

Faculty Senate Meeting Minutes

**February 18, 2016
1:00 to 3:00 p.m.
Hall of Honors**

Senators in Attendance:

X	Y. Brown (CAS)	X	X. Gao (COB)		G. Sargut (COB)
X	D. Calvin* (CHHS)	X	L. Geller* (UL)	X	X. She (COE)
X	M. Carrington* (CAS)	X	D. Golland* (CAS)		J. Shin (AL)
X	X. Chen (CAS)	X	K. Marrar (CAS)	X	A. Tamulis* (CAS)
	D. Cortese (CAS)	X	E. Mengova (COB)	X	C. Tymkow (AL/CHHS)
	L. Danley* (COE)	X	R. Muhammad* (AL/CAS)	X	S. Wadhwa (CHHS)
X	E. Essex (CHHS)	X	B. Parin* (AL/CAS)		S. Wagner* (AL/COB)
X	L. Falconnier (CHHS)	X	V. Person (COE)	X	B. Winicki* (COE)
X	S. Gandy* (COE)	X	Z. Ramamonjiarivelo (CHHS)		

* = Faculty Senate Executive Committee, Standing Committee Chairs

Guests: G. Ejigu, S. Estep, W. Kresse, E. Maimon, D. Rhea, C. Sexton, J. Small, A. Valente, A. Vendrely, M. Zell

1. *Call to Order:* The meeting was called to order at 1:05 p.m., with quorum, by Faculty Senate President Winicki.
2. *Administrative Updates:* President Maimon reported that GSU is staying open despite the state still lacking a budget. Muhammad asked if faculty would be hired to teach 2000 new students. Maimon said that hiring freeze would “thaw” to directly serve students. Otherwise only “very critical” hires will be considered. Tymkow asked about the traveling freeze. Maimon replied that GSU will not refund travel. Muhammad asked about the freeze on travel affecting the faculty review process. Winicki asked if athletic teams are traveling, and if so, how travel is funded. Maimon replied that athletics are funded entirely from student fees. Also, travel by athletic teams is only within the metropolitan area. She added that some students would not be at GSU without athletics. Maimon also reported that GSU is taking on the liability of MAP grants. The total liability for Fall and Spring is approximately \$3,000,000. She added that GSU also is prepared to take on the liability for MAP grants for the upcoming Fall semester. Maimon

said that it is likely the budget impasse will continue until at least mid-March. Golland asked about the Maimon contribution to the GSU Challenge. Maimon replied that she and Dr. Mort Maimon will be matching any contribution up to \$50,000. These contributions will fund four-year Presidential Scholarships.

- *Enrollment and admissions* – *Provost Bordelon* reported that total FTE is up 1.59% and total SCH is up 1.24% compared to this time last year. Persistence of Fall 2014 freshmen to Fall 2015 was approximately 57%. But then 83.3% of the Fall 2015 sophomores persisted to Spring 2016. President Maimon said that overall, GSU is at approximately 50% retention of Fall 2014 freshmen through the second semester of their sophomore year. She added that this percent retention is a good indication of percent eventually graduating. *Provost Bordelon* also reported that GSU has received 672 applications for Fall 2016, compared to 509 last fall. Of these applications, 282 have been admitted. Sixty one are direct admits, and 149 are Early Start students. She added that GSU has received 13 confirmations from admitted students, compared to seven confirmations at this time last year.
 - *University Counsel Kennedy reviewing Community Standards Handbook*- *Winicki* asked if the revisions to the Community Standards Handbook are reviewed by university counsel. *Dean of Students Valente* replied, “yes.”
 - *SEIs*- *Muhammad* reported that four vendors for producing new SEIs were reviewed, and two of those are coming to GSU for interviews.
 - *Class lists alignment between Blackboard and Colleague*- *Winicki* asked if some problems with SEIs, such as distribution of SEIs to students withdrawn from classes, - could be due to Colleague, rather than the SEI system. *Bordelon* suggested that during SEI vendor interviews, vendors are asked how the proposed SEI systems “talk” to Colleague. *Associate Provost Sexton* said that the Registrar will do more frequent uploads of students registered for classes during the first week of a term. *Dean of Students Valente* presented a report on the impact that midterm grades have had on students’ final grades in classes.
3. *Review of January 2016 draft minutes*- *Golland* made a motion to approve the November 2015 minutes as presented; *Muhammad* seconded. The approval of minutes passed unanimously.
4. *Brief Presentations to the Faculty Senate*:
- *Jacqueline Small (Development Office)*- *Small* reported that the Campus Community Campaign has exceeded last year’s total, and will probably exceed \$100,000. Internal gifts will be applied to the Campus Community Campaign total.
 - *Dr. David Rhea (Honors Program)*- *Rhea* said that GSU has had an Honors Program since 2000. This year 81 students are in the program, with 30 students in the honors freshmen cohort. About 50% of these students are actively taking honors classes, and 38 new students joined the program this fall. The Honors Program is an academic program that includes students from 18 different academic majors. The program requires a minimum high school unweighted GPA of 3.4 for admittance into the freshman honors cohort. Students with lower GPAs but ACT scores close to 30 may be admitted. Any transfer students can be admitted, but they must maintain a 3.5 GPA. Students with more than 90 academic credits will not be admitted. In 2015, faculty in the Honors Program worked with Enrollment Management to review applications for Presidential Scholarships.

5. *Faculty Senate Action Items:*

- *UPI/Negotiations resolution-* Golland made a motion to approve the resolution (attached), and Muhammad seconded. The resolution passed unanimously. Muhammad asked what groups are being negotiated for by the negotiation team. Estep replied that the negotiations are for Unit A faculty, Unit B faculty and ASPs.
- *PBAC-IT Email Policy-* Tamulis reported that this new policy (attached) is different from a usual educational policy. Because the IT Email policy is not an educational policy, PBAC moves the policy forward. The policy will, however, be posted online with other GSU policies. Approval of the policy was moved and seconded by EPC. The IT Email policy passed with one opposition.
- *Including standing committee meeting times on nomination forms-* Golland suggested that forms include “subject to change” for meeting times. Golland moved to accept including standing committee meeting times on nomination forms; Wadhwa seconded. The motion passed unanimously.
- *March Faculty Senate meeting scheduling-* The March Faculty Senate meeting is rescheduled to fifth Thursday of March (March 31).

6. *Faculty Senate Discussion Items:*

- *Faculty, Student, and Civil Service Senates joint resolution regarding Illinois budget impasse-* Winicki will work on this.
- *CASLO as possible joint Faculty Senate and Provost Office committee-* Sexton explained that CASLO is a clearinghouse of all kinds of assessment data. Senators discussed the possibility of revising CASLO on the model of the GenEd Council.
- *Amending Faculty Senate Bylaws regarding standing committee meetings-* The Faculty Senate Bylaws currently do not include a statement about electronic or remote meetings. Golland suggested that the Bylaws include “at the discretion of the committee” in a statement addressing electronic or remote meetings.
- *Board of Trustees/Faculty Senate retreat –* In the past, the Senate has primarily brought concerns and complaints to the Trustees. Then administration would “interpret” for the trustees. Golland suggested that senators demonstrate some of their scholarship to the Board. Muhammad suggested that each senator take a few minutes to talk about what he/she does. Another suggestion was that Winicki communicate with administration about having a true retreat, including only senators, with the board. Falconnier questioned the goal of the retreat. All other discussion items were tabled.

7. *Reports:*

- *APRC-* Gandy reported that APRC is reviewing cyclical program reviews. The Entrepreneurship, and MA in Reading have been flagged for review due to low enrollments.
- *EPC-* In addition to presenting the new IT Email policy (see above), Marrar reported that EPC has been discussing the implications of FERPA.

- *UCC*- Parin reported that the new Environmental Studies program has gone to APRC, but has not yet been approved by UCC. Muhammad added that new online and hybrid courses have to go through UCC approval. Senators suggested that a statement be sent out from Faculty Senate and UCC about the requirement for UCC approval for all new online and hybrid courses. Winicki will draft a formal statement. Senators discussed the definition of a hybrid course, and suggested that a definition be posted on the Provost's Office website.
 - *Graduate Studies Council*- Tymkow reported that the Graduate Studies Council is working on revision of the Capstone manual. The Capstone manual will include guidelines for archiving capstone projects in OPUS. She said that Graduate Open House is April 16th in E-Lounge. She also reported GSU was awarded a P20 grant in collaboration with the University of Illinois. She said that additional faculty at GSU can submit supplemental grants through this award. She added that six programs at GSU have been awarded Health Resources and Services Administration (HRSA) grants for disadvantaged students.
 - *General Education Council*- Tamulis reported that the Gen Ed Council has been developing assessments for junior seminars.
 - *IBHE Faculty Advisory Committee*- Cortese submitted report *via* email (attached). Winicki said that neither Cortese nor Vick attended the last meeting, due to GSU travel restrictions. Vick will attend an IBHE Faculty Advisory Committee meeting tomorrow. Winicki will ask Provost Bordelon about using Faculty Senate money to pay for their travel.
 - *Bargaining Unit*- No report. Muhammad said that a health service provider has asked for payment up-front for procedures. Estep replied that in a case such as this, UPI can take legal action.
 - *Executive Committee*- (Winicki)
 - UCC representative to GEC: Cynthia Romanowski (UL)
 - Policy 6 – late withdrawal form has been revised
 - EPC – 2 COE representatives needed.
 - Blobaum has asked faculty to donate books to the library instead of selling to book buyers.
8. *Announcements*:
- February 22: Self-evaluations due for tenured faculty members
 - February 22 and 23: HLC visit
 - February 25: PBAC meeting
 - March 1: Deadline for Research Reassignment Applications
 - March 4: Board of Trustees meeting
 - April 22: African American Read-In

Adjournment: Muhammad made a motion to adjourn; Golland seconded. Meeting adjourned at 3:05 pm.

Next meetings: Executive Committee, March 3, 1:00 to 3:00 p.m., Library Conference Room (D2417)
Faculty Senate, March 31, 1:00 to 3:00 p.m., Hall of Honors

Respectfully submitted,

Mary Carrington
Faculty Senate Secretary

Attachments:

- UPI/Negotiations resolution
- IT Email policy
- IBHE-FAC report

GOVERNORS STATE UNIVERSITY FACULTY SENATE

A RESOLUTION

regarding University Professionals of Illinois 2016 Contract Negotiations

Whereas the satisfactory salary and working conditions, and training, retention, tenure, and promotion standards of Unit A and Unit B faculty and Academic Service Professionals are of paramount importance to the mission and successful functioning of the University; and

Whereas the University Professionals of Illinois is the established, legally recognized union representing Unit A and Unit B faculty and Academic Service Professionals under the laws of the State of Illinois and the United States; and

Whereas representatives of the University Professionals of Illinois are currently negotiating a contract with the University administration to ensure satisfactory salary and working conditions, and training, retention, tenure, and promotion standards of Unit A and Unit B faculty and Academic Service Professionals;

Now, therefore be it Resolved that the Faculty Senate supports the efforts of the University Professionals of Illinois in the current negotiations.

Approved in Faculty Senate February 18, 2016.

Mary Carrington
Secretary, University Faculty Senate

Initial Draft 4/15/2010
Second Draft 4/27/2010
Third Draft 10/5/2011
Fourth Draft 6/6/2012
Fifth Draft 12/17/15
Sixth Draft 2/2/16
Seventh Draft 2/8/16
Eighth Draft 2/9/2016

POLICY ON EMAIL

I. Purpose

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Governors State University (GSU). This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, use of the GSU faculty, staff and student email systems is considered an official means for communication within GSU.

Implementation of this policy ensures that students have access to this critical form of communication.

II. Email Accounts

- A. All students, upon admission to GSU, are provided with an email account. The University will use this email account to send communications to members of the student body.
- B. Student email accounts are provided to students as defined in Policy 32 – Continuing Student Status. Accounts are provided for Faculty, Professors Emeritus, retirees and active staff based on Department of Human Resources' guidelines.
- C. Student email addresses will be published in GSU electronic internal directories and records as stipulated by Policy 12 – Access to Student Educational Records.

D. Faculty, staff, and students are responsible for checking their official GSU email account.

E. Although reasonable security measures are taken, the university cannot guarantee the security of electronic transmissions.

III. Acceptable Use of Email

All use of email will be consistent with local, state, and federal law and regulations; and standards of conduct as described in the Student Handbook.

Users are expected to refrain from engaging in deliberately wasteful practices.

Users may not access systems for which they have not been authorized.

Confidentiality regarding student educational and medical records are protected under the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA and HIPAA.

Email is not to be used as the sole method for notification of any legal action.

Misuse of GSU email may be subject to disciplinary action including, but not limited to, suspension from access to email, termination of email privileges, suspension or expulsion from GSU. (See Community Standards Student Handbook for policies and appeal procedures).

The University may access university-owned or networked computers for maintenance and upgrades and to monitor or troubleshoot networks for related security, network audits, investigations, and/or legal requirements. Computers or systems may also be accessed through established procedures for reasonably suspected abuse of this policy and/or other University acceptable use policies. If illicit activity of any kind is suspected as a result of routine monitoring, an internal or external investigation may result. The university reserves the right to access university property with or without notice. Thus, users may or may not receive notification of such access. Certain violations of this electronic

mail policy, which involve the potential for illegal conduct may be reported to external agencies or law enforcement for investigation.

Unacceptable uses include, but are not limited to the following:

- Using email for any purpose that violates federal law, state law, or university policy.
- Use of electronic mail inconsistent with university Acceptable Use policies.
- Using email for commercial purposes.
- Misrepresenting your identity or affiliation in email communications.
- Sending patently harassing, intimidating, abusive, or offensive material to or about others.
- Intercepting, disrupting, or altering electronic communications packets.
- Using someone else's logon information.
- Sending of mass mailings outside of the sender's area of responsibility is prohibited without Provost, Vice President of Administration (or designee), Director of Marketing and Communications, and Deans' approval.
- Causing congestion on the network by propagating chain letters, broadcasting inappropriate messages to lists or individuals, or using an excessive amount of data storage in the email systems.
- GSU employees are prohibited from using email resources for political activities, including organizing or participating in any political meeting, rally, demonstration, soliciting contributions or votes, distributing material, surveying or polling for information connected to a political campaign, completing political surveys or polling information, and any other activities prohibited under the ethics act and/or other state/federal laws.

V. Responsibilities for Email

The following procedures apply to student email accounts:

- 1) Students are expected to check their official email on a regular basis;
- 2) Programs and faculty may have additional requirements for electronic communication;
- 3) Students are expected to maintain their mailbox within the appropriate size limits.

V. Privacy

While email is personalized and relatively confidential, there is no guarantee of absolute privacy in a computer system. Federal and state law or university policies may require the university officials to examine email under some circumstances including provision of messages to outside agencies.

From: Cortese, Daniel
Sent: Thursday, February 18, 2016 12:15 PM
To: Winicki, Barbara; Golland, David; Carrington, Mary
Cc: Vick, Dwight
Subject: Update from PBAC and IBHE FAC

Hello President Winicki,

As my teaching schedule impacts my availability for Senate, I will share electronically my reports, which shall be very brief. I will be doing my best to allow alternate arrangements for some class days, but for today, I will not be able to attend. My apologies for this circumstance.

Both representatives were unable to attend the January 22 meeting for IBHE due to travel restrictions and scheduling conflicts with University meetings, but we have remained in the loop with the discussions. I have shared with the GSU Faculty issues related to the IBHE FAC, such as the 2/5 Email where I provided the email that HLC sent to Governor Rauner in response to the funding crisis of higher education. Tomorrow is the next IBHE Meeting, and Alternate Dwight Vick has indicated that he will be in attendance. Since the March meeting is over Spring Break, we will not be in attendance, but we anticipate being able to attend the April meeting, which will be a joint one with the IBHE itself.

There has been no additional PBAC meetings since the December 10th Inaugural Meeting. We will next meet on February 25th.

Respectfully submitted,

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