IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING AGENDA
SEPTEMBER 3, 2013
3:35-5:00 P.M.
107 LAB OF MECHANICS


Absent: Minion, C.; Owen, M.

I. Call to Order
The meeting began at 3:37 p.m. when quorum was reached.

II. Consent Agenda
A. Agenda, Executive Board Meeting September 3, 2013
B. Minutes, Executive Board Meeting May 14, 2013
President Dark offered a correction to the minutes under (III) (A). The consent agenda along with the corrections was moved by Senator Freeman, and seconded by Senator Owen. It passed without dissension.

III. Announcements and Remarks
A. President
1. Academic Freedom Lecture
President Dark said that Matthew Finkin’s lecture, “The Strange Case of Academic Tenure and the Law,” has been rescheduled to September 30 at 8 p.m. in Sun Room. There is availability for four senators to go to dinner with the speaker at 6 p.m. prior to the talk. Interested parties should let President Dark know by Tuesday.

2. LEARN update
The FS IT committee is now fully engaged in LEARN process (learning ecosystem assessment and review of needs). MindWires will be running half-day workshops tomorrow and Thursday for the Representative Committee (which includes FS IT committee and others recommended by the deans and other faculty and staff). One goal of these workshops is to fully inform representatives of the state of learning management systems and the state of educational technology nationwide. This information will help representatives make better decisions. President Dark will announce this at the FS meeting.

B. President-Elect
None.

C. Provost
1. BOR
The next BOR meeting is next week at UNI. Provost Wickert and Associate Provost Bratsch-Prince will be attending, and therefore unable to attend FS general assembly.

Provost Wickert attended two meetings with the new regents—one with ISU President Leath and one with the Senior Vice Presidents and Provosts. Larry McKibben will lead efficiency task force. Milt Dakovich will lead the facilities and property committee. Both of these are new committees; so it is too early to project where these committees are headed.

Each university will begin formulating their explanation and pitch for respective top capital priorities for next year’s state appropriation. ISU’s top capital priority will continue to be the Biosciences building.

Also BOR is putting in place a variety of task forces on different issues. David Miles (former BOR president) will chair a task force that will examine how state dollars are appropriated across three universities. Senator Zarecor asked how these committees and task forces select their members. Provost Wickert did not know. But this state appropriations task force has alumni from each university and the vice presidents of business and finance.

2. Budget
Provost Wickert sent out Budget Memo #6. This puts into context what is being done with state dollars, tuition dollars, and reduced IDC dollars. It also responds to recommendations that came out of the RMM Review report.

3. President’s Hiring Initiative
The final version of the statement of ISU President Leath’s hiring initiative was circulated. $1.5 million will be set aside for making important hires. This money includes salary and benefits for tenured or tenure-track faculty. There is a strong expectation that academic colleges will also make a financial contribution to these hires, in order to stretch the money. Provost Wickert expects a quick turnaround, as deans are to submit their proposals by the end of the month.

Senator Freeman asked whether there was something paradoxical in the vision. The initiative is aimed at helping colleges recruit faculty where there weren’t resources within the college, and yet the expectation is that the college has to promise resources to support the hire. Provost Wickert replied that the administration wants the colleges to “have some skin” in the hiring. These monies will not be replacement dollars; they will be additive. He added that every college has met or exceeded enrollment budgets for this year, so every college will have extra tuition revenue. Provost Wickert suggested that colleges might consider partnering together.

4. Administrative Searches
There are searches underway for the Director of Ames Lab and the Associate Vice President for Human Resources. Interviews will take place at the end of September for
the latter position. An internal search for the Vice President of Research will take place this fall.

5. Faculty Fellows
Associate Provost Bratsch-Prince said that there are two new faculty fellows in the Provost’s Office. Cinzia Cervato is the Faculty Fellow for Early Career Faculty Development and Mack Shelley is the Faculty Fellow for Department Chair Professional Development. Both have developed programming for their respective constituencies. There will be workshops for all faculty concerning stress management, time management, and advancement. Additionally, a master calendar will be maintained in the Provost’s Office of deadlines for professional development opportunities from CELT, colleges, and Accenture.

Associate Provost Bratsch-Prince added that there will be an event next week recognizing the contributions of NTE faculty, clinicians, and adjuncts.

6. Ongoing Committees
The Provost’s Office will work to finalize membership of the committee on Scholarship on Engagement and Outreach.

7. Continuous Improvement
President Dark asked who would update FS on the status of the Continuous Improvement plan. Provost Wickert replied that that report and the NTE report will be ready for the October FS meeting. He noted that UNI was unable to prepare end-of-the-semester course evaluations in time for this fall.

8. COACHE Survey
Associate Provost Bratsch-Prince pointed out that early in October, the COACHE satisfaction survey (census) will be distributed to all faculty. She suggested that a committee be created for disseminating the results with FS and more broadly. She recommended that FDAR have a role in this.

9. Preparation for Reaccreditation
Associate Provost Holger said that Lian Niu, academic data analyst, has joined Karen Zunkel. In the next few years, they will prepare for reaccreditation of the university, with a focus on the improved quality initiative. They will work to systematically gather information about what graduates do first after they leave ISU. This will enable them to inform programs about what they are preparing graduates to do. The FS Outcomes Assessment committee will lead the committee on quality assurance.

10. New Graduate Student Orientation
Associate Provost Holger also announced that the Graduate College partnered with GPSS for an orientation session for new graduate students. Senator Zarecor lauded the new policy helping graduate students who are new parents.

D. Council Chair Reports
Academic Affairs will meet next week and set up its schedule.
FDAR will meet on September 24.
Governance Council is not set up yet.
J&A met twice over the summer. Right now there are no grievances.
RPA met last week and will meet with Provost Wickert next week.
President Dark asked council chairs to supply Sherri Angstrom with their schedules.

E. Caucus Chair Reports
1. Caucus Meetings with Deans
LAS will meet with the dean on October 15 and January 28. Senators have been asked to hold September 17 in case the dean is unavailable in October.
CALS has four meetings set up in the next four months.
Human Sciences has not yet scheduled meetings.
Design is meeting with the dean once this semester and once next semester.
Business has not yet scheduled meetings.
Engineering will meet this Thursday.

2. Faculty Spring Conference
The caucus chairs and FS President-Elect Schalinske need to meet to plan the Faculty Spring conference.

3. Wellness
President Dark asked about the status of the wellness proposal. Past President Hendrich replied that the ad hoc wellness committee continues to meet. Vice President Madden will fund a wellness coordinator position. The job description is being written and a search committee is being formed. HR is negotiating with Mary Greeley to link health risk assessments with physical exams for more seamless coordination. One projected outcome will be that people can pledge to participate in wellness programs, and they will be incentivized by discounts on health insurance (perhaps up to $200). Senator Freeman recommended that Past President Hendrich share the more detailed plan with Senator Owen so that he can communicate it to the Compensation Committee.

IV. Unfinished Business
A. Bylaws Article II, Section 9 Eligibility of Faculty Senate Members – [S12-24] - Dark
   No discussion. President Dark did not anticipate that this bill would be controversial in FS.

V. New Business – 4:20 p.m.
A. Examining the PRS
President Dark remarked that there is great variability in PRSs across campus. She would like to form a task force to collect sample PRSs. She saw two ways to do this: (1) ask chairs for representatives of different categories (e.g., assistant professors, associate professors, professors, with various teaching- and research-intensive responsibilities); or (2) ask FS to collect representative PRSs.
Senator Freeman asked what the goal of this collection was. President Dark replied that the first goal was to determine whether this impression of great variance is correct.

Senator Zarecor speculated that caucus chairs might be better, to collect samples from across the college. With the exception of LAS, Senator Zarecor thought that most PRSs in the different departments in a college would be similar. President Dark replied that we need the data from departments.

Senator Componation asked what problem is being solved. President Dark replied that the data would help us to figure out how to interpret the PRSs: what does 50% teaching mean? Senator Freeman thought that there wasn’t a problem there. He voiced concern over the “generic” PRSs that are not helpful in guiding annual review or promotions. President Dark replied we need to know whether 40% teaching means different things in different departments. Senator Smiley-Oyen replied that PRSs wouldn’t provide that information.

President Dark said that ultimately she would like to develop best practices or sample PRSs. Right now different colleges have different sample PRSs in their governance documents. Not every PRS includes every area of position responsibilities. This raises questions about how to evaluate the unmentioned parts for promotion. Senator Freeman replied that the Faculty Handbook specifies the areas required for promotion. President Freeman responded that the PRS needs to include these areas. Senator Smiley-Oyen wondered whether this issue would be better addressed by Associate Provost Bratsch-Prince in consultation with department chairs. Past President Hendrich replied that faculty-chair negotiation of PRSs is the entire point, but it is not clear to some faculty members. Senator Smiley-Oyen suggested that President Dark raise the issue at FS and instruct senators to initiate a discussion in their departments.

Senator Wallace said that even if every PRS were gathered, we’d need a way to convert the qualitative information to something quantitative in order to measure compliance. What’s the standard for compliance? What constitutes an acceptable PRS, and what accommodations need to be made across different colleges? President Dark replied that she first wants to gather the data and test whether it is true that there is variation across campus.

Past President Hendrich said that the conversations need to take place in departments. But how should the conversations be framed? Senator Smiley-Oyen wondered whether it would be helpful to talk about best practices at FS. Past President Hendrich replied that that should happen at some point, just not now. President Dark agreed.

Senator Freeman suggested an alternate process: look at the last two or three years of promotion and tenure cases. Then the task force can ask whether the PRS is useful for evaluating candidates for promotion. Associate Provost Bratsch-Prince added that the Provost’s Office has those files. Senator Freeman noted that permission would need to be requested of the candidates. Associate Provost noted that the documents are not confidential, but it would be best to solicit permission.
Associate Provost Bratsch-Prince said that there are two extremes of PRSs: generic and plans-for-the-year. She asked President Dark to compose a message explaining to candidates why this information is being collected.

Provost Wickert thought that it would be helpful to clarify what the desired outcome is. Once it is clear how this information will help (e.g., provide transparent criteria for P&T, help chairs understand that their departments are not outliers), then people will agree to participate.

Senator Russell asked whether newer faculty’s PRSs might look different from those of faculty who have been at ISU for some time. Associate Provost Bratsch-Prince replied that PRSs should be individualized to reflect actual position responsibilities; they should not be aspirational. They should be reviewed on a regular basis.

With this much agreed, President Dark proposed to set up a task force. Senator Freeman moved and Senator Smiley-Oyen seconded.

Senator Sturm asked what the end result would be: to change the Faculty Handbook? make recommendations to chairs to adopt different PRS formats? just to collect information? President Dark said that the outcomes would depend on the task force’s findings. Associate Provost Bratsch-Prince pointed out that the Faculty Handbook already is explicit about how frequently PRSs should be reviewed. Senator Sturm asked whether there are different PRSs for different ranks. Past President Hendrich pointed out that the Post-Tenure Review policy distinguishes “superior” performance. The task force might inquire whether PRSs help faculty understand what that would look like.

The motion passed.

B. Items from the retreat

President Dark said that she has received notes from the retreat and will supply ISU President Leath and Provost Wickert with abbreviated versions. She also intends to post the shorter version to FS website.

President Dark said that Senator Smiley-Oyen was interested in the topic of the Memorial Union and classroom space. Senator Freeman asked who owns MU? Associate Holger said that it is owned independently. Provost Wickert replied that this discussion has arisen and there are passionate constituencies on each side. He thought the discussion would be fruitful, and should involve ISU President Leath, and the three senior vice presidents. Senator Freeman asked who ultimately makes the decision about the use of MU. Provost Wickert replied that ISU President Leath does.

C. Items suggested over the summer

1. No Discount on Recreation Passes

Past President Hendrich said that a discount on recreation passes will not be part of the wellness plan.
2. **Work from Home**
President Dark said that she had heard from some faculty who were told that they are prohibited from working from home. Senators were puzzled by this report. Senator Butler speculated that this might concern using university computer equipment at home. (Provost Wickert said that this is allowed so long as the IT is made aware.) President Dark replied that the faculty member was told that he or she needed to be in the office during work hours. Provost Wickert resolved to discuss this with the chair.

3. **FS Liaisons to Senior Vice Presidents**
President Dark discovered that FS has no connections with Student Affairs. Senator Freeman pointed out that RPA has an ad hoc advisory committee for Senior Vice President Hill, but it is not in the by-laws. Past President Hendrich thought that there should be a liaison to the Vice President for Student Affairs Advisory Committee. Last year she had identified someone who was willing to serve in this role. President Dark said she thought there should be a more structured way for faculty to have input.

Provost Wickert asked whether there is a liaison to Senior Vice President Madden’s advisory committee. President Dark replied that the committee (under RPA for Business and Finance) is currently not meeting.

**VI. Approval of the September 10, 2013 Faculty Senate Agenda**
President Freeman suggested that Tim Day’s report needs to be a special order. President Dark replied that she was hoping to summarize his report. But she added that she could extend an invitation to him to deliver a short report to FS.

Senator Zarecor suggested that it would be helpful to make sure that senators understand FS’s charge, including the structure of the senate, who is on EB, how often it meets, and who is on committees. Senator Cunnally replied that there is a tutorial hosted by the Governance Council that covers these items. Senator Butler added that she thought it might be helpful for leaders to be identified in person.

President Dark asked EB whether it would be within Robert’s Rules to include time for caucus discussion. Senator Freeman recommended that the meeting be adjourned and senators be directed to meet with their caucuses. Senator Cunnally recommended that caucuses be given questions to answer and have the caucus chairs collect the answers.

Senator Freeman moved to accept the agenda as modified. Senator Smiley-Oyen seconded. It passed without dissension.

**VII. Adjourn**
Senator Wallace moved. Passed unanimously. Adjourned at 5:11 p.m.

**NEXT MEETING – TUESDAY, OCTOBER 1, 2013**