

IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING MINUTES

April 3, 2007
3:00-5:00 p.m.
107 Lab of Mechanics

Present: Baldwin, C. (Past President); Bradbury, S. (Design Caucus); Crase, S. (President-Elect); Freeman, S. (Judiciary & Appeals); Fiore, A. M. (Human Sci. Caucus); Girton, J. (RP&A); Grudens-Schuck, N. (Secretary); Heising, C. (Eng. Caucus); Hendrich, S. (Academic Affairs); Owen, M. (Ag. Caucus); Palermo, G. (President); Porter, M. (Governance).

Absent: Mennecke, B. (Business Caucus); Thompson, J. (Vet. Med. Caucus); Wallace, R. (LAS Caucus).

Substitutes: Dark, R. (for Mennecke, B.).

Provost's Office: Carlson, S. (Associate Provost for Faculty Advancement and Diversity); Hoffman, E. (Executive Vice President & Provost)

Guests: Ford, C. (President-Elect, 2008); Rippke, S. (Policy Administrator, Policy Library); Tanaka, P. (University Counsel).

I. Called to Order – 3:05 p.m.

II. Consent Agenda – 3:06 p.m.

- A. Agenda, Executive Board Meeting, April 3, 2007
- B. Minutes, Executive Board Meeting, March 20, 2007

Motion to approve consent agenda offered by Senator Owen and seconded by Senator Dark. Motion approved included new EB agenda and removal of February 27, 2007 meeting minutes.

III. Announcements and Remarks – 3:05 p.m.

A. President – Palermo

The President reported that the “Non-Tenure Eligible Research Faculty” draft resolution was now being reviewed by University Counsel and other offices for articulation with other policies and procedures.

B. President-Elect – Crase

No report.

C. Provost – Hoffman

The Provost thanked the members of the task force involved with preparing the “Non-Tenure Eligible Research Faculty Report” for their hard work and careful attention to important issues.

D. Council/Caucus Chair Reports

None forthcoming.

IV. Special Order – 3:22 PM

A. Policy Library Advisory Committee (PLAC) - Sheryl Rippke, Paul Tanaka

President Palermo provided an overview of the FS’s understanding of the warrant for the Policy Library (PL) at ISU and the Senate's interest in its full functioning, and delineation of its purview and boundaries. This work session was in preparation for a report to the Senate body, upcoming. Sheryl Rippke provided a Powerpoint™ presentation on the PL and showed the web navigation features. See also "ISU Policy Library Principles" and related documents. URL: www.policy.iastate.edu.

Rippke stated that she viewed the PL as a "central resource" for university-level policies (e.g., policies that applied to a large part of the university). The search function is keyed to texts of particular documents. The structure works to limit versions of the policy to most recent and correct version, and seeks to be the only live link to each policy for all ISU sites. This protocol corrects for problems experienced in the past, such as individuals having (unwitting) access to old policies but acting on them as if they were the most recent (authoritative) version. However, old versions of policies are not discarded, but instead “kept always.” They have a date on which they became effective (except some older policies do not have such—they are in the archive).

Rippke explained that each policy has a position, department or office which is the authority and/or approver. PL also has instituted a "Policy Development Plan" which seeks to determine who should be involved, who is the final approver, and what elements need to be considered for implementation, such as timelines, for policies both proposed and existing. There is also now a standardized recommended policy format which also provides (electronic) links to additional resources. There is a Policy Library Advisory Committee (PLAC) which tries to keep abreast of policies being developed in units that are presently not connected or communicating about such, mainly to avoid duplication or contradiction of the substance or jurisdiction of the policies.

Rippke declared that the PL and PLAC were "Advisory only" Does "not write or approve them" but seeks to get people talking if they are seemingly involved in the policy but have not been formally involved or coordinated. "At the concept stage" is when policies are considered and "upfront approval" of the president is usually sought so that a policy does not move forward only to be denied at a later time. The goal is a timely adoption of an effective process. There are keys to coordinating with Faculty Senate, not overstepping their process.

Senator Porter inquired about the potential for policy-making rather than policy-collecting given the stated high intensity of involvement in approval and management of stages of emerging policies.

Rippke noted that current processes for policy-making would not change. She stated that she did not know if she had "won over" the EB on the desire to provide one source for policies, including the *Faculty Handbook*. Rippke stated that PLAC received visitors to meetings frequently, some of whom shared ideas for new or modified policies.

Senator Crase asked several questions about the authority of PLAC with respect to proposed new or modified policies in the concept stage, and the way in which input and review of the policy was anticipated to be managed.

Rippke reiterated that the PLAC was not intended to supplant decision making authority of existing units.

President Palermo reviewed the current processes for decision making by the FS and noted that a fully-developed proposal typically would be shared with other units after it had been vetted and deliberated internally rather than at an early stage. That is the process which the Senate will continue to implement for most, if not all, policies.

Past President Baldwin said that this conversation was important and also needed to occur in FS Governance Council but has not yet occurred.

Provost Hoffman clarified that Rippke might occasionally find an inconsistency that FS had not yet located and that such a discovery might prove valuable to the Senate. However, "issues of substance" would be addressed by the Office of the Provost.

President-Elect Crase asked what would comprise "communications" per the slide with respect to PLAC activity.

University Counsel Tanaka shared that PLAC was a "good thing" because it assisted aligning policies with business office and with existing regulations at the level of federal and state legislation or other ISU units.

President Palermo and Senator Porter spoke favorably of a central process that was searchable and expressed that they understood the need for such.

Baldwin asked if the agendas for PLAC meetings are posted. Rippke noted that at the present time, the agendas are sent electronically only to the Carla Espinoza (Associate Vice President, Human Resources Services, Director, Equal Opportunity & Diversity), the Ombuds Office, and participants but she would bring the issue to the group. Baldwin commented that posting the agenda might be considered in light of open records laws.

Palermo noted that the perspective of the FS was that the "prerogative was still ours" with respect to timing of sharing, inquires, and coordination; to which Rippke expressed agreement.

She also showed the URL where ongoing discussions on policies are listed on the web, which the FS could access.

Assoc Provost Carlson reminded the group that development of policies was "a messy process" but the PL would bring the principles of consistency and communications to the fore.

President Palermo encouraged Rippke to share the electronic copy of her presentation for Senators before the next meeting.

V. Old Business – 4:01 p.m.

A. Faculty Conduct Policy – Governance Council - Porter

Senator Porter provide an overview of the warrant and progress of changes in the policy. Associate Provost Carlson reminded the EB that changes were data-driven, based on findings of focus groups of individuals who had been involved in past conduct-associated processes. The group discussed issues relevant to substance and also editorial elements, of which there were many. It was noted that a summary of changes was not available ahead of time for EB members to consider. A double-sided hardcopy was provided to EB members and guests at the meeting, for consideration at a later time.

Senator Owen moved to table until EB members had a chance to review in concert with the summary document to be provided by Governance; seconded by Senator Heising.

Motion passed.

B. SoTL Catalog Language – Governance Council- Porter

It was clarified that most if not all changes were editorial for the Scholarship of Teaching and Learning (SoTL) section of the *Handbook*. President Palermo noted that this policy could be provided as part of the consent agenda because this was a policy that was already passed by FS, with solely editorial improvements. Discussion concerned appropriate and transparent formats for provision to the FS. Past President Baldwin made a motion to format in a way that facilitated understanding of tracked changes; and that the document will be placed before the FS at the next meeting as part of the consent agenda. Senator Owen seconded.

Motion passed. Final formatted version will be provided by Senator Freeman.

C. Plant Biology, degree name change – Academic Affairs (update) – Hendrich

Not ready to be addressed at this time.

VI. New Business – 4:45 p.m.

A. Degree Name Change in the Department of Kinesiology – Academic Affairs – Hendrich

- a. B.S. in Health & Human Performance to B.S. in Kinesiology & Health
- b. M.S. in Exercise & Sport Science to M.S. in Kinesiology
- c. Ph.D. in Health & Human Performance to Ph.D. in Kinesiology

The changes will make the change of the graduate majors to reflect the near-finalized name of the department because this is the name of the field.

Motion passed.

B. Adjunct Appointment Handbook Language - Governance Council – [SO4-14] – Porter

Proposed as consent agenda item because all changes are non substantive and editorial.

Motion passed.

C. Smoking Policy Handbook Revision – Governance Council

Handbook revision to delete the senate smoking policy text and to provide a link to the university policy on smoking. This being done to streamline the Faculty Handbook and to rely upon university-wide policies where appropriate. To be put before the Senate.

Motion passed.

D. Discontinuation of graduate minor in AST - Freeman

To be put before the Senate. See Hardcopy memo from Senator Freeman. This minor no longer accepts students and will cost no funds to cut.

Motion passed.

VII. Executive Session – 4:30 p.m.

Senator Porter moved to change to executive session with PE Crase seconding. Quorum retained. Purpose: confidential awards with implications for personnel.

Motion passed with two nays.

- A. University Professor
- B. Honorary Degree
- C. Regents Excellence Awards

VIII. Approval of Senate Agenda, April 10, 2007 meeting – 4:55 p.m.

Motion to approve with additions and deletions as discussed.

Motion passed.

IX. Good of the Order – 4:58

None.

X. Adjourned—5:00 p.m.

President Palermo adjourned the meeting.

Minutes by N. Grudens-Schuck, FS Secretary

Appendix: Documents provided for/at meeting:

A. Documents

1. "ISU Policy Library Principles" and related documents. URL: www.policy.iastate.edu.

B. Draft versions

1. "Task Force Report on Non-Tenure Eligible Research Faculty" available at <http://www.facsen.iastate.edu/Images/NTEFinalReport20070305.pdf>
2. SoTL Proposed Handbook Language Gov Co 3_6_07.doc
3. HHP degree name change memo.pdf
4. FS - Agenda April 10 2007.doc (see also revised hardcopy)
5. FCP proposals w JA_FS Nov06_and GovCo changes 3_6_07edit cjb.doc
6. EB - Minutes - March 20_07 DRAFT1ngsGP.doc
7. EB - Agenda April 3 2007.doc
8. Smoking Policy 8.4.5.1 Vrchota hardcopy
9. Executive Summary (Faculty Conduct Policy) hardcopy
10. 3.3.2.1 Appointment Policies for Lecturer, etc. hardcopy
11. Memo: Discontinuation of Graduate Minor in Agricultural Systems Technology (Freeman June 7, 2006)

NEXT MEETING

April 17, 2007