

RECOGNITION AND DEVELOPMENT COMMITTEE ANNUAL REPORT (4/20/2018)

I. FOREIGN TRAVEL GRANT PROGRAM

FTG Program Details

The Foreign Travel Grant program is open to all faculty for university-related travel to foreign countries for scholarly activities and it offers financial support for travel. These funds reduce the financial burden for Iowa State University faculty traveling the world as invited experts delivering keynote addresses, top researchers sharing their results, and renowned scholars sharing their gifts. These opportunities are extremely valuable for faculty professional development and establishing an institutional prominence internationally.

The Faculty Senate recognition and development committee used a total budget amount of \$63,219 for the 2017-2018 academic year. The committee appreciates the contributions from the President's office of \$25,000. These resources were distributed between three travel cycles (Cycle 1 – 16 August 2017 - 13 May 2018, Cycle 2 – 17 January 2018 - 15 August 2018, and Cycle 3 – 16 May 2018 - 16 January 2019) for this academic year. A competitive three stage review process was completed using the departmental review, college ranking, and the university ranking. The funded applications provided up to 75% of the round trip fare quoted by an ISU Official Travel Agent obtained by the Faculty Senate Office or 75% of the actual fare, whichever is less.

FTG Program Participation

The volume of Foreign Travel Grant applications received in one academic year has remained fairly constant over the last 11 years with an average of 98 applications received per year. Table 1 shows the number of applications received and number approved each academic year. The percent of approval ranges from 48% to as much as 90%.

Table 1. Total number of applicants and percent approved by years

Academic year	Number of applicants	Number approved	Percent Approved
2007-2008	102	72	71%
2008-2009	90	65	72%
2009-2010	79	38	48%
2010-2011	83	47	57%
2011-2012	94	46	49%
2012-2013	117	79	68%
2013-2014	106	62	58%
2014-2015	101	69	68%
2015-2016	114	69	61%
2016-2017	104	83	80%
2017-2018	84	76	90%

Participation in the program by colleges does vary without any identifiable trends. Colleges with a low number of applications typically have a higher percentage of Foreign Travel Grants approved. In the current academic year (2017-2018) all colleges had 73% or more of their applications funded (see Table 2.)

Table 2. Number of applicants and percent approved by college for the past five years.

College	2017-2018		2016-2017		2015-2016		2014-2015		2013-2014	
	Number Submitted	Percent Approved								
AGLS	9	100%	14	86%	13	85%	5	80%	15	60%
BUS	11	100%	6	100%	6	83%	8	50%	13	62%
DES	6	100%	14	93%	17	65%	11	82%	14	71%
ENG	9	100%	12	92%	11	55%	12	75%	6	67%
HSC	9	100%	7	71%	19	53%	5	80%	6	83%
LAS	29	83%	43	72%	38	53%	51	65%	44	50%
VET	11	73%	7	71%	10	60%	9	67%	8	50%

The cost supported by the Foreign Travel Grant is a percentage of the air fare. Table 3 shows the estimated full air fare cost and the estimated 75% of the air fare for all applications during each academic year. Variation in air fare rates, when tickets are purchased, and differences in destinations for travelers contribute to the fluctuation over the years. The average cost of air fare per applicant for 2017-2018 was \$1,247.

Table 3. Cost of estimated air fare, 75% estimated air fare, and average cost of air fare by program years

Year	Estimated full air fare, combined	Estimated 75% of air fare, combined	Average Cost of air fare, per applicant
2007-2008	\$137,240	\$102,930	\$1,345
2008-2009	\$129,412	\$97,061	\$1,438
2009-2010	\$126,132	\$94,599	\$1,597
2010-2011	\$121,785	\$91,338	\$1,467
2011-2012	\$130,567	\$97,925	\$1,389
2012-2013	\$101,250	\$75,937	\$865
2013-2014	\$159,831	\$119,873	\$1,508
2014-2015	\$158,424	\$118,818	\$1,569
2015-2016	\$169,268	\$126,951	\$1,485
2016-2017	\$137,389	\$103,042	\$1,321
2017-2018	\$104,785	\$78,389	\$1,247

FTG Program Destinations and Activities

Faculty travel includes many different locations. The destinations and number of faculty visiting these destinations are listed by continents in Table 4. These destinations are for the past 7 years. The two destination continents with the largest number of visits are Europe with 224 and Asia with 104. All the other continents combined had only 80 visits, combined.

Table 4. Destination of approved applicants for the past seven years

Destination	Year						
	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
Africa	3	6	3	2	0	3	3
Antarctica	0	0	0	0	0	0	0
Asia	13	16	15	18	18	24	13
Australia	3	1	3	8	6	2	2
Europe	47	48	38	35	35	45	23
North America	6	6	6	2	2	3	2
South America	6	6	4	4	1	2	3
Totals	78	83	69	69	62	79	46

There are numerous variations in the activities for each of the Foreign Travel Grants awarded. Sometimes there are combinations of activities that a faculty will accomplish during his or her travel. Regardless of the number of activities included in the faculty's trip, the primary activity for the trip are listed in Table 5. The most frequent activity in the past five years is presentation of a contributed paper (199) followed by invited paper or speaker (89).

Table 5. Activities of approved applicants for the past five years

Activities	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014
Invited papers/speakers	14	14	10	32	19
Contributed papers	47	55	46	19	32
Organizing committees	0	2	2	0	2
Research	4	11	8	14	7
Consulting/teaching/artistic performance	13	3	3	4	2
Totals	78	85	69	69	62

FTG Program Summary

The Foreign Travel Grant program remains vital to the professional development of Iowa State University Faculty. Every cycle there are typically more applications received by the program than can be funded. There are worthy applications not being funded because of budget constraints. The Committee continued to divide the budgeted amount used by each cycle differently. The amount allocated in each cycle was based on volume of previous year applications. This year distribution was approximately 25, 33, and 42 percent for cycles 1, 2, and 3 respectfully.

II. BIG 12 FELLOWSHIP PROGRAM

Big 12 Fellowship Program Details

Iowa State University participates in the Big 12 Faculty Fellowship program that has connections to the Big 12 Athletics Conference. The institutions engaged in this program are Baylor University, Iowa State University, Kansas State University, Oklahoma State University, Texas Christian University, Texas Tech University, University of Kansas, University of Oklahoma, University of Texas-Austin, and West Virginia University. Application dates of this program match the Foreign Travel Grant program and the applications are typically reviewed at the same time. The Faculty Senate Committee on Recognition and Development makes the decisions to support or not to support the applications and provide ranking of priority when necessary. The Committee reports their decisions to the Senior Vice President and Provost. Funding decisions are made by the Senior Vice President and Provost.

Big 12 Fellowship Program Summary

In 2017-2018 academic year, the Faculty Senate Committee on Recognition and Development received 6 applicants. There were four applications in October 2017 cycle, one applications in January 2018 cycle, and one application in April 2018 cycle. The committee provided a positive recommendation to the Senior Vice President and Provost to fund all applications. The committee provided a ranking for those cycles with multiple applications.

III. REGENTS AWARDS PROGRAM

Regents Award Program Details

The list of candidates nominated by their colleges for a Regent Award will be provided to the Faculty Senate Committee on Recognition and Development by the Senior Vice President and Provost. This list can consist of up to twelve candidates. The Committee will use the six criteria listed on the Senior Vice President and Provost website to identify the top five nominees and forward the recommendations to the Faculty Senate Executive Board.

Regents Award Program Summary

A total of six Regents Award nominees were submitted to the Faculty Senate Committee on Recognition and Development for review. The Committee Chair presented the Regents Award review results to the Executive Board of the Faculty Senate on March 21, 2018. The committee recommended supporting the top five nominees with rankings for the Regent Award.

IV. COMMITTEE

The Faculty Senate Recognition and Development Committee is comprised of a representative from each college and a non-voting chair appointed by the Faculty Senate President. This committee acts upon policies and programs relative to the professional development of faculty. The committee makes the awards for the Foreign Travel Grant funds. It also makes recommendations to the provost and Faculty Senate Executive Board for other recognition and awards. The committee members for this academic year were:

Member	Term Ending Date	College/Position
Charles Schwab	May 2019	Chair
Anna Johnson	May 2016	AGLS –Agriculture and Life Sciences
Diane Janvrin* +	May 2016	BUS – Business
Ulrike Passe+	May 2016	DES – Design
Scott Chumbley	May 2016	ENG – Engineering
Spyridoula Vazou	May 2016	HSC – Human Sciences
Zlatan Krizan	May 2016	LAS – Liberal Arts and Sciences
Karl Kraus*	May 2016	VET – Veterinary Medicine

* Michael Cho participate for Karl Kraus and Dan Zhu participate for Diane Janvrin in the 3rd cycle evaluation

+ Ginka Borisova participate for Diane Janvrin and Kevin Kane participate for Ulrike Passe in the 1st cycle evaluation

The Chair acknowledges the committee members' valuable service for the academic year.

Charles V. Schwab
Chair, Faculty Senate Recognition and Development Committee

**2017 - 2018 Report to Faculty Senate
Faculty Senate Judiciary and Appeals Council and Committee on Appeals**

The activities in Faculty Senate Committee on Appeals continues a trend that began several years ago; questions, inquiries and appeals are frequent throughout the year. Continued reasons relate to increasing student enrollment resulting in stress on the professoriate attributable to greater teaching loads and increasingly larger student populations in classes, coupled with declining faculty numbers continue and likely contribute to the questions from faculty and the number of appeals.

Fifteen faculty members have been involved with inquiries about appeals or concerns about administrative action that could eventually result in an appeal. In the 2017-2018 reporting period, two of the inquiries have resulted in appeals, while others resolved through mediation or ombuds office. Not calculated in this report are the total hours spent with each faculty inquiry to come a resolve regarding putative appeals.

The Faculty Senate Committee on Appeals (FSCA) convened three times during 2017-2018 to deliberate over if an appeal meant the criteria of Chapter 9 in the Faculty Handbook or act upon *Ad Hoc Investigative Committee* reports and make recommendations to administration. Two appeals are currently in process.

Successes in the orientation *Ad Hoc Investigative Committees* continues with new efforts underway to better identify faculty to serve on the *Ad Hoc Investigative Committees*. Better communication practices are being established to create more diversity in potential selections. It is important to note that a greater need to increase membership of the Faculty Senate Committee on Appeals should be established through efforts Faculty Senate Caucus chairs reaching out to their constituents.

Date: April 25, 2018
To: Tim Day, Faculty Senate President
Re: RPA Annual Report
C: Sherri Angstrom

Council Charge: Develops and maintains a system of shared governance to ensure communication between faculty and administration in relation to resource policies and allocations; advances proposals consistent with Faculty Senate initiatives and priorities; recommends initiatives to the senate pertaining to resource policies and allocations; works with the university president and other administrators to implement approved policies.

The Faculty Senate Resource Policy and Allocations Council met nine times in the fall of 2017 and twelve times in the spring of 2018.

In addition to the Council meetings themselves, the Council also consists of the following committees:

- Faculty Senate Compensation Committee
- University Services Committee
- Research Planning and Policy Committee
- Information Technology Committee

The Council held regularly scheduled meetings with Senior Vice President and Provost Jonathan Wickert to discuss university budget projections and allocations, academic priorities, university services, IT infrastructure and research support, and other resource-related issues that impact the academic functions of the university. The discussions were confidential and minutes were not taken, but the agendas for all meetings with the Provost are posted on the Faculty Senate website.

During the course of the year, the Council in collaboration with the committees discussed a number of important issues:

- Budget planning and priorities (including mid-year budget cuts)
- Student enrollment
- State appropriations
- Tuition plans (including differential tuition)
- Faculty retention/turnover
- Salary equity study
- Faculty activities report
- Workday implementation
- Shared services
- Accomplishments, opportunities, and challenges in academic affairs
- Legislative and other miscellaneous items affecting universities

Prior to his departure in the fall of 2017, the Council also held regularly scheduled meetings with Chief Financial Officer/Chief of Staff Miles Lackey to provide input to university level budget and resource allocation decisions. In the spring of 2018, the Council met with Pam Cain, the Interim Senior Vice-President for Division of Finance. Those meetings covered updates on university budget, the structure of the division of finance, and the performance and efficiency of Facilities Planning and Management. In addition, in the fall 2017 the Council met with Vice President/Chief Information Officer Jim Kurtenbach to discuss Workday implementation and shared services. In the spring of 2018 the Council the Council met with Kristen Constant, Interim Vice President and Chief Information Officer, to discuss the status of WorkCyte/Workday, the university transition from Blackboard to Canvas, and role of central IT in supporting faculty research. Once again, because of the confidential nature of the discussions, minutes were not taken but the agenda for all meetings with the Chief Financial Officer, Interim Senior Vice-President for Division of Finance, Chief Information Officer, and Interim Vice President and Chief Information Officer are available on the Faculty Senate website.

All sub-committees of the Council were active during the academic year. The Council took its charge to develop and maintain communication between faculty and administration seriously, and we will continue to address pertinent issues that fall within the charge of the Council.

2017-2018 Council Membership: Jamie Brown (BUS, Chair), Jack Dekkers (AGR), Kimberly Zarecor (DES), Chris Williams (ENG), Clinton Gudmunson (HSC), Rob Wallace (LAS), Michael Kimber (VET), Vernon Schaefer (Faculty Compensation Committee Chair), Julia Badenhope (RPP Committee Chair), Kevin Schalinske (University Services Committee Chair), Hridesh Rajan (IT Committee Chair), Peter Martin (Faculty Senate President Elect), Jonathan Sturm (Faculty Senate Past President), Tim Day (Faculty Senate President)

Faculty Senate Governance Council Annual Report

April 26, 2018

Academic Year 2017-18

Council Members: Kathleen Delate, Jon Perkins, Steven Herrnsstadt, Ian Schneider, Sara Marcketti, Jan Boyles, Veronica Dark, Peter Martin, Jeffrey Kushkowsky, Timothy McNicholl, Dawn Bratsch-Prince (Ex Officio)

The Governance Council met on September 18, 2017, October 24, 2017, January 26, 2018, February 16, 2018, March 9, 2018 and April 13, 2018. A record of the agenda and minutes from each meeting are available on the Iowa State University Faculty Senate Website.

Reports from the Committee on Committees (Peter Martin, Chair), Senate Documents Committee (Veronica Dark, Chair) and the College and Departmental Document Review Committee (Jeffrey Kushkowsky, Chair) were provided routinely at each meeting.

1) Committee on Committees: Throughout the academic year, Peter Martin (President-Elect) kept the council up-to-date on committee openings and progress in filling the openings; the year started with no vacancies.

2) Senate Documents Committee: Throughout the year, Veronica Dark discussed with the council any handbook changes that would be forthcoming and any issues with the handbook that she thought we should discuss. She and the Senate Documents Committee drafted and assisted in reviewing language intended for Faculty Handbook revisions.

3) College and Departmental Document Review Committee: Jeffrey Kushkowsky reported that the committee was underway with steps to review departmental and college governance documents. These steps include a revision of the CDDR procedures, a questionnaire to determine needs/ gaps by the units to effectively maintain their governance documents, a “best practices” document that includes required elements in governance documents and a check-list that serves as an index for locating elements in governance documents under review. These efforts were already in progress coming into fall, 2017.

Throughout the academic year, the Governance Council reviewed several policy modifications with potential impact for Faculty. These items were referred to the Governance Council for review of clarity and/or for evaluation of whether the changes contravened the current Faculty Handbook. These items included:

The Judiciary and Appeals Council proposed a revision to Faculty Handbook § 7.2.7.2 APA Hearing [S17-18]. The Governance Council found no conflict with the proposed changes in the FH; the Faculty Senate approved the changes.

The Governance Council reviewed the “Authorship Policy” proposed by the Policy Library Advisory Committee; no items appeared to contravene Faculty Handbook Policy in Faculty Handbook sections 7.2.2.3, 7.2.2.5.12, and 8.3.6.1 through 6.

The Governance Council reviewed proposed minor editing and formatting to sections of the FH regarding external (5.3.3.1.1) and internal (5.3.3.1.2) letters of peer evaluation. The requested changes were in response to questions from faculty and departments for whom this was not clear; non-substantive changes to 5.3.3.1.1 and 5.3.3.1.2 were voted on and approved by the Faculty Senate [FH 5.3.3 Department and Chair Responsibilities in the P&T Process [S17-8]].

Substantive changes to the Faculty Handbook policy on FH 7.2.2.2 Discrimination and Harassment [S17-28] have been approved by the Governance Council and FS Executive Board and will be an agenda item for the May 1, 2018 Faculty Senate meeting. Reasons for the proposed change include:

- University Counsel recommends that, instead of coming up with a new version of the D&H policy, the FH simply link to the university-wide policy in the Policy Library.
- There is confusion among faculty about how 7.2.2.2.2 Harassing Behavior (i.e., bullying) is different from legal discrimination and harassment.

In addition to policy changes to the Faculty Handbook, the Governance Council oversaw another successful election of senators and council chairs and appointments to the Athletic Council.

At the end of the spring semester, several matters remained incomplete. Ongoing attention by the Governance Council needs to be focused on the following items:

- At the April 24, 2018 Faculty Senate Executive Board meeting, FH 10.5 Policy for Dealing with Disruption in the Learning Environment [S17- 24] was referred to the Governance Council for vetting and adaptation to Faculty Handbook language.
- The Governance Council anticipates playing a role in changes to the Faculty Handbook as new term-faculty titles are developed and adopted by the Faculty Senate.

This report is respectfully submitted on behalf of the Governance Council by:

Brett A. Sponseller, Chair of Governance Council, (College of Veterinary Medicine)

DATE: April 16, 2018
TO: Tim Bigelow, Academic Affairs Council
SUBJECT: Annual Report
CC: Sherri Angstrom

Committee Charge: Coordinate learning outcomes assessment implementation across the university.

The Outcomes assessment committee met three times in the fall of 2017 and four times in the spring of 2018. No additional subcommittees exist at this time.

Activity:

During the 2017/2018 year, the Outcomes Assessment Committee Reviewed and discussed the following:

- Common college outcomes
 - Clarification of outcomes expectations across sections of courses and modality of instruction. We recognize that this topic is currently under discussion by the FS Curriculum Committee as a change to the faculty handbook.
 - Definition of graduate outcomes and assessment of 'outcomes' for graduate education. We recognize that the Graduate College has started to take the lead on this discussion.
 - Peer 11 comparison
 - Compared to peer institutions, the level of central support for faculty related to outcomes assessment is lacking. Most institutions have an outcomes assessment office/staff where faculty can get assistance in developing outcomes, assessment plans, etc. Additionally, peer institutions have online systems for reporting this data in a uniform way, facilitating aggregated use of the data. This committee recommends that given our current structure and financial constraints that a priority be placed on creating a dedicated assessment position to provide base level support in this area. If we as an institution value assessment of outcomes, we need to provide the support necessary for faculty to effectively implement outcomes assessment.
 - Past outcomes discussions
 - The challenge we have describing the 'general education' expectations and outcomes. What do we expect all of our
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DATE: April 16, 2018
TO: Tim Bigelow, Academic Affairs Council
SUBJECT: Annual Report
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bachelor graduates to attain, regardless of their major? (This committee has been exploring the commonality of outcomes across the colleges and comparisons to our peers.)

- Diversity and IP review and recommendations
 - Recommendations made to the Academic Affairs Council for modification to language.
- Upcoming Higher Learning Commission review
 - Iowa State will be going through a Higher Learning Commission Year Four Assurance Review, beginning on February 3, 2020. As we prepare for that review, and in the spirit of continuous improvement, there are areas where Iowa State could improve related to learning outcomes assessment. Some of these areas Iowa State self-identified in preparation for the visit and others were identified by the visiting team. Reflecting on the reports and through discussions at FS Outcomes Assessment Committee the following areas of potential improvement have been identified:
- Discussion of the needed revision of the Faculty Handbook language 10.7.2 on Outcomes Assessment to reflect current practice and expectations. This future goal of this FS Outcomes Assessment Committee.

Goals for the next year:

- Based on the identified general outcomes in common across colleges, the committee will develop a proposed set of overarching University-wide Student Learning Outcomes.
- Revise and update the language in the Faculty Handbook, section 10.7.2, on Outcomes Assessment to reflect current practices and expectations.

2017-2018 Facilities and Educational Resources Committee report to FDAR Council

The Facilities and Educational Resources Committee (FERC) did not meet during the 2017-2018 academic year. Our charge is to discuss and advise on matters relating to allocation and maintenance of university facilities and materials that are used for educational purposes. Associate Provost Ann Marie VanDerZanden and Associate VP Paul Fulini were recently appointed and have taken some time to grow into their positions. Following on discussions initiated by former Associate Provost Dave Holger, Associate Provost VanDerZanden oversees discussion of policies relating to allocation of general use classroom space; those discussions were suspended for much of the academic year. VP Fulini's Maintenance Improvement Committee has recently produced a report ("ISU: A State of Elegant Decline") documenting the current condition of facilities, the desired condition, costs and impact on uses that taking facilities offline to improve would have. VP has asked for faculty input. The 2018-2019 agenda for FERC will include both of these items and others that may arise.

Committee Members:

Annemarie Butler, Chair
Jodi Sterle (CALS)
Yoshi Suzuki (BUS)
Joe Muench (DES)
Michelle Soupier (ENG)
Ann Smiley-Oyen (HSC)
Veronica Dark (LAS)
Radford Davis (VET)
Kara Masteller (SG)
Krista Klocke (GPSS)
Katie Baumgarn (FP&M)
Ellen Reints (SVPP)

Annual Report – Student Affairs Committee – 2017-18

The committee met twice in fall semester, and met electronically in the spring semester. One topic of discussion was the use of open education resources brought to the table by our undergraduate representative. We also discussed page printing allotments for students, inclusion of a health and wellness statement on course syllabi, and inclusion of the names of student senators on course syllabi, and the proposed classroom disruption policies and resources.

Respectfully submitted,

Ann L. Smiley-Oyen, chair