

Faculty Senate Meeting Minutes

**March 31, 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. She (COE)
X	M. Carrington* (CAS)	X	D. Golland* (CAS)	X	J. Shin (AL)
X	X. Chen (CAS)	X	K. Marrar (CAS)	X	A. Tamulis* (CAS)
	D. Cortese (CAS)	X	E. Mengova (COB)		C. Tymkow (AL/CHHS)
	L. Danley* (COE)	X	R. Muhammad* (AL/CAS)	X	S. Wadhwa (CHHS)
X	E. Essex (CHHS)		B. Parin* (AL/CAS)		S. Wagner* (AL/COB)
X	L. Falconnier (CHHS)	X	V. Person (COE)	X	B. Winicki* (COE)
X	S. Gandy* (COE)		Z. Ramamonjiarivelo (CHHS)		

* = Faculty Senate Executive Committee, Standing Committee Chairs

Others Present: D. Bordelon, W. Kresse (Parliamentarian), N. Laff, A. Vendrely

1. *Call to Order:* The meeting was called to order at 1:01 p.m., with quorum, by Faculty Senate President Winicki. Ned Laff, the new Director for the Center for the Junior Year, introduced himself.
2. *Administrative Updates:*
 - *Budget and convening of the Academic Program Elimination Committee-* Provost Bordelon reported that PBAC met yesterday. She added that GSU is going to use a balanced-budget model for FY17. Each unit head will receive a letter including the budget that he/she will have to work with. She said that indications from the state are of an approximate 20% reduction from 2015 spending for FY17. GSU has not received any word or funds for FY16. Provost Bordelon said that GSU's current cash flow financial model is not sustainable. As part of implementing a balanced-budget model, she will be convening the Academic Program Elimination Committee. Faculty representatives on this committee are Susan Ji, Bruce Wilson, Christienne Dyslin, Raven Badger, Michel Nguessen, Carlos Ferran and Dalsang Chung.
 - *Enrollment and admissions* – Provost Bordelon reported that GSU has received 801 Fall 2016 freshman applications, compared to 629 last year. Of those applications, GSU has admitted 347, compared to 226 last year. Admissions include 76 direct admits, 61 Early Start in math, and

28 Early Start in English. An additional 228 applications are incomplete. Currently 34 students have confirmed that they are attending GSU, compared to 19 at this time last year. She also added that GSU is working on recruiting Presidential Scholars.

- *Declaration of majors by 2014 freshmen* – Bordelon reported that of the 120 students in the 2014 freshman cohort currently attending GSU, 82 have declared majors. Declared majors by college are as follows: COB - 24, COE - 6, CHHS - 8 and CAS - 44. Bordelon also reported numbers declared in some of the larger majors, including 10 in Biology, 12 in Criminal Justice, 9 in Marketing and 6 in Psychology.
 - *HLC mid-cycle visit* – Bordelon reported that results of the HLC mid-cycle visit will be disseminated soon. She said that HLC had good things to say about GSU, and added that the mid-cycle visit should lay the groundwork for HLC’s re-accreditation visit in 2019-2020.
 - *New tenure-track faculty members service as program coordinators and/or university-level committees* – Winicki clarified the Faculty Senate’s concern that some junior faculty are being asked to serve as program coordinators and/or asked to serve on university-wide committees, and consequently may have little time to devote to working on scholarly products required for tenure. Bordelon replied that some faculty she has talked to have sought service on university-wide committees to learn more about GSU. Bordelon added that she would further look into junior faculty serving as program coordinators, etc.
 - *SEIs: Results of vendors’ presentations on March 9 & 10; online SEI distribution dates; CUBE ready for central SEI drop-off?* – Associate Provost Vendrely reported that SEI vendors did presentations on campus in March. If one of the two vendors who presented is chosen, Vendrely said that she expects that an offer will be made in two to three weeks. She also reported that the first on-line SEIs this term will open on April 11. On-line SEIs for most courses will open April 24 and close May 8. Students who withdrew from courses before April 11 will not receive on-line SEIs. Four boxes (one for each college) will be installed in the CUBE for paper SEIs by April 25.
 - *Faculty Senate representative/liaison to CASLO* – Golland nominated Geller for the Faculty Senate to CASLO; Winicki seconded. Geller accepted the nomination. Appointment of Geller as Faculty Senate representative to CASLO passed by unanimous voice consent.
 - *Update on faculty representatives for Committee on Readmissions and Special Admissions* – Bordelon said that she will check on recruiting a representative to this committee from COB.
3. *Review of February 2016 draft minutes* – Senators made two corrections to the February 2016 draft minutes. Golland made a motion to approve the minutes as corrected; Tamulis seconded. Approval of the February minutes passed unanimously.
4. *Guest Q/A:*
- *Ned Laff, Director of the Center for the Junior Year* – Laff said that while he was at Columbia College in South Carolina, he helped students “put all the pieces of their education together.” As part of this effort, he connected students with learning opportunities from faculty, which involved identifying faculty by area of expertise. He also has worked with students designing their own programs, and has embedded advising into residence halls. At GSU he wants to work with transfer students early, at the community colleges.
5. *Faculty Senate Action Items:*
- *Policies 9 and 60 revisions* – Tamulis said that Policy 60 governs how programs develop new minors and revise minors. He said that EPC changed Policy 60 to accommodate the fact that GSU now has lower-division courses. Winicki reported that Associate Provost Sexton has put together a list of minors across the university. Changes to Policy 60 were moved and seconded by EPC. The changes passed unanimously. Tamulis said that changes to Policy 9 (English Language

Proficiency) included adding in an additional test of English proficiency, and changing some wording. Changes to Policy 9 were moved and seconded by EPC. The changes passed unanimously.

- *Faculty, Student, and Civil Service Senates joint resolution regarding Illinois budget impasse* – Winicki will contact the presidents of the Student and Civil Service Senates to work on drafting a resolution. Essex suggested that there be press coverage of the resulting resolution. Golland suggested that the goal of the resolution is to continue to further the GSU faculty's relationships with students and civil service employees.
 - *Amendment to Faculty Senate Bylaws and Standing Rules regarding standing committee meetings* – Resolutions (one to amend the Bylaws, another to amend the Standing Rules) were presented to senators for consideration. Voting on the resolutions will occur at the next Faculty Senate meeting. Amendments are to allow remote attendance (on-line or *via* conference phone) of standing committee meetings. Golland suggested adding wording to restrict remote attendance, so that remote attendance does not become a common practice. Other senators were concerned that technology during meetings might be insufficient to ensure true remote attendance (during which all attendees can easily hear and speak during the meeting). Winicki said that additional concerns about the resolutions should be sent to the Executive Committee.
6. *Faculty Senate Discussion Items:*
- *Scheduling of spring elections/nominations* – Winicki reported that this year's nomination forms will list meeting times of standing committees. Winicki will send a list of vacancies to Veronica Hunt by next week, so that nomination forms can go out in two weeks. Golland added that the Faculty Senate may be conducting elections for next year's UPC. A current census of Unit A faculty is required for elections. Senators agreed that the most accurate count of Unit A faculty seems to be the sabbatical list. In addition, Winicki soon will distribute a Faculty Senate roster that will include times remaining on senators' terms.
 - *Items for Academic Council report on April 5* – Golland suggested that Winicki request that Bordelon keep the Faculty Senate informed on recommendations of the Academic Program Elimination Committee.

Essex made a motion that the Faculty Senate go into executive session; Falconnier seconded. The motion passed unanimously. The Faculty Senate went into executive session at 2:40. No action was taken during executive session. Golland made a motion that the Faculty Senate come out of executive session; Tamulis seconded. The motion passed unanimously. Faculty Senate came out of executive session at 2:50. Brown made a motion to extend the meeting by 10 minutes; Falconnier seconded. The motion passed unanimously.

7. *Reports:*

- *APRC*- Gandy reported that two proposals have been returned to APRC with revisions. In addition, two programs asked for extensions for their IBHE reviews. Since those extensions were granted, one of the two reports has been submitted to APRC.
- *EPC*- Tamulis said to expect more policy revisions next month.
- *UCC*- Wadhwa reported that UCC is working to approve submissions.
- *Graduate Studies Council*- Falconnier reported that the committee currently is focusing on graduate student writing. A GA is developing a survey to be sent out to faculty of graduate courses to determine what writing needs are. Members of the committee also are reviewing literature on writing proficiency, and ultimately will write a white paper on graduate student writing.
- *General Education Council*- Tamulis reported that the General Education Council is working with faculty who are developing junior seminar courses.
- *IBHE Faculty Advisory Committee*- No report.

- *Bargaining Unit*- Winicki reported that a rally will be held tomorrow at noon at Chicago State. Another rally will be at the Thompson Center in Chicago at 4 pm.
- *Executive Committee*- (Winicki)
 - Administrators' demands regarding standing committees; reviews of proposals at division/department/college levels
 - EPC – 2 COE representatives needed.

8. *Announcements:*

- March 30, 3:45, PBAC
- April 1, 9:00 to 6:00, Research Forum

9. *Adjournment:* Muhammad made motion to adjourn; Tamulis seconded. Adjourned at 3:05.

Next meetings: Executive Committee, April 7, 1:00 to 3:00 p.m., Library Conference Room (D2417)
 Faculty Senate, April 21, 1:00 to 3:00 p.m., Hall of Honors

Respectfully submitted,

Mary Carrington
 Faculty Senate Secretary

Attachments:

- Proposed changes to Policies 9, 60
- Resolutions changing Bylaws, Standing Rules to allow remote attendance of standing committees

Governors State University

English Language Proficiency Policy

- I. Prior to admission to an undergraduate degree, graduate degree, or certificate program, all applicants from an institution where English is not the principal language of instruction must provide evidence acceptable to the University of having attained sufficient mastery of the English language.
- II. Methods for Determining Mastery
- A. At least one (1) of the following four (4) items must be satisfied:
1. applicants must attain a minimum acceptable score on a test of English as a foreign language. Test scores must be no more than two (2) years old at the time of application.
 2. applicants must have completed a minimum proficiency level of 112 through ELS Education Services Inc.'s Language Centers, or
 3. applicants must have completed GSU's Intensive ESL Program as outlined in V.
- B. For the TOEFL, minimum acceptable scores are as follows (see TOEFL web site for explanation of scoring procedures):

UNDERGRADUATE LEVEL APPLICANTS			
Type of TOEFL Exam	Paper	Computer	Internet (iBT)
Total Score	500	173	68
Reading	53	20	19
Writing	54	21	16
Listening	53	19	18
Speaking	-	-	15

MASTER LEVEL APPLICANTS			
Type of TOEFL Exam	Paper	Computer	Internet (iBT)
Total Score	550	213	80
Reading	54	21	20
Writing	58	24	20
Listening	55	21	20
Speaking	-	-	20

DOCTORAL LEVEL APPLICANTS			
Type of TOEFL Exam	Paper	Computer	Internet (iBT)
Total Score	577	233	91
Reading	54	22	20
Writing	61	26	24
Listening	55	21	21
Speaking	-	-	26

- C. For the IELTS, minimum acceptable score for all applications is 6.0 (academic

version).

- D. Complete Level 4 of the IEP satisfactorily with a grade of 4 of 5 or better, within two (2) academic years, and get a written recommendation from IEP faculty.
- E. For the Pearson Test of English Academic, minimum acceptable scores are as follows:

Undergraduate Level Applicants	Total score: 47
Listening	48
Speaking	40
Reading	51
Writing	43

Master Level Applicants	Total score: 53
Listening	53
Speaking	53
Reading	53
Writing	53

Doctoral Level Applicants	Total score: 62
Listening	56
Speaking	70
Reading	54
Writing	64

- III. The attainment of a minimum acceptable score on TOEFL, IELTS, PTE, or minimum ELS proficiency does not take the place of any special English language proficiency requirements for specific majors or university requirements as stated in the University Catalog.
- IV. Implementation and verification of the minimum competencies will be done by the Office of Admissions. This office has discretionary authority to determine exceptions where appropriate.
- V. Conditional Admission
 Conditional admission is intended to facilitate admission of fully academically qualified, degree-seeking international students who have not satisfied the minimum English language requirement, yet are being considered for admission by a program.
 - A. The program must obtain approval from the Provost for their candidates to be allowed conditional admission.
 - B. In order to be considered for conditional admission, international applicants must meet the following criteria: an iBT TOEFL score of 43 or higher for undergraduate students, or 55 or higher for graduate students, but lower than the required TOEFL score, a PTE Academic score of 38 or higher for undergraduate students, or 42 and higher for graduate students, but lower than the required PTE Academic score, or an IELTS score of 5.0 or higher, but lower than 6.0, and formal recommendation of the conditional admission from the program.
 - C. Students who are conditionally admitted under these criteria will attend

Governors State University's Intensive ESL Program (IEP). Students are not permitted to hold graduate assistant appointments while attending IEP.

- D. Students who are granted conditional admission will enroll in the IEP and will receive an I-20, or related official student visa documents, for IEP. They will also receive a letter of admission specifying their conditions for entry into full-time study in their admitted programs. Based upon an assessment with the students, students may enroll in one or two courses in their major while attending the IEP, based upon their English language ability and course availability.
- E. Conditionally admitted students must
 1. study in GSU's IEP for a period of at least one semester;
 2. complete Level 4 of the IEP satisfactorily with a grade of 4 out of 5 or better;
 3. demonstrate proficiency on the basis of an approved standardized test or written recommendation of IEP faculty.
- F. Following attainment of the required proficiency certification, the student will then enroll in the admitting degree program not later than the second semester after starting in IEP. For those conditionally-admitted applicants who do not fulfill their language proficiency requirement during the specified period, the conditional admission is revoked. Such students may choose to continue studying in the IEP or elsewhere and reapply for regular admission at a later time.
- G. The Office of Admissions will work with the Office of International Services, the program, and the IEP Program, process conditional admission.

Effective 11/11/09
Revision effective 2013 Spring
Revised by IEP and EPC, 3/8/2015
Revision Effective 5/5/2015

Policy 60**Governors State University
POLICY ON UNDERGRADUATE MINOR**

- I. Purpose: Various academic divisions within the university offer minors available to degree-seeking students who wish to pursue organized course work in addition to their major field of study. A Governors State University minor consists of a minimum of 18 credit hours. Upon approval of the Provost, colleges may establish additional published requirements beyond those listed.

- II. To earn a minor, a student must do the following:
 - A. Meet all university and collegial requirements for the baccalaureate degree.
 - B. Apply for the minor and develop a study plan with the faculty advisor. Transfer courses should be submitted to the minor advisor for approval prior to the term in which graduation is intended.
 - C. Complete the specific course requirements for the minor as described in the catalog and detailed in a study plan approved by an advisor in the minor discipline. Credit hours may count toward both a major and a minor, provided they are accepted on both study plans.
 - D. At least 1/2 of the required credit hours for the minor must be awarded by Governors State University. Individual programs may require a greater portion of credit hours to be completed at Governors State University.
 - E. At least 1/2 of the required credit hours for the minor must be at the upper division level, that is, 3000 or above level courses.
 - F. Apply for the completion of the minor at the time of major degree completion by submitting an approved student study plan for each minor with the application for graduation.
 - G. Be in Academic Good Standing.
 - H. Remove all grades of incomplete (I or E) by the graduation processing date.
 - I. Complete the collegial and university procedures which cover implementation of the above requirements.

Effective Fall 2012

Language suggested by Yevette Brown

**GOVERNORS STATE UNIVERSITY
FACULTY SENATE**

RESOLUTION

WHEREAS: It is the sense of certain members of the Faculty Senate that an amendment to certain provisions to the Governors State University Faculty Senate Bylaws is necessary in order to better clarify the use of teleconferencing and/or videoconferencing by member of the Faculty Senate and/or Committees;

THEREFORE, BE IT RESOLVED BY THE GOVERNORS STATE UNIVERSITY FACULTY SENATE, DULY ASSEMBLED, THAT BYLAW

Article VI, Section 8, Part D is amended so as to read:

Senate Standing Rules may permit Senators to participate in any Senate meeting via teleconference or videoconference with permission of the Senate President, and those who do shall be considered present for purposes of determining the existence of a quorum and any vote on motions.

All requests are to be in writing to the Senate President at least one week prior to the scheduled Senate meeting. Requests are granted based on technology availability and whether the maximum number of audio and/or video attendees has been reached. The virtual attendance maximum is based on the requirements of technology used.

AND FURTHER, THAT

Article VII, Section 1, Part F is amended so as to add at the end:

Senate Standing Rules may permit Committee members to participate in any Committee meeting via teleconference or videoconference with permission of the committee chair, and those who do shall be considered present for purposes of determining the existence of a quorum and any vote on motions.

All requests are to be in writing to the standing committee chair at least one week prior to the scheduled committee meeting. Requests are granted based on technology availability and whether the maximum number of audio and/or video attendees has been reached. The virtual attendance maximum is based on the requirements of technology used.

**Ratified, following due presentation to the Faculty Senate, by at least a Two-thirds (67%)
Vote of Senators at the Faculty Senate meeting on the _____ day of
_____, 2016.**

X _____

Language suggestions by Yvette Brown

**GOVERNORS STATE UNIVERSITY
FACULTY SENATE**

RESOLUTION

WHEREAS: It is the sense of certain members of the Faculty Senate that an amendment to certain provisions to the Governors State University Faculty Senate Standing Rules is necessary in order to better clarify the use of teleconferencing and/or videoconferencing by member of the Faculty Senate and/or Committees;

THEREFORE, BE IT RESOLVED BY THE GOVERNORS STATE UNIVERSITY FACULTY SENATE, DULY ASSEMBLED, THAT STANDING RULE

Article I, Section 11 is amended so as to read:

While face-to-face meetings are expected, Senators may participate in any Senate meeting via teleconference or videoconference and those who do shall be considered present for purposes of determining the existence of a quorum and any vote on motions. Senators requesting to meet via teleconference or videoconference must make their request to the Senate President in advance of the meeting; participation via teleconference or videoconference is at the discretion of the Senate President. The Senate President must inform the Senate of all such requests and decisions.

AND FURTHER, THAT STANDING RULE

Article II is amended so as to add:

SECTION 9

While face-to-face meetings are expected, Committee members may participate in any Committee meeting via teleconference or videoconference and those who do shall be considered present for purposes of determining the existence of a quorum and any vote on motions. Committee members requesting to meet via teleconference or videoconference must make their request to the Committee Chair in advance of the meeting; participation via teleconference or videoconference is at the discretion of the Committee Chair. The Committee Chair must inform the Committee of all such requests and decisions.

Ratified, following due presentation to the Faculty Senate President, the Faculty Senate Executive Committee, and the Faculty Senate, by Majority Vote of Senators at the Faculty Senate meeting on the _____ day of _____, 2016.

X _____