**IOWA STATE UNIVERSITY**
**Faculty Senate**

**EXECUTIVE BOARD MEETING MINUTES**
**April 25, 2023 – 3:00–5:00 P.M. – Lab of Mechanics 107**

**Attending (13):** Perkins, J. [Pres]; Bennett-George, S. [Pres-Elect], Wheeler, A. [Past Pres], Wallace, R. [Sec], Alshihabi, D. [FDAR], Bigelow, T. [RPA & ENG CC], Faber C. [DSN CC], Frank, M. [Gov], Freeman, S. [J&A], Gillette, M. [HSC CC], Hanson, V. [CALS CC], Parsa, R. [Acad Affairs], Peterson [LAS CC],

**Absent (2):** Day, T. [VET CC], Townsend, T. [BUS CC].  A quorum was determined to be present for the meeting.
**Provost Office (3):** Wickert, J. [Provost]; D. Bratsch-Prince [Assoc. Prov.]; A. VanDerZanden [Assoc. Prov.]
**Guests:** Knief, A. [Parliamentarian], Hridesh Rajan [Computer Science]; Terri Boylston [Academic Standards and Admissions Comm.]

1.  **Call to Order** – President Perkins called the meeting to order at 3:02 pm

2.  **Consent Agenda**
    a. The Consent Agenda and minutes from the April 11, 2023 EB meeting were reviewed.  A motion was received from Parsa, second by Bigelow, to add a Special Order to the agenda; the motion was adopted by unanimous consent.  The modified agenda and minutes from 11 April were approved by voice vote.

4.  **Special Order – M.S. in Computer Science Enrollment Proposal – Rajan/Parsa**
    a. Sen. Parsa introduced Computer Science Department Chair Hridesh Rajan who discussed a proposal to develop a M.S. Degree in Computer Science under a new delivery rubric.

        - It was noted that given the current need to provide advanced training to students in this field, the CS department "cannot train students fast enough" to meet workforce demands.  The typical Master's degree has a thesis or creative component, and given the limited number of faculty, the current number of CS faculty to serve as major professors is insufficient to meet the number of students seeking the degree under the present traditional program.
        - The proposed MS degree would enable a larger number of students to be supervised by one or a few faculty members; the majority of these students would be self-funded, or funded by their employer, and would follow the proposed curriculum to satisfy the needs of various employers with employees having advanced training.
        - It is envisioned that the applicants to the program would experience a rapid admission decision process and be admitted to the program to be able to begin the required coursework quickly.  Both in-person and on-line courses will be used to satisfy the

requirements for this degree; it will initially be an on-campus program and would also be able to admit international students which would enable them to make more rapid progress in processing and obtaining the necessary student visas.

- Provost Wickert wanted to extend his congratulations and thanks to the Computer Science faculty and to Dr. Rajan for their forward thinking and for facilitating a "growth mindset". He noted that the Provost Office would provide bridge funding for 3 faculty lines and 1 staff member for program support to enable the department to proceed as soon as possible with the implementation of the program following approval.

- The consensus of the EB (with no dissent) was to forward this proposal to the Faculty Senate and recommend suspending the rules to approve moving the proposal forward for subsequent Board approval.

4. **Unfinished Business**
   a. None.

5. **New Business**
   a. Out of Term Schedule Change Policy – [22-22] – Parsa
      - The proposed revised language is intended to improve on and clarify the policy that may be followed for out-of-term schedule changes. Parsa noted that the administrative Schedule Change Policy was also considered to affect necessary schedule changes. In addition to clarifying procedures, several definition of specific change processes were added to improve the ease of interpretation of the policy. Sen. Bigelow proposed several edits to the language presented in the proposal, specifically to 1) list a Restriction Waiver to prevent students from adding without approval; and 2) restrict adding students to course/sections unless it is confirmed that there are actual physical seats available in the instruction areas where the courses will be taught. After further discussion, and given that there is no time-sensitivity for this matter, the consensus action by the group was to continue reviewing this proposal [22-22] for further clarification and discussion by the EB in the Fall 2023 semester before it is forwarded to the full Faculty Senate. This item should be pulled from the 2 May 2023 FS Agenda.
   b. Course Waitlist Policy – [22-23] – Parsa
      - This proposal is meant to formalize the waitlist policy that will be used in Workday Student. Parsa explained that the policy, when implemented, will require the student to act to facilitate their gaining access to 'full' courses through a formal waitlist. Concerns were raised in discussion about the possibility of over-riding Workday automated actions by advisers or others for course admits and meeting the time-sensitive needs of students that require the course for graduation and/or meeting specific program requirements or prerequisites. Upon discussion, additions of clarifying language and organizational bullet points were added to the proposed text. A motion by Bigelow, second by Peterson, was received to accept the amended policy language; the motion was adopted by the body with one dissenting vote.
   c. Scholastic Recognition – [22-24] – Parsa
      - The intent of this proposal is to replace the current recognition of the 'Top 2%' with other forms of scholastic recognition of top-performing students that would include a 'President's List' where a 4.0 GPA in graded coursework was achieved in 2 successive semesters. This recognition would occur in parallel with the current 'Dean's List' recognition. After discussion by the EB, the consensus of the group was to forward this proposal for the first reading in the Faculty Senate.

6. **Announcements**
   a. Faculty Senate President – Perkins – Reminded Council Chairs to submit annual council reports to President Perkins and Sherri Angstrom.
   b. Faculty Senate President-Elect – Bennett-George – No announcements at this time.
   c. Past President – Wheeler – Past-President Wheeler noted that recent meetings with members of the Board of Regents have been interesting and productive.
   d. Senior Vice President and Provost – Wickert
      - The committee to review campus activities on Diversity, Equity, and Inclusion of the Board of Regents was announced; their activities will continue over the next few months with a report likely at the November BoR meeting. This will be a small committee and the committee's review will also likely include a specific web site of the BoR that will provide an opportunity for public comment and input.
      - The university may hear about State appropriations shortly; there may be a slight budget increase and funds allocated to further improvements in the Veterinary Diagnostic Laboratory.
      - The first reading of the BoR budget and possibility of funding increases will likely be on May 11th; the second reading will take place in June. ISU has proposed a 4.5% tuition increase.
      - A new project is being launched in the College of Human Sciences – an 'Enrollment Growth Accelerator", which will look at branding, program naming, recruiting, and new academic programs. The services of external consultants will be used for this project as well as faculty input.
      - Associate Provost Bratsch-Prince spoke about the Strategic Faculty Hiring initiative; four areas are being targeted: Critical materials, Cybersecurity, Health and Climate, and Sustainability. There will be 16 proposals awarded; several of these proposals also intersected with the "Degrees of the Future" initiative.
      - Associate Provost VanDerZanden announced that there have been 20 proposals submitted under the "Degrees of the Future" initiative. Successful PIs will be brought together to discuss the processes for initiating the programs, resources available for program promotion, how to access funding. There is a possibility of doing a second call for proposals after evaluation of the progress made during the initial phase, and which areas might be supported further following program development and initiation.
      - Sen. Peterson commented about his concern that there appears to be a lack of guidelines regarding a conflict of interest in performing faculty reviews (internal and external). Further clarity and specific recommendations from administration and legal counsel would be helpful to avoid a potential disincentive to actively participate in these reviews.
      - The Provost concluded his announcements by stating that the kickoff of the LAS Dean Search begins today, and that initial committee meetings will be taking place over the next few weeks.

   e. Council Chairs:
      1. ACAFF - Parsa – Nothing further to report.
      2. FDAR –Alshihabi – The last FDAR meeting of the semester was held on April 19th that was with the 'Educational Materials and Copyright Committee'. Sen. Alshihabi noted that she will be cycling off the EB and wanted to thank the group for their collegiality and for the productive discussions over the past few years.
      3. GOV – Frank – Reported that the council is reviewing the Faculty Handbook for the policies on the frequency of review of Term Faculty regarding the various definitions and roles they have.

4. J&A – Freeman – No further report items from J&A. Sen. Freeman noted that the proposal for a Faculty Senate liaison to the Graduate Council was defeated. It is still unclear about the status of the proposed "coursework only" MS degree; it did not receive strong support.

5. RPA –Bigelow – The RPA Council held a discussion about salary compensation and the reorganization of the Faculty Senate Compensation Committee. The Council is scheduled to meet with the Provost on May 10.

f. Caucus Chairs:

1. CALS - Hanson – Sen. Hanson noted that she will be stepping down from being caucus chair and that Sen. Smalley will become the next CALS Caucus Chair.

2. BUS – Townsend (Absent) – Report by Perkins: Noted that the Business Caucus is in the middle of a review of Dean Spalding, and that a search for a new caucus chair is proceeding.

3. DES – Faber – Reported that there have been 2 meetings about the use and ownership of teaching materials by the Task Force on Educational Materials. The situation with reconfiguring staff offices has been resolved that was exacerbated by the windows replacement project in the Design building  Working to complete the placement of Design Caucus faculty to serve in council positions. Sen. Faber also noted that she would be stepping down as Caucus Chair and that Andrea Wheeler will serve as the new Design Caucus Chair.

4. ENG – Bigelow – The Engineering Caucus will meet on April 26 with the Task force on Educational Materials to discuss course materials ownership policy.

5. CHS – Gillette – A brief discussion was held on the 'Enrollment Accellerator' activity.

6. LAS – Peterson – The LAS Caucus met on 24 April to discuss the ownership of teaching and other educational materials. The Caucus held an election for the next LAS Caucus Chair which will be Sen. Annemarie Butler.

7. VET – Day – No report (absent).

**7. Approval of FS Agenda for 2 May 2023**
One change in the proposed agenda was suggested: remove the 'Out of Term Schedule Change Policy' as discussed previously and to re-number the agenda. A motion was received from Frank, second by Parsa, to approve the amended FS agenda; the motion was adopted by a voice vote.

**8. Good of the Order**
- President Elect Bennett-George reminded the outgoing members of the EB to connect with their respective Caucus or Council Chairs (if new), and reminded the group of the forthcoming EB meeting on Tuesday, May 9th
- Sen. Freeman noted that Dr. Manjit Misra is becoming the new Director of the National Institute for Food and Agriculture and should be congratulated for both his service at ISU and for assuming the new position at NIFA.

**9. Adjournment**
a. The meeting was adjourned at 4:47 p.m.

Respectfully submitted,
Robert S. Wallace, Secretary - ISU Faculty Senate