of Liberal Arts and the Pott College of Science, Engineering, and Education who serve two-year staggered terms. The Director of University Core Curriculum will serve as a voting ex officio member but may only cast a vote in the event that the committee is deadlocked. Non-voting ex officio members are: (a) Associate Provost for Academic Affairs, (b) Associate Registrar, (c) Director of University Core Curriculum Assessment, and (d) an assessment designee from the Office of Planning, Research, and Assessment.

Functions of the committee are:

- A. To evaluate the general education needs of the University.
- B. To review core curriculum course applications and determine the composition of the University Core Curriculum.
- C. To evaluate and revise, where needed, the policies of the University Core Curriculum.
- D. To oversee and implement University Core Curriculum assessment.
- E. To evaluate the University Core Curriculum in its entirety and revise where appropriate.”

#### **4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

Article VI of the by-laws reads "These by-laws can be amended at any regularly scheduled Faculty Senate meeting by a two-thirds majority vote of the total Senate, provided that a written proposal for the amendment has been submitted to the members of the Senate at least one week in advance."

**Items 5-7 are to be completed by Senate Chair or Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

**7. Action Taken by the Administration:**

Charged passed unanimously. Chair will work with Provost's Office and HR to modify Faculty Handbook.



Name: Rex Strange (Optional)

Date of Submission: 22 April 2022

Name of Faculty Senate Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

**1. Charge Title:**

Pre-requisite requirements (draft 1)

**2. Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

Part of the standing charge of the University Curriculum Committee is to facilitate and approve changes to the undergraduate programs offered by the University. Much of the work of the Committee is devoted to the review of petitions to either add new courses to the Catalog or modify pre-existing courses. It has been common practice over the last few decades for the Committee to require prerequisites for all 300- and 400-level courses, so as to indicate the level of preparedness required of the student and promote student success. We would like to codify this practice by offering the following guide to our colleagues as they continue to modify, develop, and implement their programs and constituent courses. (see attachment).

**3. Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

Senate should approve a University policy that all 300- and 400-level courses list one or more prerequisites. A prerequisite can be a specific course or list of such courses, a specified level of academic progress, admission to a specific program, or permission of instructor. Upper-level courses that currently do not have a prerequisite would be grandfathered until such time that the course is modified.

**4. Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

**Items 5-7 are to be completed by Senate Chair or Secretary:**

**5. Senate Comments:**

**6. Action Taken by the Faculty Senate:**

**7. Action Taken by the Administration:**

Charge failed to pass. No further action to be taken.