

**IOWA STATE UNIVERSITY FACULTY SENATE
DRAFT EXECUTIVE BOARD MEETING MINUTES
JANUARY 10, 2012
3:00-5:00 P.M.
107 LAB OF MECHANICS**

Members Present: Baldwin, C.; Dark, V.; Freeman, S. (Chair); Hendrich, S.; Hoffman, E.; Jackman, J.; Loy, D.; Martin, M.; Owen, M.; Prieto, L.; Smiley-Oyen, A.; Stalder, K.; Taylor, G.; Torrie, M.; Townsend, T.; VanDerZanden, A.

Guests from College of Design: Susan Bradbury (Chair of the Liaison Council), Luis Rico-Gutierrez (Dean), David Righolz

Guests from Government of the Student Body (GSB): Zach Boss, Dakota Hoben (President), Jared Knight, John Solomon

I. Call to Order

President Freeman called the meeting to order at 3:02 pm.

II. Consent Agenda

A. Agenda, Executive Board Meeting January 10, 2012

B. Minutes, Executive Board Meeting November 29, 2011

President Freeman noted that Tim Day would be unable to make the meeting (Item IV on today's agenda) because he was dealing with student issues. New Business Item A. (College of Design reorganization) will be moved to before Old Business.

The minutes of the November 29 meeting were corrected so that the Good of the Order read:
Senator Torrie asked whether something should be said on the Senate floor to remind people of the current Dead Week policy. Provost Hoffman asked her to remind her.

Moved and seconded to accept the Consent Agenda as amended. Motion passed.

III. Announcements and Remarks

A. President Freeman

- the Board of Regents set tuition at its last meeting.
- The article in the Daily about President Leath's not having tenure in yesterday's paper correctly quoted him, although he noted that the misspellings in the article should not be attributed to him. When President Leath is granted tenure it will be in plant pathology and microbiology.
- Senator Torrie asked whether there is precedent for appointing deans and chairs without tenure and whether it is common elsewhere. Provost Hoffman replied that there was no problem concerning tenure for Beatte Schmittmann (new LAS dean) and that a very small number of smaller institutions had Presidents who were not tenured.
- Described the two elections to be held at the Senate meeting. There is need to replace current President-Elect VanderZanden because she is no longer eligible, having

assumed the position of CELT Director. Senator Hendrich has been nominated to run for that position. The other election is the regular election for someone to assume the position of President-Elect in May. Senators Kevin Amidon and Ann Marie Butler have been nominated to run for that position. Nominations for either position can be made prior to the Senate meeting or may be made on the floor.

B. President-Elect

- President-Elect VanderZanden noted because the Director for CELT position is classified as $\frac{3}{4}$ time administrative, the holder is not eligible for Faculty Senate; therefore, she resigned.
- Still working on transitional things and planning for the spring conference. The Representative Committee will meet in a couple of weeks. Sally Barclay and Greg Welk have set up the keynote. The Spring Conference cannot be put in the University Calendar because it not an open event.

C. Provost

- Provost Hoffman noted that there was no mention of higher education in the State of the State Address, which was focused very much on K-12 reform. Later in the meeting she noted that there was a 20 million increase in the Regent's budget and 3.8 million for STEM education for UNI.

D. Council/Caucus Chairs

Senator Hendrich noted that she could not find a meeting time when all members of AA Council could meet. She asked how other councils handle the problem because there is no guidance in the bylaws. Discussion clarified that the chair finds a time when most members care able to meet and that members of Councils may get substitutes if they have a class conflict when most other are able to meet.

Senator Townsend noted that faculty in the College of Business are upset about not receiving information on the Dean search. Provost Hoffman noted that they are only in the nomination stage, as described in all the posted information, so that there is nothing to report. Nominations are encouraged. Nominated people have been contacted and are being encouraged to apply. Applications are due February 1.

IV. New Business

A. College of Design Reorganization

Susan Bradbury (Chair of the Liaison Council) presented an overview of the process and outcomes of the College of Design Reorganization.

The Faculty Handbook outlines three steps--discussion, planning, and review/implementation. The three steps have been followed. The process began when the new dean was hired 2.5 year ago and there was a desire to include new innovations in design education and to increase visibility of some programs. The reorganization has implications for Faculty Senate because the college will go from 3 departments to 7. The addition of new departmental senators will be offset by the loss of at-large senators. The plan is to have the reorganization complete and a new governance document in place by Fall 2012. The Plan is now on the Provost's desk.

President Freeman noted that the Senate will be asked to give its advice as to whether she should send it forward.

There was discussion among the members of the Executive Board and the faculty from Design concerning the size of the departments (the smallest is Industrial Design with 4.8 FTE, but it is growing) and how small departments will be able to function in terms of staffing committees. The answer was that smaller departments will be able to share many service roles, e.g., on Faculty Senate, if they want. The only requirement is that each department will be on the college Academic Affairs Committee, the Liaison Council, and the Faculty Development Committee, which handles P&T.

Provost Hoffman indicated that she had asked many of these questions, including how the reorganization would save money. She was satisfied with the responses. Everything is centralized, which gives some flexibility. Each of the 7 departments has accrediting bodies. The reorganization eliminates one layer of administration. The chairs do not have personal secretaries.

Senators Taylor and Martin, members of the Design faculty on the Executive Board, noted that faculty have had many opportunities for input and that, although the centralization takes some getting used to, there is a good feedback loop in place.

Senator Stalder raised the question of the impact on students. The response was that there should not be any impact except that students may now face more choices as each of the programs is now more visible to students.

When discussion ended, it was moved and seconded to put this item on the Senate agenda. Motion passed without opposition. The college will have representatives at the Senate meeting.

V. Old Business

A. Bachelor of Engineering Technology – [S09-29]

This remains on the agenda until it is removed by the initiators.

B. FH 10.6.4 Dead Week Policy

Dakota Hoben, GSB President, explained the reason for the request to require that the dead week guidelines specified in the Dead Week Resolution that is in the Faculty Handbook be included in all syllabi. Students are led to believe that dead week will be a time for study and preparation for upcoming exams. They believe that having to prepare for an exam or a major project during dead week prevents concentration on final exams. They sent a proposal to Academic Affairs Council requesting that the dead week guidelines be amended to say that no mandatory tests or projects be allowed and that the revised policy be included in all syllabi. The proposed change on the table was a modification of their request as approved by AA. It says that the guidelines be included in all syllabi and that information also be included about to whom a complaint can be made if it appears that the guidelines are not being followed.

There was lively discussion of the guidelines and the proposed changes.

One concern was that syllabi already are very long and that this would make them even longer. Some considered that length is not a problem because syllabi are electronic, but several people pointed out that they hand out paper syllabi.

The discussion indicated that different people have different interpretations of what the current Dead Week Resolution mean. Some, especially the students, believed that the guidelines as written describe a strict policy that faculty must follow. Although they would like an even stronger policy, they are currently asking that the policy be a required part of all syllabi along with information about to whom complaints should be directed. But others indicated that they do not consider the Dead Week Resolution to be anything other than a set of guidelines. Inclusion in the syllabus along with statements about to whom complaints should be made have the consequence of making the guidelines more than what they are.

A different item brought up during discussion concerned giving finals during dead week. It was acknowledged by all that the university does have a policy on this and it is not allowed. This raised the issue of whether faculty are allowed to offer students an opportunity to take a final exam during dead week as opposed to requiring that it be taken during dead week.

Discussion between some faculty and the students was aimed at trying to get at the underlying problem that had been identified by GSB. There was discussion of whether this is an education problem. One suggestion was that the Provost develop and maintain a web page outlining student-relevant policies from the Handbook and the University and that faculty be required to put a link to that page in their syllabi. The page could include information about to whom to go for various problems. Provost Hoffman indicated that Dave Holger sends the finals policy out each semester, so that faculty know about it and that perhaps they need to be reminded about other policies.

Senator Owen moved to postpone discussion to the next meeting and to have the GSB work with the Provost Office to see if they can come up with a webpage solution that would meet the students' goals. Provost Hoffman agreed to arrange a meeting. Motion passed.

Senator Hendrich voted nay and indicated that the discussion should be on the floor of the Senate rather than in the Executive Board. Senator Prieto noted that it would go down if it goes to the Senate and the Executive Board is trying to get a compromise that might have a chance on the Senate floor.

Senator Owen noted that at our next meeting we can either pass or defeat the proposed changes as revised. The vote will determine whether or not the changes go to the floor.

C. Changes to the C&I Educational Computing Minor

Senator Hendrich noted that this is not controversial.

D. Discontinuation of Zoology Graduate Major

Senator Hendrich noted that this is not controversial.

VI. Approval of Senate Agenda for January 17, 2012

The College of Design Reorganization was added to the Agenda.

Moved and seconded to approve the agenda as modified. Motion passed.

VII. Good of the Order

The budget was passed around.

President Freeman noted surprise at the number of courses that pass out paper copies.

VIII. The meeting adjourned at 5:10, although discussion continued for several more minutes among several people.

NEXT MEETING – TUESDAY, FEBRUARY 7, 2012

Respectfully submitted,
Veronica Dark
Faculty Senate Secretary
February 2, 2012