

**IOWA STATE UNIVERSITY FACULTY SENATE
MINUTES EXECUTIVE BOARD MEETING
APRIL 24, 2012
3:00-5:00 P.M.
107 LAB OF MECHANICS**

Members Present: Dark, V.; Freeman, S. (Chair); Hoffman, E.; Jackman, J.; Loy, D.; Martin, M.; Napolitano, R.; Owen, M.; Prieto, L.; Rippke, S. (Parliamentarian); Smiley-Oyen, A.; Taylor, G.; Torrie, M.; Zhu, D.

I. Call to Order

President Freeman called the meeting to order at 3:04 pm when a quorum was reached.

II. Consent Agenda – 3:02 p.m.

A. Agenda, Executive Board Meeting April 24, 2012

B. Minutes, Executive Board Meeting April 10, 2012

Moved and seconded to approve the Consent Agenda. Motion passed without dissent.

III. Announcements and Remarks

A. President

President Freeman commented on the process of the provost search. This is a very busy time of year, but there was good attendance at the two open forums so far. He hopes that the same will be true on Friday. He encouraged all members of the EB to fill out evaluation forms before Monday. The search committee is meeting Monday afternoon.

Past President Owen asked why the students meeting with the provost candidates were complaining to them about dead week. President Freeman responded that the students do not feel that they were listened too. There was some discussion of their not distinguishing between being listened and being agreed with. The students also are aware of different governance structures on other campuses where students have more direct say. That is what they want. There was discussion of the role of GSB in councils. They have an ex officio member on Governance, perhaps there should be an ex officio member on Academic Affairs so that GSB has a voice.

In reference to Dead Week, Senator Jackman noted the reference in the email from Associate Provost Holger to the Policies governing "Dead Week", suggesting that there is a Dead Week *Policy*. Senator Dark noted that it was correctly labeled as Dead Week *Guidelines* on the website referenced in the email.

President Freeman noted that there is still some confusion about what is happening with the set aside for wellness from the strategic initiative. Two proposals were on wellness and Provost Hoffman put off funding pending the outcome of the faculty conference. He noted that currently the Benefits Committee only has one faculty member, the chair. There is a senate liaison, but the liaison isn't active. President-elect Hendrich is going to look into this; she promised a report by the end of the semester.

B. President-Elect

President-elect Hendrich was not in attendance.

C. Provost

The Board of Regents said yesterday that there should be a budget increase, but the legislature has not acted.

Provost Hoffman noted that it has been great working with the Faculty Senate and the Executive Board for the last 5.5 years. She has been letting the provost candidates know how important it is to work with this group.

D. Council/Caucus Chairs

Senator Smiley-Oyen noted that FDAR still plans to generate materials to be used by faculty to educate students on just what it is that faculty do. The hope is that when students understand, they will help spread the word.

Senator Taylor noted that the Design College is reorganizing its governance documents to reflect the new structure.

IV. Special Order: Paul Tanaka “Child Protection Initiatives”

University Legal Counsel Paul Tanaka informed the EB of changes concerning children on campus. He began by providing a handout entitled "Child Protection on Campus: Legislative and Policy Changes" on one side and "Summer 2012 Procedures" on the other.

In February, the Board of Regents asked for an examination of ISU Policy. The legislature at first asked to make all University employees "mandatory reporters", but changed their mind when the expense was considered and when it was pointed out that many employees do not interact with minors. Currently mandatory reporters are counselors and staff at Thielen Student Health Center.

ISU has two policies in place that are broad enough to cover child protection, but because they do not specifically mention reporting child abuse, changes are being proposed as outlined on the handout. President Leath and Counselor Tanaka promised the Board that the changes would be in place by fall.

Adopted, but not fully implemented, is a screening policy for volunteers on campus who might work with children. The full scale background screening for new hires is \$125. The university is looking into a less comprehensive screening that should be in the \$15-\$20 range for volunteers.

The final change concerns youth and precollegiate programs. ISU has not required that they get centralized approval and has not had a central expectancy about training for emergency procedure. An internal audit has made a set of recommendations concerning this. The recommendations will be incorporated.

There was some discussion of summer programs. Counselor Tanaka stated that the procedure to be followed this summer is modeled on the procedure followed by athletics camps, which have appropriate structures in place. Student club camps have to have insurance, but there has been little university involvement; the more the university becomes involved, the more liable it is. We need to have conversations to determine what is appropriate as we make changes in response to the Board and the legislature.

Senator Torrie asked about service learning. Counselor Tanaka replied that service learning students are not agents of the university. Rather, the agency in which they are working is responsible.

Senator Smiley-Oyen asked about testing of children in a laboratory. President Freeman pointed out that parents will have had to sign off on an IRB approved document in that case.

Counselor Tanaka pointed out that in all cases, it is likely that Deans will need to sign off because we need to know who is responsible.

Counselor Tanaka pointed out that the proposed changes are on the website. He asked for faculty feedback and comments.

V. Old Business

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

Senator Napolitano noted that he is working with the Electrical and Computer Engineering chair to get this item withdrawn. They need to get faculty input or a vote.

VI. New Business

A. Wind Energy Science, Engineering, and Policy Ph.D. – [S11-37]

An update was distributed to the EB that had some minor changes in response to concerns by LAS. That is the document that will be distributed to the Senate. No action will be taken until the fall.

Senator Torrie asked why the decision was made to not require the GRE. Senator Jackman replied that in Engineering, the GRE is often not required. He also noted that they have applicants for fall admission. Because of the approval timeline, applicants are being admitted to the home departments.

VII. Approval of Senate Agenda for May 1, 2012

As part of discussing the distributed agenda, Senator Smiley-Oyen noted that there really needed to be training of new senators. She noted that people come in pretty clueless about councils and Senator Napolitano agreed that many do not appear to understand the process by which items make it to the senate agenda.

There was some discussion of the amount and timing of educating new senators and whether the description of the training as "a brief orientation session" discounts the

importance of the information presented during the orientation, so that many new senators may choose to leave. As part of the discussion, Senator Prieto noted that an abbreviated copy of Robert's Rules is given to caucus chairs and others suggested that the extension handout on Robert's Rules be distributed. Senator Jackman suggested that an FAQ--What is going to be expected of me--might be useful, perhaps posted on the Senate website. There was a suggestion that the first caucus meetings in the fall be devoted to this, but it was pointed out that not all caucuses meet regularly.

President Freeman noted that there has been a breakdown in communication about who is doing the training. Senator Stalder, the outgoing Governance chair will not be there for training and Senator Cunnally, the incoming chair, is probably not thinking about it. In many past years, the parliamentarian has done the training, but that is because the chair of Governance and the parliamentarian were the same person (Max Porter). Training is the responsibility of Governance.

The decision was made to shorten the timing of some items on the distributed Senate agenda to allow for more time for training. New business will say 4:40, the Good of the Order will say 4:43, and adjournment will be 4:45. The Note at the bottom will be revised to say: There will be an orientation session from 4:45-5:15 for new senators immediately following the FS meeting.

Motion to approve the agenda as amended was made and seconded. Motion passed without dissent.

VIII. Good of the Order

President Freeman noted that Senator Dark had asked via an email to the EB on April 10 for discussion of the relationship between the implementation guidelines for Post-Tenure Review (PTR) on the Provost's web site and the PTR policy that was passed. The PTR implementation guidelines refer to the need for a self-evaluation by the person under review:

With regard to materials, all faculty are required to submit at a minimum all Position Responsibility Statements relevant during the period under review, a self-evaluation, and a CV highlighting accomplishments during the post-tenure review period.

The self-evaluation also is identified as part of what must be forwarded by the department to the dean and by the dean to the provost.

Senator Dark noted that no self-evaluation is required in the PTR policy in the handbook and she indicated that when psychology revised its policy it did not require such a document. However, the LAS dean's office DID require that one be supplied for the one PTR done this year in order to meet the guidelines.

When the question was raised about whether psychology is the only department to not require a self-evaluation, several members of the EB said that their departments did not. The issue is whether the guidelines can require what is not in the policy.

Provost Hoffman asked whether a modification removing reference to a self evaluation and saying something like "a CV or other materials highlighting accomplishments during the post-tenure review period" would be acceptable. The consensus was that it would be.

A question was raised about who should attend the newly scheduled May 8 meeting of the EB. President Freeman noted that the meeting was called by President-elect Hendrich, who will then be President Hendrich. It will be the new EB.

President Freeman noted that the retreat has not been scheduled. To some extent, they are waiting to see what happens with the provost position.

VIII. The meeting adjourned at 4:39 pm.

NEXT MEETING – TUESDAY, MAY 8, 2012

Respectfully submitted,
Veronica Dark
Faculty Senate Secretary
April 30, 2012