IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING MINUTES
MARCH 3, 2015
3:00-5:00 P.M.
107 LAB OF MECHANICS

Present: Bigelow, T. (Academic Affairs); Bratsch-Prince, D. (Associate Provost); Butler, A. (Secretary); Dark, V. (Past President); Freeman, S. (RPA); Martin, R. (CALS); Minion, C. (Veterinary Medicine); Owen, M. (J&A); Paschke, T. (FDAR); Rippke, S. (Parliamentarian); Russell, D. (Human Sciences); Schalinske, K. (President); Selby, M. (Governance); Sturm, J. (LAS); Wallace, R. (President-Elect); Wickert, J. (Senior Vice President and Provost); Zarecor, K. (Design)

Guests: Kurtenbach, J. (VP for IT and CIO); Slagell, A. (Associate Dean of LAS)

I. Call to Order
President Schalinske called the meeting to order at 3:02 p.m. when a quorum was reached.

II. Consent Agenda
A. Agenda, Executive Board Meeting March 3, 2015
B. Minutes, Executive Board Meeting February 3, 2015
Senator Freeman observed that the reports listed as S14-18 and 19 don’t need docket numbers, because no senate action needs to be taken. Instead, reports are received, and if EB takes action, the proposals would receive a docket number. So modified, the consent agenda passed without dissension.

III. Announcements and Remarks
A. President
President Schalinske announced that the committee to review the Office of the VP of Student Affairs has been formed. VP Hill is working to update his office’s 3-4 year old self-study. There are some spots available on this committee.

B. President-Elect
President-Elect Wallace asked EB for assistance in compiling a list of faculty who will not serve on committees and councils next year, so that successors can be found.

President-Elect Wallace reported that an e-mail from Craig Ogilvie on the DOGE e-mail list announcing that the Graduate College is moving forward with a plan for departments to conduct annual graduate student reviews. This proposal is intended to provide graduate students the opportunity to have a formal annual evaluation about their progress to degree. Senator Freeman added that this proposal will give departments until May 2016 to develop a process, appropriate to the department’s culture. This proposal was the effect of an NSF requirement that ISU do a better job mentoring graduate students. The Handbook already requires review of teaching by graduate students; this will add review of their academic progress.

C. Senior Vice President and Provost
1. Dean of Library Search
Candidates will be on campus. The hope is to have a new dean ready to start on July 1.

2. Promotion and Tenure
There have been 70 positive recommendations, 4 negative decisions (only one was a denial of a mandatory P&T review; the others were candidates for promotion to professor); one withdrawal before a decision was reached, and one postponement due to extenuating circumstances. Three other mandatory cases withdrew before the dossiers reached the Provost’s Office. Provost Wickert will meet with ISU President Leath on Thursday.

Associate Provost Bratsch-Prince said that the Provost’s Office will ask all colleges to develop a standardized template for Tab 2. This will be beneficial to candidates to indicate what information the college wants and the standardized format will help review committees find the information they seek. The Provost’s Office would like to see these developed by June 1 so that faculty can begin to prepare their dossiers. Senators agreed that standardized templates would be beneficial to clarify the college’s expectations.

3. BOR Meeting
Next week’s BOR meeting will have a short agenda. The Early Childcare Education program will be approved. There will be a governance report on student retention and graduation rates, and a report on comprehensive HR on campus, including salary data and salary competitiveness. Provost Wickert noted that there has been some progress on faculty salaries. Among our peer group of 11, we’re #9. With respect to total compensation (salary plus benefits), we’re #8.

Three new regents are scheduled to be confirmed by Legislature this spring, to start at end of April. Robert Downer, Ruth Harkin and Hannah Walsh’s terms will expire. The nominees for these vacancies are Mary Andringa (CEO and chair of the board of Vermeer Corporation), Patricia Cownie (board member of Drake University) and Rachael Johnson (student regent from UNI). Provost Wickert expects all three to be confirmed.

4. University Awards Nominations
Associate Provost Bratsch-Prince noted that university award nominations will be presented at the next EB meeting.

D. Council Chair Reports
Senator Bigelow reported on an issue arising from the Engineering Caucus concern academic dishonesty and cheating. Faculty feel that the Dean of Students Office does not treat repeated cases of cheating as harshly as it may deserve. No matter how many times a student is found guilty of cheating, it never rises to a major case. Senator Bigelow said that there should be some threshold after which further confirmed cases of plagiarism should be major cases. He thought that this issue should be taken up by the Academic Affairs Council, the Provost’s Office, Student Affairs, University Counsel, and Academic Standards.

Provost Wickert agreed that this was an important topic. He recommended including students leaders in the discussion. Senator Sturm recommended thinking carefully about
how to frame the issue: it should not primarily be focused on punishing students, but rather on training students to be ethical.

Senator Bigelow added that he thought that there could be a collection of best practices and training for faculty about how to design assignments and examinations. He noted, however, that faculty feel that students are not discouraged to cheat because there are no serious consequences. Provost Wickert asked to whom the cheating is reported and what evidence there is that there are no serious consequences. Senator Bigelow responded with anecdotes of students whom he had accused of cheating. A student had received a deferred suspension. The next time the student was found guilty of cheating, the student again received a suspension deferred to a later date. When Senator Bigelow asked the Dean of Students Office about major cases, he was told that one student who had plagiarized a Ph.D. thesis had been expelled. But otherwise, the Dean of Students Office reported that there are very few repeat offenders.

FDAR and J&A had no reports. Associate Provost Bratsch-Prince noted that there will be training for faculty who have volunteered to serve on ad hoc investigative committees.

RPA is looking for a new chair.

Governance Council continues to discuss NTE issues. The next topic will concern require peer reviews for NTE faculty (including annual reviews, reviews every six semesters, and reviews for promotion). What is required for these reviews is onerous and consequently not every review follows the requirements.

E. Caucus Chair Reports
Senator Sturm reported that LAS caucus will meet with their dean at the end of the month.

There were no reports from CALS, Human Sciences, or Veterinary Medicine.

Senator Zarecor asked the provost about a rumor of a 4% salary pool. Provost Wickert replied that a decision has yet to be made. Compensation continues to be ISU President Leath’s top priority, as well as the topic priority in the academic affairs division of the Council of Provosts. He said that the third year of a tuition freeze was unanticipated. Further, we do not yet know what will happen with performance-based funding. He speculated that the final percentage would be lower than 4% and would be similar to past years.

IV. Unfinished Business
None

V. New Business
A. Changes to FH sections 3.4.1.1 and 5.4.1.2 – [S14-16] – Selby
Senator Selby emphasized that this policy applies only to lecturers who have been at ISU for three or more years. Currently, the policy is that lecturers are to be given one year’s advance notice of intent not to renew their contracts. However, most lecturers are on nine month contracts. Consequently, lecturers have received notice of intent not to renew in
May and later receive a new contract. This new proposal is to reduce the minimum advanced notice to six months.

Senator Butler thought that this proposal was objectionable because six months’ notice would not give lecturers ample time to apply for other jobs. Senator Selby replied that that was better than the current policy, where everyone gets a notice of nonrenewal. Senator Freeman countered that not all lecturers receive such notices. Senator Selby countered that LAS administrators said that all lecturers receive notice. She added that this practice takes place in Veterinary Medicine. Senator Zarecror added that Design does so too. Senator Sturm asked why these notices are issued: is it because of budgetary problems or poor performance. Senator Selby replied that administrators do not know whether particular lecturers will be renewed. Associate Provost Bratsch-Prince said that Governance Council was tasked with figuring out some way to reduce the number of lecturers who receive nonrenewal notices. Associate Dean Slagell said that administrators would be able to predict better with the extra six months. Reasons for nonrenewal sometimes concern performance, but sometimes it concerns need.

Senator Freeman objected to the proposal because he thought the one year minimum forces administrators to plan. He argued that the length of contracts is a part of the problem. Reducing notice time does not increase the number of longer contracts; in fact, it continues to incentivize issuing shorter contracts. Along these lines, Senator Bigelow suggested that lecturers who have been at ISU for three or more years should be given longer contracts. And if a notice of nonrenewal is issued, it should be binding.

Senator Selby explained how the sub-committee decided on six months. They looked at the policies concerning NTE faculty at other universities and found great variation. In our Faculty Handbook, faculty who have been here for less than one year are given a minimum of six months’ notice. She said that twelve months’ notice did not make sense for faculty with nine month contracts.

Senator Butler expressed concern about looking to other universities. She noted that ISU treats its NTE faculty better than many of its peers. And we should aspire to recognize the excellent contributions that lecturers who have been at ISU for more than three years have given to ISU. This speaks in favor of longer contracts and not disrespecting them with short notice. She noted that there are certain departments for which it is difficult to predict how many lecturers will be needed, but in other departments it is very predictable, and yet longer contracts are not being issued. She expressed concern that the policy is being crafted with the problem departments as the rule. Provost Wickert agreed that ISU aspires to treat lecturers better than other schools. He noted that no one at ISU participated in National Adjunct Walk Out Day. The Provost’s Office has emphasized professional development and promotion of NTE faculty. He thought that cases where NTE faculty have been renewed year after year should be on longer contracts. He added that in our era of enrollment growth and tuition revenue, there should be longer contracts. He recommended bringing this discussion to Chairs Cabinet.

Past President Dark recommended removing this item from the FS agenda, in light of the intense discussion among EB members. Senator Freeman agreed, seconding Provost Wickert’s recommendation for President Schalsinske to present the proposal to Chairs
Cabinet. Senator Selby objected, saying that this negotiated position was the best that could be done. She thought that senators would understand the problem that this proposal is designed to solve and recognize that it makes sense to have the minimum notice time be shorter than the length of the contracts. Senator Freeman moved to remove the item from the FS agenda. Senator Paschke seconded. The motion received six votes in favor and six against. To break the tie, President Schalinske decided to remove it and present it to Chairs Cabinet.

B. Criminal Justice B.A. – [S14-17] – Bigelow
Past President Dark noted that the proposal did not report the vote of Academic Affairs Council. She also noted that a student’s name should be redacted. Associate Dean Slagell said that there would be one new hire for the program this year. Past President Dark added that LAS will invest in this program.

Past President Dark said that the report recommends changes to FH. She asked EB to send the report to the appropriate committees to consider proposing these changes. Most important, she thought, was the recommendation to send out a PRS template with the letter of intent, so that new faculty know that they are part of the process. Senator Freeman objected that the template lists “Administration (Formal)” but his department does not consider that to be institutional service. Past President Dark thought that substantive changes should be discussed at the committee level. EB members agreed to send the report to the Governance Council. Senator Freeman moved to remove the report from new business and have President Schalinske announce it as part of his remarks. Senator Owen seconded. The motion passed.

D. Non-Tenure-Eligible Research Faculty Review Committee Report – [S14-19]
Senator Dark said that she could not see reason to keep the NTER designation, because in practice it is not being used as it was intended. Senator Freeman added that that was discovered by the preceding NTER task force too. Senator Bigelow agreed. He thought that the options were either to eliminate the designation or give NTER faculty resources from the budget that will give them time to write successful proposals for external money. In the current situation, NTER faculty are set up to fail. Senator Selby said that other universities have professorship titles, including “assistant,” “associate,” and “full” designations with “research,” “teaching,” “practice,” and “clinical.” Senator Minion said that he would not support eliminating the designation. In the biological sciences, “research assistant professor” goes further than “staff scientist.” Although we do not have many NTER faculty, they are an important part of what we do. Furthermore, these positions will position those faculty better for future employment.

Past President Dark recommended sending the report to Governance Council for consideration. Senator Selby thought that the two task force reports would be too much for Governance Council. EB members discussed redirecting the PRS task force report to FDAR. Senator Owen moved to remove the NTER report from the FS agenda. President-Elect Wallace seconded. The motion passed without dissension. Senator Owen moved to send the NTER report to Governance Council. Senator Bigelow seconded. The motion passed. Past President Dark moved to redirect the PRS task force report to FDAR. Senator Owen seconded. The motion passed.
VI. Approval of the March 10, 2015 Faculty Senate Agenda
President-Elect Wallace moved and Senator Paschke seconded. The motion passed without dissension.

VII. Special Order: Jim Kurtenbach, Vice President for Information Technology and CIO
VP Kurtenbach said that he has met with the FS IT committee. His charge includes three items: (1) Telecommunications (there are more problem in administrative offices than call centers and faculty offices); (2) IT security (create a work through process that affects faculty); and (3) TIER (consolidate services for more uniform treatment across campus).

President-Elect Wallace asked VP Kurtenbach for an update on network security. VP Kurtenbach recounted the events in the security breach from last April. All new laptops are being encrypted. If you lose your laptop, someone would have to have your login ID and your passwords. This does not mean that the data in your computer is encrypted. If someone hacks in through another route, he or she cannot read your data. He has been working with administrative units. Student services and advising areas are the biggest risks. He is working to find ways to remove social security numbers from class lists saved on computers. VP Kurtenbach is testing the current program to see whether it is appropriate for all faculty to use.

Senator Selby asked whether old laptops will be encrypted too. VP Kurtenbach said that it would not take long. He hopes to designate a day for a college or department to update their computers. And then he would like to work with the IT leadership committees from each college to develop a plan.

Senator Zarecor asked about external software packages for which IT does not provide software support. She encountered problems with the Registrar’s Office’s experimental course software and spent three days without IT support. VP Kurtenbach acknowledged the problem and said that it falls under his second charge. There needs to be a process that departments verify that their intended software has been review by IT with respect to security prior to purchasing it. He added that ISU is looking to purchase more help time from the software companies. But he recommended first calling 4-4400.

Senator Freeman asked about the lack of Qualtrix help. He has had to asked other faculty who use it or faculty at Drake University. VP Kurtenbach replied that IT is working to identify the knowledge experts on campus, and to help IT Help Desk identify which software is being used on campus. He said there is a similar problem with Hoodoo.

VIII. Good of the Order
None

IX. Adjourn
Senator Owen moved, and President-Elect Wallace seconded. The meeting adjourned at 4:58 p.m.