

**IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING AGENDA
APRIL 28, 2020
3:00-5:00 P.M.
ZOOM**

Present: Al Shihabi, D. (COD); Andreasen, C. (FDAR and CVM); Bratsch-Prince, D. (Associate Provost); Butler, A. (Secretary); Campbell, C. (CHS); Dekkers, J. (CALs); Faber, C. (President-Elect); Martin, P. (Past President); Perkins, J. (Business); Rippke, S. (Parliamentarian); Sponseller, B. (Governance); Sturm, J. (President); VanDerZanden, A.M. (Associate Provost); Wallace, R. (LAS); Wheeler, A. (Academic Affairs); Wickert, J. (SVPP); Williams, C. (RPA); Winer, E. (COE)

Guests: T. Boylston (ASAC); T. Brumm (Chair, CALS Curriculum Committee); A. Smiley (Chair, Student Affairs Committee)

I. Call to Order

President Sturm called the meeting to order at 3:02 p.m. when a quorum was reached.

II. Consent Agenda

A. Agenda Executive Board Meeting April 28, 2020

B. Minutes Executive Board Meeting April 14, 2020

Senator Wallace moved to accept the consent agenda. Senator Dekkers seconded. The motion was adopted without dissension.

III. Announcements and Remarks

A. President

Questions for Campus Leaders Luncheon

President Sturm said that the questions for the Campus Leaders Luncheon fell into five areas: policies and regulations for safe teaching in the fall; how the university plans to implement future cuts fairly across the university (horizontally and vertically); request that faculty who face job cutbacks receive more than just thanks and praise; faculty message to students about uncertainties about the fall semester; and planning for more severe budget cuts than 5%.

Surveys

A number of surveys have been or will be administered to faculty, including: perception of the transition to remote teaching; Workday and ISD. These surveys affect the future of the institution and how we develop our response to the current crisis. He encouraged senators to urge their constituents to complete the surveys and complete them honestly.

Departing message

President Sturm thanked senators for a “heck of a year.” He said that we will need shared governance going forward, to ensure that decisions involve faculty input. President Sturm emphasized that the university is nothing more and nothing less than a collection of scholars orbiting a research resource to create knowledge and share it. A university is its

faculty. Its central mission is carried out by faculty. If decisions are made by other groups without faculty input, it should be little surprise if those decisions don't sit well or are contrary to sharing knowledge.

B. President-Elect

None

C. Past President

Past President Martin said that this would be his last EB meeting and last FS meeting after more than ten years of FS service. He thanked senators for their time, commitment and support. What FS does is important, because we are the voice of the faculty. He emphasized that we are one faculty and one university. During challenging times, we should not pit faculty against each other (e.g. administrators vs. non-administrators, male vs. female, majority vs. minority). FS should support all faculty in the best possible way.

D. Senior Vice President and Provost

Provost Wickert thanked President Sturm for his leadership during the eventful year: Students Against Racism, Campus Climate, usual things, and the pandemic.

Pandemic Response

Provost Wickert said that it has been 95 days since the emergency operations center was opened and ISU started recalling students from study abroad in China. Governor Reynolds has issued an order for reopening businesses. We are studying that. We will continue to operate with the same process and guidelines from a couple of days ago. We will be very diligent and abide by the governor's instructions, but make sure we proceed in a way that we've studied and planned for well.

CARES Act

ISU will receive \$10.8 million to disburse in student financial aid. A process has been developed for doing so. This will not be based on need, but on new expenses students have incurred. The guidance from the Department of Education has been changing regularly, but Roberta Johnson and her team are on top of it. They will communicate to students how to apply for this additional financial aid. There will also be additional funding from ISU Foundation's Cyclone Strong campaign.

In addition, we expect to receive another \$10.8 for discretionary spending. There is no guidance yet about how that second set of funds may be used. ISU has incurred about \$80 million in expenses, including lost revenue. CARES funding will be helpful, but will not completely offset lost revenue.

BOR Meeting

There will be a BOR meeting by telephone on Thursday. The main purpose will be to provide a public briefing on the financial impact to the three universities.

On May 4 there will be an additional meeting, including a first reading on tuition. Tuition will likely be held flat in all categories for next year, including fees and differential

tuition. In all likelihood, BOR will propose a statement that we reserve the right to revisit the tuition plan in late fall, if tuition needs to be increased for the spring.

Executive Committee for Fall Planning

ISU President Wintersteen announced the formation of the Executive Committee for Fall Planning, chaired by John Lawrence, VP for Extension and Outreach. This committee will focus on multiple options for the fall. BOR President Richards said that the three universities will be fully open and back to normal in the fall. That's the expectation. There may be some options and different contingencies that we need to manage. Online or in person, what does research look like; how are faculty and teaching assistants affected; what happens with residence halls; among other things. The Executive Committee will be supported by twelve committees under the Emergency Operations Center. Associate Provost VanDerZanden chairs the Academic Continuity committee. VPR Nusser chairs the Research Continuity committee. There are other committees on workforce protection, facilities, among other things.

Senator Winer pointed out that the Executive Committee had only administrators serving on it. He thought it was important to have representation from someone "in the trenches" teaching. Provost Wickert countered that Jim Rother is a Distinguished Professor in Veterinary Medicine and an expert in epidemics. The committee is intentionally small so it can be nimble. It is supported by other committees. ISU President Wintersteen invited Senator Wheeler (as the rising President-Elect and current chair of Academic Affairs Council) to be on the Academic Continuity committee and Jennifer Margrett (as chair of the Research Policies and Planning Committee) to be on the Research Continuity committee.

Associate Provost VanDerZanden said that the Academic Continuity committee is working hard to loop in FS committees and councils, including FS Curriculum Committee, Academic Affairs Council, and Academic Standards and Admissions Committee. It also includes associate deans from each college, many of whom have teaching appointments.

Senators suggested asking President-Elect Faber to serve on the Executive Committee. Provost Wickert said that he will share the suggestion with ISU President Wintersteen.

E. Council Chair Reports

1. AAC – Grad College Procedures for Grad Student Emergency

Senator Smiley said that the need for this policy arose when a student committed suicide in Forker Building. It was not handled well and graduate students were traumatized. One problem was that there weren't procedures for emergencies involving a graduate student. This student was a graduate student, TA, officemate, and worked in a lab. Many people were affected by his absence. The main feature of this proposal is arranging for a substitute instructor and provisions for continuing research. Under this proposed policy, the Graduate College is notified, then the department chair, DOGE, and major professor. This is still a draft, but the task force wanted input.

Senator Dekkers asked whether it could be expanded to include post-docs. Senator Smiley said that was a good point. She was not sure who administers them, whether it's the Graduate College, HR, or some other organization.

Senator Wallace asked Parliamentarian Rippke whether there is anything in the Policy Library related to this matter. Parliamentarian Rippke could not think of anything.

FDAR: Senator Andreasen said that some of the work was slowed down because of the pandemic. Hopefully the work will resume in the fall, including work by the Emeritus Faculty ad hoc committee.

Governance: Senator Sponseller said that the council drew up a short list of things to accomplish going forward that can be finalized and ready to go in the fall.

J&A: none

RPA: Senator Williams said that the council met monthly with Provost Wickert in confidential meetings. Some of the accomplishments include policies on post-doc extensions and graduate stipends for the summer.

Secretary Butler asked whether EB would meet in the summer. Senator Williams said that in RPA Council it was proposed that the council meet every other week over the summer, hopefully with Provost Wickert. President Sturm said that he couldn't imagine that EB wouldn't rise up to fill a need if requested by administration. Secretary Butler thought that waiting to be invited would put EB at a disadvantage to respond to problems or concerns. President Sturm pointed out that administrators have solicited faculty input on specific matters.

President-Elect Faber said that we all have different things that we're trying to do over the summer, including reworking classes and research. She said that she would reach out when the administration needs to hear from EB. President Sturm added that rising President-Elect Wheeler will be able to populate committees, if needed.

F. Caucus Chair Reports

President Sturm observed that Secretary Butler did not supply a summary of the caucus responses to his request for comments about principles of uniformity and fairness in distribution of teaching and service responsibilities. Secretary Butler replied that she thought that the summary President Sturm distributed was good.

CALS: Senator Dekkers said that they will have their last meeting on Thursday with the dean to discuss how CALS plans to implement budget reduction requests and handle COVID-19 in the fall. Other issues for the caucus include looking at service obligations in the CALS governance document. Expectations increase by rank, but now that term

faculty have ranks, they would have the same expectations as tenured professors or associate professors.

COB: Senator Perkins said that the caucus will hold its meeting at the end of the week. They met with the dean to discuss budget issues. With respect to teaching and service, Senator Perkins said that he was surprised. Teaching wasn't seen as an issue. The biggest issue was appreciation for service. PRSs assign a low percentage of effort for service, but it still has to get done, regardless of whose percentages they are. The caucus is working to come up with a way to recognize service contributions as they finalize the new governance document. They would like to protect untenured tenure-track faculty. The perception is that service is not appreciated and faculty are promoted on the basis of research alone.

COD: Senator Al Shihabi said the caucus met yesterday. They spoke with the dean about the budget reduction. The college is working to protect faculty. With respect to teaching and service loads, not all departments use percentages on PRSs; others have arbitrary percentages; and in other departments, the percentage might change from year to year. In the college, studios in one class might take 13.5 hours per week for that one class. Senator Al Shihabi thought that more discussion is warranted. She was unsure that the college wants standardization or precise percentages. Faculty do not feel appreciated for their service; they do it because they enjoy it, not because they are getting credit.

President Sturm observed that in his department, there might not be a lot of prep involved for a lesson, so it would be a mistake to equate it with one class. He agreed that there needs to be discussion, but he thought it should be college-wide, not department-wide.

COE: Senator Winer said the caucus met twice this semester and their last meeting will be tomorrow. The term faculty transition and advancements went well. The caucus did not meet with VP Darr, VP Cain, and VP Constant. People weren't prepared for that meeting, so it was postponed until the fall. The college is working to pull together lessons from the transition to remote instruction: what resources we need, learning sessions, better software, best practices, what students liked and what they didn't like.

CHS: Senator Campbell said that there are a lot of differences among departments. Even within departments there are discrepancies, including across rank and term vs. tenure-track. This has created a lot of hard feelings. After spring break, the college issued a survey to see how people were doing relative to COVID-19. One of the biggest concerns is extension of the tenure clock. People in their first, second year of pre-tenure and groups coming up now are feeling a lot of pressure that they will be viewed negatively by P&T committee members or others if they take the extension. They are feeling especially vulnerable given the budget situation. But they also fear that if they take the extension, they will be expected to produce even more.

President Sturm pointed out that extensions to the tenure clock do not increase expectations in the areas of evaluation. Could we empower caucus chairs to tell faculty that that's a faulty assumption, or would it be better for the message to come from the

Provost's Office? Associate Provost Bratsch-Prince said that she would be happy to send out the communication. She added that Assistant Provost Jordan is developing training for P&T committees, including a module on the impact of COVID-19 on faculty not just this year but years into the future.

LAS: Senator Wallace said that the caucus met with the dean in February and they hope to meet again after the semester ends. There was less than 25% response to the request for information on service and teaching. Those who did respond stressed resistance to establishing a campus-wide standard for teaching.

CVM: Senator Andreasen said that there is tremendous variation in teaching; a formula wouldn't fit well. Teaching varies from department to department. Some is clinical teaching and others have students. Service is recognized and appreciated in the college. Because faculty in the college are isolated from campus, it is seen as positive to engage with campus and bring back knowledge to the college. The caucus met with the dean last week to discuss three topics: budget, hiring, and safety. A number of faculty are concerned about Workday, including account balances, accuracy, and process. Researchers are frustrated. They tried to communicate their concerns, but felt that the needed change is not happening. They are concerned about recruitment and research of research faculty and concerned about spending because they do not have accurate account balances.

President Sturm said that he forwarded the college's concerns to VP Constant. She said she will work on them as soon as she can.

President Sturm asked for a motion for EB and FS to meet as needed in June and July. Senator Winer so moved and Senator Wallace seconded. After some discussion, the motion was adopted.

IV. Unfinished Business

A. ISU Period 2 Drops [19-21] – Wheeler

Senator Wheeler said that the proposal was slightly modified again to accommodate CVM and the School of Education.

Professor Boylston said that ASAC agreed that it is important to emphasize that the decision to drop rests with the student; signatures are advisory in nature. ASAC acknowledged that different programs need instructor notification, permission, and acknowledgment. The committee agreed to restore the need for the instructor's signature, but noting that the signature is advisory in nature.

Senator Andreasen said that the requirement of the instructor signature is better for CVM. It would be difficult to write policy that captures everything that CVM does, because there are a lot of exceptions.

Senator Dekkers suggested requiring the instructor's signature for courses that are 400 or higher. Professor Boylston said that that wouldn't solve the problem. She said it was

better to emphasize now the advisory nature of the signature and revisit the topic next year with greater input from faculty and programs.

Associate Provost VanDerZanden said that the crux of the issue is that it's the student's choice about whether to drop a class. The intention of this policy is to assure students that they get to decide. She observed that this intention is getting muddled by different pieces.

B. Proposal to Amend the Senate Bylaws to Dissolve the University Services Committee [19-25] - Sponseller

No changes

C. Proposed Policy for Award of Automatic Scholarships for Home-Schooled Students [19-26] – Wheeler

Senator Wheeler said that this revision clarifies the procedures for home schooled students. There is a conflict of interest in receipt of automatic awards of scholarships. The proposal states that test scores, rather than GPA, are used for scholarships.

Professor Boylston said that ASAC discussed the matter and Admissions Director Caffrey discussed the matter further. He will join the FS meeting. The proposal gives the background about where these markers come from. For now, this policy gives the Office of Admissions protocol for admissions and scholarship decisions that can be made transparent to home schooled students. Director Caffrey is preparing additional background for the FS meeting.

V. New Business

A. Breeding for Organic Crops Graduate Certificate [19-30] - Wheeler

Senator Wheeler said that the proposed program is a 12 credit graduate certificate program about specific ag technique. There is one new proposed course. This certificate is strongly linked to the MS distance course in Plant Breeding.

Senator Wallace asked whether it would be acceptable for the second reading to occur in the fall. Professor Brumm said that faculty wanted it as soon as possible. If that is in the fall, that would be fine (the “due deliberate speed of academic approval”).

Professor Brumm added that all course are taught at ISU with ISU faculty. Students can still take the classes, and the department can advertise that the certificate is in the process of being approved. In the meantime, students can position themselves so that when the proposal is approved, they can get the certificate.

President-Elect Faber did not see any issues with the proposal. She thought it could be expedited. She asked Professor Brumm whether he would be available to answer questions at the FS meeting. Professor Brumm said that he is the chair of the CALS Curriculum Committee. He alerted Agronomy that the proposal would be up for consideration. The senator from Agronomy should be available. President Sturm agreed that a motion could be made to suspend the rules to adopt the proposal at the first reading.

B. Transfer Student Minimum GPA [19-31] - Wheeler

Senator Wheeler said that the proposal makes the minimum transfer student GPA for home and international students the same at 2.25.

Professor Boylston said that the request started in COE. This proposal brings that in line with all other colleges. This makes it easier for Admissions. She does not expect the impact to be large. Admissions would like this policy to go into effect for summer 2021. The application process starts this summer. It would be great if approval could be expedited.

VI. Approval of the May 5, 2020 Faculty Senate Agenda

Senator Wallace asked whether there would be an orientation session for new senators after the meeting. President-Elect Faber said that things are not done that way anymore. Parliamentarian Rippke said that for the last two years, orientation has been conducted after the first meeting in September.

The agenda was adopted.

VII. Good of the Order

President Sturm encouraged senators to wish Sherri Angstrom a happy birthday.

President-Elect Faber said that she would call FS meeting only if there were pertinent, important information. She added that Sherri Angstrom is not on staff year-round, but only until June. She did not want to create extra work for everyone. She added that the FS bylaws allow that EB can meet and make decisions without FS.

VIII. Adjourn

The meeting adjourned at 5:11 p.m.