

FORT WAYNE SENATE AGENDA  
MONDAY  
February 12, 2024  
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of January 8 and January 22
3. Acceptance of the agenda – J. Johns
4. Reports of the Speakers of the Faculties
  - a. Deputy Presiding Officer – N. Younis
  - b. IFC Representative – B. Buldt
5. Report of the Presiding Officer – C. Lawton
6. Special business of the day
  - a. Memorial Resolution-Kenneth Lee Modesitt, SR 23-20 – A. Khalifa
  - b. Memorial Resolution-Margaret Gwen Kimble, SR 23-21 – V. Maloney
  - c. Administration Presentation on Persona Non Grata
7. Unfinished business
  - a. Academic Regulations in Regards to AI, SD 23-10 – EPC, S. Hanke (for discussion/action)
  - b. Policy on Deadnaming, SD 23-9 – EPC, S. Hanke (for discussion/action)
8. Committee reports requiring action
  - a. Approval of Filling Vacancy on MAAS, SD 23-12 – MAAS, J. Johns (for action)
  - b. Updating Senate Bylaws re EPC, SD 23-13 – EPC, S. Hanke (for discussion/action)
  - d. Change to Academic Regulations 9.4, SD 23-14 – EPC, S. Hanke (for discussion/action)
  - e. Expanding Class Scheduling Options, SD 23-15 – EPC, S. Hanke (for discussion/action)
9. New business
10. Question time
11. Committee reports “for information only”
  - a. Formal Joint Appointment Policy Request, SR 23-22 – FAC, W. Sirk
12. The general good and welfare of the University
13. Adjournment\*

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

<b>Approved</b>	<b>Opposed</b>	<b>Abstention</b>	<b>Absent</b>	<b>Non-Voting</b>
K. Barker			A. Nasr	C. Ortsey
B. Buldt			N. Younis	
J. Johns				
C. Lawton				
D. Tembras				

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**Attachments:**

“Memorial Resolution-Kenneth Lee Modesitt” (SR No. 23-20)  
 “Memorial Resolution- Margaret Gwen Kimble” (SR No. 23-21)  
 “Updating Academic Regulations in Regards to Artificial Intelligence (AI)” (SD 23-10)  
 “Responding to Concerns from Campus Climate Survey: Deadnaming” (SD 23-9)  
 “Approval of Filling Vacancy on Mastodon Athletics Advisory Subcommittee” (SD 23-12)  
 “Updating Educational Policy Committee (EPC) ByLaws to Expand Membership” (SD 23-13)  
 “Change to Academic Regulations 9.4: Notice of Academic Probation, Dismissal, and Readmission” (SD 23-14)  
 “Expanding Class Scheduling Options” (SD 23-15)  
 “Formal Joint Appointment Policy Request” (SR No. 23-22)

### Memorial Resolution

Kenneth Lee Modesitt, Ph.D., a well-respected Computer Science educator, passed away on December 11, 2023, at the age of 82. He was born in Chicago, IL, on March 8, 1941, to C. Keith and Lorene Modesitt. Ken spent his career at IPFW, where he gained recognition for his innovative teaching methods. He introduced the PLATO system and emphasized student-led research and software engineering, which had a significant impact on the Computer Science curriculum. Ken was known for his enthusiasm, approachability, and philosophy of TEAM (Together Each Achieves More), which inspired intellectual curiosity and teamwork in his students.

Ken was not only a great professional but also a committed member of Messiah Lutheran Church (ELCA) in Fort Wayne. He was married to Jan K. Modesitt for 47 years and was a loving father to Kent David Tobias and the late Kamarie Modesitt Livingston. Ken's sister, Janet K. Modesitt of Clarkston, MI, survives him. He was preceded in death by his brother Donald E. Modesitt. Ken's legacy goes beyond his academic accomplishments.

Ken's contributions as a teacher and a role model in the field of Computer Science continue to inspire many, and his memory lives on through his family, students, and the countless lives he touched.

## Memorial Resolution-Margaret Gwen Kimble

Margaret G. Kimble, a tenured instructor of Chemistry at IPFW, passed away on November 8, 2023. Marge was destined to be a chemistry teacher from an early age as her grandfather, a high school chemistry teacher, would sit and talk with her for hours about chemistry and science. Being inspired by these talks, she was determined to pass that inspiration on to others.

Marge obtained a Bachelor of Science degree as a Chemistry major from Purdue West Lafayette in 1973 and did graduate work at the University of Virginia, Quantico. She then served as both an instructor of chemistry and of mathematics while developing the Chemistry Resource Room at Purdue West Lafayette. She furthermore taught at Saint Francis College and ITT Technical Institute before starting as an IPFW Chemistry Instructor in 1990, receiving tenure in 2005 and retiring in 2011.

Marge was instrumental in the development of the Chemistry course ‘Living Chemistry’, required for nursing majors. For her work on this class and also for her use of technology in the classroom, she was awarded the ‘Enhancement of Learning’ Award from the College of Arts and Sciences in 2003. In the Living Chemistry course, students were fascinated by and benefitted from the way she was able to weave her previous experiences as the Allen County Deputy Coroner, Crime Lab Director for the Fort Wayne Police Department, Exxon Research Chemist, and Lutheran College of Health Professions instructor into the classroom.

Marge was routinely entrusted by the Chemistry Department to teach large-enrolling classes, typically teaching over 300 students each semester. Student classroom evaluations applaud her organizational skills, sense of humor, incredible patience, and use of technology; for examples, students wrote:

“I have a B.S. degree. I have done all the course work for my M.A. —I have taken lots of courses and I think this instructor is one of the best I have had—very organized, knowledgeable, positive attitude and assigns appropriate labs and course work to aid in understanding material!! Very good instructor and great course—thought I’d never enjoy chemistry—surprise, surprise.”

“I could name countless other moments that Mrs. Kimble has been a friend, a cheerleader, a huge resource person, a great teacher, and an even better role model as a human being, I can only hope that through my daily life I can give back just a smidgen of what Mrs. Kimble gives daily to her students.” and

“My brain hurts thinking about all that she knows.”

Marge also was the faculty advisor for the Chemistry Club and served as chairperson of the Academic Computing and Information Technology Advisory Subcommittee. She contributed professionally as an author of student study guides and Interactive Learning Ware that accompanied several chemistry textbooks.

Marge is survived by her devoted husband Edward, loving children Jennifer and John, and her grandchildren Jamie, Alex and Sarah.

Please join me in a moment of silence before this body, for which she also served as a Faculty Senator for multiple years.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven Hanke, Chair of the Education Policy Subcommittee

DATE: 11/6/23

SUBJ: Updating Academic Regulations in Regards to Artificial Intelligence (AI)

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WHEREAS, the impact of Artificial Intelligence (AI) continues to become more prevalent within most (perhaps all) academic disciplines; and

WHEREAS, PFW Academic Regulations currently do not explicitly address student usage of AI; and

WHEREAS, course instructors are in the best position to determine AI usage policies appropriate for their course; and

WHEREAS, course instructors should be responsible for clearly communicating specific course-level AI usage policies to their students; and

WHEREAS, PFW Academic Regulations should be clarified in regards to the usage of unauthorized materials being materials identified by the course instructor as unauthorized for use in their course; and

WHEREAS, PFW Academic Regulations should be clarified in regards to the procedures to be followed by instructors when there is a reasonable suspicion a student has committed an act of academic dishonesty involving AI in the course; and

WHEREAS, to avoid redundancy the procedures described in the PFW Academic Regulations and the PFW Student Code should be the same; therefore

BE IT RESOLVED that PFW Academic Regulations for Academic Honesty be updated with the changes noted on the following pages.

**Approved**

Stephen Buttes  
Patricia Eber  
Steven Hanke  
Andres Montenegro  
Erik Ohlander  
Promothes Saha

**Opposed**

**Non-Voting**

Chris Huang  
Terri Swim



## Academic Regulations: Academic Honesty

### 4.0: Academic Honesty

4.1: Definitions -Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules and regulations of PFW. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. PFW has developed the following general regulations concerning student conduct which safeguard the right of every individual student to exercise fully the freedom to learn without interference. Purdue University Fort Wayne (FW) may discipline a student for committing acts of academic or personal misconduct.

4.1.2: Academic Misconduct: This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the University or subvert the educational process. At PFW, specific forms of academic misconduct are defined as follows:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit or hours. **The term “unauthorized materials” includes those identified by the instructor.**
2. Falsifying or fabricating any information or citation in an academic exercise.
3. Helping or attempting to help another in committing acts of academic dishonesty.
4. Submitting the work of someone else as if it were one's own by adopting or reproducing the ideas and opinions of others without acknowledgment. Such instances of plagiarism may be intentional or unintentional, and may involve isolated words, formulas, sentences, paragraphs, entire works, or other intellectual property; either copied from other published sources, or from unpublished work such as those of other students.
5. Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.
6. Serving as or permitting another student to serve as a substitute (or 'ringer') in taking an exam.
7. Altering of answers or grades on a graded assignment without authorization of the faculty member.
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.
9. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program. The instructor must thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such actions properly to prevent repeated offenses and to ensure equity.

### 4.2: Policy

4.2.1: Student's responsibilities. Academic honesty is expected of all students. The student is responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.

4.2.2: Instructor's responsibilities. The instructor is responsible for fostering the intellectual honesty as well as the intellectual development of students, and should apply methods of teaching, examination, and assignments which discourage student dishonesty. **If necessary, The instructor should explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course. The instructor is responsible for providing students with a written course-level policy regarding the authorized/unauthorized usage of Artificial Intelligence (AI).** The instructor must thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such actions properly per procedures described in Part III.A **Procedures for Academic Misconduct in the Code of Student Rights, Responsibilities and Conduct in the Catalog** to prevent repeated offenses and to ensure equity.



4.3: Procedures: **For all procedures related to Academic Misconduct, see Part III.A Procedures for Academic Misconduct in the Code of Student Rights, Responsibilities and Conduct in the Catalog.** In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at Purdue University Fort Wayne (FW), academic departments should establish a written policy/statement, addressing the professional or ethical standards of their discipline, which is distributed to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department's policy/statement. (For additional information, see the Student Disciplinary Procedures Section of the Code of Students Rights, Responsibilities and Conduct in the Catalog).

~~4.3.1: Initial decision. An instructor who has evidence of cheating shall initiate the process of determining the student's guilt or innocence and the penalty, if any, to be imposed. An instructor shall make initial findings only after informing the student, during an informal conference held within ten business days of discovering the alleged cheating, of charges and evidence, and allowing the student to present a defense. The instructor may assign a grade of Incomplete to any student whose case cannot be resolved before the course grades are due in the Registrar's Office.~~

~~4.3.2: Reporting. During the period in which the student is permitted to drop or withdraw from courses, the instructor shall inform the Chair/Director promptly to place an academic hold on the student's account in order to prevent the accused student from dropping or withdrawing from the course. The instructor who makes an initial finding that academic dishonesty has been practiced shall impose an academic sanction. Then, within seven business days, the instructor shall supply a written report to the student, the chair of the student's department, the dean or director of the student's school or division, and the dean of students. This report shall summarize the evidence and the penalties assessed.~~

~~4.3.3: Appeal. If a student's course grade is affected by the penalty, the student has the right to appeal the penalty imposed by an instructor through the Purdue University Fort Wayne (PFW) **grade appeals system.** (See Appendix B).~~

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## **Part II. Student Conduct Subject to University Action**

Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules, regulations, policies, and procedures of Purdue University Fort Wayne (PFW). Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. The university has developed the following general regulations concerning student conduct which are intended to safeguard the right of every individual student to exercise fully the freedom to learn without interference. The university may hold a student responsible for his or her behavior, including for academic or personal misconduct.

### **A. Academic Misconduct**

**Student's responsibilities.** Academic honesty is expected of all students. The student is responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.

**Instructor's responsibilities.** The instructor is responsible for fostering intellectual honesty as well as the intellectual development of students, and should apply methods of teaching, examination, and assignments which discourage student dishonesty. **If necessary, The** instructor should explain clearly any specialized

meanings of cheating and plagiarism as they apply to a specific course. **The instructor is responsible for providing students with a written course-level policy regarding the authorized/unauthorized usage of Artificial Intelligence (AI).** The instructor must thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such actions properly per procedures described in Part III.A **Procedures for Academic Misconduct in the Code of Student Rights, Responsibilities and Conduct in the Catalog** to prevent repeated offenses and to ensure equity.

This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the university or subvert the educational process. At Purdue University Fort Wayne (PFW), specific forms of academic misconduct are defined as follows:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for grade or hours. **The term “unauthorized materials” includes those identified by the instructor.**
2. Falsifying or fabricating any information or citation in an academic exercise.
3. Helping or attempting to help another student in committing acts of academic dishonesty, including, but not limited to, sharing papers and assignments.
4. Adopting or reproducing ideas or statements of another person as one’s own without acknowledgment (plagiarism).
5. Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.
6. Serving as or permitting another student to serve as a substitute in taking an exam.
7. Altering of answers or grades on a graded assignment without authorization of the faculty member.
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.
9. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program.

In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at the university, academic departments should establish a written policy/statement addressing the professional or ethical standards for their discipline, which if developed, must be available to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department’s policy/statement.

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#### A. Procedures for Academic Misconduct

When a student allegedly commits an act of academic misconduct, the faculty member teaching the course has the authority to initiate academic misconduct proceedings against the student in accordance with the following procedures.

##### Hold

Once a faculty member decides to initiate an academic misconduct proceeding against a student, the instructor shall inform the Chair/Director promptly to place an academic hold on the student’s account in order to prevent the accused student from dropping or withdrawing from the course. If the student is found not responsible, the hold should be removed after the proceeding has concluded. If the student is found responsible, the hold shall be removed after the point which the student would have been able to drop or withdraw from the course.

##### Academic Misconduct Conference

The faculty member of the course in which the student has allegedly violated the Code, is required to hold a conference with the student concerning the matter within 10 business days of discovering the alleged misconduct. The faculty member must advise the student of the alleged act of misconduct and afford the student the opportunity to address the information supporting the allegation. At minimum, the requirement for the student to have the opportunity to be heard must include the following:

notice of the nature of the alleged misconduct

notice of the date, time, location, and general procedure of the review of the allegation

notice of the potential outcomes of the review

opportunity to address the information supporting the allegation

Any action that must be performed by faculty under these procedures may be performed by the faculty chair or next highest administrator.

### Finding and Sanctions

If after the conference, the faculty member finds that the student did commit the act of misconduct as alleged, the faculty member is authorized to impose an appropriate academic sanction related to the particular course involved. An appropriate academic sanction for such misconduct is limited to one or more of the following:

The student may be given a lower grade than the student would otherwise have earned or a failing grade for any assignment, course work, examination, or paper involved in the act of misconduct.

The student may be required to repeat the assignment, complete some additional assignment, or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.

The student may be given a lower grade than the student would otherwise have earned or a failing grade for the course.

### Notification Requirements

After imposing an academic sanction, the faculty member is required to report the matter and action taken within 10 business days in writing to the following parties:

- the student

- the chair of the department in which the course is offered

- the dean/director of the college/school/division in which the course is offered

- the chair of the student's department (if different from above)

- the dean/director of the student's college/school/division (if different from above)

-the dean of students.

The student has the right to appeal the faculty member's findings and/or sanction through the procedures specified in Part III.A.I of this Code.

### Additional Sanctions from the Department

The chair of the student's department has the authority to initiate additional academic sanctions against the student if the chair concludes that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct.

The chair of the student's department must notify the student in writing within 10 business days of the date of the faculty member's report if additional sanctions are to be assigned at the department level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A.

The chair must report any decision to initiate additional sanctions in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the department level may include academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision about additional sanctions through the procedures specified in Part III.A.I-VI. of this Code.

#### Additional Sanctions from the College/School/Division

The dean/director of the student's college/school/division also has the authority to initiate additional academic sanctions against the student if the dean/director concludes, in consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The dean/director must notify the student in writing within 10 business days of the date of the chair's report if additional sanctions are contemplated at the college/school/division level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A.

The dean/director must report any decision to initiate additional sanctions in writing to the student, the original faculty member, the chair, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the college/school/division level may include academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision about additional sanctions through the procedures specified in Part III.A.I-VI. of this Code.

#### Procedures for Specialty/Other Cases of Academic Misconduct

When a student is alleged to have committed an act of academic misconduct that is not related to a course in which the student is enrolled, the chair of the student's department has the authority to initiate a review of the allegation.

After discovering the alleged academic misconduct, the chair must notify the dean of students and the student in writing within 10 business days if action is contemplated at the department level and provide the student an opportunity to be heard in accordance with the standards articulated in the opening sentence of Part III, Section A.

The chair must report the decision, including any sanctions imposed, in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 business days of the student's opportunity to be heard.

Sanctions imposed at the department level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision (including sanctions) through the procedures specified in Part III.A.I-VI. of this Code.

Similarly, the dean/director of the student's college/school/division has the authority to initiate additional academic sanctions against the student if the dean/director concludes that additional sanctions may be warranted

by the nature of the act or because the student has committed previous acts of academic misconduct in accordance with the procedures above.

The dean/director must report any decision to initiate additional sanctions in writing to the student, the chair, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the college/school/division level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision about additional sanctions through the procedures specified in Part III.A.I-VI. of this Code.

## Sanction Restrictions

A student may not be placed on disciplinary probation, suspended, or expelled from the university because of an act of academic misconduct unless the dean of students concludes that such a sanction is justified by the nature of the act or because the student has committed previous acts of misconduct. If the dean of students concludes that additional disciplinary sanctions are warranted, the proceedings will be governed by the same procedures that apply to acts of personal misconduct (Part III.B) and may be commenced when notified of the outcome from the faculty member.

### I. Appeals for Academic Misconduct

The Campus Appeals Board (CAB) may hear the following types of appeals from students:

- appeals of academic misconduct findings imposed by faculty members, department chairs, or academic deans or division directors
- appeals of SGA Judicial Court rulings
- appeals of faculty/staff decisions claimed to violate student rights recognized in Part I of the Code. Extension to any time limits specified below must be approved by the chair of the board.

### II. Campus Appeals Board

**Composition.** The Campus Appeals Board (CAB) shall consist of nine members selected in the following manner: four students appointed by the president of Purdue University Fort Wayne Student Government Association subject to confirmation by the SGA Senate; three faculty members elected by the Faculty Senate; and two administrative staff members appointed by the chancellor, one of whom shall be designated as chair of the Campus Appeals Board. An equal number of alternates from each constituent group shall be appointed at the same time and in the same manner as the regular members. From the members and alternates, the chair shall designate a hearing panel consisting of a minimum of three members including at least one student. A minimum of three panel members including at least one student is required for quorum.

**Terms of Office.** The term of office for student members and their alternates shall be one year, and for the faculty and administrative members, it shall be two years, except that members shall continue to have jurisdiction of any case under consideration at the expiration of their term. The terms of office for all members shall begin at the start of the fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make its prescribed appointments to the Campus Appeals Board, or to fill any vacancy on the panel of alternates within seven calendar days after being notified to do so by the chancellor, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve, the chancellor may make appointments, fill vacancies, or take such other action as deemed necessary to constitute the Campus Appeals Board with a full complement of members.

### III. Criteria for Appeal

Appeals may only be requested for one or more of the following reasons:

Failure to follow an established policy or procedure

The assigned sanction is unduly harsh or arbitrary

New information has become available since the conclusion of the process

Bias has been exhibited through the process.

The purpose of an appeal shall not be simply to hold a rehearing of the original matter.

#### IV. Filing the Petition

Students who wish to request Campus Appeals Board action shall complete the online form within 10 business days of the date of the sanction letter or within 10 business days of the conclusion of the previous step in the appeal process, as applicable. The dean shall in turn forward properly filed appeals to the chair of the Campus Appeals Board.

To be properly filed, the appeal must be submitted within the established time limits, identify the action or decision being appealed, name the party whose decision or action is being appealed (sometimes referred to below as the “named party”), and identify one or more of the criteria identified in the Criteria for Appeal set forth above. If the above criteria are not met, the CAB chair shall dismiss the appeal.

#### V. Investigation of Appeals

Within 10 business days of the chair’s receipt of the appeal, the CAB chair will assign a board member or alternate who is a faculty member or administrator to investigate the appeal and notify the party named that an appeal has been filed. Notification will include a copy of the appeal and the identity of the student who filed the appeal. The party whose action or decision is being appealed will be requested to respond in writing within 10 business days from the date of notification. To protect both the student and the named party, CAB appeals will be treated with the greatest degree of confidentiality possible.

As soon as practicable following appointment, the investigator will interview the student who filed the appeal. The student may have an advisor or legal counsel (at the student’s own expense) present at meetings with the investigator. However, the advisor or counsel may not stand in place of the student or otherwise participate in the investigation process.

Within 10 business days following completion of the interview with the student, the investigator will notify the chair as to whether or not the allegations set forth in the appeal, if substantiated, would support the basis for the appeal and, if so, whether the action or decision being appealed would constitute a violation of one or more student rights recognized in Part I of the Code. If in such notification the investigator answers these inquiries in the negative, the chair may dismiss the appeal, and the decision shall be final. The chair shall provide the student and named party with written notice of such dismissal. In all other cases, the investigator will conduct a thorough fact-finding investigation, and will meet separately with the student and named party, interview pertinent witnesses, and review relevant documents regarding the appeal. The investigation shall be completed within 10 business days following the assignment of the appeal to the investigator.

Within 10 business days following conclusion of the investigation, the investigator will prepare and deliver a report to the chair, the student filing the appeal, and the named party. The report will include a finding based upon a preponderance of information that the appeal shall be upheld or denied. The “preponderance of information” standard requires that the information supporting the finding is more convincing than the information offered in opposition to it. The report will include the basis upon which the investigator reached the finding and recommendation for remedy, if any.

## VI. Determination

Within 10 business days of receipt of the investigator's report, the chair will convene a meeting of the CAB hearing panel. The student and the named party will be notified of the date, time, and location of the meeting. Prior to the meeting, the student, named party, and panel members shall be furnished with a copy of the investigator's report and copies of the appeal and response. The student may have an advisor or legal counsel (at the student's own expense) present at the meeting. However, the advisor or counsel may not stand in place of the student or otherwise participate in the hearing process. At the meeting the panel will be afforded the opportunity to ask questions of the investigator. The student who filed the appeal and the named party will be afforded the opportunity to make a brief statement to the panel, after which the panel members may ask questions. The panel shall meet separately with the student and the named party.

Within 10 business days following the final meeting with the panel, the chair shall render the written recommendation of the hearing panel and include a brief explanation of the recommendation setting forth the findings upon which the recommendation is based. The chair shall furnish copies of the recommendation to the chancellor, the student who filed the appeal, the party whose decision is being appealed, and to others within the university with a need to know as determined by the panel. The chancellor shall render a written and final decision within 10 business days of receiving the panel's recommendation.

## VII. Student Complaint Procedures

The following student complaint procedures are designed to ensure that students have an identified and well-understood mechanism for registering and resolving complaints of the types described below.

A. Students having complaints concerning alleged violations of the Anti-Harassment Policy should use the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment.

B. Students having complaints concerning actions or decisions which are claimed to violate other rights recognized in Part I of the Code must first make a reasonable effort to resolve the complaints informally with the faculty/staff member whose action or decision is the basis for the complaint.

The effort to resolve the complaint informally with the faculty/staff member must be initiated by the student in a documented manner no later than within 21 calendar days the action or decision occurred. The documentation only needs to be dated and indicate that the student has made a good faith effort at initiating the conversation with the responsible faculty/staff member. For a complaint to continue to receive consideration under these procedures, the student must initiate each successive step in the process within 21 calendar days of conclusion of the previous step. In addition, it is expected that each step in the process will be concluded within 21 calendar days of initiation.

If the complaint is not resolved informally between the student and the responsible faculty/ staff member, the student may pursue the complaint informally with the faculty/ staff member's department head, who shall investigate, mediate, and suggest a resolution.

If the complaint remains unresolved after the department head's attempt to mediate a resolution, the student may continue to pursue the complaint with the head of the next highest administrative level (e.g., the college/school/division dean/director), who shall investigate, mediate, and suggest a resolution.

Only after all such remedies have been exhausted may the student petition for a hearing before the Campus Appeals Board. To petition for a hearing before the Campus Appeals Board, the student must complete the online form. The complaint must describe the action or decision claimed to violate one or more of the student rights recognized in Part I of the Code, identify the right(s) claimed to have been violated, and specify the remedy sought. The dean shall direct properly received complaints to the chair of the Campus Appeal Board.

The Campus Appeals Board shall have the authority and duty to reach findings and to convey recommendations to the chancellor. If necessary, the chancellor may present such recommendations to the university president and Board of Trustees for their consideration.



MEMORANDUM

TO: Fort Wayne Senate  
 FROM: Steven A. Hanke, Chair of the Education Policy Committee  
 DATE: 11/14/2023  
 SUBJ: Responding to Concerns from Campus Climate Survey: Deadnaming

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WHEREAS, the Educational Policy Committee (EPC) is the parent committee of the Senate Advising Subcommittee; and

WHEREAS, the Senate Advising Subcommittee requested that EPC review a resolution to respond to concerns from the Campus Climate Survey regarding “Deadnaming”; and

WHEREAS, EPC completed the review and voted in support of the document going forward;

BE IT RESOLVED, That the attached resolution be considered by the Senate.

<b>Approved</b>	<b>Opposed</b>	<b>Abstention</b>	<b>Absent</b>	<b>Non-Voting</b>
Stephen Buttes				Chris Huang
Patricia Eber				Teri Swim
Steven Hanke				
Andres Montenegro				
Erik Ohlander				
Promotes Saha				

## MEMORANDUM

TO: Steven Hanke, Chair  
Educational Policy Committee

FROM: Ann Livschiz, Chair  
Senate Advising Subcommittee

DATE: 3 November 2023

SUBJECT: Responding to Concerns from Campus Climate Survey: “Deadnaming”

Whereas, Diversity, Equity, and Inclusion are one of PFW’s stated strategic goals;

Whereas, PFW’s diversity commitment statement states that

“Each member of the department/school is committed to working to build and sustain an equitable and inclusive work environment where cultural diversity is celebrated and valued. We believe diversity benefits and enriches the development of all of our students, staff, and faculty in our department.”

And

“Diversity is a core value at Purdue University Fort Wayne and in the Office of Diversity, Equity, and Inclusion. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.”

Whereas, PFW defines inclusion as “A welcoming culture in which differences are celebrated and everyone is valued, respected, and able to reach their full potential,”

Whereas, PFW has a statement about civility, which states that

“Prominent among the values that define the academic community is civility, which includes mutual respect, fairness, and politeness. Membership in any community requires a concern for the common good for all who belong to that community. Each individual may possess different ideas, as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a university. Because of these differences, respect and civility are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should therefore be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the university.”

Whereas, during the discussions of the results of campus climate survey, deadnaming of students by instructors in class was identified as a significant student concern;

Whereas, “deadnaming” refers to incidents of using the name someone was assigned at birth, rather than the name they choose to identify by in class or in writing, or using a name that the individual no longer uses;

Whereas, the practice of “deadnaming” can be invalidating and traumatic, a sign of disrespect, and in some cases even dangerous as it potentially outs an individual;

Whereas, studies show that use of chosen names helps lower mental health risks;

Whereas, studies show that deadnaming can result in avoidance of certain situations, people, and places, attention to this problem and efforts to reduce deadnaming is an important retention and student success initiative;

Whereas, the university has taken important steps in reducing the risk of deadnaming by allowing students to enter preferred name in addition to legal name in the university system;

Whereas it is Purdue University policy that students (and staff and faculty) may use their preferred names on campus regardless of whether it matches their legal name;

Whereas, different interfaces and reports in the university system include students’ preferred name, or legal name, or both;

Whereas, certain reports and internal documents must include students’ legal names and thus a change to preferred names in all university documents is not possible;

Whereas, we believe that at least part of the problem of deadnaming can be attributed to faculty having access to rosters with only students’ legal names, or not realizing that different reports may give them different names;

Whereas, we want to promote an inclusive classroom environment both as respect for our students’ humanity and important recruitment and retention tool;

Whereas, a common way for faculty to access rosters is through the university system that lists students’ legal names, without them necessarily realizing that this is the case;

Whereas, Brightspace provides faculty with rosters with updated student information in them, but not all faculty are familiar with how to use Brightspace to generate usable rosters outside of Brightspace, nor do Brightspace-generated rosters include useful information like year in school or major, something that a Cognos report has;

Whereas, Office of Institutional Research has been working hard to update the reports to include students’ preferred names or ensure that the column headings on the reports specify “legal name” or “preferred name,” rather than “first name,”

Whereas, Cognos has a report that offers an easy way to ensure that faculty have a roster with preferred names, and this report can be found in the following way: *Team Content > IPFW Shared Reports > Class Rosters > Class Roster by CRN with Email and Class Roster by Subject Code with Email*;

BE IT RESOLVED, that senate votes to approve our recommendation that each department should ensure that every faculty member in a face-to-face class receives a class roster with students' preferred names before the first class meeting of the semester;

BE IT FURTHER RESOLVED, that since not all students take advantage of the option to enter preferred name into the system (for example, if they live at home and do not want their preferred name to appear on the mail that they receive), we encourage faculty to respect and honor students' requests to use their preferred names that may be transmitted to faculty through means other than the up-to-date class roster;

BE IT FURTHER RESOLVED, that we encourage academic units—departments and colleges—to discuss the importance of using the rosters with students' indicated preferred names and the importance of fostering an inclusive classroom environment, which includes using students' preferred names in the classroom setting;

BE IT FURTHER RESOLVED, that once Office of Institutional Research finishes updating current reports in COGNOS, a list of updated reports will be made available to faculty and staff, who would be encouraged to look at whether their reports are using preferred or legal names;

BE IT FURTHER RESOLVED, that faculty pay attention to students who add their classes after the first day, and if necessary, request an updated class roster from their department's administrative assistant;

BE IT FURTHER RESOLVED, that since our proposed solution only addresses the problem of faculty deadnaming due to inaccurate information, we ask the OAA to look into clarifying and promoting policies that will protect students from being deadnamed, in particular clarifying the distinction between “free speech” and commitment to an inclusive classroom environment, and making sure that students understand their rights in these situations.

MEMORANDUM

TO: Executive Committee

FROM: Michelle Parker, Chair  
Mastodon Athletics Advisory Subcommittee

DATE: January 10, 2024

SUBJECT: Approval of filling vacancy on Mastodon Athletics Advisory Subcommittee

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WHEREAS, The Bylaws of the Senate provide (5.1.5.1.) that “Senate subcommittees shall have the power to fill subcommittee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in sections 5.1.2 and 5.1.5.”; and

WHEREAS, The Bylaws of the Senate provide (5.1.2.) that “No one may serve on more than four Senate committees and/or subcommittees in a given academic year”; and

WHEREAS, The Bylaws of the Senate provide (5.1.5.) that “Voting Faculty must comprise at least 2/3 of the voting membership of any subcommittee”;

WHEREAS, there is one vacancy on the Mastodon Athletic Advisory Subcommittee; and

WHEREAS, Julia Smith (School of Education) is a voting faculty and is not already serving on more than three Senate committees and/or subcommittees in the current academic year;

BE IT RESOLVED, That the Executive Committee requests that the Senate approve Julia Smith for this appointment.

<b>Approved</b>	<b>Opposed</b>	<b>Abstention</b>	<b>Absent</b>	<b>Non-Voting</b>
Michelle Parker			Kate White	Kelley Hartley-Hutton
Troy Tonner			Barton Price	Chris Kuznar
Farah Combs			Nurgul Aitalieva	Rachel Holycross
Talia Bugel				
Michelle Shaw				
Jens Clegg				
Roy Danielian				

MEMORANDUM

TO: Fort Wayne Senate  
 FROM: Steven A. Hanke, Chair of the Education Policy Committee  
 DATE: 12/11/2023  
 SUBJ: Updating Educational Policy Committee (EPC) ByLaws to expand membership

---

WHEREAS, The Director of the Student Conduct and the Care Team is an important stakeholder in several issues that are included the Educational Policy Committee Bylaws (5.3.3.2.1.);

WHEREAS, the Educational Policy Committee would benefit from membership being expanded to include the Director of the Student Conduct and the Care Team as a nonvoting member.

BE IT RESOLVED, that Senate accept Educational Policy Committee revised bylaws:

<b>Older Version</b>	<b>Proposed Version</b>
<p><u>5.3.3. Educational Policy Committee</u></p> <p>5.3.3.1. Membership: The Educational Policy Committee shall consist of the Chief Academic Officer, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, the Registrar (nonvoting), six Senators and Voting faculty elected by the Senate in such manner that at least four of the Major Units shall be represented.</p>	<p><u>5.3.3. Educational Policy Committee</u></p> <p>5.3.3.1. Membership: The Educational Policy Committee shall consist of the Chief Academic Officer, who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, <b>the Registrar (nonvoting), the Director of Student Conduct and the Care Team (nonvoting), six</b> Senators and Voting faculty elected by the Senate in such manner that at least four of the Major Units shall be represented.</p>

**Approved**  
 Stephen Buttes  
 Patricia Eber  
 Steven Hanke  
 Andres Montenegro  
 Erik Ohlander  
 Promotes Saha

**Opposed**

**Abstention**

**Absent**

**Non-Voting**  
 Chris Huang  
 Teri Swim

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven Hanke, Chair of the Educational Policy Committee

DATE: 12/11/2023

SUBJ: Change to Academic Regulations 9.4: Notice of Academic probation, dismissal, and readmission

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WHEREAS, the current academic regulation 9.4 articulates criteria for academic probation, dismissal, or readmission; and

WHEREAS, the term dismissal is not viewed as the best term to use as students can reapply to PFW after a specified period of time has passed and is also inconsistent with PWL terminology; and

WHEREAS, the current policy states that students must appeal any academic probation standing with the academic department of their major; and

WHEREAS, the current practice is for Academic Advisors, Department Chairs, and Deans to have an opportunity to “save” students from being placed on the dismissal list; and

WHEREAS, the practices were not consistent from department/unit to department/unit and that could result in inequities between students; and

BE IT RESOLVED, that PFW Academic Regulations 9.4 Academic notice, separation, and readmission be updated with the changes noted on the following pages.

Approved

Stephen Buttes  
Patricia Eber  
Steven Hanke  
Andres Montenegro  
Erik Ohlander  
Promothes Saha

Opposed

Abstention

Absent

Non-Voting

Chris Huang  
Terri Swim

Proposed Changes to PFW Academic Regulations 9.4 (9.0 Academic Standing)

- **9.4:** Academic ~~probation~~notice, ~~dismissal~~separation, and readmission. The following ~~probation~~Academic notice, ~~dismissal~~separation, and readmission criteria are minimums for PFW; academic units may set higher standards which shall become effective upon publication in the Bulletin-Catalog or its supplement. ~~A student dismissed from a program for failure to meet the higher standards imposed by an academic unit must be accepted in another program before registering for a subsequent academic session.~~
- **9.4.1:** Academic Probation Notice. A student shall be placed on academic ~~probation notice~~ if ~~his/her~~their fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0. A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which ~~he/she~~they achieves semester and cumulative GPA's equal to or greater than 2.0.
  1. IF: Semester GPA or Cumulative GPA is <2.0= ACADEMIC PROBATION
  2. IF: On academic probation and Cumulative GPA is <2.0 but Semester GPA is  $\geq 2.0$ = CONTINUED PROBATION
  3. IF: On academic probation and Semester GPA is <2.0 but Cumulative GPA is  $\geq 2.0$ = CONTINUED PROBATION
  4. Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation standing.
  5. Academic standing will not be assessed in summer sessions.
  - ~~6. A student who wishes to appeal an academic probation standing should contact the academic department of their major for guidance in the appeal process.~~
- **9.4.2:** Academic ~~Dismissal~~Suspension. A student on academic ~~probation notice~~ shall be ~~dismissed~~placed on the suspension list at the close of any fall or spring semester in which ~~his/her~~their semester and cumulative GPA is less than a 2.0. Each case will be reviewed by Academic Advisors, Chairs, and Deans. The review will be carried out using shared criteria. If the criteria show reason why a student should be removed from the suspension list, the Chair/Dean will notify the Registrar's office of that decision. Otherwise,



Proposed Changes to PFW Academic Regulations 9.4 (9.0 Academic Standing)

- IF: On academic probation and both the Semester GPA and Cumulative GPA are <2.0=ACADEMIC ~~DISMISSAL~~SUSPENSION
- Any grade change ~~due to a reporting error~~ will result in a recalculation of the index and redetermination of the ~~dismissal~~suspension status.
- A student who wishes to appeal an academic ~~dismissal~~suspension standing should follow the directions provided by the Registrar's office in the Notice of Suspension~~contact the academic department of their major for guidance in the appeal process.~~
- **9.4.3:** Readmission. A student who has been ~~dismissed~~suspended from ~~IPFW~~ or from another campus of Purdue University may not enroll at ~~IPFW~~ until one fall or spring semester has passed. All readmissions are into probationary status and are subject to stipulations in effect as a condition of readmission. Readmissions shall be reported to the Registrar, and an appropriate entry shall be made on the student's academic record. A student who is academically ~~dismissed~~suspended more than once for a second time is not eligible to enroll for at least one year.
  - A student ~~dismissed~~suspended by this policy must apply to ~~the appropriate office or PFW for~~ readmission~~committee~~. A fee is assessed for processing the readmission application. Readmission is not guaranteed.
  - When a student is suspended from a program with academic standards higher than the university standards, they may be eligible to continue in another program and are encouraged to seek guidance from their Academic Advisor.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: 01/08/2024

SUBJ: Expanding Class Scheduling Options

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WHEREAS, The Bylaws of the Senate provide (5.3.3.2.1.) that the Educational Policy Committee shall be concerned with “policies for scheduling classes”; and

WHEREAS, the PFW Strategic Plan states that our Students First core value should lead us to consider all strategic decisions from the perspective of student impact; and

WHEREAS, data from the 2023 Class Schedule Satisfaction Survey (CSSS) students prefer to attend classes 4 days a week, and Friday was the day most students work,

WHEREAS, eleven Monday/Wednesday (MW) morning sections were piloted in the FA23 semester and no sections were cancelled due to low enrollment, with positive feedback from faculty,

WHEREAS, survey data from students in the MW pilot sections, 56% (n=43) would like to see more Monday/Wednesday morning classes offered in the future,

WHEREAS, offering MW morning sections would help flatten the class schedule, giving students more class options, and help alleviate the Tuesday/Thursday compression on the class schedule,

WHEREAS, offering MW morning sections the start times of MWF sections need to be adjusted to better align with the MW times for room efficiency,

WHEREAS, PFW Student Experience Division endorse having MW morning sections,

BE IT RESOLVED beginning in the Fall 2025 semester, the Class Scheduling Patterns include MW from 9:00-10:15 am, and 10:30-11:45 am,

BE IT FURTHER RESOLVED, beginning in the Fall 2025 semester, the Class Scheduling Patterns MWF be: 8:00-8:50 am, 9:00-9:50am, 10:30-11:20 am, 1:30-2:20 pm, and 3:00-3:50 pm,

BE IT FURTHER RESOLVED beginning in the Fall 2025 semester, the Class Scheduling Patterns include Friday 9:00 – 11:50 am,

BE IT FURTHER RESOLVED, beginning in the Fall 2025 semester, the Class Scheduling Patterns be updated with the changes noted on the following pages.

**Approved**  
Stephen Buttes  
Patricia Eber  
Steven Hanke  
Andres Montenegro  
Erik Ohlander

**Opposed**

**Abstention**  
Promothes Saha

**Absent**

**Non-Voting**  
Chris Huang  
Teri Swim

# CLASS SCHEDULING PATTERNS FALL AND SPRING SEMESTERS

last reviewed by Faculty Senate March 2017

document updated February 2023

These patterns should be used for all classes according to the number of contact hours for the class. Laboratory sections should be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

## No classes will be scheduled during the *FREE PERIOD* - Monday, 12:00-1:00 PM.

### I. One-Hour Classes

- A. ~~May meet~~ Meet one day per week ~~within in any an~~ approved ~~three-hour schedule pattern~~ 50-minute ~~s per week, time period.~~
- B. ~~May meet~~ Meet ~~two days one day~~ per week ~~within in any approved two hour time period an approved three-hour schedule pattern~~ for eight weeks ~~(100 minutes per week).~~

### II. Two-Hour Classes

- A. ~~May meet~~ Meet ~~within any~~ approved three-hour class ~~pattern period~~ for ~~reduced time (100 minutes per week, total).~~
- B. ~~May meet one day per week in the time periods listed below:~~

<u>M or W</u>	<u>T or R</u>	<u>F</u>
8:00-9:50 AM	2:30-4:20 PM	2:00-3:50 PM
5:30-7:20 PM	5:30-7:20 PM	
7:30-9:20 PM	7:30-9:20 PM	

### III. Three-Hour Classes

- A. ~~may meet at~~ ~~within an approved schedule pattern any time~~ listed below ~~(150 minutes per week).~~
- B. ~~For classes using a single-day schedule pattern, a 150minute break is included in the times listed. :~~

<u>MWF</u>	<u>TR or WF</u>	<u>MW or TR or</u>	<u>F</u>
8:00-8:50 AM	<del>7:30-8:45 AM</del>	<u>WF</u>	<u>9:00-11:45 AM</u>
9:00-9:50 AM	<u>9:00-10:15 AM</u>	<u>7:30-8:45 AM</u>	<u>12:30-3:15 PM</u>
10:30-11:25 AM	<u>10:30-11:45 AM</u>	<u>9:00-10:15 AM</u>	
<del>11:00-11:50 AM</del>	12:00-1:15 PM	<u>10:30-11:45 AM</u>	
1:30-2:20 PM	<u>WF</u>	<u>AM</u>	<u>WEEKEND COLLEGE CLASSES</u>
<u>2:30-3:20 PM</u>	<u>12:00-1:15 PM</u>	1:30-2:45 PM	<u>S</u>
3:00-3:50 PM	<u>1:30-2:45 PM</u>	3:00-4:15 PM	9:00-11:45 AM
PM	<u>3:00-4:15 PM</u>	4:30-5:45 PM	12:30-3:15 PM
		6:00-7:15 PM	
		7:30-8:45 PM	
		9:00-10:15 PM	
<u>M or T or W or R or F</u>	<u>TWR</u>	<u>U</u>	
4:30-7:15 PM	<u>3:00</u>	<u>1:00-3:50 PM</u>	
6:00-8:45 PM	<u>3:50</u>	<u>4:00-6:50 PM</u>	
7:30-10:15 PM	<u>PM</u>		

### III.IV. Four-Hour Classes

- A. ~~May meet~~ Meet MTWR or TWRF ~~12:00-12:50 PM~~ within an approved three-hour schedule pattern for 200 minutes per week.
- B. ~~May meet~~ Meet ~~TWR 3:00-4:10 or TWRF 3:00-3:50~~
- C. ~~May meet in any approved five-hour class period for reduced time (200 min. total).~~
- D. ~~May meet two days per week in the time periods listed below:~~

<u>MW</u>	<u>TR</u>
8:00-9:50 AM	2:30-4:20 PM
5:30-7:20 PM	5:30-7:20 PM
7:30-9:20 PM	7:30-9:20 PM

### V. Eight Week Classes

- A. Meet within back-to-back approved schedule patterns to double the contact hours per week.
- B. Meet two days per week, within an approved single-day pattern, to double the contact hours per week.

**IV.VI. Five-Hour Classes Meeting Pattern Exceptions**

A. ~~May meet in any time period listed below:~~ The meeting patterns are based on classes scheduled for the entire semester, unless stated. Exceptions to the approved meeting times need approval by the Associate Vice Chancellor for Academic Programs and should align with the start time.

Daily (M-F)

~~8:00-8:50 AM  
9:00-9:50 AM  
11:00-11:50 AM  
1:30-2:20 PM  
3:30-4:20 PM~~

Others

~~MWF 10:00-10:50 and TR 10:30-11:20 AM  
MWF 1:30-2:20 and TR 1:30-2:20 PM  
MWF 2:30-3:20 and TR 3:00-3:50 PM  
TWR 12:00-1:05 PM  
TWR 3:00-4:05 PM~~

B. ~~May meet in any approved Weekend College time period by delaying ending time.~~

**CLASS SCHEDULING PATTERNS  
SIX WEEK SUMMER SESSIONS**

These patterns should be used for all classes, according to the number of contact hours for the class. Laboratory portions of a general class may be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

<b>A.</b>	<b>Weekday Classes</b>	<u>MTR (3 day option)</u>	MTWR (4 day option)
	<b>1. 3-hour classes</b>	7:30-9:50 AM 10:00 AM-12:20 PM 12:30-2:50 PM 3:00-5:20 PM 5:30-7:50 PM 8:00-10:20 PM	7:30-9:15 AM 10:00-11:45 AM 12:30-2:15 PM 3:00-4:45 PM 5:30-7:15 PM 8:00-9:45 PM
	<b>2. 4-hour classes</b>	<u>MTWR</u> 7:30-9:50 AM 10:00 AM-12:20 PM 12:30-2:50 PM 3:00- 5:20 PM 5:30- 7:50 PM 8:00-10:20 PM	
	<b>3. 5-hour classes</b>	<u>MTWRF</u> 7:30-9:50 AM 10:00 AM-12:20 PM 12:30-2:50 PM 3:00-5:20 PM 5:30-7:50 PM 8:00-10:20 PM	

- B. Weekend Classes** Must be listed as Summer I  
Will meet for eight weeks.  
Saturdays only, 9:00-11:45 AM and 12:45-3:30 PM

# CLASS SCHEDULING PATTERNS FALL AND SPRING SEMESTERS

last reviewed by Faculty Senate March 2017

document updated February 2023

These patterns should be used for all classes according to the number of contact hours for the class. Laboratory sections should be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

**No classes will be scheduled during the *FREE PERIOD* - Monday, 12:00-1:00 PM.**

## I. One-Hour Classes

- A. Meet one day per week within an approved three-hour schedule pattern for 50 minutes per week.
- B. Meet two days per week, within an approved three-hour schedule pattern for eight weeks (100 minutes per week).

## II. Two-Hour Classes

- A. Meet within an approved three-hour schedule pattern for 100 minutes per week.

## III. Three-Hour Classes

- A. Meet within an approved schedule pattern listed below (150 minutes per week).
- B. For classes using a single-day schedule pattern, a 15-minute break is included in the times listed.

<u>MWF</u>	<u>TR or WF</u>	<u>MW or TR or</u>	<u>F</u>
8:00 - 8:50 AM	12:00-1:15 PM	<u>WF</u>	9:00 – 11:45 AM
9:00 - 9:50 AM		7:30-8:45 AM	12:30-3:15 PM
10:30-11:20 AM		9:00-10:15 AM	
1:30-2:20 PM		10:30-11:45 AM	
3:00-3:50 PM		1:30-2:45 PM	
		3:00-4:15 PM	
		4:30-5:45 PM	
		6:00-7:15 PM	
		7:30-8:45 PM	
		9:00-10:15 PM	

## WEEKEND COLLEGE CLASSES

<u>M or T or W or R or F</u>
4:30-7:15 PM
6:00-8:45 PM
7:30-10:15 PM

<u>S</u>
9:00-11:45 AM
12:30-3:15 PM

## IV. Four-Hour Classes

- A. Meet MTWR or TWRF within an approved three-hour schedule pattern for 200 minutes per week.

## V. Eight Week Classes

- A. Meet within back-to-back approved schedule patterns to double the contact hours per week.
- B. Meet two days per week, within an approved single-day schedule pattern, to double the contact hours per week.

## VI. Meeting Pattern Exceptions

- A. The meeting patterns are based on classes scheduled for the entire semester, unless stated. Exceptions to the approved meeting times need approval by the Associate Vice Chancellor for Academic Programs, and should align with the start time.

## CLASS SCHEDULING PATTERNS SIX WEEK SUMMER SESSIONS

These patterns should be used for all classes, according to the number of contact hours for the class. Laboratory portions of a general class may be scheduled in unique patterns when necessary to provide optimum use of the laboratory.

- A. Weekday Classes**
- |           |                       |  |   |
|-----------|-----------------------|--|---|
|           |                       | <u>MTR (3 day option)</u>  | MTWR (4 day option)   |
| <b>1.</b> | <b>3-hour classes</b> | 7:30-9:50 AM<br>10:00 AM-12:20 PM<br>12:30-2:50 PM<br>3:00-5:20 PM<br>5:30-7:50 PM<br>8:00-10:20 PM                  | 7:30-9:15 AM<br>10:00-11:45 AM<br>12:30-2:15 PM<br>3:00-4:45 PM<br>5:30-7:15 PM<br>8:00-9:45 PM |
| <b>2.</b> | <b>4-hour classes</b> | <u>MTWR</u><br>7:30-9:50 AM<br>10:00 AM-12:20 PM<br>12:30-2:50 PM<br>3:00- 5:20 PM<br>5:30- 7:50 PM<br>8:00-10:20 PM |   |
| <b>3.</b> | <b>5-hour classes</b> | <u>MTWRF</u><br>7:30-9:50 AM<br>10:00 AM-12:20 PM<br>12:30-2:50 PM<br>3:00-5:20 PM<br>5:30-7:50 PM<br>8:00-10:20 PM  |   |
- B. Weekend Classes** Must be listed as Summer I  
Will meet for eight weeks.  
Saturdays only, 9:00-11:45 AM and 12:45-3:30 PM



MEMORANDUM

TO: Fort Wayne Senate

FROM: Deborah Bauer and Wylie Sirk, Co-Chair  
Faculty Affairs Committee

DATE: January 25, 2024

SUBJ: Formal Joint Appointment Policy Request

The Executive Committee has tasked the Faculty Affairs Committee with reviewing the question of whether to create a formal Joint Appointment policy for our campus. After discussion and review of similar policies at other universities, the Faculty Affairs Committee has concluded that at this time, no formal policy is necessary. Rather, we encourage colleges and schools who plan to hire a faculty member jointly to come to an agreement on a policy that works best for them, as the recent example of a joint appointment between the School of Education (SOE) and the College of Science (COS). See attached SR23-2.

In so doing, each division will follow SD 14-36, which states: “The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee”. Procedures for evaluation and promotion that include a role for the minority department will be based on the agreement by all parties.

---

Approving:	Not Approving:	Abstain:	Absent:	Non-Voting:
Deborah Bauer				Kimberly O’Connor
Hui Hanke				
Jay Johns				
Mark Jordan				
Promotes Saha				
Wylie Sirk				

MEMORANDUM

TO: Fort Wayne Senate

FROM: Wylie Sirk, Chair  
Faculty Affairs Committee

DATE: April 24, 2023

SUBJ: Joint Appointment Policy

The Faculty Affairs Committee approved on April 24, 2023 the attached documents regarding the Joint Appointment Policies from the School of Education and College of Science. The committee finds the attached documents requires no Senate review and this is for information only.

---

Approving:  
Bin Chen  
Aranzazu Pinan-Llam  
Hui Hanke  
Mark Jordan  
Wylie Sirk

Not Approving:

Abstain:

Absent:

Non-Voting:  
Marcia Dixon

# For addition to School of Education Governance Document

## V. FACULTY AND LECTURERS

### c. JOINT FACULTY APPOINTMENTS

Joint faculty **academic** appointments to one or more departments in the SOE shall be governed by a written agreement signed by both department chairs, their respective dean(s), and the faculty member, and amendable and/or dissolvable by all parties.

That agreement should explain:

1. The majority and minority department, and percentages of appointment.
2. Which department provides office space, clerical support, professional development funds, voting privileges, Senate apportionment, award eligibility, etc.
3. Teaching responsibilities to each department.
4. Research expectations of each department.
5. Service contributions and meeting attendance for each department.
6. **SD 14-36: "The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee"**. Procedures for evaluation and promotion that include a role for the minority department **based on the agreement by all parties**.

## COS

### **5.0 APPORTIONMENT, ELECTION, AND REPLACEMENT OF SENATORS**

#### **General Allocation**

Of the Senate seats allocated to the College, one shall be elected from each department and the remainder shall be distributed proportionally to departments rounding down to the nearest integer according to the number of voting faculty members as defined by the College of Science. If there are two or more departments of equal size, the final selection of Senators will be determined randomly.

Per SD98-16, the Dean is an additional member of the Senate.

Names of incoming Senators shall be reported by the chair of the Strategic and Innovations Committee to the Senate Secretary by March 1.

#### **Vacancies**

If a seat is being vacated, it shall be filled by a member of the same department as the faculty member who is vacating the seat.

### **6.0 NOMINEES FOR CAMPUS PROMOTION AND TENURE COMMITTEE**

Four COS nominees for the Campus Promotion and Tenure Committee shall be elected by preferential ballot, at least two of whom shall be full professors. The ballot shall identify each candidate's academic rank. If the College has more than three Senior Lecturers, then at least one nominee shall be a Senior Lecturer. Nominees shall be faculty who have served on the Promotion and Tenure Committee at the college level.

### **7.0 JOINT FACULTY APPOINTMENTS**

Joint faculty academic appointments involving one or more departments in the College of Science shall be governed by a written agreement signed by both department chairs, their respective dean(s), and the faculty member, and amendable and/or dissolvable by all parties. Any joint appointment agreement should be consistent with applicable existing policies and should explain:

- The majority and minority department, and percentages of appointment.
- Which department provides office space, clerical support, professional development funds, voting privileges, Senate apportionment, award eligibility, etc.
- Teaching responsibilities in each department.
- Research expectations in each department.
- Service contributions and meeting attendance in each department.

- Procedures for evaluation and promotion that include a role for the minority department based on the agreement by all parties so that the joint appointment is in accord with SD 14-36 which states: “The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee”.

## **8.0 AMENDMENTS AND PROPOSALS**

Amendments to the Governance Document or College policies, such as promotion and tenure, shall be subject to a vote of the Faculty, as coordinated by the Strategic and Innovations Committee. A final vote will take place by a secret ballot sent to all voting faculty. Consent by two-thirds of the respondents is required.

Proposals for amendments or new policies may be requested by a petition from the Faculty if it is signed by at least twenty percent of the Faculty. Such a referendum must be directed to the chair of the Strategic and Innovations Committee who shall subject it to a vote of the Faculty in accordance with the rules stated in the previous paragraph.

The results of Faculty votes shall be transmitted to the Faculty within 7 days of the deadline to vote.

Votes of the whole faculty may take place electronically.

Approved December 3, 2020

Amended April 9, 2021

Amended April 18, 2022