IOWA STATE UNIVERSITY FACULTY SENATE
DRAFT MINUTES EXECUTIVE BOARD MEETING
November 2, 2010
3:00-5:00 p.m.
107 Lab of Mechanics

Members Present: Anderson, D.; Dark, V.; Freeman, S.; Hendrich, S.; Hoffman, E.; Holger, D.;
Katz, A.; Loy, D.; Owen, M. (Chair); Palermo, G.; Selby, M.; Smiley-Oyen, A.; Torrie, M.;
Wallace, R.; Walter, S.

I.   Call to Order
President Owen called the meeting to order at 3:07pm.

II.   Consent Agenda
    A. President Own added discussion of the NTE Report as New Business
    B. Minutes, Executive Board Meeting, October 5, 2010

    Wallace motioned and Freeman seconded to accept the consent agenda. Motion passed.

III.   Announcements and Remarks
    A. President Owen
        Discussions with the Faculty Senate (FS) Presidents of UI and UNI were held on
        PTR. The UI president noted that the ISU policy will be more stringent.
        Commented on the LSA report
        Noted the need to think about a President-Elect for next year.

    B. President-Elect Freeman
        The new concept for the Faculty Conference is that it will be every other year and will
            issues on which FS can make a difference.
        Holger noted that there will be a student success summit in March. The summit could
            alternate with the Faculty Conference.

    C. Provost
        Provost Hoffman gave a report on policy development concerning audits and
        compliance.
        1. Effort reporting--An NSF audit of Yale revealed issues related to faculty on NSF
            grants being paid by NSF while on vacation. Other agencies will likely follow suit.
            When paid by NSF for 100% of a time period, the faculty can only work on the
            funded project. A system may need to be worked out to allow NSF funds to be
            paid throughout the year to better reflect real effort over each time period.

        2. An audited of Conflict of interest and commitment statements revealed some
            Federal issues. Faculty will be asked to add in other activities, like the
            professional boards on which they serve and other non-compensated professional
            society service.

3. Audit of non-employees. Legally driven. The audit will sample non-employees (i.e., non-payroll visiting scholars, volunteers, foreign scientists funded by their home country)to see if they have authorized reasons for keys, p-cards, etc.

(end of minutes by April Katz; begin minutes by Veronica Dark)

4. Computer code of ethics. Exchange 2010 has very thorough search capabilities that will make it very easy to find all email related to a topic. In order to protect privacy, before Tanaka can do a search, it will have to be authorized by VP Maden, Provost Hoffman, or President Geoffrey. The new search capability necessitates a modification of the code of ethics. What was costly before is no longer costly. Open records requests mean anyone can request info. ISU accounts are archived.

5. A coming audit is part of healthcare compliance to see if ISU is paying for spouses/children that should not be getting (divorced, no longer minors) benefits.

Salary adjustments. RPA will soon have new policy on salary adjustments. It is a general philosophy statement.

Owen asked --what does FS have to do?--Hoffman replied that the effort reporting and conflict of interest policies will both be out there circulating in PLAQ. Conflict is up for public comment.

Torrie asked--when will these come to the senate? Owen noted that these don't require FS action. The Provost will mention them in her comments at the FS meeting. Several will be floated for public comment.

D. **Council/Caucus Chairs**
   1. **Academic Affairs Council.**
      a. Hendrich noted that AAC now has enough info about the Regent's Admissions Index for a report to be made to the senate. Question is when it should be reported. Will need more time than next week.

      b. Hendrich began a discussion of streamlining the curricular approval processes. She noted that AAC will be discussing the action of the FS Curriculum Committee to increase Library 160 to 1 credit. There was active discussion among a number of members of the EB on the library issue. Holger noted that a lot of good work had been put into the course but that the timing was awkward. It is a major change with no time for a reaction. Some faculty said that students tell them that the course is not worth one credit. Freeman noted that the library faculty believe that the course is a full credit course and that they are more informed. Dark stated that she would ask that the issue be removed from the Catalog Approval in December. Hendrich noted that it might not make it into the catalog because AAC has not taken action. She noted that FSCC has set policy and deadlines, but that often have been more lenient. She redirected the

discussion to the fact that AAC will consider what kinds of streamlining of curricular changes can occur. She asked what is the purpose of presenting the changes to FS? We have people at so many levels representing faculty. How representative are these committees. Palermo noted that in the FS Constitution, curriculum is the purview of the faculty. In the councils, there is less representation. The senate is more representative.   Holger agreed with a little different spin. Prior to FS, the University Curriculum Committee sent curricular changes to the general faculty for vote. Now have more layers of substantive review FSCC to Academic Affairs to Exec Board. Hendrich returned the discussion back to streamlining of curricular changes. She noted that the AAC review is procedural and that the EB review should be procedural. AAC may send it back.

2. **Design Caucus**--Katz reported that the liaison council in design has begun to meet. Will survey faculty about ideas.

3. **Governance**--Freeman noted that the Sociology oversight committee has been shut down. He hasn't seen the report which will go to the LAS Representative Assembly.

IV.   Old Business
A. B.E.T. in Information and Computer Engineering Technology
The meetings and preparations of documents by the concerned faculty continue. MIS produced a document; met with Computer Science faculty and have asked for a document. Arne Hallam will meet with CC plus MIS, Comp Sci, and Engineering . Selby stated that this is dead from the Engineering view based on a meeting between Kurtenbach and the Dean. Freeman noted that Doug Jacobson does not believe that to be true. Hoffman stated that her office had not been informed.

B. Revision of Faculty Handbook section 5.7 [S10-1]
Stalder is in Vietnam. There was no discussion of these minor changes when they were presented at the FS meeting.

V.   New Business

A. FH Section 2.8 – Policy for Renaming Academic Units
Freeman noted that when the FS passed revisions to Section 10.8 in September they removed the table on how to rename units. The proposed wording simply put current process into the handbook.

Wallace asked whether "interdisciplinary programs" should be added. The women's studies program, for example, is not a department. It wants to change its name to Women and Gender Studies but not change the name of the major. The question was raised: What is a program versus a major. Is the women's studies change a curriculum change or program name change?   Freeman--should we add something to policy? Walter motion to add interdepartmental to policy. April second. Discussion followed.

Selby asked why should names be different from majors? Holger noted that departments have majors that aren't their name. Administration is budget related, not curricular. Interdisciplinary is curricular.

Motion passed (1 nay and 1 abstain). Owen will make change in the wording to go to the FS.

B. FH Section 7.2.2.5 - Unacceptable Performance of Duty

Anderson presented the wording to go into the conduct policy. The EB can accept as written and move to Governance or accept and modify and move to senate floor. Palermo noted that we have third year review and promotion where we can terminate. How is this linked to PTR? Anderson replied that it is not, but that PTR is linked to it. The process involves the Dean-Provost-Senate-JA. It gives a lot of protection to the faculty member. Owen thanked Dean and his council and sent the proposal to Governance.

C. FDAR Recommendations on NTE Report

Smiley-Oyen noted that the FDAR action on the NTE report should be new business on the FS agenda. FDAR wrote a policy reflecting the task force report and feedback of deans. Rather than focus on the NTE at the university, the focus is on the health of department. The chair, presumably with input from faculty, will establish a target NTE. If it is greater than 25% then it must be justified. Each Dean has to do the same for the college, but must justify targets greater than 20%. The goals and justification go to the provost (points 1 and 2). Every 3 years, FDAR receives college responsibility statements for review. The policy establishes communication between deans and faculty. The targets become part of the report of the Provost to FS.

Freeman--Where does it go in handbook Smiley-Oyen-- it wasn't written as handbook policy--it was written as advisory to the Provost. Currently, the 15-20% is in the Handbook. The suggestion was that this should be put in an appendix, with the forms. It should also be kept on the provost web page.

At 5:00, a motion was made and seconded to extend the meeting for 10 minutes. Motion passed, but not unanimously.

VI. Approval of Senate Agenda for November 2, 2010

Wallace moved, Hendrich second to put the FDAR recommendations on the FS agenda under new business. It will replace current Item B "FH Section 7.2.2.5 – Unacceptable Performance of Duty [S10-4]" which was sent to Governance.
Motion passed.

Katz motioned approval of Senate Agenda as amended, Walter second. Motion passed.

Anderson noted that the conduct policy reflects a process prior to PTR so that we should have the conduct policy ready to go to the FS first. This request will be sent to Governance.

VII.   Good of the Order
There was none.

VIII.   Motion to adjourn was made and seconded. The meeting adjourned at 5:10.

NEXT MEETING – TUESDAY, NOVEMBER 30, 2010

Respectfully submitted, with thanks to April Katz for the first 30 minutes,
Veronica Dark, Faculty Senate Secretary, 18 November 2010