IOWA STATE UNIVERSITY FACULTY SENATE

MINUTES EXECUTIVE BOARD MEETING
APRIL 30, 2013
3:00-5:00 P.M.
107 LAB OF MECHANICS

Members Present: Bratsch-Prince, D. (Associate Provost); Butler, A. (Secretary); Chimenti, D. (Engineering); Cunnally, J. (Governance); Dark, V. (President-Elect); Freeman, S. (Past President); Hendrich, S. (President); Jackman, J. (RPA); Martin, M (J & A); Minion, C. (Veterinary Medicine); Rippke, S. (Parliamentarian); Smiley-Oyen, A. (FDAR); Sturm, J. (LAS); Wallace, R. (Academic Affairs); Wickert, J. (Senior Vice President and Provost)

Absent: Holger, D. (Associate Provost); Horwitz, J. (Design); Martin, R. (CALS); Schalinske, K. (Human Sciences); Townsend, T. (Business)

I. Call to Order
President Hendrich called the meeting to order at 3:03 PM when a quorum was reached.

II. Consent Agenda
A. Agenda, Executive Board Meeting April 30, 2013
B. Minutes, Executive Board Meeting April 16, 2013

President-Elect Dark made two corrections to the minutes. First, she clarified that the representative committee on educational technology would have one faculty representative per college; there may be additional representatives from colleges. Second, Senator Wallace was misrepresented as saying that evening classes have no final examinations scheduled. Moved by Senator Minion and seconded by Senator Wallace. Consent Agenda approved without dissent.

III. Announcements and Remarks
A. President
1. Multicultural Student Affairs Candidates
Candidates were on campus this week. A decision will be made soon.

2. Benefits Survey
Faculty should have received an e-mail about the ISU Benefits Survey from the University Benefits Committee. President Hendrich encouraged EB members to complete the survey.

3. Board of Regents Meeting
President Hendrich reported that her comments to the Board of Regents (BOR) about compensation were well-received.

B. President-Elect
President-Elect Dark echoed President Hendrich’s positive feelings about the comments about compensation. President-Elect Dark also asked whether the Outcomes Assessment
Task Force would contact faculty before the end of the semester so that faculty in affected courses can bear the requirements in mind as they form their fall syllabi.

C. Provost
1. Reviews of Deans
   Reviews of the Dean of the College of Human Sciences and the Dean of the College of Design are underway. Faculty surveys are being completed.

2. Business Dean Search
   Negotiations are taking place. Provost Wickert hopes that it will be possible to make an announcement next week.

3. Ames Lab Director
   Alex King stepped down as Director of Ames Lab, in order to assume a new position as director of the Critical Materials Institute. Thomas Lograsso will serve as interim director. A search will take place over the spring and summer, with the goal of having a new director in place by next spring.

4. Human Resources
   Dave Traynor left as Associate Vice President for Human Resources. A search for a successor is underway. Provost Wickert identified a number of important initiatives for HR, including clarifying their responsibilities, making the process simpler, and being more responsive to department chairs and deans.

5. Continuous Improvement and Outcomes Assessment
   Provost Wickert said that he would follow up with Dave Holger and Karen Zunkel about updating faculty about the new requirements.

6. Faculty and Staff Awards
   Associate Provost Bratsch-Prince added that university faculty and staff awards have been finalized. Notification letters are in the mail. She said that the Provost’s Office encourages departments to make more nominations and stronger nominations. Provost Wickert added that two colleges did not nominate anyone.

D. Council and Committee Chairs
1. Academic Affairs Council
   Senator Wallace reported that AAC is working with English on assessing ISUComm, including developing a survey instrument to be given to departments in the fall.

2. Governance Council
   Senator Cunnally alerted EB members that Governance Council had a proposal to modify the language in the FS Bylaws concerning eligibility, in order to accommodate Past President Freeman’s new title, “Faculty Adviser to the President.”

E. Caucus Chair Reports
   LAS Caucus will meet on Thursday.
IV. Unfinished Business

A. Dead Week Resolution [S12-17]

President-Elect Dark proposed removing “mandatory” from the second bullet point, so that no final examinations may be given during finals week. She described situations where students are given the option either to take a final examination during dead week or have the final grade determined by all coursework up until dead week. Senator Sturm pointed out that some students ask to reschedule final examinations during dead week. President-Elect Dark replied that in those cases the examinations are optional. Senator Sturm asked whether juries or performance examinations would violate the policy. Past President Freeman thought that these were not final examinations. Senator Butler expressed that she preferred keeping “mandatory.” President Hendrich pointed out that any examination that counts as a “final examination” may not be given during dead week. Senator Smiley-Oyen expressed surprise that the policy forbade giving students the option of taking final examinations earlier than scheduled. Senator Sturm suggested a revision, such as, “Students may not be required to take an exam during finals week.” It was agreed that this was accomplished by “mandatory.”

Senator Minion asked why classes were required to meet during finals week. Senator Cunnally replied that the goal is to prevent faculty from “shaving off” time. Senator Minion countered with an example of a four credit course he taught, and students were grateful for the option to take the final examination early. This prompted President-Elect Dark to clarify that the policy is meant for undergraduate courses only. Her motion to add this clarification was seconded by Senator Butler, and it passed unanimously.

Senator Jackman asked whether “mandatory” was acceptable in the first bullet point. President-Elect Dark said that unannounced extra-credit assignments due during dead week would be acceptable. So the word “mandatory” remained.

Senator Sturm asked whether there needed to be clarification that the second bullet points pertains to undergraduates. President Hendrich replied that graduate students sometimes enroll in undergraduate courses. President-Elect Dark added that the wording in the bullet point is close to the wording on the registrar’s website and in the e-mail notice that Associate Provost Holger sends to faculty.

B. Extra-Curricular Activities [S12-18]

EB received three amendments: from Senator Zarecor, Senator Sturm, and President-Elect Dark. The last incorporated changes from the other two, so it was the focus of discussion.

President-Elect Dark said that one major change was the removal of any reference to penalties.

Senator Jackman asked whether the policy needed the first sentence, “Students must occasionally miss regularly scheduled classes.” He observed that “must” was in the wrong spot, but argued that the sentence was unnecessary. President-Elect Dark agreed.

Senator Minion asked whether the next sentence was necessary.
Senator Wallace called attention to the “IS THIS PARAGRAPh NECESSARY?” paragraph. He suggested beginning it with the sentence that begins “Whenever possible.” Senator Butler defended the paragraph, saying that it provides instructions to advisers (who are often faculty) not to schedule events or activities that conflict with students’ classes. Senator Sturm offered suggestions for how to modify the sentences. President-Elect Dark thought the information belonged in a “scheduling activities” section, not this section on absences. Senator Smiley-Oyen countered that faculty activities sometimes create the excusable absences. Past President Freeman said that if a field trip conflicts with a scheduled class, then that’s not automatically an excused absence; it’s a student choice. Senator Butler contended that the information belongs somewhere in FH. President-Elect Dark and Senator Wallace vowed to take the matter up next year. Senator Minion moved to delete the entire paragraph. Senator Smiley-Oyen seconded. The motion passed unanimously.

President-Elect Dark said that the remaining paragraphs define “excusable absence” and what instructors are to do. Senator Butler thought that instructions to faculty could be brought together. President-Elect Dark replied that in some cases, the policy says what faculty “shall” do; in other cases, faculty and students are expected to work things out.

Senator Smiley-Oyen asked whether the first sentence belongs elsewhere in FH. Senator Butler pointed out that FH 10.4.2 concerns Curricular-Related Activities.

Senator Jackman thought the language concerning a “percentage of classes” was problematic. He proposed that a student must satisfy all course requirements. President Hendrich suggested a “portion of a course.” Senator Butler reminded EB of Senator Olson’s concern about being unable to replicate a teaching practicum. Past President Freeman said that he doubted that any single class meeting would be so essential to a course that a student could not pass without it. President-Elect replied that in a perfect world, students would be able to make it up. But she preferred leaving that decision to faculty: the faculty member makes recommendations to the student, such as dropping the course.

EB members agreed that the instructor must suggest alternatives to a student.

Senator Chimenti thought that this policy focused on student needs to the exclusion of the practicality of implementing it. What happens if thirty out of ninety students enrolled in a class provide a last-minute excuse? How is the instructor supposed to handle that? He was especially alarmed that voluntarily playing in the pep band for the volleyball team would automatically count as excused. Past President Freeman replied that such cases are to be treated the same as athletics. President-Elect Dark said that the athletics department is working on improving the software for notifying faculty. But in some cases, such as NCAA tournaments, even the athletics department is unaware of the exact schedule. Senator Chimenti repeated: what if many students need to be absent? President-Elect Dark replied that faculty members should say no. Senator Minion observed that some students come to college to focus on extra-curricular activities.
President Hendrich proposed changing the sentence to the following: “If a student must miss, for any reason, a portion of a course, that in the considered opinion of the course of the instructor, is critical to the student’s ability to meet the course objectives, the instructor must recommend alternative actions to the student, which may include dropping the course.” Senator Sturm objected that “whenever possible” takes the teeth out of the proposal. President-Elect Dark noted that NCAA tournament participants do not know their schedules ten days in advance.

Senator Sturm also asked about “obliged.” Past President Freeman proposed changing it to “expected.” Senator Sturm wondered whether it could be changed to “in a timely manner.” This was rejected because student and instructor expectations about timeliness may differ. Senator Jackman proposed, “Students must provide documentation to instructors…”

Senator Wallace said that AAC discussed what “sponsored” meant. EB discussed whether “sanctioned,” “sponsored,” “official,” or “approved” would be better. It was agreed that “sponsored” would remain, because the list gives examples of university-sponsored activities.

Senator Minion moved the changes, and Senator Sturm seconded. President-Elect Dark said that she would make the changes. The motion passed, with one dissent.

C. Name Change: Agricultural and Biosystems Engineering Graduate Program

[S12-19]

No comments.

V. New Business

A. Name Change: Family Finances Housing and Policy to Family Finances [S12-20]

President Hendrich said that after consulting with the College of Business, the proposal was to change the name to “Financial Counseling and Planning.” But this would now require approval again from the department and college. Senator Wallace said that these and approval from FS curriculum committee would not be obtained before the next FS meeting.

Senator Wallace said that the department is anxious to get the name vetted by the June Council of Provosts meeting and approved at the August BOR meeting. President Hendrich speculated that this could be achieved if EB could act in lieu of FS in May. The sticking point would be FS curriculum committee. Past President Freeman said that it did not require FS curriculum committee approval, given that they already approved the earlier version—as long as the votes are positive. Parliamentarian Rippke said that there could be motion to postpone the motion to a particular time. Past President Freeman countered that if it were unfinished business, it would still be at the next EB meeting. President Hendrich decided to send it to FS next week.

Senator Wallace said that this correction is exactly what the vetting process is supposed to catch. Everyone affected has in principle agreed, but the name had to be changed. AAC, FS curriculum committee, and the college have all approved the changes, just not with the new
name. Past President Freeman suggested making the motion a special order at the next FS meeting.

Provost Wickert asked that paragraphs 7 and 8 be rewritten to make them more responsive. For question 7, the typical answer is that students currently enrolled have an option as to which name they want to be listed as their major; but for students enrolled after a certain date, they will have the new name listed. For question 8, the answer should be that there is no cost. Senator Wallace said that he would suggest those changes.

B. Bylaw Change
President-Elect Dark asked whether the bylaw change should also be a special order. Past President Freeman replied that he did not think that it was time sensitive. He proposed putting it on the FS agenda, to be voted on in September.

VI. Approval of May 7, 2013 Faculty Senate Agenda
President Hendrich said that she would insert the special order and renumber items. Senator Minion moved, and Senator Smiley-Oyen seconded. The motion passed without dissension.

VII. The meeting adjourned at 5:07 PM.
Senator Wallace moved; President-Elect Dark seconded. Approved unanimously.

NEXT MEETING – MAY 14, 2013

Respectfully submitted,
Annemarie Butler
Faculty Senate Secretary
May 6, 2013