Faculty Development and Administrative Relations Council (FDAR)
2018-2019 Annual Report
Submitted by Council Chair Claire Andreasen

Council members: Claire Andreasen [V PTH], Carmen Bain [SOC A], Jose Rosa [MKT], Christopher Seeger [L A], Panteleimon Ekkekakis [KIN] Annemarie Butler [PH RS], Charles Schwab [A B E], Eliot Winer [M E], Jo Mackiewicz [ENGL]; Associate Provost Dawn Bratsch-Prince, Provost Office liaison

Meetings:
2018: September 24, October 15, October 29, November 26
2019: February 18, March 25, April 8

FDAR procedure manual was updated and submitted to the senate documents committee.

Action Plan Mediation (FH 5.1.1.2, 5.1.1.2.1, 5.1.1.2.2)
Background:
- Action plans resulting from an unsatisfactory Annual Performance Review or a below expectations Post-Tenure Review needed a separate mediation process, if mediation was needed, from the PRS Mediation Plan [Faculty Handbook (FH) 3.4.4].
- FDAR focused on shared governance that would provide an Action Plan Mediation process to clarify: 1) who initiates the need for the action plan mediation, 2) committee selection, 3) who submits specific materials, 4) roles and responsibilities, 5) timeline, and 6) expectations and outcomes.

Action:
- Addition of FH 5.1.1.2.2 Action Plan Mediation [S18-11] passed the Faculty Senate on January 22, 2019 and was posted in the Faculty Handbook February 9, 2019.

Credit via P&T/Advancement Process for technology transfer, patents, team science, big data, interdisciplinary scholarship, and similar
Background:
- Goal to create language in the FH aligned and similar to other sections for faculty advancement for these areas.

Actions:
- Taskforce formed by the VP for Research Office in collaboration with FDAR to examine the related proposed recommendations for the FH; co-chairs: Guru Rao, Associate VP for Research, and Chris Seeger, FADR council member. There are an additional 13 members of the committee from biotechnology, Office of Intellectual Property and Technology Transfer (OIPPTT), and other related areas. Carmen Bain, FDAR member, is on the committee.
- AAUP and APLU are reviewing faculty advancement/P&T and scheduled to submit a report on recognition and scholarship for these areas of advancement.
- Ongoing receipt of faculty and administrative input.
- Plan for ISU to align the FH after the reports are issued to appropriately reward academic performance and scholarship for faculty.

Campus Climate, COACHE surveys, Faculty
Background:
- Examine areas for faculty retention and work climate via survey results and faculty forums.
A Faculty Experience Workgroup of the Campus Climate Survey was formed with co-chairs Senior Vice President and Provost Wickert and Faculty Senate President Martin; Members of FDAR that served on the workgroup were José Rosa and Claire Andreasen.

Actions:
Per Faculty Experience Workgroup of the Campus Climate Survey
- FDAR discussed potential actionable items and the FDAR chair sent suggestions to the workgroup.
- Five Action Items to Enhance Campus Climate from the Faculty Experience Workgroup were recommended to President Wintersteen: 1. Creating and Promoting the Cy for Civility Culture Shaping Campaign; 2. Developing Campus Wide Policies, Guidelines and Practices Against Bullying; 3. Increasing Access to High-Quality Child Care; 4. Enhancing Departmental Interactions Among Colleagues; and 5. Becoming Inclusive: The Equity, Diversity, and Inclusion Initiative.

Discuss and recommend ways in which the Faculty Senate can better communicate with colleges and departments
- Role of departmental senators to assure 2-way communication and that communication via the college caucuses is inclusive of various viewpoints and ideas
- Have senate caucus chairs present at college faculty meetings with updates
- Senators report at their departmental meetings and receive input to bring back to senate

Review engagement for emeritus/emerita faculty
Background:
- Review benefits/status; recommend changes and policies to remain in place to clarify and improve the involvement and status of emeritus faculty
- FH 6.4 Emeritus/a Professor states privileges and responsibilities, including abiding by all university policies as articulated in the Faculty Handbook and in the ISU Policy Library.

Actions:
- Addendum to FDAR annual report contains FDAR recommendations for clarifications and involvement of emeritus faculty
- A priority is to create a website of resources
- Emphasis that emeritus faculty are recognized as valued members of the ISU community and informed of policies and opportunities for participation at ISU and the wider community

Equity, Diversity and Inclusion Committee– chair, José Rosa, please see committee report
Background:
- Recommend policies and procedures that advance goals to optimize equity, diversity, and inclusion and possible benchmarks
- Address providing an inclusive membership of faculty senate and assure the pool of candidates for senate is diverse
- Civility and collegiality assist in creating a positive climate for Equity, Diversity and Inclusion

Actions:
- See EDI report
- Continue to support and coordinate initiatives with ISU regarding: 1) Civility – The Civility Campaign (1 of 5 priorities to President Wintersteen from the faculty climate workshop work group); 2) Collegiality – Goal to have an agreement on the definition and benchmarks. AAUP currently regards collegiality as necessary for all areas of
advancement; and 3) Diversity and Inclusion – It is possible to document and have defined actions to reflect progress on Diversity and Inclusion. There are colleges and departments that have incorporated faculty reporting of activities.

- Continue to determine actionable items to affect change that all faculty can implement or help implement.
- Gain input and insight for effective accountability and benchmarks for Diversity and Inclusion in departments, colleges; and determine best practices for doing so possibly via the PRS, hiring letters, annual performance reviews, statements and/or assessments.

**Faculty Senate Recognition and Development Committee** - Chair Charles Schwab, please see committee report

**Facilities and Educational Resources Committee** - Chair Annemarie Butler, please see committee report

- Review the Resolution on Climate Change regarding next action steps – reviewed by Facilities and Educational Resources Committee (FERC) committee

**Background:**
- Faculty Senate approved the Resolution on Climate Change
- Stated to create a "University Sustainability Group to monitor the progress toward achieving the targets and ideas set forth in this resolution with membership from administration, faculty, and students."

**Actions:**
- The Facilities and Educational Resources Committee determined that it was not the appropriate committee to review and make recommendations. This item was forwarded to Resource Policies and Allocation Council for review of next actions.

**Acknowledgement:** To acknowledge this Council and committees dedicated time and thoughtful input to move forward with an emphasis on collegiality, diverse viewpoints, and actions for the greater good of the faculty and university.
April 16, 2019

To: Faculty Senate Executive Board

From: FDAR Council: Claire Andreassen [V PTH], Jose Rosa [MKT], Panteleimon Ekkekakis [KIN], Charles Schwab [A B E], Elliot Winer [M E], Jo Mackiewicz [ENGL], Carmen Bain [SOC A], Christopher Seeger [L A], Annemarie Butler [PH RS]

Cc: Dawn Bratsch-Prince [SVPP], Office of the Provost

FDAR was charged to review emeritus faculty engagement as per “Review benefits for emeritus status for faculty and recommend changes to improve the involvement of emeriti faculty”.

What is established at ISU:

- **Emeritus faculty** at ISU are retired faculty as per eligibility in the *Faculty Handbook 6.4.1 Eligibility.*
- **Role of emeritus faculty** is established in the Faculty Handbook 6.4 Emeritus/a Professor:
  
  The emeritus/a designation is a recognition of meritorious service to Iowa State University.
  
  The privileges enjoyed by emeritus/a faculty include the following:
  - being listed by title in the online *University Catalog*
  - being included on institutional communications to faculty
  - being afforded the same status as regular faculty with respect to all events, activities, and services sponsored or provided by the university
  - being provided office space when such space is available.

  The responsibilities of emeritus/a faculty include the following:
  - abiding by all university policies as articulated in the Faculty Handbook and in the ISU Policy Library.

  Emeritus faculty are subject to the same Faculty Conduct Policy as current faculty. Violation of policy is grounds for removal of the emeritus/a designation."

- **Research:** Retired faculty who previously served as PIs and who are awarded emeritus status may continue to serve as PIs on existing sponsored projects and compliance protocols, and they are automatically eligible to serve as co-PIs on new sponsored projects or compliance protocols.
  
  [https://www.vpresearch.iastate.edu/principal-investigator-eligibility-guidelines/](https://www.vpresearch.iastate.edu/principal-investigator-eligibility-guidelines/)

- **Role of departments:** The use of university resources, such as space, equipment, etc., by emeritus faculty requires the approval of the department chair.
  
  [https://www.vpresearch.iastate.edu/principal-investigator-eligibility-guidelines/](https://www.vpresearch.iastate.edu/principal-investigator-eligibility-guidelines/)

- **Hiring emeritus faculty** ISU Post Retirement Employment policy
  
  [https://www.policy.iastate.edu/post-retirement](https://www.policy.iastate.edu/post-retirement)

- **Emeritus faculty are not employees** – Not allowed to teach or supervise students (except in the instance of graduate students, and serving as a co-major professor).

- **By legal definition** need to be retired; “bonafide retirement” under the law.

- **In Workday,** an emeritus professor will be in a “Retiree Supervisory Organization” (category for all retirees) so that continued benefits can be managed by UHR.

**Recommendations:**
- FDAR recommends creating a website for emeritus faculty that would:
  - Consolidate information for ease of access
  - List links to established ISU policies
  - List resources available to emeritus faculty
  - Provide updated links to Iowa Code on the URL
    
  [https://www.policy.iastate.edu/post-retirement](https://www.policy.iastate.edu/post-retirement)
Contain a decision tree chart of roles regarding emeritus faculty permissible engagement options

- FDAR does not have a recommendation to alter ISU hiring policy for emeritus faculty:
  - Hiring of emeritus faculty policies are under [https://www.policy.iastate.edu/post-retirement](https://www.policy.iastate.edu/post-retirement) with the listed criteria on a case by case basis with review by the Office of the Provost.
  - The above hiring policy would be under the purview of the ISU Office of University Counsel, HR, and the Office of the Provost.
  - If an emeritus faculty desires re-employment, there are restrictions if the emeritus title is to be retained. An emeritus faculty must have bona fide retirement under Iowa law. (Clarification of policy communication below)

- FDAR does recommend communication and policy clarification to department chairs, emeritus faculty, and other stakeholders via the Office of the Provost as deemed appropriate regarding:
  - Developing an effective communication method (website, Q&A, best practices) to clarify common questions
  - Convening a possible ad-hoc committee to evaluate updates and changes to emeritus faculty status and/or policies
  - Clarifying laws governing policy as per federal, Iowa, and ISU policy alignment – retiree benefits, labor laws, etc., in conjunction with University Legal Counsel, HR and the Office of the Provost. These areas are unclear to emeritus faculty and need to be clarified to prevent legal liability for both the emeritus faculty and the university
  - Is a retired professor who does not wish to be bound by all ISU policies when they retire able to use the title “Professor, Retired Iowa State University or a department”?
  - Does declining the emeritus title and stating “retired professor of (department/college)”, impact receiving retirement benefits from ISU or only the loss of emeritus privileges and the implied lack of adherence to ISU policies per the Faculty Handbook?
  - Communicating to increase emeritus faculty awareness, as retirees, that they can negatively impact their retirement benefits and status
  - Explaining specific risks and liabilities
  - Providing information regarding why emeritus faculty are limited in teaching students in the classroom, but can participate in research where students will be present
  - Other questions and issues that FDAR may not be aware of

- FDAR could review additional specific topics or issues as requested.

Some additional reference materials used in the review were:

- U of Iowa Emeritus Faculty University Council [https://uiowa.edu/emeritusfaculty/](https://uiowa.edu/emeritusfaculty/)
- Seth Matthew Fishman - The Merits of Emeriti [https://www.aaup.org/article/merits-emeriti#.XGoePqB7ncs](https://www.aaup.org/article/merits-emeriti#.XGoePqB7ncs)
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 $31,520 for the 2018-2019 academic year. The committee appreciates the contributions to make this program available to the faculty. These resources were distributed between three travel cycles (Cycle 1 – 5 November 2018 - 30 June 2019, Cycle 2 – 1 March 2019 - 31 October 2019, and Cycle 3 – 3 June 2019 - 31 January 2020) 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 12 years with an average of 97 applications received per year. Table 1 shows the number of applications received and number approved each academic year. The percent of approval ranges from 34% to as much as 90%.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Number of Applications</th>
<th>Number Approved</th>
<th>Percent Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>102</td>
<td>72</td>
<td>71%</td>
</tr>
<tr>
<td>2008-2009</td>
<td>90</td>
<td>65</td>
<td>72%</td>
</tr>
<tr>
<td>2009-2010</td>
<td>79</td>
<td>38</td>
<td>48%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>83</td>
<td>47</td>
<td>57%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>94</td>
<td>46</td>
<td>49%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>117</td>
<td>79</td>
<td>68%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>106</td>
<td>62</td>
<td>58%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>101</td>
<td>69</td>
<td>68%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>114</td>
<td>69</td>
<td>61%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>104</td>
<td>83</td>
<td>80%</td>
</tr>
<tr>
<td>2017-2018</td>
<td>84</td>
<td>76</td>
<td>90%</td>
</tr>
<tr>
<td>2018-2019</td>
<td>93</td>
<td>32</td>
<td>34%</td>
</tr>
</tbody>
</table>

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 (2018-2019) all colleges had 25% or more of their applications funded (see Table 2.)
Table 2. Number of applicants and percent approved by college for the past five years.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Number Submitted</td>
<td>Percent Approved</td>
<td>Number Submitted</td>
<td>Percent Approved</td>
<td>Number Submitted</td>
<td>Percent Approved</td>
</tr>
<tr>
<td>AGLS</td>
<td>11</td>
<td>36%</td>
<td>9</td>
<td>100%</td>
<td>14</td>
</tr>
<tr>
<td>BUS</td>
<td>10</td>
<td>40%</td>
<td>11</td>
<td>100%</td>
<td>6</td>
</tr>
<tr>
<td>DES</td>
<td>8</td>
<td>50%</td>
<td>6</td>
<td>100%</td>
<td>14</td>
</tr>
<tr>
<td>ENG</td>
<td>4</td>
<td>25%</td>
<td>9</td>
<td>100%</td>
<td>12</td>
</tr>
<tr>
<td>HSC</td>
<td>9</td>
<td>44%</td>
<td>9</td>
<td>100%</td>
<td>7</td>
</tr>
<tr>
<td>LAS</td>
<td>44</td>
<td>30%</td>
<td>29</td>
<td>83%</td>
<td>43</td>
</tr>
<tr>
<td>VET</td>
<td>7</td>
<td>29%</td>
<td>11</td>
<td>73%</td>
<td>7</td>
</tr>
</tbody>
</table>

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 2018-2019 was $1,524.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Estimated Full Air Fare, Combined</th>
<th>Estimated 75% of Air Fare, Combined</th>
<th>Average Cost of Air Fare, per Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>$137,240</td>
<td>$102,930</td>
<td>$1,345</td>
</tr>
<tr>
<td>2008-2009</td>
<td>$129,412</td>
<td>$97,061</td>
<td>$1,438</td>
</tr>
<tr>
<td>2009-2010</td>
<td>$126,132</td>
<td>$94,599</td>
<td>$1,597</td>
</tr>
<tr>
<td>2010-2011</td>
<td>$121,785</td>
<td>$91,338</td>
<td>$1,467</td>
</tr>
<tr>
<td>2011-2012</td>
<td>$130,567</td>
<td>$97,925</td>
<td>$1,389</td>
</tr>
<tr>
<td>2012-2013</td>
<td>$101,250</td>
<td>$75,937</td>
<td>$865</td>
</tr>
<tr>
<td>2013-2014</td>
<td>$159,831</td>
<td>$119,873</td>
<td>$1,508</td>
</tr>
<tr>
<td>2014-2015</td>
<td>$158,424</td>
<td>$118,818</td>
<td>$1,569</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$169,268</td>
<td>$126,951</td>
<td>$1,485</td>
</tr>
<tr>
<td>2016-2017</td>
<td>$137,389</td>
<td>$103,042</td>
<td>$1,321</td>
</tr>
<tr>
<td>2017-2018</td>
<td>$104,785</td>
<td>$78,389</td>
<td>$1,247</td>
</tr>
<tr>
<td>2017-2018</td>
<td>$141,760</td>
<td>$106,320</td>
<td>$1,524</td>
</tr>
</tbody>
</table>

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 8 years. The two destination continents with the largest number of visits are Europe with 285 and Asia with 136. All the other continents combined had only 105 visits.
Table 4. Destination of approved applicants for the past eight years

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Antarctica</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asia</td>
<td>4</td>
<td>13</td>
<td>16</td>
<td>15</td>
<td>18</td>
<td>18</td>
<td>24</td>
<td>13</td>
</tr>
<tr>
<td>Australia</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>8</td>
<td>6</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Europe</td>
<td>17</td>
<td>47</td>
<td>48</td>
<td>38</td>
<td>35</td>
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<td>45</td>
<td>23</td>
</tr>
<tr>
<td>North America</td>
<td>1</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>South America</td>
<td>5</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>32</strong></td>
<td><strong>78</strong></td>
<td><strong>83</strong></td>
<td><strong>69</strong></td>
<td><strong>69</strong></td>
<td><strong>62</strong></td>
<td><strong>79</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

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 six years is presentation of a contributed paper (217) followed by invited paper or speaker (93).

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

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invited papers/speakers</td>
<td>4</td>
<td>14</td>
<td>14</td>
<td>10</td>
<td>32</td>
<td>19</td>
</tr>
<tr>
<td>Contributed papers</td>
<td>18</td>
<td>47</td>
<td>55</td>
<td>46</td>
<td>19</td>
<td>32</td>
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<tr>
<td>Organizing committees</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Research</td>
<td>5</td>
<td>4</td>
<td>11</td>
<td>8</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>Consulting/teaching/artistic performance</td>
<td>4</td>
<td>13</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>32</strong></td>
<td><strong>78</strong></td>
<td><strong>85</strong></td>
<td><strong>69</strong></td>
<td><strong>69</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

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.

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 2018-2019 academic year, the Faculty Senate Committee on Recognition and Development received 3 applications. There was one application in October 2018 cycle, two applications in February 2019 cycle, and zero applications in April 2019 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 nine 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 April 1, 2019. 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:

<table>
<thead>
<tr>
<th>Member</th>
<th>Term Ending Date</th>
<th>College/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Schwab</td>
<td>May 2019</td>
<td>Chair</td>
</tr>
<tr>
<td>Anna Johnson†</td>
<td>May 2019</td>
<td>AGLS – Agriculture and Life Sciences</td>
</tr>
<tr>
<td>John Wong</td>
<td>May 2019</td>
<td>BUS – Business</td>
</tr>
<tr>
<td>Ulrike Passe</td>
<td>May 2019</td>
<td>DES – Design</td>
</tr>
<tr>
<td>Scott Chumbley</td>
<td>May 2019</td>
<td>ENG – Engineering</td>
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<tr>
<td>Manju Reddy</td>
<td>May 2019</td>
<td>HSC – Human Sciences</td>
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<tr>
<td>Zlatan Krizan†</td>
<td>May 2019</td>
<td>LAS – Liberal Arts and Sciences</td>
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<tr>
<td>Karl Kraus†</td>
<td>May 2019</td>
<td>VET – Veterinary Medicine</td>
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† Donald Lewis participate for Anna Johnson in the 2nd cycle evaluation
† Heather Flaherty participate for Karl Kraus 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
The Equity, Diversity, and Inclusion (ED+I) committee membership for the 2018-2019 year was as follows:

Awoke Dollisso – AGEDS
Janice Friedel – SOE
Carmen Gomes – ME
Huifang Mao – MKT
José Antonio Rosa (committee chair) – MKT
Jodi Smith – V PTH
James Tener – Music
Andrea Wheeler – ARCH

The committee met at least monthly throughout the academic year, typically ahead of the FDAR Council meetings.

Early in the year, the committee engaged in discussions of topics that touch on equity and inclusion and should be a Faculty Senate concern. The conversations coincided with 2017 Campus Climate survey results being highlighted by President Wintersteen, and the organizing of workgroups to address campus climate concerns for undergraduate students, graduate students, merit employees, professional and scientific staff, and faculty. Influenced by the Faculty Experience Workgroup, the ED+I committee converged on three issues that were brought forward for FDAR Council consideration. They are:

- The inclusion of diversity and inclusion activities in performance assessments. To that end, changes to the Faculty Handbook that would make “developing and sustaining a civil and equitable department and institutional climate” a responsibility of all faculty, and hence items for inclusion in annual reviews and professional development plans. Changes to the Faculty Handbook have been proposed and are being considered by FDAR Council and Faculty Senate Executive Board.

- Increased emphasis in department chair training to ensure the equitable treatment of all faculty and P&S staff. Specific training needs identified include equal treatment regardless of gender, gender identity, race, ethnicity, rank, and length of service; transparent department governance procedures that value all members; and negotiations and conflict resolution. Similar recommendations were put forward by the Faculty Experience Workgroup and have become an administrative priority.

- Increased communication between the ED+I committee and the diversity and inclusion committees of the colleges. A series of meetings are being planned to bring this about.

The ED+I committee looks forward to a productive 2019-2020 year.

Respectfully submitted,
José Antonio Rosa
Faculty Senate Governance Council Annual Report

April 29, 2019

Council Responsibilities (Faculty Senate Bylaws): Oversees the internal operations of the Faculty Senate; proposes for senate approval and implementation procedures for senate elections; and undertakes continuing review of the Faculty Handbook, the senate governance documents, and the council and committee structure. The council is responsible for the orientation of new faculty senators.

Academic Year 2018-19

Council Members: Brett Sponseller (Chair), Kathleen Delate, Jon Perkins, Steven Herrnstadt, Ian Schneider, Elena Karpova, Natalie, Royston, Brett Sponseller, Denise Vrchota, Jonathan Sturm, Jeffrey Kushkowski, Timothy McNicholl, Dawn Bratsch-Prince (Ex Officio)

The Governance Council met on September 24, 2018, October 29, 2018, November 26, 2018, February 7, 2019, March 13, 2019 and April 4, 2019. A record of the agenda and minutes from each meeting is available on the Iowa State University Faculty Senate Website.

Three standing committees report to the Governance Council:

Reports from the Committee on Committees (Jonathan Sturm, Chair), Senate Documents Committee (Denise Vrchota, Chair) and the College and Departmental Document Review Committee (Jeffrey Kushkowski, Chair) were provided routinely for each meeting.

1) Committee on Committees: Jonathan Sturm (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, Denise Vrchota 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. In addition to responsibilities associated with the Faculty Handbook, the committee also completed a revision of the Faculty Senate Procedures Manual. The Procedures Manual provides guidance in the execution of their senate duties to elected and appointed officers and council and committee chairs. The revision process was begun by the 2017 – 2018
Faculty Senate Committee on Documents and completed by the current committee. The revised document was sent to the Faculty Senate Council on Governance for review.

3) College and Departmental Document Review Committee: Jeffrey Kushkowksi reported that the committee was well underway with review of departmental and college governance documents. Changes in departmental and college governance documents were needed to be assured that all units had current governance documents and that all units had language in place for policy changes associated with title changes for term faculty positions.

Charge to the Governance Council by President Peter Martin (2018-2019)

1. Participate in the implementation of term faculty reform
2. Discuss ways in which the percentage of term faculty/tenure and tenure track faculty is out of balance and suggest what can be done to change this
3. Develop recommendations and possibly a resolution about harassing and bullying behavior
4. Revisit the class disruption policy and provide recommendation to the Executive Board
5. Update the Senate Procedures Manual
6. Evaluate whether interdisciplinary research is rewarded in tenure and promotion guidelines
7. Evaluate whether the land-grant university mission is rewarded in tenure and promotion guidelines

The Governance Council had a full agenda for the 2018-2019 academic year. A summary of achievements due to committed service by members of the council follows:

- Participate in the implementation of term faculty reform

Aside from discussion, CDDR assisted with the transition to the new term faculty titles by providing guidance to departments and colleges for necessary revisions to their respective governance documents. CDDR is also reviewing these units’ governance documents.

- Discuss ways in which the percentage of term faculty/tenure and tenure track faculty is out of balance and suggest what can be done to change this

Tim McNicholl, AAUP representative to the Governance Council, led a subcommittee investigating this issue. A final report has not been issued; however, term faculty are predicted to be teaching more than half of the student credit hours of the university within the next two years. Suggested approaches to rebalance the system include exploration of possible ways to transition term faculty into tenure-stream positions.
Develop recommendations and possibly a resolution about harassing and bullying behavior

At least three approaches to addressing bullying were fully completed:

1. Faculty Handbook 7.2.2.3 [Bullying (Harassing) Behavior] was amended and approved by the Faculty Senate on 1/22/19.

2. Faculty Senate Resolution against Bullying and Intimidation on Campus, as S18-13, was approved 1/22/19. Discussions held during Governance Council meetings contributed to development of this resolution, authored by Jonathan Sturm.

3. GC Chair presented the Faculty Senate’s activity regarding bullying to the 2019 ISU Chair’s Conference on Bullying.

Revisit the class disruption policy and provide recommendation to the Executive Board

The Governance Council worked with multiple offices and committees to finalize two documents:

(1) Policy on Addressing Disruption in the Learning Environment
(2) Procedures and Guidance for Addressing Disruptive Behavior

The revisions to the Faculty Handbook (FH 10.5: Policy for Dealing with Classroom Disruption) were approved by the Faculty Senate on April 23, 2019.

Update the Senate Procedures Manual

The Procedures Manual provides guidance in the execution of their senate duties to elected and appointed officers and council and committee chairs. The revision process was begun by the 2017–2018 Faculty Senate Committee on Documents and completed by the current committee. The revised document was sent to the Faculty Senate Governance Council for review. All updates are current.

Evaluate whether interdisciplinary research is rewarded in tenure and promotion guidelines

This topic is currently being addressed elsewhere.

Evaluate whether the land-grant university mission is rewarded in tenure and promotion guidelines

This topic is currently being addressed elsewhere.
At the end of the spring semester, the Governance Council remained focused on aligning Faculty Handbook, Chapter 8, University Community Policies with the ISU Policy Library. Ongoing work will reference the Faculty Handbook to the link in the ISU Policy Library to allow policy changes outside of faculty control/purview to be updated as needed. This will keep the FH up-to-date via links to current policies. There are some aspects of FH chapter 8 that are not covered by the Policy Library; those will remain intact in the FH Chapter 8.

In addition, as charged at the beginning of the academic year, the Governance Council would like to continue to study ways in which the percentage of term faculty/tenure and tenure track faculty is out of balance and suggest what can be done to change this.

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

Brett A. Sponseller, Chair of Governance Council, (College of Veterinary Medicine)
Faculty Senate Committee on Documents: 2018 – 2019 Annual Report

Committee Members:  Aaron Gassmann (CALS), Haozhe Chen (COB), Diane Al Shihabi (COD), Omar Smadi (ENG), Jan Friedel (CHS), Natalie Royston (LAS), David Verhoeven (VET), Tim Day (Past President), Dawn Bratsch-Prince (FPP), Denise Vrchota (Chair)

This report covers January 2019 Faculty Handbook updates and previews changes for the August 2019 Faculty Handbook.

Posting of the January 2019 edition of the Faculty Handbook was delayed until February 8, 2019 in order to accommodate approval of proposed policies at the January 2019 Faculty Senate meeting.

On Jan. 28, 2019, the following revisions to the Faculty Handbook were sent to members of the Faculty Senate Committee on Documents with the request to review the revisions and respond to the chair no later than February 1, 2019:

5.1.1.2.2. Action Plan Mediation details steps to be taken in the event of an unsatisfactory faculty review.

7.2.2.2. Discrimination and Harassment revised the harassment policy previously stated in the Faculty Handbook.

7.2.2.3. Bullying (Harassing) Behavior revised the harassment policy (7.2.2.2) by incorporating language that addresses bullying.

In addition to responsibilities associated with the Faculty Handbook, the committee also completed a revision of the Faculty Senate Procedures Manual. The Procedures Manual provides guidance in the execution of their senate duties to elected and appointed officers and council and committee chairs. The revision process was begun by the 2017 – 2018 Faculty Senate Committee on Documents and completed by the current committee. The revised document was sent to the Faculty Senate Council on Governance for review.

A proposal for revisions to 10.5. Policy for Addressing Disruptive Conduct in the Learning Environment is scheduled for discussion at the May 7, 2019 Faculty Senate meeting. If the revisions are approved by the Faculty Senate, the revised policy will be entered into the August 2019 Faculty Handbook.

Respectfully submitted,

Denise Vrchota, Chair
Faculty Senate Committee on Documents
Committee Charge: Coordinate learning outcomes assessment implementation across the university.

The Outcomes assessment committee met three times in the fall of 2018 and four times in the spring of 2019. Four sub-committees were formed to each work on one of the four possible university-wide learning outcomes.

Activity:
During the 2018/2019 year, the Outcomes Assessment Committee Reviewed and discussed the following:

- Revised and update the language in the Faculty Handbook, section 10.7.2, on Outcomes Assessment to reflect current practices and expectations.
  - Planned avenue to submit revisions in Fall 2019
- 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.
- University Outcomes
  - Identified general outcomes in common across colleges via the verbiage on each college website and internal knowledge of the colleges by each member of the committee.
  - Identified 4 common outcomes already in place and shared by all colleges.
  - Examined possibilities to develop the plan either through inclusion of the outcomes in required courses, measurable criteria through various tools for assessment across curricula, etc.
  - Discussed the need for professional help in the assessment process and the need for personnel to work on data collecting, data analysis, and overall assistance in the process and its managing. Discussed how this is done at peer institutions as many have established
assessment units on the University level and some on the College level as well. Identified lack of professional assessment support and personnel at Iowa State University.

- Drafted language to propose four outcomes as university-wide learning outcomes based on existing outcomes already held in each individual college.
  - Diversity
  - Communication
  - Critical Thinking and Problem Solving
  - Information Literacy

- Drafted best practices to support learning outcomes data collection and analysis, especially for those that could help guide colleges that have a lack of assessment support.

**Goals for the next year:**

- Propose the 4 University-Wide Outcomes to Academic Affairs Council and Faculty Senate.
- Propose the updated language in the Faculty Handbook, section 10.7.2, on Outcomes Assessment to reflect current practices and expectations to the Academic Affairs Council and Faculty Senate.
- Ensure adequate preparation for the upcoming HLC Assurance Review.
FACULTY SENATE CURRICULUM COMMITTEE  
IOWA STATE UNIVERSITY  

Annual Report – Academic Year 2018-2019

Membership:
Doug Jacobson, Chair  
Charles Schwab  
Anne Clem  
Jelena Bogdanvic  
Jonathan Fox  
Mark Hargrove  
Mike Yaeger  
Kathryn Neilson  
Nadia Jaramillo Cherrez  
Karen Zunkel  
Jenni Keitges  
Mark Simpson  
Judy Strand

FSCC Activity:

Curriculum approval: A majority of the actions taken by the committee was the approval of several minors, undergrad certificates, and degree programs.

Clarifications of processes: The FSCC prepared several documents to help explain the approval process for new degrees.

Doug Jacobson, Chair  
Faculty Senate Curriculum Committee  
April 29, 2019
End of Year Report – 2018-2019

Academic Standards and Admissions Committee

During 2018-2019, the following actions were undertaken:

- Recommendation to eliminate Summer Option. Following an extensive study of the benefit of summer option for the retention of students in academic dismissal status, the committee recommended the elimination of summer option. The committee supported the option for junior and seniors to petition to the Academic Standards Committee of their college for immediate reinstatement. Both were approved by the Faculty Senate and the changes will be added to the 2019-2020 University Catalog.
- Approves requests for approval of special GPA, grade or other special requirements for all undergraduate programs. The committee periodically reviews special grade requirements in the catalog to ensure that these requirements are justified and approved.
- Discussion and recommendations for high school science courses accepted to meet admissions standards. This discussion is on-going as we determine how the Next Generation Science Standards (NGSS) will affect ISU and the minimum high school course science requirements.

Terri D. Boylston
Chair
2018 - 2019 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 and inquiries are frequent throughout the year with appeals primarily in the spring and summer semesters. Continued reasons relate to stress on the professoriate attributable to greater teaching loads with larger student numbers coupled with declining faculty numbers in a department or unit are likely contributes to the inquiries from faculty and the number of appeals.

Twenty-one faculty members have been involved with inquiries about appeals or issues concerning administrative action that could eventually result in an appeal. In the 2018-2019 reporting period, two of the inquiries have resulted in FSCA 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 twice during 2018-2019 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.

Successes in the orientation Ad Hoc Investigative Committees continues with 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. Along with efforts encouraged through Faculty Senate Caucus to increase membership of the Faculty Senate Committee on Appeals.
The University Services is a relatively new committee under Resource policies and Allocations Council that replaced the former Business and Finance Committee. It was formed following the structural changes to the Office of Senior Vice President for Business and Finance that led to University Services, approved by the Faculty Senate on January 17, 2017.

Charge: The University Services Committee is charged to review the university infrastructure. Serves as the faculty advisory committee to the senior vice president for university services. Prepares reports and recommendations for the senate and for the senior vice president for university services.

The University Services Committee met on March 11, 2019 to receive an update on University Services from Interim Senior Vice President for University Services (now Division of Operations and Finance) Pam Cain. At this meeting, she provided an overview of the restructuring of University Services to form the Division of Operations and Finance. A second item of discussion for the committee was to decide on how to move forward with a sub-committee that was proposed in the Faculty Senate Resolution on Climate Change at Iowa State University. Under item #8 of the resolution it states to create a University Sustainability Group to monitor the progress toward achieving the targets and ideas set forth in the resolution. A number of names and group representation ideas were put forth. In subsequent follow-up, Dr. Josh Peschel (ENG) agreed to chair this committee and worked with Dr. Schalinske to populate it.

University Committee Members (all terms end 2019):

Kevin Schalinske, Chair (RPA)
Mark Westgate (CALS)
Sunghan Lee (BUS)
Tim Borich (DES)
Josh Peschel (ENG)
Tim Derrick (HSC)
Lori Pellack (LAS)
Terry Engelken (VET)
2018-2019 Annual Report

Research Policy and Planning Committee
Jennifer Margrett, Chair

During the fall and spring semesters, the RPP committee discussed the ISU and OVPR strategic plans as related to research planning and implementation across campus. The committee also discussed pre-award support in the context of Improved Service Delivery. Related to these issues (and in general), the committee brainstormed mechanisms to garner input, needs, and concerns from faculty across campus. In the spring, we continued discussions from the 2017-2018 RPP regarding the support for arts and humanities scholarship across campus as well as the value of interdisciplinary collaborations in the context of the ISU Center for Excellence in the Arts and Humanities (CEAH).