

IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING MINUTES

April 22, 2008

3:00-5:00 p.m.

107 Lab of Mechanics

Present: Anderson, D. (Human Sci. Caucus); Crase, S. (President); Ford, C. (President-Elect); Freeman, S. (Judiciary & Appeals); Grudens-Schuck, N. (Secretary); Mennecke, B. (Business Caucus); Olsen, M. (Eng. Caucus); Owen, M. (Ag. & Life Sci. Caucus); Palermo, G. (Past President and RPA); Porter, M. (Governance); Thompson, J. (Vet. Med. Caucus); VanDerZanden, A.M. (FDAR)

Absent: Hendrich, S. (Academic Affairs); Paschke, T. (Design Caucus)

Provost's Office: Carlson, S. (Associate Provost); Hoffman, E. (Exec VP/ Provost); Holger, D. (Associate Provost).

Guests: Bystron, D. (Catt Center, Director); Overberg, K. A. (Office of University Counsel); Snyder-Yuly, J. (Catt Center, Assistant Director)

I. Call to Order – 3:00 p.m.

President Crase called the meeting to order.

II. Consent Agenda – 3:02 p.m.

A. Agenda, Executive Board Meeting, April 22, 2008

B. Minutes, Executive Board Meeting, April 8, 2008

Motion to approve consent agenda was offered by Senator Owen and seconded by Senator Wallace.

Motion carried.

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

A. President – Crase

President Crase reviewed meetings she had attended on the Senate's behalf, and it was noted that the gavel would soon be passed to President-Elect Ford.

B. President-Elect

President-Elect Ford alerted the Board to potential dates for the summer retreat with administration, with June 25, 2008 a likely open date for the Provost and others whose schedules

were tight. Ford asked Board members to forward issues, and to expect to be planning, during the meantime.

C. Secretary

Secretary Grudens-Schuck commented on the potential need for elaboration of the role of the secretary in serving the public's right to know, and meeting the intent of open meetings and open records policies. Senator Porter stated that the duties associated with each position should already make this clear. President-Elect Ford suggested that the duties might be made more plain and accessible via web, if not already so.

C. Provost – Hoffman

Provost Hoffman thanked President Crase for a “great year” and stated that she is looking forward to future interactions with the Faculty Senate.

D. Council/Caucus Chair Reports

FDAR: Senator and Council Chair VanderZanden provided an update on tuition waiver for employees who took courses. Upcoming also was discussion of award types, and members reminded each other of potential for such titles as “land-grant professor” or a “teaching professor” title that would indicate a distinguished individual in the same way as current high-level university awards and professorships. VanderZanden thanked members of the Board for their feedback and assistance during her first year as Chair of the Council. FDAR's work on background check policy development will be discussed later in the meeting.

IV. Presentation on Employment Verification and Background Checks—3:25 Kathryn Overberg, Chair of Committee to Develop the Employment Verification and Background Checks Policy, and Ann Marie VanDerZanden, member of same

Significant time was spent by Board Members and guests discussing the substantive early draft of a possible policy for conducting background checks for employees. The proposal had been narrowed to the conduct of background checks for new hires; but broadened from the current state of affairs by including all individuals to whom an offer of employment at ISU was imminent (the final cut, before the offer). Office of University Counsel staffperson K. Overberg, with follow-up by FDAR Council Chair Senator VanderZanden, reminded the Board of the focus groups and survey that had been conducted over the last year, and discussion within the College Caucuses and other venues, regarding possibilities and scope of a potential new or revised policy. The draft in front of the Board was sufficiently detailed that members provided direct feedback on several features, and no consensus was reached (or sought). It was noted by Past President Palermo and others that a financial background check was part of the proposal, and did not seem as compelling as a background check restricted to criminal activity. Overberg explained that currently there were several areas where financial ethical behavior was such as large part of the job description that background checks were already conducted, and more likely were needed. Secretary Grudens-Schuck spoke from a social science perspective to critique the quantitative analysis that followed up from the focus groups, and suggested that the data did not

clearly inform the new policy. Provost Hoffman and others stated that ISU was lagging in this area of policy development and vulnerable as a result. A self-disclosure form would also be part of the process. Academic misconduct appeared to be included, but was worded vaguely, and seemed to be expected to be revealed by a candidate as part of the disclosure form. Overberg was keenly interested in explaining to the Board that the essential reform was contained in the process of vetting data gained as part of a background check. Currently, procedures were unclear and did not effectively or consistently protect the privacy of candidates. The draft specified who would be privy to the data, and how they would use the data to inform the outcomes of a search (e.g., to whom to make an offer). “Something” showing up on a background check does not, and will not, be an automatic bar to employment but will be addressed case by case. Members also were interested in whether there would be data regarding number and type of offenses that came up, how that affected searches, and how well protections of candidates were implemented.

There was sufficient discussion of this first substantive draft that President Crase read the tenor of the room and suggested to the Committee and Council that a new draft would be needed, and should be vetted broadly in fall once the semester is underway, including to the Dean’s Council. Past President Palermo moved that the new draft be read at the level of the Caucuses, then the EB again, and then the full Senate. Seconded by Senator Owen.

III. Old Business – 3:405 p.m.

None.

VI. New Business – 3:45 p.m.

A. Undergraduate Nuclear Engineering Minor – Hendrich

Little discussion.

B. Undergraduate Certificate Program in Community Leadership and Public Service – Hendrich

There was discussion about resources for the program, which would be housed in LAS. Guests from the Catt Center discussed that there was a course already now available to students (LAS 222) which was restricted to 20 new members a year, and that some private funding would support the effort. All colleges, and now including Engineering, appear to be on board.

C. M.S./Ph.D. Wildlife Ecology - Hendrich

Questions were posed regarding the unusually brief petition (a memo). The information about overlap with other programs, and the history and logic of developing the program were missing. The Board will send back to Academic Affairs to work with the Department, if the Department is willing.

D. *Faculty Handbook* Style Sheet - Porter 4:50 p.m.

Sent to Senate by consensus

E. Revisions to the *Policies and Procedures Manual* – Porter

Sent to Senate by consensus

F. Non Tenure Eligible Research Faculty document in the *Faculty Handbook* (to be handled via the new edit procedures – that is, published on the Faculty Senate web site and placed on consent agenda in case someone has a protest related to it) – Porter

Motion to approve by Palermo and seconded by Owen.

Motion carried.

VII. Approval of Senate Agenda for April 29, 2008 – 4:20 p.m.

Motion to approve by Freeman and seconded by Owen.

Motion carried, with changes per discussion.

VIII. Good of the Order – 4:25

None.

IX. Adjourn—5:00 p.m.

Minutes by Secretary Grudens-Schuck

Documents

1. 2008 04 18 draft policy.pdf
2. 2008 04 18 REVISED Disclosure.pdf
3. Cover memo for procedures manual changes.doc
4. EB - Agenda April 22, 2008.doc
5. EB - Minutes April 8, 2008.doc
6. Faculty Handbook Style Sheet 3 13 08Accepted.doc
7. FS - Agenda April 29, 2008.doc
8. Handbook with NTER policy integrated April 22.doc
9. LeadershipCertificateMarch08.doc
10. Program Proposal for Undergraduate Nuclear Engineering Minor.pdf
11. Revised caucus descriptions April 22 08.doc
12. Wildlife Modifications (2).doc