

FORT WAYNE SENATE AGENDA
 MONDAY
 SEPTEMBER 11, 2017
 12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of April 10, 2017 and Special Meeting of May 1, 2017
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
 - a. Indiana University – A. Downs
 - b. Purdue University – A. Schwab
5. Report of the Presiding Officer (Senate Reference No. 17-1) – J. Malanson
6. Special business of the day
 - a. Annual report on budget (Senate Reference No. 17-3)
7. Committee reports requiring action
 - a. Executive Committee (Senate Document SD 17-1) – K. Pollock
 - b. Executive Committee (Senate Document SD 17-2) – K. Pollock
 - c. Executive Committee (Senate Document SD 17-3) – K. Pollock
 - d. Executive Committee (Senate Document SD 17-4) – K. Pollock
8. New business
9. Committee reports “for information only”
 - a. Executive Committee (Senate Reference No. 17-2) – K. Pollock
 - b. Executive Committee (Senate Reference No. 17-4) – K. Pollock
10. The general good and welfare of the University
 - a. The Library and Realignment – A. Macklin
11. Adjournment*

*The meeting will recess or adjourn by 1:15 p.m.

<u>Approving</u>	<u>Non Voting</u>	<u>Absent</u>
Steven Carr		
Andrew Downs		
Jeffrey Malanson		
Kathy Pollock		
Abe Schwab		
Linda Wright-Bower		
Nashwan Younis		

Attachments:

“Report on Senate Documents” (SR No. 17-1)

“Realignment and the Senate” (SD 17-1)

“Athletics Working Group Final Report” (SD 17-2)

“Amendment to the Bylaws of the Fort Wayne Senate: Academic Organization Subcommittee” (SD 17-3)

“Amendment to the Bylaws of the Fort Wayne Senate: APSAC and CSSAC Representatives as Senate Affiliates” (SD 17-4)

“Report on Designated Items” (SR No. 17-2)

“Annual Report on Budget” (SR No. 17-3) – will be added to the record at a later date

“Revised Bulletin Deadlines” (SR No. 17-4)

Senate Reference No. 17-1

TO: The Senate

FROM: Jeffrey Malanson, Presiding Officer
Fort Wayne Senate

DATE: August 23, 2017

SUBJ: Report on Senate Documents

Listed below are the documents considered by the Senate this past academic year. I am distributing this for information only.

- SD 16-1 “Approval of replacement member of the Executive Committee” – Approved and implemented, 9/12/2016
- SD 16-2 “ICHE Application to HLC for Extension Regarding Dual Credit Faculty Qualifications” – Approved, 9/12/16
- SD 16-3 “Approval of replacement members of the Educational Policy Committee, Executive Committee, and University Resources Policy Committee” – Amended, approved, and implemented, 10/17/16
- SD 16-4 “Amendment to the Bylaws: Committee/Subcommittee power to remove members” – Approved, 10/17/16
- SD 16-5 Amendment to the Bylaws: University Resources Policy Committee oversight of Athletics budget” – Approved, 10/17/16
- SD 16-6 “Independently verified and audited financial statements” –Approved and forwarded to the chancellor, 10/17/16
- SD 16-7 “Approval of replacement members of the Professional Development Subcommittee and Revenue Subcommittee” – Approved and implemented, 11/14/16
- SD 16-8 “Changes to policy to reflect student’s ability to ask for review not appeal” – Recommended to EPC, 11/14/16
- SD 16-9 “Academic Program Closures” – Approved and forwarded to the Vice Chancellor of Academic Affairs, 11/14/16

- SD 16-10 “Reinstatement of Academic Degree Programs” –Amended, approved and forwarded to the Vice Chancellor of Academic Affairs, 11/14/16
- SD 16-11 “Review of Action Plan 41” – Approved, 11/14/16
- SD 16-12 “FAC Report on “Action Plan 41” – Approved, 11/14/16
- SD 16-13 “URPC report on Action Plan 41” – Approved, 11/14/16
- SD 16-14 “Subcommittee Reports on Action Plan 41” – Approved, 11/21/16
- SD 16-15 “Revert to September 19 Recommendations for Academic Programs” – Approved and forwarded to the Vice Chancellor of Academic Affairs, 11/21/16
- SD 16-16 “Statement of No Confidence” – Approved, 11/21/16
- SD 16-17 “Athletics Working Group” – Approved, 12/12/16
- SD 16-18 “Revision of COAS P&T Documents” – Approved and forwarded to the COAS Dean and the Vice Chancellor of Academic Affairs, 12/12/16
- SD 16-19 “Faculty Athletics Representative Document” – Approved, 12/12/16
- SD 16-20 “Appreciation of Efforts to Support the Rights of IPFW Faculty” – Approved, 12/12/16
- SD 16-21 “Budgetary Affairs Subcommittee Resolution” – Approved, 2/13/17
- SD 16-22 “Amendment to the Bylaws of the Fort Wayne Senate: University Resources Policy Committee” – Approved and implemented, 2/13/17
- SD 16-23 “Revision of VPA P&T Document” – Approved and forwarded to the VPA Dean and the Vice Chancellor of Academic Affairs, 2/13/17
- SD 16-24 “Academic Reorganization Process” – Approved and forwarded to the Vice Chancellor of Academic Affairs, 2/13/17
- SD 16-25 “College of Education and Public Policy Procedures for Electing Senators” – Approved and forwarded to CEPP, 2/13/17
- SD 16-26 “Statement on Shared Governance” – Amended, approved, and forwarded to the chancellor for implementation” 2/13/17
- SD 16-27 “DSB P&T Document” – Approved and forwarded to the DSB Dean and the Vice Chancellor of Academic Affairs, 3/13/17

- SD 16-28 “Amendment to the Bylaws of the Fort Wayne Senate: Committee Name” – Approved and implemented, 4/10/17
- SD 16-29 “Amendment to the Bylaws of the Fort Wayne Senate: Committee Structure” – Approved and implemented, 4/10/17
- SD 16-30 “Amendment to the Bylaws of the Fort Wayne Senate – Amended, approved, and implemented, 4/10/17
- SD 16-31 “FAC Report on Suspension of Voluntary Early Partial Retirement (VERP) Program” – Approved and forwarded to administration, 4/10/17
- SD 16-32 “Calendar Formula” – Recommitted back to EPC, 4/10/17
- SD 16-33 “Changed 2018-19 Academic Calendar” – Recommitted back to EPC, 4/10/17
- SD 16-34 “Amendment to the Academic Regulations” – Recommitted back to EPC, 4/10/17
- SD 16-35 “Proposed Amendments to the IPFW Academic Regulations and Procedures: Approved of Faculty-Initiated Withdrawal Policy” – Referred to Executive Committee, 4/10/17
- SD 16-36 “Proposal to Establish a more Comprehensive Analysis of Academic Program’s Contribution to Degree Programs in Consideration of Program Resource Allocation, Suspension, and Closure” – Approved and forwarded to the Vice Chancellor of Academic Affairs, 4/10/17
- SD 16-37 “Executive Committee Annual Report on Administration Compliance with Senate Resolutions” – Approved and forwarded to the chancellor, 4/10/17
- SD 16-38 “Approval of replacement members of the Indian University Board of Review” – Approved and implemented, 4/10/17
- SD 16-39 “Academic Reorganization Report and Proposal” – Approved and forwarded to the administration, 5/1/17
- SD 16-40 “Amendments to Sabbatical Leaves Document” – Approved and forwarded to the Vice Chancellor of Academic Affairs, 5/1/17
- SD 16-41 “Revision of Helmke Library P&T Documents” – Approved and forwarded to the Helmke Library Dean and the Vice Chancellor of Academic Affairs, 5/1/17
- SD 16-42 “Change to the Academic Calendar Formula as defined in SD 11-18 and Change to the 2018-2019 academic calendar to reflect the change in the academic calendar formula of adopted” – Approved and forwarded to the Registrar for implementation, 5/1/17

- SD 16-43 “Change to the 2018-2019 Academic Calendar Formula to Reflect the Calendar Formula Revision If Approved by the Senate (previous document)” – Approved and forwarded to the Registrar for implementation, 5/1/17
- SD 16-44 “Change to the 2019-2020 Academic Calendar Formula to Reflect the Calendar Formula Revision If Approved by the Senate (previous document)” – Approved and forwarded to the Registrar for implementation, 5/1/17
- SD 16-45 “Amendment of the Academic Regulations (SD 85-18)” – Amended, approved, and forwarded to the Registrar for implementation, 5/1/17
- SD 16-46 “Proposed changes to the Academic Regulations regarding International Students” – Approved and forwarded to the Registrar for implementation, 5/1/17
- SD 16-47 “Purdue Senate Document 16-19 on the Purdue Purchase of Kaplan University” – Approved and forwarded to the Chair of the Purdue University Senate, 5/9/17

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: August 29, 2017

SUBJ: Realignment and the Senate

WHEREAS, The “Report on Role and Governance of IPFW” issued by the Legislative Services Agency (LSA) in January 2016 “recommended transferring all of the IU mission areas except the health sciences to Purdue [collectively referred to as the Purdue Academic Missions] and recommended transferring nursing, radiography [Medical Imaging] and dental education to IU [collectively referred to as the IU Academic Missions],” and the formation of distinct university operations on the Fort Wayne campus¹; and

WHEREAS, The “Agreement and Plan of Realignment for Indiana University-Purdue University Fort Wayne” (the IPFW Agreement) agreed to by the Purdue University and Indiana University Boards of Trustees in December 2016 endorsed the LSA Report’s recommendations and spelled out a plan of Realignment to become effective on July 1, 2018²; and

WHEREAS, According to the IPFW Agreement and the Program Transfer and Ancillary Agreements adopted by the Purdue and IU Boards of Trustees in June 2017³, on July 1, 2018, all faculty working in Purdue Academic Missions will be considered Purdue faculty working at Purdue University Fort Wayne (PFW)⁴, and all faculty working in IU Academic Missions will be considered Indiana University-Purdue University Indianapolis (IUPUI) faculty working at Indiana University Fort Wayne (IUFW)⁵; and

WHEREAS, The “Constitution of the Faculty of Indiana University-Purdue University Fort Wayne” governs the structure and functioning of the Fort Wayne Senate and is premised on the presence of both Purdue and IU faculty working at IPFW; and

¹ <http://www.ipfw.edu/offices/oa/realignment/docs/reload+LSA+evaluation+report.pdf>

² <http://www.ipfw.edu/offices/oa/realignment/docs/1612-ipfw-agreement.pdf>

³ <http://www.ipfw.edu/offices/oa/realignment/docs/Finalized%20Legal%20Docs.pdf>

⁴ Pending approval by the Higher Learning Commission.

⁵ Pending approval by the Higher Learning Commission.

WHEREAS, The “Bylaws of the Senate” govern the structure and functioning of the Senate and its committees and subcommittees, and are also premised on the presence of both Purdue and IU faculty working at IPFW; and

WHEREAS, The Faculty Leaders that currently represent the Senate and the Faculty in a variety of Shared Governance settings are the Presiding Officer of the Senate, the Speaker of the Purdue University Faculty, and the Speaker of the Indiana University Faculty; and

WHEREAS, As a result of Realignment, on July 1, 2018, IPFW will cease to exist, PFW and IUFW will begin operations, the faculty of PFW will be represented in a PFW Faculty Senate, and the faculty of IUFW will be represented in the IUPUI Faculty Council; and

WHEREAS, As a result of Realignment, by July 1, 2018, the Fort Wayne Senate will need to revise its governing documents and governance structure to reflect the fact that it will only represent the Faculty of Purdue University Fort Wayne;

BE IT RESOLVED, That the Senate Executive Committee, working with the chairs of relevant Senate committees and subcommittees, shall propose such amendments to the Senate Constitution and Bylaws as are necessary to prepare for Realignment and to ensure that Shared Governance remains vibrant and vital at Purdue University Fort Wayne; and

BE IT FURTHER RESOLVED, That the Executive Committee shall submit its proposed amendments to the Senate Constitution and Bylaws to the Fort Wayne Senate for consideration by its December 2017 meeting.

Approved

Steven Carr
 Andrew Downs
 Jeffrey Malanson
 Kathy Pollock
 Abe Schwab
 Linda Wright-Bower
 Nashwan Younis

Opposed

Abstention

Absent

Non-Voting

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: August 29, 2017

SUBJ: Athletics Working Group Final Report

WHEREAS, Senate Document SD 16-17, adopted by the Fort Wayne Senate in December 2016, approved the formation of the Athletics Working Group; and

WHEREAS, The Athletics Working Group was facilitated by John O'Connell, Dean of the College of Visual and Performing Arts, and was composed of four faculty representatives appointed by the Senate Executive Committee (Benjamin Dattilo, James Hersberger, Zafar Nazarov, and Beverly Redman); three staff/administrators (Jens Clegg, representing Athletics; Michael Carpenter, representing Financial Aid; and Angie Fincannon, representing Advancement); and four students selected by IPSGA (Zach Funk, Madison Jaqua, Andrew Kreager, and Abigail Schnelker); and

WHEREAS, The Athletics Working Group was charged with answering three questions:

- (1) Is there a role for intercollegiate athletics at IPFW?
- (2) If so, what is that role, and what does IPFW get for its participation in intercollegiate athletics (or, put another way, how would IPFW measure success)?
- (3) If there is a role, what is the acceptable level of investment in intercollegiate athletics necessary to fulfill this role? Given the role and level of acceptable investment, what form should Athletics take (e.g., NCAA DI, DII, or DIII, or NAIA)?; and

WHEREAS, The Athletics Working Group did not propose measures to fully address question 2; and

WHEREAS, SD 16-17 stated that "the Senate will evaluate the final recommendations of the Athletics Working Group";

BE IT RESOLVED, That the Senate thanks the members of the Athletics Working Group for their efforts; and

BE IT FURTHER RESOLVED, That the Senate delegates the Student Affairs Committee (SAC) and the University Resources Policy Committee (URPC) to formally evaluate the Athletics Working Group report and to develop specific measures in response to question

2; specifically, SAC shall develop measures related to student performance, and URPC shall develop measures related to financial performance; and

BE IT FURTHER RESOLVED, That the measures developed by SAC and URPC shall be submitted to the Senate no later than the November Senate meeting.

Approved

Steven Carr
Andrew Downs
Jeffrey Malanson
Kathy Pollock
Abe Schwab
Linda Wright-Bower
Nashwan Younis

Opposed

Abstention

Absent

Non-Voting

Charge: Make recommendations to the Chancellor regarding the future of Athletics at IPFW in response to these three questions:

1. Is there a role for intercollegiate athletics at IPFW?

Yes.

2. If so, what is that role, and what does IPFW get for its participation in intercollegiate athletics (or, put another way, how would IPFW measure success)?

The role of athletics at IPFW is to provide student engagement and involvement; contribute to brand awareness for the university, both internally and externally; contribute to campus culture and ethos; and to create an environment for social activity on campus in conjunction with many other extra-curricular activities.

What does IPFW get for its participation in intercollegiate athletics?

Attendance records show that we have under-developed student engagement and involvement in athletics. We have evidence of some success in branding but see the external as being more successful than internal, with room for improvement in both areas.

3. If there is a role, what is the acceptable level of investment in intercollegiate athletics necessary to fulfill this role? Given the role and level of acceptable investment, what form should Athletics take (e.g., NCAA DI, DII, or DIII or NAIA)?

What is the acceptable level of investment in intercollegiate athletics necessary to fulfill this role?

Maintain current investment, however, seek new avenues of financial structures based on the final recommendations found in this report. Of significant concern to the Working Group is the amount of student fee dollars currently dedicated to Athletics.

Given the role and level of acceptable investment, what form should Athletics take (e.g., NCAA DI, DII, or DIII or NAIA)?

The majority of the working group supports continuation of DI participation with the following recommendations and concerns:

- expect the five year strategic plan, currently in development with consultants Spelman-Johnson, to assist Athletics with developing financial plans for sustainable DI activity that does not require further university investment that would have a negative financial effect on other university units; and

- strongly recommend positioning IPFW to be considered for a move to another league that could reduce overall costs (travel, etc) and allow for more regional student/fan engagement at athletic events; and
- investigate the expansion of the Athletic Tier System in tier participation sports; and
- resources need to be brought to the forefront to cultivate a stronger, more engaged university culture of student participation in university activities and campus life; and
- Athletics cannot build the necessary community infrastructure for DI involvement without full university commitment to enhancing and coordinating athletics and student engagement across all units.

Working Group Members:

Jens Clegg
Michael Carpenter
Benjamin Dattilo
Angie Fincannon
Zach Funk
James Hersberger
Madison Jaqua
Andrew Kreager
Zafar Nazarov
Beverly Redman
Abigail Schnelker

John O'Connell – Facilitator

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: August 29, 2017

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: Academic Organization
Subcommittee

WHEREAS, The Constitution of the Faculty of Indiana University-Purdue University Fort Wayne (IPFW) grants the Voting Faculty of IPFW the power “to make recommendations concerning . . . changes in academic organization” as well as the power “to review and approve . . . the titles of the academic degrees conferred at IPFW” and “the general requirements for the curricula leading toward academic degrees or certificates”; and

WHEREAS, Decisions to create new academic programs have historically followed the provisions of the Senate Constitution and Bylaws; however, decisions to restructure or eliminate academic programs have been made without sufficient input from the faculty or oversight by the Senate; and

WHEREAS, The Senate has lacked clear structures and policies to govern the modification or elimination of academic programs; and

WHEREAS, Senate Document SD 15-26 was written primarily to address circumstances of financial crisis or exigency and has not been easily adaptable to meet other circumstances;

BE IT RESOLVED, That the Senate Bylaws shall be amended as described below to establish an Academic Organization Subcommittee, which shall report to the Educational Policy Committee (EPC) and be given the powers described in the proposed bylaws; and

BE IT FURTHER RESOLVED, That EPC and the Executive Committee shall prepare the Senate Document referenced in the proposed bylaws outlining the procedures to be followed by the Academic Organization Subcommittee, and shall submit those procedures to the Senate for approval by the December 2017 Senate meeting; and

BE IT FURTHER RESOLVED, That the bylaws establishing the Academic Organization Subcommittee shall become effective as soon as its procedures are approved by the Senate; and

BE IT FURTHER RESOLVED, That the bylaws establishing the Academic Organization Subcommittee shall be automatically updated to include the correct Senate Document number when the Subcommittee's procedures are approved by the Senate; and

BE IT FURTHER RESOLVED, That the Curriculum Review Subcommittee shall be eliminated, and its responsibilities assigned to the Academic Organization Subcommittee when its bylaws become effective; and

BE IT FURTHER RESOLVED, That the current members of the Curriculum Review Subcommittee shall comprise the membership of the new Academic Organization Subcommittee for the remainder of the 2017-18 academic year, but the entire Subcommittee shall be elected anew for the 2018-19 academic year, with terms of new members staggered in an appropriate manner by the Nominations and Elections Committee; and

BE IT FURTHER RESOLVED, That Senate Document SD 15-26 shall be rescinded when the Academic Organization Subcommittee becomes effective, and references to SD 15-26 in the Bylaws shall be removed.

Approved

Steven Carr
 Andrew Downs
 Jeffrey Malanson
 Kathy Pollock
 Abe Schwab
 Linda Wright-Bower
 Nashwan Younis

Opposed

Abstention

Absent

Non-Voting

5.3.3.2.3.4. Academic Organization Subcommittee

5.3.3.2.3.4.1. Membership: The Academic Organization Subcommittee shall consist of:

5.3.3.2.3.4.1.1 The Chief Academic Officer of IPFW, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member;

5.3.3.2.3.4.1.2 Three members from the College of Arts and Sciences, one each from the sciences, social sciences, and humanities; and one member from each of the other Major Units; elected by the Voting Faculty of their Major Unit;

5.3.3.2.3.4.1.3 The Presiding Officer of the Senate shall request the Student Government to select two nonvoting student representatives. Student representatives shall serve for one year, with the term to commence one week before the beginning of regular fall classes.

5.3.3.2.3.4.2. Responsibilities: The Academic Organization Subcommittee shall advise the Senate concerning all matters related to the academic organization of IPFW, including, but not limited to:

5.3.3.2.3.4.2.1. The creation of new or the modification of existing academic structures (e.g., departments, schools, and colleges);

5.3.3.2.3.4.2.2. The creation or elimination of academic programs;

5.3.3.2.3.4.2.2.1. “Academic programs” in this context shall mean any group of courses constituting a major, degree, degree option, concentration, certificate program, or similar entity;

5.3.3.2.3.4.2.3. The Faculty’s right of review of the undergraduate curricula;

5.3.3.2.3.4.2.4. Upon a request from the Senate, an academic unit, or IPFW’s Chief Academic Officer, examine and report on existing academic programs and new or proposed courses. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise, or as part of an IPFW-wide effort to ensure the periodic review of academic programs by a body functioning above the department level. Upon the completion of this examination, the Subcommittee shall:

5.3.3.2.3.4.2.4.1. Report to the Senate “for information only” its

finding that no Senate review is appropriate; or

5.3.3.2.3.4.2.4.2. Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.2.3.4.3. Procedures for carrying out these responsibilities can be found in Senate Document SD 17-XX.

5.3.3.2.3.4.3.1. In establishing and periodically updating these procedures, the Senate shall be attentive to the rights of Faculty as well as the administrative responsibilities of IPFW's department chairs, deans, Chief Academic Officer, and other relevant administrators.

5.3.3.2.3.4.3.2. The Academic Organization Subcommittee and the Senate must balance considerations of university, Major Unit, and department finances; efficiency; student demand; and quality of academic offerings with the rights of Faculty and students.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: August 29, 2017

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: APSAC and CSSAC
Representatives as Senate Affiliates

WHEREAS, Effective shared governance involves the combined efforts of all constituent groups at a university, including administration, faculty, staff, and students; and

WHEREAS, The Fort Wayne Senate is the most formal shared governance body operating at IPFW; and

WHEREAS, Section 2.5.3. of the Bylaws of the Fort Wayne Senate allow for the appointment of “Affiliates” who “will be permitted to participate, without vote, in Senate meetings”; and

WHEREAS, Section 2.5.3.2. of the Bylaws of the Fort Wayne Senate designates the “President of the Student Government or that person’s designee” as a Senate affiliate; and

WHEREAS, The interests of staff are advocated by the Administrative and Professional Staff Advisory Committee (APSAC) and the Clerical and Service Staff Advisory Committee (CSSAC), representatives of APSAC and CSSAC serve on multiple Senate committees and subcommittees, but these groups have no voice in the Senate; and

WHEREAS, Staff are directly and indirectly impacted by policies made by the Senate;

BE IT RESOLVED, That the Bylaws of the Fort Wayne Senate shall be amended to include the following new sections:

- 2.5.3.3. The Administrative and Professional Staff Advisory Committee (APSAC) shall be accorded representation by an affiliate who shall be the President of APSAC or that person’s designee.
- 2.5.3.4. The Clerical and Service Staff Advisory Committee (CSSAC) shall be accorded representation by an affiliate who shall be the Chair of CSSAC or that person’s designee.

BE IT FURTHER RESOLVED, That this amendment shall become effective as soon as it is passed and that APSAC and CSSAC shall then be authorized to designate their affiliates to the Senate.

Approved

Steven Carr
Andrew Downs
Jeffrey Malanson
Kathy Pollock
Abe Schwab
Linda Wright-Bower
Nashwan Younis

Opposed**Abstention****Absent****Non-Voting**

MEMORANDUM

TO: Fort Wayne Senate

FROM: Executive Committee
Fort Wayne Senate

DATE: August 29, 2017

SUBJ: Report on Designated Items; For Information Only

This report contains items designated by the Executive Committee to Senate committees and subcommittees for consideration. In accordance with the Bylaws of the Fort Wayne Senate, when items submitted to the Executive Committee include formal proposals or resolutions, the text of those proposals or resolutions will be included in this report at the following Senate meeting. This report will be updated each time the Executive Committee designates a new item.

1. To EPC – proposals by Associate Vice Chancellor Carol Sternberger to amend the Bylaws of the Fort Wayne Senate with regard to (a) the membership of the Curriculum Review Subcommittee and the Graduate Subcommittee, and (b) the approval process for new graduate programs.

Memo

To: Faculty Executive Committee

From: Carol Sternberger

Date: August 2, 2017

Re: Curriculum Proposal Process Issues and Two Proposed Changes

1. To improve the lines of communication and to assist programs in the selection of CIP codes and related issues, the addition of the Registrar (or designee) as an ex-officio, non-voting member of the Curriculum Subcommittee and the Graduate Subcommittee is recommended. This membership is strongly supported by the Office of the Registrar.
2. The program proposal process for the graduate programs is much more complicated and takes significantly more time than undergraduate program proposals. To potentially eliminate 30-45 days in our process, following the remonstrance period and the review/approval of the Graduate Subcommittee, the graduate proposals move to the Purdue Graduate School prior to the Senate meeting if there is a wait of longer than 2 weeks. This would still allow our Senators to weigh-in when the proposal is being reviewed by the Graduate School. Attached is the procedure for the Purdue Graduate School.

In addition to the process followed for the undergraduate programs, the Purdue Graduate School adds a two-step process. The two-step process involves 1) a pre-proposal, which is submitted to the dean of the Graduate School for approval; and 2) a full proposal.

Pre-proposals are reviewed by a Pre-Proposal Review Committee composed of (a) the chair of the relevant Graduate Council Area Committee, (b) a regular area committee faculty member, and (c) a staff member of the Graduate School. The Graduate Programs Office organizes the review by the Pre-Proposal Review Committee. The committee may seek feedback from corresponding degree granting units at any campus as part of the review.

Upon completion of the pre-proposal review, the area committee chair reports the recommendation of the committee to the dean of the Graduate School to either (a) request a full proposal or (b) return the pre-proposal unapproved. If the pre-proposal is not approved, it may be revised and resubmitted the following academic year.

The full proposal is submitted to the Graduate Programs Office in the Graduate School concurrently conducts an administrative review of the proposal, while the Graduate Council Area Committee conducts an academic review.

The Graduate Programs Office forwards all administrative comments to the appropriate Graduate Council Area Committee for review and recommendation to the Council. The area committee chair may seek feedback from corresponding degree granting units on any campus as well as the proposer.

The area chair will establish time limits on responses from the proposer (typically 30-90 days). Under extenuating circumstances a longer period may be granted by the area chair.

In parallel, non-academic reviews are conducted by the Office of Institutional Research Assessment and Effectiveness (OIRAE), Office of Budget and Fiscal Planning, and, if required, the Associate Vice Provost and Director of Digital Education.

The area chair presents the proposal to the Graduate Council for consideration. The Council may elect to approve, not approve, or table the proposal.

The full proposals also proceed through the Fort Wayne process.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: August 29, 2017

SUBJ: Revised Bulletin Deadlines; For Information Only

WHEREAS, The current deadlines for submission and approval of changes to the Bulletin pose problems for current students registering for courses, for incoming students selecting majors and registering for classes, and for compliance with federal financial aid regulations; and

WHEREAS, The Registrar has proposed revised deadlines for submission and approval of changes to the Bulletin that address these issues, and those revisions have been approved by the Academic Officers Council (AOC); and

WHEREAS, The Senate does not need to approve the revised deadlines, but the work of the Senate and its committees and subcommittees (especially the Curriculum Review Subcommittee and the Graduate Subcommittee) will be impacted by these changes;

BE IT RESOLVED, That the Senate has been notified of the revised deadlines, which are detailed in the report on the following page.

Approved
Steven Carr
Andrew Downs
Jeffrey Malanson
Kathy Pollock
Abe Schwab
Linda Wright-Bower
Nashwan Younis

Opposed

Abstention

Absent

Non-Voting

Catalog Deadline Changes – July 10, 2017

Current Catalog Deadlines

- Open for Departmental Updates on November 15th
- Close for Departmental Updates on March 31st
- Changes Reviewed by Carol Sternberger from April 1st through April 30th
- Begin Fall Priority Registration Last Week of March
- Begin myBLUEprint Scribing (*degree audit programming*) in April
- Publish May 2nd
- First Advising and Registration Day May 24th

Note: Curriculum scribing completed as of June 13, 2017 for the 2017-2018 catalogs:

- 90% of undergraduate and graduate majors
- 75% of minors
- 20% of program of study template plans

Issues with the Current Catalog Deadlines

- Students are being advised and are registering for courses in March and April prior to the fall term without the correct curriculum being built in myBLUEprint. This is a huge issue for transfer students, re-entries and re-admits.
- Federal Compliance issue for Financial Aid Course Program of Study and funding disbursement. Students need to know at the time of registration that courses will be paid for with Financial Aid.
- Advising and Registration Days begin as early as the last week of May currently; and scribing in myBLUEprint of degree changes is not completed.

New Catalog Deadlines

- Open for Departmental Updates on September 1st
- Close for Departmental Updates on December 1st
- Departmental Approval and Changes completed December 31st
- Changes Reviewed by Carol Sternberger from January 1st through January 31st
- Begin myBLUEprint scribing in January
- Publish February 1st
- Complete scribing March 15th (before Fall Registration Begins)

Note: Curriculum Committees, AOC, EPC, and Faculty Senate will need to finalize any changes to curricula by December of the preceding year for the changes to go into effect in the next academic year.

The 2018-2019 Academic year Catalogs must be completed by October 2017, because of the realignment and complete re-scribing of all programs due to course renumbering.

The 2019-2020 Academic year (and beyond) catalog curriculum and general education requirement changes must be completed by December 31st, 2018.

Additional Notes:

Universities across the nation are changing their catalogs as suggested above to accommodate federal regulations, and to make degree audit an essential part of their advising and registration processes.