Faculty Senate
January 15, 2015
1:00 to 3:00 p.m.
Hall of Honors

Minutes

Senators in Attendance:

X	Y. Brown (CAS)		D. Hechenberger (AL/COE)	X	V. Person (COE)
	D. Cortese (CAS)*		S. Ji (CBPA)		Z. Ramamonjiarivelo (CHHS)
X	N. Ermasova (CBPA)*	X	E. Johnson (CAS)*	X	X. She (COE)
	E. Essex (CHHS)		S. Lopez (COE)	X	A. Tamulis (CAS)*
X	L. Falconnier (CHHS)	X	K. Marrar (CAS)	X	C. Tymkow (AL/CHHS)
X	S. Gandy (COE)*	X	E. Mengova (CBPA)	X	S. Wadhwa (CHHS)
X	X. Gao (CBPA)		K. Morris (AL/CAS)	X	R. Washington (CHHS)*
X	L. Geller (UL)*	X	R. Muhammad (AL/CAS)*	X	B. Winicki (COE)*
X	D. Golland (CAS)*		B. Parin (AL/CAS)*		

* = Faculty Senate Executive Committee

Guests: E. Maimon, D. Bordelon, A. Vendrely

The meeting was called to order, with quorum, at 1:06 p.m. by Faculty Senate President Muhammad. There were no additions to the agenda. Faculty Senate President Muhammad noted that President Maimon, Provost Bordelon, and Associate Provost Vendrely would arrive at about 1:30, so the meeting would begin with discussion items and reports from committees.

1. Discussion Items:

    General Education Implementation Task Force: Geller stated that no additional meetings of the task force had been held since the previous Faculty Senate meeting. There had been an informal "debriefing" meeting with instructors of first-year students, however.

Composition of Faculty Search Committees: Faculty Senate President Muhammad raised the question of how search committees for administration vs. tenure track faculty are/should be composed and who makes decisions regarding membership and chairs. One senator stated that the division/department chair names the members and chair; HR only reviews the diversity of search committee and of candidates. Senators agreed that not selecting a chair from the program faculty, who know the professional requirements for the faculty position, is a problem. Another senator noted that college and division bylaws should be reviewed and perhaps revised to ensure there are guidelines for search committees. Faculty Senate President Muhammad stated that this issue requires further discussion and asked senators in investigate current practices within departments, divisions, and colleges.

Snow Days (GSU Emergency Closings): There was a brief discussion of the November, 2014, Faculty Senate resolution regarding emergency closings of the university. The resolution reads: "Resolved that faculty members are expected to use their best professional discretion in handling cancellation of classes (e.g., for reasons of personal emergency or illness or inclement weather); in particular, use of technology is encouraged."

2. <u>Approval of November, 2014, Faculty Senate Minutes</u>: Tamulis and Gandy offered edits. Tymkow made the motion to approve the minutes with edits; Tamulis seconded. The edited minutes were approved with all, except two abstentions, voting "yes."

3. <u>Faculty Reports</u>*:*

Educational Policy Committee (EPC): EPC Chair Tamulis suggested that discussion of the proposed Non-Tobacco Money policy be tabled until Faculty Senate Vice President Cortese could be present. The Senate agreed to table that discussion. Tamulis reported that EPC is currently discussing Interim Policy 71 on research misconduct and Jennifer Morehead has participated in the discussion. He stated that the proposed policy on FERPA training has been discussed, but not in detail. EPC meets on the second and fourth Thursdays of each month.

University Curriculum Committee (UCC): Faculty Senate Secretary Winicki read a message to Senate from UCC Chair Parin (see attached). She asks for approval of the checklists to be used for approving courses related to Policy 48 (writing intensive courses) and Policy 72 (junior seminar and undergraduate capstone courses). A few minor edits in the forms were offered. Winicki made the motion to approve the edited forms; Golland seconded. The forms were approved by unanimous voice vote.

Academic Program Review Committee (APRC): APRC member Gandy reported that there had been no meetings of APRC since the previous Faculty Senate meeting.

Graduate Studies Council: Falconnier reported that the Graduate Studies Council had met this morning (Jan. 15, 2015). They are discussing the graduate admission policy, which is now in interim status, and other related policies. The Graduate Studies Council will

forward suggested revisions to EPC. Falconnier stated that there will be a Graduate Orientation event on March 7. Also, Institutional Research will be providing data to help the Council understand GSU's capacity for graduate education and identify potential graduate students. In response to a question, Falconnier said that the issue of academic advising for graduate students is being discussed.

Bargaining Unit: Johnson reported that there will be an informational session about the UPI election process on Thursday, Jan. 22, from 3:30 to 5:00 in E Lounge. Hard copies of the UPA Agreement will be available.

IBHE Faculty Advisory Committee: Larry Levinson attended the December meeting, but he has not yet sent his report.

Administration (GSU President Maimon, Provost Bordelon, and Associate Provost Vendrely) arrived at 1:40 p.m.

4. <u>Administrative Reports</u>:

President Maimon wished all a Happy New Year. She stated that the orientation for new transfer and graduate students was occurring today (Jan. 15). She noted that the first semester of *"transformation"* went well. During meetings with faculty who taught the first-year students, the most commonly mentioned surprise was that there was detectable student growth over the course of the semester. President Maimon described the Save Your Semester program led by Dean Valente; she said the program was very successful. President Maimon noted that GSU is obtaining national recognition for the support and instruction being provided to the first year students. She stated that the transformation is also working in terms of the university's business plan; credit hours and FTE are both up close to 12% fall to fall, and there is an 11% spring to spring enrollment increase.

President Maimon then spoke about the *fiscal uncertainty* in the State of Illinois. She said that she will be sending a memo to clarify the situation. The true state of the budget and the extent of cuts may not be known until the end of May. Illinois GOMB has asked public universities for a next year budget of maintenance and one based on a 20% reduction. This Tuesday (Jan. 13), all public university presidents received a message asking for plans based on a 10% reduction in the annual budget for the current fiscal year. President Maimon stated that GSU is as healthy as possible, given the situation. She noted that travel, hiring, etc., will be examined more carefully until the real budget situation is known. Enrollment-related expenditures will be allowed, and the quality of instruction will be maintained.

Provost Bordelon reported on *enrollment* numbers. She stated that undergraduate FTE is up 26%. There is also an increase at the graduate level, including doctoral. Provost Bordelon said that state appropriations will most probably continue to decline. In response to a question, Provost Bordelon stated that final enrollment numbers for the spring semester will be available a few weeks after the start of the semester.

In response to another questions from a senator, President Maimon stated that the budget cuts will have an impact on faculty searches planned for next year. Provost Bordelon stated that current searches are being examined and informed decisions (i.e., based on enrollment, etc.) will be made. In response to another question, President Maimon stated that budget cuts will affect all units. The renovation of Stunkel Road will not be affected because that is federally funded.

Associate Provost Vendrely reported that the *University Personnel Committee and all College Personnel Committees* are working on reviewing faculty portfolios. The schedule for next year is being drafted. Committees will have 10 days to 2 weeks to review portfolios; individuals (i.e., administrators) will have shorter timelines. There was a brief discussion of the need for clarity and communication regarding the new criteria.

Provost Bordelon reported data on *fall 2015 freshmen applications and persistence/retention for freshmen admitted in fall 2014*. She noted that the term "persistence" is related to semester to semester enrollment, while "retention" is related to year to year enrollment. For fall 2015, there are 409 applications; of those, 118 have been admitted; 50 of the 118 are full/direct admits; 39 need Smart Start in math and English; 17 need Smart Start in math only; 12 in English only. Provost Bordelon noted that there are 10 applicants who meet the criteria for the Presidential Scholarship; 2 scholarships will be awarded. Regarding the fall 2014 freshmen, there is 85% persistence rate; 180 have registered, and there are an additional 30 who need immunizations, etc. Therefore, about 210 of the 240 fall 2014 freshmen will return for the spring semester. There was a brief discussion of continuing support, including making advising more "intrusive."

Associate Provost Vendrely reported that the General Education Implementation Task Force hosted a group of freshmen instructors, peer mentors, and advisors. She noted that faculty members are helping one another in development of instruction. Also, there is an evolution of the peer mentors; they will be assigned to a cohort rather than to a particular class. Regarding *academic progress of the fall 2014 freshmen*, Associate Provost Vendrely reported that their overall GPA was 2.69; 100 are on academic probation; 20% have GPAs between 3.0 and 4.0. It appears that non-residents did better than residents of Prairie Place, which is contrary to national trends. In response to a question, Provost Bordelon stated that, rather than providing Smart Start to all freshmen, the program is designed to give intensive support to those who need it most.

Provost Bordelon reported that faculty profiles are now accessible through the Directory. Faculty members should check with their college web content managers. She also asked that faculty members should contact Teri Sosa with ideas for professional development workshops. In response to a question, Provost Bordelon stated that there are about 100 students from India who will be enrolling in computer science or analytical chemistry; in addition, there are ongoing partnerships with Turkey and China.

Administration left the meeting at 3:00 p.m.

At 3:02 p.m., Golland made the motion to extend meeting by 10 minutes; Washington seconded. The motion was approved.

5. Executive Committee Report:

   Faculty Senate President Muhammad reported that the *SEIs Task Force* is looking at our current SEIs, both paper and online. The task force membership includes Senator Tamulis and Faculty Senate President Muhammad, but they are the only faculty members in the eight-member task force. She is concerned about the possibility of a task force endorsement of SEIs that are only available in online format. The efficiency factor should not control recommendations. Golland noted that there could be a minority report from those who disagree with such an endorsement. The question of to whom the task force's report will be sent was raised. The issue of how team-taught classes' SEIs should be handled also was raised. Faculty Senate President asked that thoughts be forwarded to herself or Senator Tamulis.

Meeting Adjourned: 3:16 pm.

Next Meetings: Executive Committee Meeting: Feb. 5, 1:00-3:00, Library Conference Room
                Full Senate Meeting: Feb. 19, 1:00-3:00, Hall of Honors

Respectfully submitted,

Barbara Winicki
Faculty Senate Secretary

Attachments:
Message from UCC Chair Parin
UCC Forms: Writing Intensive Checklist
             Junior Seminar Checklist
             Undergraduate Capstone Checklist

EMAIL JAN 15, 2015

Happy New Year!

Please review the attached new UCC forms (WI, JS, and Capstone Checklists) for final approval before submitting them to the Provost office.   Recommendations from Senate have been implemented.

UCC will meet Monday, January 26th from 1:00-3:00 to begin the Spring 2015 review session.

I am attending a 2 day annual board meeting today and tomorrow for Children and Parent Services in Indiana. So, if there are any questions on approved courses from Fall, catalog errors, and new form questions please email me and I will place them on the agenda for Monday's meeting.

Happy 2015!

Beth
UCC chair

Beth Parin, M.F.A.

Associate Professor, Independent Film & Digital Imaging and Art
Academic Adviser BFA, MA & MFA in IFDI & Art Degree Programs
Head of Photography & Digital Imaging
Chair, GSU University Curriculum Committee

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Policy 48 Checklist – Writing Intensive Course Page 1 of 2

Course Name and Number: _____

Recommended Level (freshman, sophomore, junior, senior): _____

Requesting Exemption to Criteria: _____(yes or no – if yes provide documentation/ rationale)

Criteria	Met	Not Met	Comment(s)
Significant writing assignments with a minimum of 4,000 words total (may include a combination of non-revised assignments and revised assignments).			
Minimum of 40% of the course grade dependent on written assignments.			
Includes instruction intentionally planned to support writing skills.			

Approvals – checklist for UCC

_____ **Meets** criteria and as such is designated as writing intensive by the University Curriculum Committee (UCC).

_____ **Does not meet** criteria to be designated as writing intensive by the University Curriculum Committee (UCC). Read comments above and make suggested changes to be reconsidered as writing intensive.

_____ Request for exceptions/equivalencies included documentation demonstrating that the discipline and/or course requires such exceptions/equivalencies. Exceptions/equivalencies to the above criteria **are** approved by UCC.

_____ Request for exceptions/equivalencies **did not** include documentation demonstrating that the discipline and/or course requires such exceptions/equivalencies. Exceptions/equivalencies to the above criteria are **not** approved by UCC.

Policy 48 Writing Intensive Course Page 2 of 2

Signatures

Submitting Faculty Member: _____ **Date:** _____

1st Program Coordinator: _____ **Date:** _____

(If the course submitted for the *Writing Intensive* designation is a part of more than one program, signatures from all program coordinators MUST be included.)

2nd Program Coordinator (if necessary): _____ **Date:** _____

3rd Program Coordinator (if necessary): _____ **Date:** _____

4th Program Coordinator (if necessary): _____ **Date:** _____

Division/Department Curriculum Committee Chair: _____ **Date:** _____

Division/Department Chair: _____ **Date:** _____

Dean: _____ **Date:** _____

University Curriculum Committee Chair: _____ **Date:** _____

Policy 72 Checklist – Junior Seminar Page 1 of 2

Course Name and Number: _____

Program Major: _____

Program Minor or Concentration: _____

Criteria	Met	Not Met	Comment(s)
Offered fall semester; minimum of two-credit hours; numbered as 3099.			
Course experiences designed to integrate students who began their UG education at GSU with transferring juniors;			
Evidence that the course activities support junior-level students' transition from a broad intellectual experience in general education to a more focused study of a particular field;			
Evidence that the course includes a substantive study of the major/discipline, including an introduction to important concepts within the major/discipline;			
Evidence that the course introduces students to the nature of inquiry typical in the major/discipline			
Evidence that course reinforces the GE SLOs for foundational knowledge, practical skills, and social responsibility as detailed in Policy 51;			
Earned the designation of writing intensive as defined in Policy 48;			

Policy 72 Junior Seminar Page 2 of 2

Signatures

Submitting Faculty Member: _____   **Date:** _____

Program Coordinator: _____   **Date:** _____

Division/Department Curriculum Committee Chair: _____   **Date:** _____

Division/Department Chair: _____   **Date:** _____

Dean: _____
          Date: _____

University Curriculum Committee Chair: _____   **Date:** _____

Approvals - checklist for UCC

_____ **Meets** criteria and as such is designated a Junior Seminar by the University Curriculum Committee (UCC).

_____ **Does not meet** criteria to be designated as a Junior Seminar course by the University Curriculum Committee (UCC). Read comments above and make suggested changes to be reconsidered as a junior seminar.

_____ Request for exceptions/equivalencies included documentation demonstrating that the discipline and/or course requires such exceptions/equivalencies. Exceptions/equivalencies to the above criteria **are** approved by UCC.

_____ Request for exceptions/equivalencies **did not** include documentation demonstrating that the discipline and/or course requires such exceptions/equivalencies. Exceptions/equivalencies to the above criteria are **not** approved by UCC.

Policy 72 Checklist – Capstone Page 1 of 2

Course Name and Number: _____

Criteria	Met	Not Met	Comment(s)
Minimum of three-credit hours which may be completed over more than one semester; numbered as 49XX.			
Course experiences designed to provide a demonstrably integrative learning experience;			
Evidence that the course activities produce evidence for the assessment of student learning outcomes relative to the major and general education;			
Evidence that course meets the GE SLOs for integrative learning as detailed in Policy 51;			
Earned the designation of writing intensive as defined in Policy 48;			

Policy 72 Capstone Page 2 of 2

Signatures

Submitting Faculty Member: _____ **Date:** _____

1ˢᵗ Program Coordinator: _____ **Date:** _____

Division/Department Curriculum Committee Chair: _____ **Date:** _____

Division/Department Chair: _____ **Date:** _____

Dean: _____

   Date: _____

University Curriculum Committee Chair: _____ **Date:** _____

Approvals - checklist for UCC

_____ **Meets** criteria and as such is designated as an Undergraduate Capstone by the University Curriculum Committee (UCC).

_____ **Does not meet** criteria to be an Undergraduate Capstone by the University Curriculum Committee (UCC). Read comments above and make suggested changes to be reconsidered as writing intensive.

_____ Request for exceptions/equivalencies included documentation demonstrating that the discipline and/or course requires such exceptions/equivalencies. Exceptions/equivalencies to the above criteria **are** approved by UCC.

_____ Request for exceptions/equivalencies **did not** include documentation demonstrating that the discipline and/or course requires such exceptions/equivalencies. Exceptions/equivalencies to the above criteria are **not** approved by UCC.