

**IOWA STATE UNIVERSITY FACULTY SENATE
EXECUTIVE BOARD MEETING MINUTES
MARCH 29, 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); Day, T. (Veterinary Medicine); Freeman, S. (CALs); Looney, M. (LAS); Martin, P. (RPA); Mennecke, B. (Business); Rippke, S. (Parliamentarian); Schaefer, V. (Engineering); Schalinske, K. (Past President); Selby, M. (Governance); Sturm, J. (President-Elect); Wallace, R. (President)

Substitute: Hornbuckle, B. for M. Owen (J&A)

Guests: O'Connor, A.; Simonson, D.

I. Call to Order

President Wallace called the meeting to order at 3:04 p.m. when a quorum was reached.

II. Consent Agenda

A. Agenda, Executive Board Meeting March 29, 2016

B. Minutes, Executive Board Meeting March 1, 2016

Senator Schaefer moved and Senator Freeman seconded. The motion passed without dissension.

III. Announcements and Remarks

A. President

1. Task Force on NTE Faculty

President Wallace said that seven of ten invitations to service on the NTE Faculty Task Force have been accepted so far. Associate Provost Bratsch-Prince and President Wallace composed a charge, which is broad-ranging. The first task is to collect data about how ISU operates and how ISU compares to peer universities. The task force will meet three or four times this semester to devise a strategy and define its scope. Over the summer, the task force will collect data from deans, department chairs, and other entities. In August, the task force will pull the data together into a report. The Fall semester will provide opportunities for discussion of the findings and focus groups about specific topics. Hopefully the final task force report, informed by discussions and focus groups, will form a series of recommendations and FH language suitable for presentation to FS at the end of the calendar year. President Wallace will chair this task force.

Associate Provost Bratsch-Prince noted that, after three years of discussion, UI's FS passed a proposal to create a Professor of Practice appointment title, similar to Professor of Instruction. This proposal will be forwarded to BOR for approval. President Wallace said that ISU's situation differs from UI's, in that UI did not consider NTE appointments to be faculty appointments.

2. Regent Bates Visit

President Wallace said that Regent Bates will be on campus in April. He is still looking for faculty to volunteer to be shadowed by her.

3. Review of the Office of Sr. VP for Business and Finance

ISU President Leath made a campus-wide announcement about reorganization of business and finance and the creation of a new title, VP for University Services. Nevertheless the FS review committee has been formed already and the review of the office is overdue. The announcement changes the focus of the review from making recommendations for reorganization to assess past performance. President Wallace thought that the findings would still be useful to the next VP.

President-Elect Sturm asked whether it made sense to switch the timing of the Office of the Sr. VP and Provost and the Office of the VP for University Services so that there would be something to say about the reorganization. EB thought that the timeline should stay put.

4. Faculty Communication with BOR

President Wallace reported that BOR Executive Director Donley said that many of the suggestions from the Regents university faculty leaders has been well-received, particularly those concerning faculty governance, orientation, and Regents shadowing faculty. BOR was not enthusiastic to appoint a faculty member to BOR. Executive Director Donley will follow up his communication with a formal response.

President Wallace suggested that EB formally designate a member to focus on BOR relations. This person would attend BOR meetings with the FS President and facilitate interaction and discussion. President Wallace thought that the Past President might be especially well-suited for this task.

5. “Free Speech Zones”

There has been ongoing discussion with University Counsel about designated areas on campus for supervised public discourse. If a crowd greater than 50 people is anticipated, the group is required to register their activity with DPS. The policy is being reviewed, and other ways to manage this activity are being discussed. The policy aims to prevent spontaneous displays from happening in academic buildings. President Wallace suggested the name “Agora” to replace the current name “Free Speech Zone.”

Associate Provost Bratsch-Prince asked whether other universities have free speech zones. Parliamentarian Rippke said that they are common. Senator Selby thought that the point of the policy was not about the speech but about managing crowds. Senator Day thought that concerns about safety were a red herring. Senator Selby replied that she would feel harassed if she were a student and groups could organize anywhere on campus, shouting and blocking sidewalks.

Senator Looney asked who is eligible to register. President Wallace replied that any member of the university community may apply. The group cannot sell things (including

credit card applications). Senator Selby noted that she had seen groups recruiting people to live in their resort. Senator Freeman said that he had seen solicitations for credit cards. Senator Selby added that the spray-painted advertisements on the sidewalks on the Engineering campus has been difficult to remove. President-Elect Sturm thought the group should be issued a cease and desist order.

6. University Counsel Search

President Wallace said that interviews for University Counsel are underway. Next week the short list will be composed and there will be additional campus meetings with the candidates.

B. President-Elect

1. Enrollment Management Task Force

President-Elect Sturm said that the task force had its fourth meeting. He encouraged caucus chairs to provide feedback. He had not received any.

2. FS Conference

The conference is April 26. Registration will be opened to P&S employees and graduate and professional students after April 1.

C. Senior Vice President and Provost

1. Enrollment

Associate Provost Bratsch-Prince said that the latest projection is around 36,700 (2% increase). She said that the increase is a pipeline issue. She said that the administration is working through the veterans benefit issue that arose last year. Senator Selby asked whether dishonorably discharged veterans are still eligible for the benefit. President Wallace said that BOR changed the eligibility criteria.

2. Open Records Request from SEIU

Associate Provost Bratsch-Prince said that SEIU issued an open records request for the names of everyone involved in instruction. The Provost's Office is working to determine who precisely the group would like. She noted that organizing efforts for adjuncts were successful at Duke University. She thought that the effort in reducing one year contracts for long-term employees has been successful. The data show that all colleges have improved in that regard.

3. Regents Campus in Des Moines

The provosts and presidents of the three Regents universities met to discuss programs in Des Moines. There is a growing sense that the facilities at AIB are not what they should be, and that BOR is not interested in investing in them. President Wallace asked when the consultant report will be ready. Associate Provost Bratsch-Prince was unsure.

4. Central Reorganization

Associate Provost Bratsch-Prince called EB members' attention to the reorganizational plan articulated by ISU President Leath. The next Director of Equal Opportunity will be named in April.

5. Awards

Associate Provost Bratsch-Prince said that there was an increase in the number of award nominations. She expressed frustration that nominators do not read the instructions, criteria, or eligibility requirements. She noted that the ratio of nominees for Distinguished Professor was 5:1, male to female. Provost Wickert spoke to the deans about improving the diversity of representation in all categories. Associate Provost Bratsch-Prince also noted that there were no nominees for the department chair award and just one for early achievement in departmental leadership.

6. IP Assignment Compliance

Associate Provost Bratsch-Prince reported that Provost Wickert is pleased with the 75% faculty completion of IP Assignments.

D. Council Chair Reports

Academic Affairs: Senator Bigelow said that the Council began discussing the current diversity course requirement. They did not reach any conclusions and sent the materials down to the curriculum committees.

Governance: Senator Selby said that the Council continues to discuss the clinical professor title proposal. The current draft was well-received by faculty in the College of Veterinary Medicine. President Wallace asked whether there is still an issue about time. Senator Selby said she had received just one comment. President Wallace asked whether the proposed policy would be ready for FS discussion before the end of the academic year. Senator Selby said she was hopeful.

RPA: Senator Martin said that RPA met with the Provost for a regular update. They held an extended discussion about sexual assault and harassment: Is ISU doing everything we can? Is there more we can do? There is still some uncertainty among faculty about whether they have an obligation to report. (Faculty are mandatory reporters.) Senator Martin recommended that an announcement be made at the FS meeting.

Senator Selby asked about training. Associate Provost Bratsch-Prince said that training is supposed to take place every two or three years, but that schedule was interrupted with changes in the Office of Equal Opportunity.

Senator Bigelow thought that ISU could be more proactive in prevention by being more aggressive at stopping and preventing underage drinking. Senator Martin replied that RPA discussed this difficult issue. He said that when there is reporting of sexual assault and harassment, it is not always easy to figure out the facts. Alcohol is one issue, but another is the number of difficult situations involving graduate students and their advisors.

President-Elect Sturm spoke in favor of an initiative by Student Government to get Ames Police to grant amnesty to drinking underage students who call 911 on behalf of someone who may be at high risk for sexual assault.

FDAR: None

E. Caucus Chair Reports

CALS: Senator Freeman reported that all departments in CALS had conversations at their faculty meeting, and will provide feedback soon.

Senator Freeman said that the Strategic Plan was made publicly available last Thursday. There will be two open forums. The committee would like broad-based feedback. He has received seventeen or eighteen comments so far on the web form. Many of the comments have been extremely positive. One concern has been about the metrics not representing the humanities. Senator Freeman noted that the metrics are tied to AAU criteria. Another criticism is that the count of graduate students counts Ph.D. students but not M.A. students. Again, Senator Freeman said, the Ph.D. number is used by AAU. Masters students are included in the total graduate and professional student enrollment. Once comments are collected, an implementation plan will be worked on over the summer.

Senator Brunner asked about the approval process for the Strategic Plan. Senator Freeman said that ISU President Leath will approve it, and it will be accepted by BOR. (BOR does not have an up or down vote on the Strategic Plan.)

Senator Freeman said that BOR issued a draft of its Strategic Plan and will approve it at the April meeting. Consultants will be coming to campus on Thursday. He noted that some elements of ISU's Strategic Plan found their way into the BOR Strategic Plan.

Senator Freeman noted his disappointment in the review of awards nominations, especially in light of the discussion of FS concerns at the retreat with ISU President Leath and Provost Wickert in August. Senator Freeman said that a lot of people did not have access to the nomination packages until yesterday. EB still does not have recommendations about the Regents Excellence awards. Morrill Professorship nominations were received yesterday, and the University Professorship nominations were received yesterday. Senator Freeman said that a better job needs to be done. For University and Morrill Professorships, the university committees are making recommendations to EB, yet the committees addressed their letters to the Provost's Office. He thought that this might indicate that an extra step is taking place. He suggested that recommendations be sent to Sherri Angstrom. When the nominations were on paper, they would be sent to Ms. Angstrom. Now that the process is electronic, there seems to be a breakdown.

Senator Selby added that EB members should be made aware of the number of nominations, not just the recommended nominees. Associate Provost Bratsch-Prince agreed that that information should be included in the committee's memorandum. Senator Freeman said that there were eight nominees for Morrill Professorship, but only two files were forwarded to EB. For University Professorship, the committee recommended three nominees, but there are four files in the folder, and there were eight or nine total nominees.

Associate Provost Bratsch-Prince said that she supports expediting the process and ensuring that it works smoothly. She asked EB what information they want included in the memorandum. She said she knows what the Provost wants to see and share with the President.

Senator Freeman replied that he wants the memorandum to list the number and names of nominees. It should state who is being recommended and why. In the meeting with EB, the committee chair can answer questions about why nominees were not recommended too. Senator Freeman continued that EB's job is not to redo the committee's work, but to understand the context of their decision. He noted that the committee for University Professor did not do that this year; their memorandum summarized the qualifications of the candidates. In reply, Associate Provost Bratsch-Prince noted that the chairs of the committees meet with EB. Senator Selby said that EB is provided with the packages of only those nominees the committee recommends.

Associate Provost Bratsch-Prince said that the due date for recommendations was changed this year, giving colleges less time and giving committees less time to do their work. She acknowledged that this possibly pushed the process to the point of creating sloppiness. She said that recommendations need to be given to the Provost by April 1 and to the President by April 5. Senator Selby said that this process squeezed EB out. Senator Freeman noted that the letters from the committees are dated March 11 and March 14. If these were sent to Ms. Angstrom instead of the Provost's Office, that would have provided EB with time to review. Associate Provost Bratsch-Prince replied that those are not genuine dates. In reply, Senator Freeman asked how EB can know that they have the final memos.

President-Elect Sturm suggested that templates be created to facilitate the process. Associate Provost Bratsch-Prince said that the Provost and the President want the information presented a certain way. She acknowledged that there may be an opportunity to streamline the process.

Business: Senator Mennecke said that the caucus met with the dean to discuss the budget. There is a task force on P&T which needs to be looked at. The caucus also discuss enrollment management.

Design: Senator Brunner said that the caucus met with the dean to discuss enrollment management.

Engineering: Senator Schaefer said that the caucus discussed enrollment management and will forward their comments to President-Elect Sturm. The caucus also received an update from their dean.

LAS: Senator Looney said he asked LAS Representative Assembly members about enrollment management, but got no feedback from representatives or the dean. He

continues to work with Representative Assembly to restructure so that they and LAS senators can meet with the dean three times per semester.

Veterinary Medicine: Senator Day said that Veterinary Medicine is not taking a position on enrollment management.

IV. Unfinished Business

A. Mandatory Course: U ST 110X International First-Year Experience Seminar S15-11 - Bigelow

Senator Bigelow said that one question that has arisen concerns the procedure to handle exceptions. For other requirements there is typically a reasonable process for accommodation. But who are the exceptions? Who will decide? Senator Bigelow polled Academic Affairs members by e-mail and received a split decision between a central decision-making authority and authorizing advisors to decide.

Senator Selby asked who managed the course. Senator Freeman thought it should be a department curriculum committee. Who manages University Studies courses? Senator Bigelow said that it is organized under LAS. President Wallace said that the course is delivered by LAS, but LAS does not have a supervisory committee for all University Studies courses. President Wallace said that FS Curriculum Committee used to be in charge of University Studies curriculum. Senator Freeman thought that we would not want to burden the committee with deciding every exception. He thought it would be better to let departmental curriculum committees to deal with the exceptions.

President Wallace noted that someone from the proposing unit will attend the FS meeting. He recommended having language for a possible amendment ready in case someone raises the issue. Senator Bigelow dissented, saying that he had tried to draft language but could not reach any consensus.

Senator Freeman suggested that there does not need to be a policy; waivers can be approved on a case-by-case basis. President Wallace said that FS Curriculum Committee could be assigned to make the best decision possible.

V. New Business

A. College of Business Entrepreneurship Major – [S15-12] - Bigelow

Senator Freeman thought that the document needs to make clearer how the major does not duplicate existing programs but complements them. He thought this needed to be clarified to avoid a problem similar to the problem encountered with the Leadership proposal.

B. FH 3.3.5 – Visiting Appointments – [S15-13] – Selby

Senator Selby said that this proposal deletes collaborators and clarifies what affiliates are. Unpaid people should not be teaching classes and should not be instructor of record. Affiliates are not paid and are not employees.

Senator Selby said that this policy also requires defined terms, so that appointments do not go on and on. No PRS is required because affiliates are not employees. However some kind of agreement is needed, and so the proposal creates an Affiliation Agreement, like that for USDA employees. This agreement describes what resources and materials are provided to the affiliate and what is expected of them.

The proposal also specifies the process for evaluation, renewal, and advancement. Visiting faculty are limited to two years. They can be terminated without cause. Affiliates may be appointed for five year terms with the possibility of renewal. A peer performance review involving a faculty committee must take place at least every five years. The committee will determine what the affiliate is doing and whether he or she is effective.

President Wallace asked Senator Selby to provide a clean copy of the proposal to send to senators.

Senator Bigelow said that an employee of USDA is an affiliate. Does this policy prevent them from conducting research at ISU? Senator Freeman said no. Senator Bigelow asked whether they would be under the supervision of another professor. Senator Selby said that an affiliate cannot replace another employee. Senator Freeman said that USDA employees have 0 salary appointment through the Provost's Office. They cannot serve as graduate faculty members unless there is an official appointment. Affiliates have a rank-only appointment. Affiliates can be co-PIs with faculty. Senator Selby said that USDA employees conduct their research as USDA employees, not as ISU employees.

Associate Provost Bratsch-Prince said that the group is working on an implementation plan. That may be available by January.

Senator Bigelow expressed concern about the vagueness of "providing research support." This could be accomplished by being a co-PI, or helping faculty accomplish research goals. Senator Selby said that the affiliate is employed elsewhere. His or her "co-investigator hat" is with a job held elsewhere. Senator Bigelow disputed this. Senator Selby disagreed. Associate Provost Bratsch-Prince said that this can be clarified.

Associate Provost Bratsch-Prince added that the proposal needs a rationale added before it is sent to senators.

VI. Approval of the April 5 Faculty Senate Agenda

Senator Sturm moved and Senator Freeman seconded. The motion passed without dissension.

VII. Good of the Order

None

VIII. EXECUTIVE SESSION:

A. University Professor Nominees – Annette O'Connor, Chair

B. Morrill Professor Nominees – Don Simonson, Chair

C. Regent Faculty Excellence Award Nominees – Charles Schwab, Chair

Senator Schalinske moved to enter into executive session. Senator Bigelow seconded. The motion passed unanimously and EB moved into executive session at 4:42 p.m.

IX. Adjourn

The meeting adjourned at 5:21 p.m.