



IOWA STATE UNIVERSITY
Faculty Senate

EXECUTIVE BOARD MEETING MINUTES
October 11, 2022 – 3:00–5:00 P.M. – Lab of Mechanics 107

Attending: Perkins, J. [Pres], Bennett-George, S. [Pres-Elect] Wallace, R. [Sec], Alshihabi, D. [FDAR], Bigelow, T. [ENG CC], Day, T. [VET CC], Faber C. [DSN CC], Frank, M. [Gov], Freeman, S. [J&A], Gillette, M. [HSC CC], Hanson, V. [CALC CC], Muecke, M. [RPA], Parsa, R. [Acad Affairs], Peterson [LAS CC],. **Absent:** Townsend, T. [BUS CC], Wheeler, A. [Past Pres],

Provost Office: Wickert, J. [Provost]; Vanderzanden, A.M. [Assoc. Prov.]

Guests: Knief, A. [Parliamentarian], Sundararajan, S. [Assoc. Dean, Coll. Engineering]

1. **Call to Order** – Perkins called the meeting to order at 3:02 pm
2. **Consent Agenda** –
 - a. EB Agenda for 11 Oct. 2022 – Motion to add approval of revised EB Minutes of 26 April 2022 as Consent Agenda Item ‘c’; Motion Adopted – Motion by Wallace; Second by Peterson; Motion was adopted by voice vote.
 - b. EB Minutes for 6 September 2022
Peterson asked for clarification in the LAS report regarding the question to the Provost about future class period timing, clarifying that the University will likely continue current class start and end times.
 - c. Revised EB Minutes from 26 April 2022
Revised Consent Agenda was approved by voice vote.
3. **Unfinished Business**
 - a. FH 7.2.7.6 Progressive Corrective Action [22-1] – Freeman
 - Freeman reported no further comments received on this item. Will be put on Oct. 18 Faculty Senate agenda for second reading.
 - b. FH 9.1 Who may File Appeals [22-2] – Freeman
 - Timeline associated with receiving and acknowledging letters of corrective action will be added to the proposed language of FH 9.1.
 - Motion by Freeman, second by Faber, to add timeline information, and to add the requirement of a 5-day acknowledgement period. Discussion on the motion continued regarding the meaning and intent of the required acknowledgement period, and actions relevant to the faculty-chair meeting to assist resolving the issue. Motion was adopted by voice vote.
 - A significant number of amendments were received from Senator Padgett-Walsh; Freeman summarized several of the numerous points included in the amendment, a major point being that the policy being violated needs to be included and clearly articulated in the initial communication from the Chair to the faculty member.

- Further meetings with Padgett-Walsh to streamline amendment content in the context of the proposed language will take place; a revised proposal will likely be forthcoming at a future Faculty senate meeting following discussion and consultation with the Provost.

4. New Business

Note: New business items were taken out of order on the agenda to accommodate guests.

d. B.S. Biomedical Engineering [22-6] – Parsa

- Parsa introduced the proposal for the new degree; Assoc. Dean Sriram Sundararajan [College of Engineering] was present to answer questions about the proposal.
- Following general discussion, it was requested that, if possible, the proposal could be put to a vote after one reading. Subsequent discussion regarding the possible timing of approval through the Board of Regents (given their meeting schedule) indicated that there would be no timing advantage for the Senate to consider the approval of the proposal with a single reading.
- By unanimous approval, the EB agreed to put the item on the FS agenda for the 18 October meeting.

g. Updated Faculty Handbook [22-9] – Vrchota

- Dr. Vrchota was introduced and explained the process of how the editorial review of the *Faculty Handbook* was conducted over a period of approximately 16 months. The review included services of a professional editor who initially reviewed the handbook, working with a Task Force that included D. Vrchota, (Chair), T. Day, C. Faber, S. Freeman, and R. Wallace, all former presidents of the Faculty Senate. Ms. S. Angstrom also assisted with editorial review of each chapter.
- The intent of the project was to review all parts of the handbook to improve editorial consistency, confirm internal references are correct between chapters, to assure that website links to external resources were current and operational, develop a consistent editorial style (and produce a Style Guide), and throughout the process be certain that no substantive changes were made to the original text which would change meaning or interpretation.
- Upon completion of the review by the Task Force, each chapter was sent to the Documents Committee of the Governance Council for their review, to make suggestions, and to confirm that the proposed editorial changes were non-substantive. Vrchota noted that at the end of this process, the *Faculty Handbook* was reviewed a total of eight times by the Task Force and the Documents Committee.
- It was proposed that this item be placed on the Consent Agenda for approval; this was agreed to by consent of the EB, and will be placed on the Consent Agenda for the 18 October Faculty Senate meeting.

a. Discontinuation of Latin Undergraduate Minor [22-3]

b. Discontinuation of Latin Graduate Minor [22-4]

- Parsa reviewed the discontinuation proposals for both undergraduate and graduate minors, citing lack of students pursuing both of these minors in recent years.
- No further discussion on this item. These items will be advanced to the Senate agenda for first reading, without objection.

c. Undergraduate Minor in Spanish Translation and Interpretation Studies [22-5] – Parsa

- The proposal is to establish an undergraduate minor that is anticipated to be very popular and would be a useful addition to students pursuing a range of professions. It was noted that there is no similar minor existing at any of the Iowa Regents universities.

- It was noted that if the proposal moves forward, the department chair named on the proposal should be updated, since Prof. Gasta is no longer dept. chair.
- The EB agreed to move this to the 18 October FS agenda.
- e. Posthumous Degree Policy [22-7] – Parsa
 - The proposal was introduced and was discussed regarding its intent and the conditions under which the degree would be conferred. The EB agreed to move this to the 18 October FS agenda.
- f. Drop Limit Policy [22-8] – Parsa
 - After introduction of the proposal, discussion included concerns raised about dropping courses and maintaining active student status, perhaps involving concerns about Financial Aid considerations. Additional concerns included the possibility of a decline in courses requiring separate laboratories, and about funding of departments/programs if the Resource Management Model allocates funds based on student credits accrued in courses taught. The Provost provided clarification on these questions, and noted that the RMM allocation procedures would not be significantly impacted by the proposed removal of drop limits.
 - It was noted that no other Big 12 university has a similar drop limit in place, and both Univ. of Iowa, and Univ. of Northern Iowa also do not impose drop limits.
 - The EB agreed to move this to the 18 October FS agenda.

5. Announcements

- a. Faculty Senate President – Perkins.
 1. Notes he is serving on the Search Committee for the new Vice President of Business and Operations. Committee reviewing candidates and on-campus interviews forthcoming shortly.
 2. Stated that President-Elect Bennett-George is ill and sends her regrets to the EB.
- b. Faculty Senate President-Elect – Bennett-George - No report. (absent)
- c. Past President – Wheeler - No report. (absent)
- d. Senior President and Provost – Wickert
 1. The Provost noted that some ISU students may be experiencing anxiety or personal concerns regarding various tragedies and natural disasters in home countries and with distant families and reminded the EB and faculty to be empathetic.
 2. The next Board of Regents meeting will be held in Council Bluffs.
 3. The Provost reported that 18 applications have been received for the search for the next Vice President for Extension and Outreach. It is expected that interviews of short-list candidates will commence in late October and early November. It is hoped that the new Vice President can be on-boarded quickly so there is some overlap with retiring Vice President for Extension and Outreach John Lawrence.
 4. Groundbreaking has taken place for the new Therkildsen Building (Industrial Engineering).
 5. He also announced that the \$2 million renovation of the Memorial Union has been essentially completed and it has re-opened a few weeks ago.
- e. Council Chairs:
 1. ACAFF - Parsa – Noted several forthcoming curricular and academic actions.
 2. FDAR – Alshihabi – Reported that Assoc. Provost Bratsch-Prince is establishing a Task Force to review Intellectual Property Rights; the group will have representation from colleges and from the Office of University Counsel. It will review a range of issues (e.g. digital materials included on Canvas, who “owns” the materials developed by faculty, fair use and permissions for supplying materials to others teaching same or similar courses, etc.). She also reported that FDAR will

- conduct a review of the issues surrounding Institutional Service, how this record is used in Promotion and Tenure cases, provide a definition of Institutional service, and examine other opportunities to make future progress on these issues.
3. GOV – Frank – Activity by the Governance Council is progressing on developing a 1) Virtual Meetings Policy, 2) examination of rank-only titles, and 3) the development of a flow chart for communicating about the Faculty Senate processes and the procedures required to navigate the relevant councils and committees during the review and approval process.
 4. J&A – Freeman – Was happy to report that with the forthcoming completion of the remaining Appeals Committee cases in progress, that there are few upcoming cases requiring Appeals Committee action.
 5. RPA – Muecke – Notes that RPA is meeting with Heather Paris and Bonnie Whalen [Operations/Finance] regarding increased health benefit cost increases. Additional efforts on leadership training continue.
- f. Caucus Chairs:
1. CALS - Hanson – reported that a Town Hall meeting was recently held with Dean Robison; no further comments.
 2. BUS – Townsend – No report (absent).
 3. DES – Faber – Design Caucus met last week; reported all committee and council positions are filled. Faber is a representative on the Liaison Council, and they are looking for ways to minimize service load for faculty. They also discussed merit raises and inquired to Dean Rico-Gutierrez how they were decided.
 4. ENG – Bigelow – Engineering Caucus met with Dean and Assoc. Deans on October 3rd. He is still looking for a representative from Engineering to serve on the DEI Committee. The group also held a discussion on ELO with CELT and will have additional future meetings. Finally, Bigelow stated a concern that most faculty hires in Engineering are from a relatively small number of schools; the matter will continue to be reviewed and discussed.
 5. HSC – Gillette – Reported that the caucus had met with Dean Jolly in September. Issues being discussed in the Human Sciences Caucus included Term Faculty salary review, particularly addressing inequitable pay; there will likely be no further action in Fall 2022 on this topic (this will be delayed until 2023). The caucus inquired about discretionary salary increases and how they were done. Also, the matter of Winter Session pay that was done incorrectly was noted; further discussion about “time versus pay” will continue. Additional matters being discussed were a future meeting to talk about high levels of faculty turnover, and a question about the forthcoming ‘catalog’ freeze’ was put forward.
 6. LAS – Peterson – Reported that a caucus meeting with the Dean has been scheduled for November; discussion will continue on the Reimagining LAS Initiative and College Budget. Peterson requested that the Faculty Senate faculty development workshops be recorded so that faculty who cannot attend the scheduled sessions can benefit from these workshops.
 7. VET – Day – Reported that the caucus had met with Dean Grooms and discussed the celebration of the Centennial Celebration of one of the CVM’s most distinguished graduates, Frederick Douglas Patterson. He also reported that there are not many problems or concerns at present.

6. Approval of FS Agenda for 18 October 2022

The FS Agenda for 18 October was presented and reviewed; the EB approved the agenda by voice vote.

7. Good of the Order

[None received]

8. Adjournment

a. The meeting was adjourned at 4:59 p.m.

Respectfully submitted,

Robert S. Wallace, Secretary - ISU Faculty Senate