



IOWA STATE UNIVERSITY  
Faculty Senate

**Executive Board Agenda**

**Tuesday, March 2, 2021 – WEBEX 3:00 p.m.**

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**Present:** Al Shihabi, D. (Design); Andreasen, C. (FDAR and CVM); Bennett-George, S. (Academic Affairs); Bratsch-Prince, D. (Associate Provost); Butler, A. (Secretary); Campbell, C. (CHS); Daniels, T. (COE); Day, T. (J&A); Dekkers, J. (CALs); Faber, C. (President); Freeman, S. (Governance); Oberhauser, A. (RPA); Perkins, J. (Business); Rippke, S. (Parliamentarian); Sturm, J. (Past President); VanDerZanden, A.M. (Associate Provost); Wallace, R. (LAS); Wheeler, A. (President-Elect); Wickert, J. (Senior Vice President and Provost)

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**1. Call to Order**

President Faber called the meeting to order at 3:02 p.m. when quorum was reached.

**2. Consent Agenda**

- a. EB Agenda March 2, 2021
- b. EB Minutes February 9, 2021

EB members observed that announcements had been moved after business, but decided to leave it be. Senator Wallace moved to accept the consent agenda. Senator Oberhauser seconded. The motion was adopted.

**3. Unfinished Business**

None

**4. New Business**

**4.1. Bachelor of Business Administration [20-18] – Bennett-George**

Senator Bennett-George said that the idea is to create a distance ed degree for people currently working who need a bachelors degree to further their careers. The intended audience is not our residential students, but professionals. All of its courses can be offered online and are already taught, so there is no need to create new courses.

Senator Bennett-George said that most of the conversation in AAC focused on the current absence of a general business bachelors degree. What would stop a residential student from taking this BBA degree rather than a BS or BA in a specialized area in business? AAC agreed that it ultimately depends on advising. AAC unanimously supported the proposal. Students who are not professionals and just graduating from college will be better served by a bachelors degree in a specialized area. This degree is really just for professionals needing a bachelors to further their careers.

Senator Wallace asked who the gatekeepers are. Senator Bennett-George replied that advisors. Senator Wallace added that we can't formally create a definition of who the student is. The degree has to be accessible to everyone. Senator Bennett-George concurred. Currently, business majors have a particular structure: start in Pre-Business, then move into a specialized area. If a student tried to declare this major, the advisor would be able to stop it.

Senator Freeman asked whether this is an accredited program, and whether the accrediting body in business would object to a general degree. Senator Bennett-George said that the College of Business undergoes reaccreditation every five years. This new BBA will be included in the programs to be reviewed.

Senator Perkins confirmed that such programs exist elsewhere and there is not an accreditation issue. He added that the discussion about steering residential students away from this degree program arose in college-level discussions too.

Senator Bennett-George said that her understanding was that there is really nothing we can do to tell students they can't take this if they are on campus. Student's can be stopped from taking distance ed classes. Instead, advisors need to help students decide whether or not choosing this degree would be a smart decision for a straight-to-college or transfer student. The industry wants specialization. This degree is for professionals who don't have a bachelors but need one.

#### **4.2. BS in Human Resource Management [20-19] – Bennett-George**

Senator Bennett-George said that for a first-year straight-to-college or transfer student, specialization is the name of game. This program creates a new specialized business degree in HR Management.

No comments.

#### **4.3. MAT in Mathematics Education [20-20] – Bennett-George**

#### **4.4. MAT in Secondary Education [20-21] – Bennett-George**

Senator Bennett-George said that currently if students want a masters in teaching, they have to get a letter from the university declaring that they are accredited or licensed in that specialty area. This program would eliminate the need for that.

No comments.

#### **4.5. BS in Secondary Major in Education [20-22] – Bennett-George**

Senator Bennett-George said that this program allows students to declare a secondary major. Just like previously discussed masters in teaching, this is something students are already doing. Creating this program would give a line on diploma that would indicate that they have this, rather than requiring a specialty licensure letter certifying that they have this.

Senator Perkins asked about the degree's flexibility with different majors. Senator Bennett-George replied that only certain majors can be paired with this. The program clarifies, rather than broadens, career paths. For someone who is already working on the teaching licensure track, they would now have a declared second major.

Associate Provost VanDerZanden added that we will be able to have SIP codes that go with the program, to make clear from student and student recruitment standpoint.

#### **4.6. Minor in Cyber-Physical Systems – [20-23] – Bennett-George**

Senator Bennett-George said that this program will introduce three new classes. The minor is supported by the industry. The proposal had one dissenting vote, who thought that there should be an ethics requirement.

Senator Daniels said that the proposal is well-supported in the College of Engineering. Many of the major programs that this minor would accompany already have ethics requirements. In fact, the college is working to beef up classwork for that. He was uncertain whether all engineering majors have ethics requirements.

#### **4.7. Drop Limit Policy [20-24] – Bennett-George**

Senator Bennett-George said that this proposal simplifies the drop policy. As of now, first year students straight from high school get five drops, and transfer students get four. This proposal says that all students get five drops when they start their undergrad coursework at ISU.

Senator Bennett-George said that the other change is to treat a lecture and its associated lab as one single drop. So dropping CHEM 163 and CHEM 163L currently requires the use of two drops. For a transfer student, that would be half of their available drops. She added that there is no way for the Registrar's office to automatically bundle drops in this way, so it would require monitoring by advisors.

Senator Andreasen asked about the source for the statement about CVM students. She pointed out that they don't have a limit. Senator Bennett-George said it was in the Catalog. Senator Andreasen replied that she will have to check into it. She had asked an associate dean, who was not sure. It may be something in the Catalog that is not precise. She noted that the later paragraphs discuss exceptions.

Secretary Butler asked whether drops at other schools by transfer students count against their ISU total. Senator Bennett-George said no.

Senator Wallace asked whether we could request that the Registrar's Office modify the DAR form online so that CHEM 163 and 163L would count as one drop. Or could we ask a representative of the Registrar's Office to look into that? Senator Bennett-George replied that the Registrar's Office does not want to touch this. Maybe Workday Student will offer a fix. The number of students who use all of their drops is low, so it's not clear how great a burden this will be on advisors.

## **5. Announcements**

### **5.1 President**

President Faber said that there will be an election for the Athletics Council representative. Currently, four people are nominated for one spot.

President Faber encouraged EB members to complete the COACHE survey and the Faculty Activities Report.

Elections for Council Chairs will take place during April 20 FS meeting. Three positions open: chairs of RPA, J&A, and FDAR.

At the next EB meeting, there will be an executive session about university awards. EB members will have access to the files through CyBox.

The next Campus Leaders Luncheon will be on March 17 at 12 noon. The following luncheon will take place on April 21 at 12 noon.

President Faber said that she received a letter of support from the EDI Committee regarding the work on the US Diversity general education requirement. President Faber will ask Ms. Angstrom to send the letter to all EB members. EDI Committee offered to help work on the proposal.

Senator Wallace said that LAS caucus members have asked about the status on student evaluations of teaching. Will that matter be finished by the end of the semester? It may be a good idea for President Faber to make some kind of status report in her announcements at FS meeting. President Faber replied that we are at stage one of the action plan: Governance Council is looking at FH. More of the work will take place under President-Elect Wheeler's term.

## **5.2 President-Elect**

None

## **5.3 Past President**

None

## **5.4 Senior Vice President and Provost Commencement**

Provost Wickert thanked the Commencement Advisory Committee's work. ISU President Wintersteen gave the committee the clear charge to create options for an in-person commencement exercise. These will be abbreviated ceremonies for Spring 2021 graduates only. There will be separate ceremonies for Ph.D. students (in Hilton), for MA students (in Jack Trice), and for each undergraduate college (in Jack Trice). The ceremony will involve each graduate's name being read aloud and their walking across the stage and having their photo taken.

## **Fall Instruction and Fall Operations**

Provost Wickert said that some parameters have been defined by the Academic Continuity Workgroup (led by Associate Provost VanDerZanden) and the Planning Committee (led by VP Lawrence). On the assumption that vaccinations are widely used and available, we will move things back to the pre-pandemic state. Faculty, staff, and students will be back on campus. Employee work will be conducted on campus. There may still be remote work for people who travel. The default will be that classes will be taught in person, with no limited capacity on rooms. Of course, there may be exceptions, based on ADA accommodations. There will likely be

mitigation strategies in place (and a Cyclones Care 2.0 campaign), such as face coverings and 15 minute passing periods between MWF classes. The normal attendance policy will be reinstated, requiring documentation for absences.

Associate Provost VanDerZanden added that the Academic Continuity Workgroup focused on those things from before the pandemic that could be reinstated in the fall. The fall will look different from Fall 2020.

Associate Provost Bratsch-Prince added that ISU instituted AWA efforts last spring. There will not be a similar AWA program going forward. People who truly need to not be present on campus or in workplace will work through the standard ADA or FMLA process, which is managed out of UHR. There is a lot to work through still, but the expectation is that we will be back in pre-pandemic mode.

Senator Obserhauser asked what we have learned and how we can improve. She pointed out that online courses have become more popular, because they permit flexibility for faculty and students. Maybe there will be greater interest in hybrid courses. Some private companies have shifted to more remote work. Might we consider doing the same for administrators or staff? Provost Wickert acknowledged that there will be some online classes and hybrid classes. But for a residential campus experience, most classes should be in person. Decisions about online course offerings should be driven by pedagogical considerations.

Associate Provost VanDerZanden added that the Academic Continuity Workgroup stressed that these decisions should be made for pedagogical reasons. In some cases, the transition to a hybrid format worked well. Students appreciated being able to access content if they couldn't get to class. But it becomes a slippery slope. The Academic Continuity Workgroup could develop guidance or best practices for departments or program areas.

Senator Bennett-George asked about the documentation requirement for medical absences. A lot of instructors have had a hard time with this requirement for quite a while. Thielen Student Health Center doesn't give notes when students come in for illnesses. How will notices be sent in the fall? Will the Dean of Students Office still issue notifications? Provost Wickert acknowledged the need to address this.

Past President Sturm noted that with the H1N1 crisis, faculty were not allowed to require documentation. He noted the benefit that having multiple modalities to access course information was a benefit to students for reasons other than illness. He also noted that all of the discussion has been about teaching. What about meetings? Provost Wickert said that he is going to start conducting hybrid Provost's Council meetings later this spring. In the fall, he expects meetings to return to their pre-pandemic in-person format. Although he added that he has preferred conducted dean search interviews virtually instead of in an airport hotel.

Provost Wickert added that Fall 2021 will be unusual, in that three classes of students will have their first full years on campus (new students, students who matriculated in 2020, and students who matriculated in 2019 and shifted to online in spring 2020). That may introduce some challenges. Secretary Butler asked about the corresponding academic concern about under-

preparation due to the shift to online high school classes (and primary school classes for future students). Associate Provost VanDerZanden said that reports indicate that many students are still able to achieve learning outcomes for high school students. But there are opportunities for bridge programming to help incoming students prepare for courses where we think they are likely to struggle based on DFW rates (e.g., calculus, chemistry, physics, biology, and English). A small group including associate deans are working to identify what we can do. This problem is compounded by the fact that we don't have ACT data to use for placement.

Secretary Butler asked whether the full return to in person teaching was premature if we're still adopting mitigation strategies. Some classrooms do not have windows to allow for fresh air circulation and have just one door. Associate Provost VanDerZanden said that Facilities conducted a thorough audit of classrooms and made appropriate upgrades to filters and other things. Of course, some rooms are better than others, but all rooms meet a certain minimum level for ventilation requirements.

President Faber asked about the 15 minutes passing period on MWF. Has this created conflicts with meeting start times? Do we have a policy about snow days or dangerous temperature days where all classes are taught remotely? Provost Wickert replied that we learned that we are able to flip to virtual instruction in an emergency situation, like in the cold spell this year. That will likely be the approach to weather situations in the future. The fire in Ross Hall caused all affected courses to be taught online until a suitable classroom could be found.

Senator Daniels asked whether we can require vaccinations in Spring 2022. Provost Wickert was unsure. Currently, the vaccines are available under emergency use authorization. So organizations are not allowed to require these vaccines. But if we become able to require them, who does that requirement affect: employees? students? We're still studying these issues.

Senator Al Shihabi asked about the policy for online classes going forward. She noted that in her large lecture class that is taught synchronously online, some students will be driving their cars during class. And her course is visual, so they are required to look at their screens. Is there some way to institute a policy that says that they cannot drive while in an online class? Provost Wickert said he can look into that. He added that sometimes students are not paying attention to their videos when they are logged into the class. Senator Freeman added that Iowa's Distracted Driving law would prohibit this behavior.

## **5.5. Council Chair Reports**

**GOV:** Senator Freeman said that it is unlikely that Governance Council will make recommendations of changes to FH 5. The current language is appropriate, not requiring student ratings of teaching, but listing it among different types of evidence of effective teaching. Faculty and local departments have control over what evidence is provided.

Secretary Butler said that Senator Campbell had pointed out that promotion and tenure and advancement materials require that student ratings be reported as well as department means for comparable courses. If it's required for promotion or advancement, how do faculty have control? Senator Freeman replied that those are procedures implemented by departments, colleges, and the university. FH concerns policy. FH also doesn't limit the number of pages for a promotion or

advancement dossier. If these procedures are problematic, we should have a conversation about them. But doing so does not require any changes to FH. Secretary Butler grumbled something about it being misleading to say that faculty have control over the evidence they present.

**J&A:** There are some matters that the full committee on appeals wanted to wrestle with, and Senator Day is waiting to hear from four members. A number of the issues coming before the committee on appeals have been related to use or unclear use or misuse of letters of direction or corrective nondisciplinary action. Senator Day proposed putting together an ad hoc committee to revise the language about letters of direction or nondisciplinary corrective action.

Associate Provost Bratsch-Prince said that this is the section of FH 7 called “nondisciplinary corrective action” that comes after the disciplinary code. Such letters are not sanctions, but letters of expectation or letters of direction. They are intended to provide guidance to the faculty member from the chair or dean about an issue. It provides a way to put someone on notice that their conduct is starting to rise to the level of needing to be addressed through training, awareness, some kind of coaching, or other guidance for the faculty member to work on. This provides a way to deal with an issue without escalating and forming a full board for a formal complaint. Because the section is titled “nondisciplinary corrective action,” some faculty members assume it means discipline and want to appeal.

Senator Day stressed that this is a good tool when both parties act in good faith. It prevents the case from escalating and marring a person’s folder. Revision to FH would clarify how to use the tool to make it better, clarify to faculty why they’re receiving it, and reduce disputes.

Senator Freeman suggested that J&A Council or the Judiciary Committee craft the revisions that they want, rather than forming an ad hoc committee.

**RPA:** Senator Obserhauser said that the council discussed the impact of state appropriations, tuition and fees, and enrollment on the university. They have discussed RIOs. They discussed benefits and the university’s reduced contributions to TIAA accounts vs. stable contributions to IPERS. In response to a question raised at the last EB meeting, Senator Oberhauser reported that the Faculty Compensation Subcommittee will meet this week.

**FDAR:** Senator Andreasen said that the council will meet tomorrow. Their main focus will be a presentation from a workgroup on term faculty advancement.

**AAC:** Senator Bennett-George said that the council continues to work on proposals for implementation of the US Diversity course requirement changes. After guidance from the Administrative Committee, AAC’s foci are: making changes to the Catalog; changing FS bylaws to update learning outcomes; and form a university-level committee to evaluate courses for the US Diversity tag. She speculated that AAC will be able to vote on proposals at their 24th meeting, and the proposals will be ready for the following EB meeting.

## **5.6. Caucus Chair Reports**

**CALS:** Senator Dekkers said that senators expressed concerns about the early start.

Provost Wickert said that the current proposal does not include an early start, because it overlaps with the Iowa State Fair. There is also concern about ending spring semester to allow for a week before summer session for ISU to host Special Olympics and Odyssey of the Mind. The current proposal keeps the Thanksgiving break, and makes winter session four weeks long, not five.

Secretary Butler pointed out that Thanksgiving break comes late in the semester, and the current proposal has students return to “Prep Week.” It might make sense to have Wednesday, Thursday, and Friday of Thanksgiving week off, and creating Monday and Tuesday holidays earlier in the semester. Associate Provost VanDerZanden said that that was considered. Senator Dekkers and Senator Wallace said that such a proposal would mess up the schedule for labs. Senator Campbell expressed support for the suggestion.

**COB:** Senator Perkins said that the caucus met last Friday. They are in the midst of online voting on their new (“WOO HOO!”) governance document.

**COD:** Senator Al Shihabi said that the caucus met on Thursday, February 25. Faculty had questions about teaching evaluations. Which report is the council using? They liked some of the suggestions from the report from last fall. Faculty also expressed concern about how department averages are calculated and which courses count as “comparable courses.” They wanted to have a timeline for faculty to review and comment on proposed changes.

In the caucus meeting with the dean, the group discussed proposed schedules for over winter break. The major concern from faculty members is they need the full 15 week semester. Without it, they are unable to offer field trips for studio classes.

Another concern is the proposal about FH changes to term faculty advancement that would more or less align term advancement process requirements with tenure process. That matter is under discussion FDAR.

**COD:** Senator Daniels said that he is working to reconvene the caucus while recovering from COVID. President Faber asked him to clarify his concern about the effect a Monday and Tuesday holiday in the fall would have on labs. Senator Daniels explained that because of Labor Day, the schedule already plans around Mondays. But if a Tuesday is also a holiday, then make up labs have to straddle a weekend. It might not be a huge deal, but it would complicate managing large classes with lots of lab sections.

**CHS:** Senator Campbell said that the caucus met last week. There is a lot of concern about the state of affairs in the School of Education (SOE). Faculty asked that Senator Campbell raise the issue in EB to keep it at the front of EB members’ minds.

Senator Bennett-George added that there is a lot of anxiety around the lack of clear communication: not knowing what’s happening, not knowing what the leadership structure is, and not knowing what the plan is for the future. Should they be admitting graduate students for the fall? Will SOE go away? The unclear communication is creating a lot of anxiety for faculty.



Senator Campbell added that faculty have been asking about the timeline for Student Workday. Given faculty uneasiness about Workday, there is concern about adopting Student Workday.

Associate Provost VanDerZanden said that an initial process has started. Professor Steve Mickelson is the special faculty advisor working with VP Constant. She recommended that FS invite Professor Mickelson to make a presentation to FS or EB. The group will look at the current processes and optimize using software in ways that will make us more effective. The previous discussion about drop limits is one such need. We need a good process to identify needs before we adopt the system. She also suggested asking the caucus members about lessons learned from the last Workday rollout.

President Faber said that this presentation is on the agenda for the next FS meeting.

Provost Wickert added that this is a four-year development process.

**LAS:** Senator Wallace said that the caucus will meet with the dean on March 11. She will provide an update on college enrollments and class development. There will also be a discussion of pros and cons of a plan to adopt a more centralized advising model in the college. The caucus will meet with the dean again on April 14.

**CVM:** Senator Andreasen said that she is working to coordinate schedules to meet with dean.

#### **6. Approval of the March 9, 2021 Faculty Senate Agenda**

Senator Bennett-George pointed out that the Drop Policy was not included.

Senator Daniels moved to approve the FS agenda. Senator Perkins seconded. The motion was adopted.

#### **7. Good of the Order**

President Faber said that she would keep the placement of announcements after business, unless someone objected.

Senator Oberhauser reminded EB members of upcoming ISCORE.

#### **8. Adjournment**

The meeting adjourned at 4:55 p.m.

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**NEXT MEETING: Tuesday, March 30, 2021 – 3:00 p.m. – WEBEX**