

**IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING MINUTES
JANUARY 12, 2016
3:00-5:00 P.M.
107 LAB OF MECHANICS**

Present: Bigelow, T. (Academic Affairs); Bratsch-Prince, D. (Associate Provost); Brunner, L. (Design); Butler, A. (Secretary); Freeman, S. (CALs); Holger, D. (Associate Provost); Looney, M. (LAS); Martin, P. (RPA); Mennecke, B. (Business); Owen, M. (J&A); Paschke, T. (FDAR); Russell, D. (Human Sciences); Schalinske, K. (Past President); Selby, M. (Governance); Wallace, R. (President); Wickert, J. (Senior Vice President and Provost)

Guests: Cervato, C.; Derrick, T.

I. Call to Order

President Wallace called the meeting to order at 3:05 p.m.

II. Consent Agenda

A. Agenda, Executive Board Meeting January 12, 2015

B. Minutes, Executive Board Meeting December 1, 2015

Senator Butler moved and Senator Bigelow seconded. The motion passed without dissension.

III. Announcements and Remarks

A. President

Review of Office of Sr. VP for Business and Finance

President Wallace said that the process for review of the Office of Sr. Vice President for Business and Finance has been initiated. Distinguished Professor Emeritus Schue has been named chair. The committee is awaiting appointment of a committee member.

Task Force on NTE Faculty Policies and Procedures

President Wallace met with Associate Provost Bratsch-Prince to develop strategies for developing a joint task force for review of policies and produces related to NTE faculty. After last FS meeting, President Wallace received more volunteers and nominees than any other task force or committee. He envisions having a central committee tasked with identifying the central issues. He also wants to enable people are not on that committee to contribute. This will likely happen through public forums or short-term smaller committees task with specific issues. He would like to offer the chance for input, in a manner similar to that for the policies concerning PRSs.

Presidential Task Force on Enrollment Management

At the last Campus Leaders Breakfast, ISU President Leath requested feedback on issues relating to challenges of large enrollment at ISU. He was looking for feedback on classroom size and scheduling. After BOR meeting, he requested more information and feedback from faculty about enrollment management, in terms of bringing new students into the university. Should we set enrollment caps by college or program? Should we institute differential tuition to generate more funds for programs that are demonstrably

more costly? This task force will be chaired by President-Elect Sturm. The aim is to have a summary of unranked recommendations by the end of the semester.

ISU President Leath to Visit FS

On February 9, ISU President Leath will speak to FS for approximately 40 minutes. He will provide updates on initiatives, BOR, Legislative relations, and budget projections. There will be time for questions and answers.

Meeting with UI and UNI Faculty Senate Presidents

President Wallace met with UI and UNI faculty senate presidents earlier in the day. They discussed strategies to improve faculty-regents relations and getting all three universities' faculties on the same page.

Search Committee for Sr. VP for Student Affairs

President Wallace said that there was a request for a FS representative on the search committee for Sr. Vice President for Student Affairs. Senator Selby said that she was on the committee. Senator Bigelow suggested Prof. Smiley-Oyen. President Wallace said he had asked her, but she was already on the search committee for the search for a dean for College of Human Sciences.

Faculty Handbook Updated

The January 2016 edition of FH is online.

Commencement Schedule Change

The Graduate College commencement will be held on Thursday evening instead of Friday evening.

Discussion of Electronic Course Evaluations

President Wallace said that he had received two independent recommendations for improvement in delivery of course evaluations. The primary concern is that not enough students participate in the evaluations. President Wallace said that he asked Academic Affairs Council to take up the matter. There has to be a better way than relying on voluntary input. Senator Owen recommended asking caucus chairs to discuss the matter too. Senator Bigelow said that Electrical Engineering still uses paper evaluations. Senator Butler expressed concern that insufficient participation makes the results invalid. She thought there should be discussion of how course evaluations are used in evaluation of faculty for promotion and advancement. Past-President Schalinske said that the administrator of the evaluations can track who has completed the evaluation, and the instructor can assign grades based on completion.

B. President-Elect

President-Elect Sturm was attending an Inclusive Classroom Committee meeting at CELT.

**C. Senior Vice President and Provost
Governor's Proposed Budget**

Governor Branstad proposed allocating funds to BOR rather than to each university individually. The Governor proposed \$7.9 million to BOR. BOR requested \$8.2 million

for ISU, \$7 million for UNI, and \$4 for UI. The Governor’s proposal comes very short of that. However, Provost Wickert noted, this is early in the process.

TIER Report

BOR narrowed the long Pappas Report to a one-page document of priorities. BOR asked each university to prepare a report responding to those items. A draft of the document was circulated and feedback was requested soon, so that the report may be submitted to BOR by January 29.

Associate Provost Holger said that the request for information about Classroom Use and Efficiency was directed mainly at UI, because they do not centrally schedule as many of their classrooms. The topic of Course Accessibility and Efficiency concern ensuring that classes are offered at capacity and offer sufficient sections of courses critical for graduation. The topic of Enrollment Management concerns student success, including retention and graduate rates. The other topic concerns E-Learning.

ISU’s report seeks to give two types of evidence. First, things that are already started when the TIER Efficiency Review began. Second, things that we expect to make significant progress on in the spring. The goal is to include items whose progress we can report on

Senator Martin asked how this report affects faculty. Provost Wickert replied that it offers a way to utilize rooms year-round and help students stay on track to degree completion. Senator Freeman added that the classroom renovation project is being coordinated with Ellen Rasmussen and FDAR.

Senator Bigelow said that “capacity” depends on the configuration of the classroom. Some classrooms have left-handed and right-handed tablet desks. If we remodeled classrooms, maximizing capacity could be easier. He also expressed concern about limiting the number of rooms managed by departments. In Engineering, those rooms tend to be labs. Centrally managed lab space would create more problems. He was happy to hear that BOR’s interest in that topic was mainly aimed at UI.

Associate Provost Holger assured Senator Bigelow that there was no such plan underway. However he did say that a survey of department-controlled rooms was conducted to see whether there are rooms used as seminars or conference rooms that could be used part time as classrooms.

Senator Martin asked whether more mention should be made of the involvement of FS. Associate Provost Holger said that there are many places where FS is involved. Provost Wickert thought the report might include an overview paragraph that would make clear that FS is involved in multiple areas over a period of time.

D. Council Chair Reports

Academic Affairs Council has a proposal under consideration and is waiting for letters of recommendation.

Governance Council anticipates soon receiving a proposal from CVM concerning clinical titles.

J&A Council has completed all appeals and there are none on the docket.

RPA Council met with the Provost at the end of the year. They provided him with recommended training for everyone that would strengthen the inclusiveness of the overall environment. They recommended that each college decide how best to implement specific training opportunities. They also recommended that orientation should include some meaningful component on inclusion.

E. Caucus Chair Reports

Senator Russell said that the College of Human Sciences will be making changes to their college governance document. They realized that it never specified what the dean is supposed to do in the context of preliminary faculty reviews.

Senator Looney said that LAS caucus is discussing how it meshes with LAS Representative Assembly. President Wallace noted that there are qualitative differences in what each body does.

IV. Unfinished Business

None

V. New Business

A. Right to Review Factual Information – [S15-9] – Derrick

Senator Derrick said that the policy proposes to clarify what “factual information” is in procedures for P&T review. Currently, departments are authorized to define it. The goal is to provide clarification and take this out of departments’ hands. He noted that candidates are not always the authors of the candidate portfolio summary (narrative describing their work). Senators recommended listing explicitly which materials are descriptive (Tab 2, cover page, etc.).

Provost Wickert expressed concern with the catch-all phrase “any other material being used to evaluate.” He was concerned that that might be interpreted to include evaluative materials, such as committee reports, chair letter, dean letter, or external letters. Senator Butler thought that the change in FH subheading made the point less clear.

Senator Freeman thought that the excised phrase concerning time should be reinstated. Does a candidate have a right to review information only before it goes out for external review? With the original phrase, it was clear that the candidate had an opportunity to review information before it left the department.

Senator Mennecke said that the Business caucus discussed this matter at length. Candidates used to get the committee report. Then they were told that they couldn’t do that. Now the first notice that candidates receive after department committee evaluation is the chair’s decision. Business faculty are concerned that the process is not transparent. Senator Mennecke thought that it is important for the candidate to ensure the accuracy of

the committee’s summary, to ensure that the factual information (e.g. number of articles) accurately reflects the candidate’s work.

Senator Derrick introduced the amendment from Prof. Dark. Senator Freeman said that he found it hard to believe that the committee’s letter is just factual information; if it’s interpretive, it’s evaluative. He also expressed concern that the letter would identify external letter writers and other confidential information. Senator Butler replied that a department’s governance document can specify the documents appropriate for the department. Senator Freeman objected that on such a construal the dean’s letter and provost’s letter would count as factual. Senator Butler said that was inaccurate. In accordance with the policy adopted about P&T committee members being able to vote just once (either as a committee or with the department), some departments tasked P&T committees not to issue a recommendation or evaluation, but to provide department members with sufficient information to cast an informed vote. Senator Selby observed that the description “evaluative report” was likely contributing to Senator Freeman’s concerns.

Provost Wickert expressed concern about giving chairs too much leeway about what to show candidates. He thought that the policy should state that the candidate will see a template or sample letter.

Associate Provost Bratsch-Prince said that Tabs 3 (departmental evaluation and chair’s letter), 4 (college committee’s report and dean’s letter), and 5 (external letters) are all confidential. This practice is not standardized across campus and it should be.

Senator Selby said that FS has already recognized that there are voting committees and non-voting committees. Members expressly do not vote in the non-voting committees. Because they are different types of committees, the policy could treat their reports (or “results”) differently.

Provost Wickert echoed Senator Freeman’s concern that if the committee describes the quality of a journal then there is an element of evaluation. He said that the problem that this policy is trying to address is providing the candidate with an opportunity to ensure that all of the material is sent to reviewers and that it is accurate. The reviewers should be given clear directions and the letter sent to them should not be pejorative.

Associate Provost Bratsch-Prince said that there is some variation across departments and colleges about whether the candidate is provided with the number of votes positive and negative. She thought that the best policy would ensure that the candidate receives some communication at each stage of evaluation. She did not think that this required reporting votes, though it may.

Senator Freeman said that FH clearly states that when the first negative vote occurs, there has to be a detailed explanation of why the vote was negative. The explanation cannot simply be “insufficient scholarship.”

Senator Owen moved to send the proposal back to FDAR for review, reconsideration, and changes. Senator Freeman seconded. Senators agreed that the revision should clarify

which specific documents (e.g. Tab 2) count as factual. The motion passed without dissension.

B. Reorganization/Merge of the WLC and Anthropology Departments – [S15-10]

Senator Looney said that the vote on the governance document process was unanimous in both departments.

VI. Approval of the January 19 Faculty Senate Agenda

President Wallace struck New Business item (A). Senator Freeman recommended applying docket number 15-9 New Business item (B). He also said that Old Business should appear on the agenda.

Senator Bigelow moved to accept the modified agenda. Senator Freeman seconded. The motion passed without dissension.

VII. Good of the Order

President Wallace said that he would like for FS to come up with a collegiality statement. He will try to craft something by mid-semester. Some universities have them, but not many. Senator Owen clarified that this should not make collegiality an element of evaluation for P&T.

President Wallace announced that Senator Brunner has artwork displayed at Stomping Grounds.

X. Adjourn

Senator Owen moved. Past President Schalinske seconded. The meeting adjourned at 4:46 p.m.