

FORT WAYNE SENATE AGENDA
MONDAY
April 12, 2021
12:00 P.M., Via Webex

1. Call to order
2. Approval of the minutes of March 15 and March 22
3. Acceptance of the agenda – B. Buldt
4. Reports of the Speakers of the Faculties
 - a. IFC Representative – P. Dragnev
 - b. Deputy Presiding Officer – N. Younis
5. Report of the Presiding Officer – J. Toole
6. Special business of the day
7. Unfinished business
8. Committee reports requiring action
 - a. Faculty Affairs Committee (Senate Document SD 20-26) – H. Di
 - b. Faculty Affairs Committee (Senate Document SD 20-27) – H. Di
 - c. Faculty Affairs Committee (Senate Document SD 20-41) – H. Di
 - d. Executive Committee (Senate Document SD 20-35) – B. Buldt
 - e. Executive Committee (Senate Document SD 20-42) – B. Buldt
 - f. Executive Committee (Senate Document SD 20-43) – B. Buldt
 - g. Educational Policy Committee (Senate Document SD 20-40) – S. Hanke
 - h. Educational Policy Committee (Senate Document SD 20-37) – S. Hanke
 - i. Executive Committee (Senate Document SD 20-44) – B. Buldt
 - j. Executive Committee (Senate Document SD 20-33) – B. Buldt
 - k. Executive Committee (Senate Document SD 20-45) – B. Buldt
9. Question time
 - a. (Senate Reference No. 20-32) – J. Badia
 - b. (Senate Reference No. 20-41) – G. Schmidt
 - c. (Senate Reference No. 20-42) – S. Carr
10. New business
11. Committee reports “for information only”
 - a. Curriculum Review Subcommittee (Senate Reference No. 20-34) – S. LeBlanc
 - b. Curriculum Review Subcommittee (Senate Reference No. 20-35) – S. LeBlanc
 - c. Curriculum Review Subcommittee (Senate Reference No. 20-36) – S. LeBlanc
 - d. Graduate Subcommittee (Senate Reference No. 20-37) – S. Johnson
 - e. Educational Policy Committee (Senate Reference No. 20-38) – S. Hanke

- f. University Resources Policy Committee (Senate Reference No. 20-39) – G. Schmidt
- g. University Resources Policy Committee (Senate Reference No. 20-40) – G. Schmidt
- h. Executive Committee (Senate Reference No. 20-43) – B. Buldt
- i. Executive Committee (Senate Reference No. 20-44) – B. Buldt

12. The general good and welfare of the University

13. Adjournment*

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

Attachments:

- “College of Liberal Arts Promotion and Tenure Documents” (SD 20-26)
- “College of Sciences Promotion and Tenure Documents” (SD 20-27)
- “Tenure-track Faculty with COVID Extension May Use P&T Criteria Under Which They Were Hired” (SD 20-41)
- “SOE Senate Apportionment and Election of Senators/Committee Vacancies” (SD 20-35)
- “Representation on PUWL Bodies (Change to the Bylaws)” (SD 20-42)
- “Representation on the PFW Space Committee (Change to the Bylaws)” (SD 20-43)
- “Policy for Meeting Requirements of Major, Minors, Concentrations, and Certificates to Apply for Graduation” (SD 20-40)
- “Revision of Student Code of Rights, Responsibilities and Conduct” (SD 20-37)
- “New Business (Change to the Bylaws)” (SD 20-44)
- “Resolution to Map Out the Levels of Shared Governance” (SD 20-33)
- “Request to Re-authorize the Ad-hoc Committee Established by SD 20-34 for the Next AY” (SD 20-45)
- “Question Time – re: Locks on Classrooms” (SR No. 20-32)
- “Question Time – re: ODMA Staffing” (SR No. 20-41)
- “Question Time – re: Stimulus Act Funds” (SR No. 20-42)
- “School of Music Addition of Guitar Concentration” (SR No. 20-34)
- “Department of English and Linguistics Teaching Addition of Language Arts as Concentration” (SR No. 20-35)
- “Department of English and Linguistics Teaching English as New Language” (SR No. 20-36)
- “Post-Baccalaureate Certificate in Nonprofit Management” (SR No. 20-37)
- “Request for Review of Policy Regarding Dual Level Courses” (SR No. 20-38)
- “LTL Bonus Compensation (2020)” (SR No. 20-39)
- “Purdue Fort Wayne Space Management Policies and Procedures Policies” (SR No. 20-40)
- “New Business Guidelines” (SR No. 20-43)
- “Initial Report on Creating a “Fall Opening Task Force”” (SR No. 20-44)

MEMORANDUM

TO: Fort Wayne Senate

FROM: Talia Bugel, Chair
Faculty Affairs Committee

DATE: March 25, 2021

SUBJ: College of Liberal Arts Promotion and Tenure documents

WHEREAS, Fort Wayne Senate Document 14-36 states that “Purdue Fort Wayne and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure”; and

WHEREAS, Senate Document 19-25 approved the creation of a College of Liberal Arts; and

WHEREAS the College of Liberal Arts has developed its own Promotion and Tenure document to guide the process for tenure-track, tenured, clinical and lecturer faculty;

BE IT RESOLVED, that the Fort Wayne Senate approve the following Promotion and Tenure document submitted by the College of Liberal Arts.

Approved	Opposed	Abstentions	Absent members	Non-Voting
Talia Bugel Bin Chen Dong Chen Hui Di John Egger Donna Holland				Marcia Dixson

12.0 PROCEDURES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 14-36 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1.4) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.2.1). The College faculty adopts Senate Document SD 14-35, SD 18-15, and SD 19-9 as College guiding principles regarding promotion and tenure. The following section of the College Governance Document is subordinate to Senate legislation, and revisions to this section require Senate approval.

12.1 Candidates and Their Cases

12.1 Each Assistant Professor must be considered for tenure not later than during the penultimate year of the probationary period. Faculty who are candidates for promotion (but not tenure) may submit a case whenever they are eligible for promotion. That case must be considered according to university policies and procedures.

12.1.2 Each candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to applicable guidelines and schedules. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in the appropriate folder but is not considered part of the case. The candidate shall determine the content of the case and the supporting documentation. No change in the case or the supporting documentation may be made without the consent of the candidate. Updates can be added to the case, but not new information. Each decision level decides if evidence submitted after department level can be included and reviewed at that level.

12.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee:

12.2.1 The department committee, whose composition and functions shall be established according to a procedure adopted by the Faculty of the department and approved by the Liberal Arts Faculty, subject to Senate review. The majority of faculty on the department committees must be of the same or higher rank to which the candidate aspires. All lecturers, tenured or tenure-track members of the department should be consulted and may comment about each case for promotion and/or tenure. This consultation will not be part of the record of the case; the actual department committee is the final deciding body.

12.2.1.1 In the case of Lecturer promotion cases, the department committee should include a faculty member deemed the equivalent of a department's "head for teaching and learning," one or more faculty with teaching responsibility in the same general area and one or more Senior Lecturers. Senior Lecturers may join an existing committee for the sole purpose of voting on the Senior Lecturer case(s).

12.2.1.2 If fewer than three faculty are eligible in the department to serve on the committee, the department chair submits a list of candidates to the dean of the college, who appoints the appropriate faculty member(s) to the committee.

12.2.1.3 The chair will be elected by the committee from within its membership.

12.2.1.4 The chair of the department may not serve on the department committee or attend meetings.

12.2.1.5 The letter appointing a faculty member to more than one academic unit shall identify that department whose promotion and tenure process shall apply to the appointee.

12.2.1.6 The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter.

12.2.2 The department chair. (Promotion and/or tenure cases of department chairs proceed directly from the department committee to the College committee.)

12.2.3 The College of Liberal Arts Promotion and Tenure Committee, comprising five tenured Voting Faculty members. When necessary, two Senior Lecturers will serve on the Promotion and Tenure Committee for the sole purpose of reviewing cases for promotion to Senior Lecturer.

12.2.3.1 Terms shall be two years. Committee members cannot serve on the promotion and tenure committee for more than two consecutive years.

12.2.3.2 Five members of the Voting Faculty will be nominated and elected for the College's initial seating of the College's Promotion and Tenure Committee. Three members will be nominated and elected to serve a two-year term. Two members will be nominated and elected to a one-year term so as to stagger committee membership in future years.

12.2.3.3 Nominees must have prior experience at the department level. If a department has fewer than three tenured Faculty members eligible to serve, the department may choose to submit no nominee. Department chairs or program directors whose departments have pending tenure or promotion cases and members of the campus promotion and tenure committee are ineligible to serve. The ballot shall identify each candidate's department, rank, and tenure status. At least two candidates should optimally have the rank of Full Professor. The dean may not serve as a committee member nor attend College committee meetings as an observer. When necessary, the Nominations and Elections Committee will also call for nominations for two Senior Lecturers to serve on the Promotion and Tenure Committee.

12.2.3.4 The committee shall choose a chair from among its voting members. The first meeting shall be called by the Dean.

12.2.3.5 Each candidate may select from among the tenured, tenure-track, or lecturer faculty a nonvoting representative who will be available to answer questions pertaining to the case. The representative will have the option of making an opening statement. The representative is bound by the same rules of confidentiality as committee members and shall withdraw before the committee's vote is taken. A candidate may not act as the representative before the committee, nor shall a committee member to committee members.

12.2.3.6 Each case is to be duplicated (electronically or in print) in full and distributed to all committee members by the committee chair. The supporting documentation is to be maintained in confidence.

12.2.4 The Dean of the College of Liberal Arts. (The Dean's promotion and/or tenure case proceeds directly from the College committee to the campus committee).

12.2.4.1 The Dean of the College of Liberal Arts will adhere to the primary tasks laid out for the chief

academic officer of the college in SD 14-36, or its successor document.

12.2.4.2 The Dean's Letter of Recommendation will be guided by instructions in SD 14-36, or its successor document.

12.3 Operation of Committees

12.3.1 The committees at the department and college levels will follow senate procedures laid out in SD 14-36, or its successor document.

12.3.2 The administrator or committee chair at each level shall inform the candidate in writing of the recommendation and vote on the nomination, with a statement of the reasons therefor, by the time the case is sent forward. The administrator or committee chair shall also send to the previous level(s) a copy of the recommendation and statement of reasons. When the vote is not unanimous, a written statement stipulating the majority opinion and minority opinion must be included. The candidate may submit a written response to the statement to the committee chair within 7 calendar days of the date of the recommendation; this response must proceed with the case. At the same time the case is sent forward to the next level, the committee chair shall also send a copy of the recommendation and statement of reasons, and the candidate's response, if any, to the department chair and the department promotion and tenure committee chair. The committee chair shall distribute copies to committee members.

12.3.3 All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. When a committee member must step down due to an extreme personal emergency, the Nominations and Elections Committee shall find a replacement for the remainder of that committee member's term using a process similar to the one for electing committee members to full terms.

12.3.4 All cases except tenure cases in the penultimate year may be withdrawn by the candidate at any stage.

12.3.5 The substantive evaluation of a candidate's qualifications shall occur primarily at the department level. The college committee shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.

12.3.6 When a candidate has been nominated for both promotion and tenure, separate committee votes shall be taken for each change of status, and separate rationales provided when the votes are not identical. Separate recommendations on each change of status shall similarly be supplied by the department chair and Dean.

12.3.7 Committee members shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. Any committee member who recuses her/himself shall leave the room during the discussion of that case.

12.3.8 The Committee writes a letter of recommendation from the College committee based on the

committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

12.4 Individual Participation

12.4.1 No candidate shall serve on any promotion and tenure committee, nor shall any candidate make a recommendation on his or her own case.

12.4.2 The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before the College Committee.

12.5 Selection of the Liberal Arts Nominees for the Purdue Fort Wayne Campus Committee.

For the campus committee, the Voting Faculty shall elect by preferential ballot five nominees, at least two of whom shall be full professors and one of whom must be a senior lecturer. The ballot shall identify each candidate's academic rank.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Talia Bugel, Chair
Faculty Affairs Committee

DATE: March 25, 2021

SUBJ: College of Sciences Promotion and Tenure documents

WHEREAS, Fort Wayne Senate Document 14-36 states that “Purdue Fort Wayne and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure”; and

WHEREAS, Senate Document 19-25 approved the creation of a College of Science; and

WHEREAS the College of Sciences has developed its own Promotion and Tenure document to guide the process for tenure-track, tenured, clinical and lecturer faculty;

BE IT RESOLVED, that the Fort Wayne Senate approve the following Promotion and Tenure document submitted by the College of Sciences.

Approved	Opposed	Abstentions	Absent members	Non-Voting
Talia Bugel Bin Chen Dong Chen Hui Di John Egger Donna Holland				Marcia Dixson

College of Science, Purdue University Fort Wayne
Principles and Procedures for Promotion and Tenure

1.0 GUIDING PRINCIPLES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 14-36 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1.4) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.2.1). The College faculty adopts Senate Documents SD 14-35, 14-36, 18-15, 19-9, 19-13, and 19-22 as College guiding principles regarding promotion and tenure. The procedures described in this document are subordinate to Senate legislation, and revisions to this section require Senate approval.

2.0 PROCEDURES FOR PROMOTION AND TENURE

2.1 Candidates and Their Cases

Each assistant professor must be considered for tenure not later than during the penultimate year of the probationary period. Faculty who are candidates for promotion (but not tenure) may submit a case whenever they are eligible for promotion. That case must be considered according to university policies and procedures.

Each candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to applicable guidelines and schedules. The candidate must identify criteria documents to be used. These criteria must have been in effect sometime during the six years before submission of the case. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in the appropriate folder but is not considered part of the case. The candidate shall determine the content of the case and the supporting documentation. No change in the case or the supporting documentation may be made without the consent of the candidate. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. Each decision level decides if evidence submitted after department level can be included and reviewed at that level.

2.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee. Each decision level forwards a letter only, with no attachments.

2.2.1 Department Promotion and Tenure Committee

The composition and functions of the department committee shall be established according to a procedure adopted by the faculty of the department and approved by the Strategic and Innovations Committee, subject to Senate review. In establishing their committees, departments should be guided by two principles: first, that all lecturer, clinical, tenured, or tenure-track members of the department have the opportunity to read and give feedback on each case for promotion and/or tenure but feedback from faculty not on the committee does not become part of the case, and second, that the majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.

If, by established departmental criteria, fewer than three tenured persons, or in cases of promotion to associate or full clinical professor, no associate clinical or full clinical professors, or, in cases of promotion to senior lecturer, no senior lecturer, are eligible to serve on the department committee, the department shall submit to the Dean the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Dean shall appoint enough faculty members to bring the committee membership to between three and five.

Members of the committee shall elect a chair. The Chair of the department may not serve on the department committee or attend its meetings.

If a faculty member is appointed to more than one academic unit, the letter of appointment shall identify that department whose promotion and tenure process shall apply to the appointee.

In the case of lecturer promotion cases, the department committee should include a faculty member who has a focus on teaching excellence, one or more faculty with teaching responsibility in same general area as the candidate, and one or more senior lecturers. Senior lecturers may join an existing committee for the sole purpose of voting on the senior lecturer case(s).

The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter. The letter shall state and explain the recommendation of the committee.

2.2.2 Department Chair (Promotion and/or tenure cases of department chairs shall proceed directly from the department committee to the College committee)

The department chair reviews the case based on department criteria, reviews how well the process adheres to procedures, reviews the committee recommendation, and writes a letter in which the Chair's own recommendation is made. The letter should address agreement/disagreement with the committee's recommendation.

2.2.3 College Promotion and Tenure Committee

The college committee shall comprise one tenured faculty member from each department who is a voting faculty member (as defined in the College Governance Document). These members shall participate in discussion and vote on all promotion and/or tenure cases. In addition, one senior lecturer shall be selected at large from the College who will only participate in discussion of and vote on cases for promotion to senior lecturer and one associate clinical or full clinical faculty member shall be selected at large from the College who will only participate in discussion of and vote on cases for promotion of clinical faculty. The committee shall elect a chair.

If, by established college criteria, there are not enough eligible promoted clinical faculty members to serve on the committee, the Dean shall solicit the names of clinical faculty members from other departments and select one deemed suitable to serve on the committee. If, by established college criteria, there are not enough eligible senior lecturers to serve on the committee, the Dean shall solicit the names of senior lecturers from other colleges and select one deemed suitable to serve on the committee.

Terms shall be two years and staggered. Each year three tenured faculty committee members shall be elected as needed to maintain representation from each department in accord with the conditions described above. Every other year, a senior lecturer and

promoted clinical faculty member shall be elected. In years when a senior lecturer or promoted clinical faculty member must be elected to the committee, each department may also nominate one of its senior lecturers or promoted clinical faculty members. Committee members whose terms have expired cannot serve on the promotion and tenure committee in the subsequent academic year. Department chairs or program directors whose departments have pending tenure or promotion cases and members of the campus promotion and tenure committee are ineligible to serve. The Dean may not serve as a committee member nor attend College committee meetings as an observer.

In the 2021-22 academic year, the Strategic and Innovations Committee will randomly determine which three departments will have members that serve one-year terms. Because this clause only deals with an initial staggering of member terms, it will be voided and expunged after December 31, 2022.

Each candidate may select from among the tenured, tenure-track, clinical, or lecturer faculty a nonvoting representative who will be available to answer questions pertaining to the case. The representative will have the option of making an opening statement. The representative is bound by the same rules of confidentiality as committee members and shall withdraw before the committee's vote is taken. A candidate may not act as the representative before the committee, nor shall a committee member act as representative.

All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. In the case of a tie vote, the committee should deliberate to the fullest extent possible in order to resolve the tie if at all possible. In the event the committee cannot resolve the tie, a tie vote will be interpreted to be a committee recommendation in favor of the candidate in recommending promotion and/or tenure.

When a committee member must step down due to an extreme personal emergency, the department will select a replacement to carry out the remainder of that committee member's term.

2.2.4 Dean of the College (The Dean's promotion and/or tenure case shall proceed directly from the College committee to the campus committee.)

The Dean shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. If the Dean questions a decision of a lower level, the Dean may review the case based on department criteria.

The Dean will forward a recommendation letter to the campus committee except in the case of promotion to senior lecturer, which will progress from the Dean to the Vice Chancellor for Academic Affairs.

2.3 Operation of Committees

The administrator or committee chair at each level shall inform the candidate in writing of the recommendation and vote on the nomination, with a statement of the reasons for the positions taken, by the time the case is sent forward. When the vote is not unanimous, a written statement stipulating the majority opinion and minority opinion must be included. The candidate may submit a written response to the

statement to the committee chair within 7 calendar days of the date of the recommendation; this response must proceed with the case. At the same time the case is sent forward to the next level, the committee chair shall also send a copy of the recommendation and statement of reasons, and the candidate's response, if any, to the department chair and the department promotion and tenure committee chair. The committee chair shall distribute copies to committee members.

All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair of the committee. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. When a college committee member must step down due to an emergency, the department of the person who stepped down shall find a replacement.

All cases except tenure cases in the penultimate year may be withdrawn by the candidate at any stage.

The substantive evaluation of a candidate's qualifications shall occur primarily at the department level. The college committee shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.

When a candidate has been nominated for both promotion and tenure, separate committee votes shall be taken for each, and separate rationales provided when the votes are not identical. Separate recommendations on promotion and tenure shall similarly be supplied by the department chair and Dean.

Committee members shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. Any committee member who recuses her/himself shall leave the room during the discussion of that case.

The college committee writes a letter of recommendation based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

2.4 Individual Participation

No candidate shall serve on any promotion and tenure committee, nor shall any candidate make a recommendation on his or her own case. Only tenured faculty may vote on cases for associate professor or professor.

The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before the college committee.

The department level excepted, members of a promotion and tenure committee must have prior experience at a lower level of process.

The Dean and department chair who have written recommendation letters must recuse

themselves from voting in higher level committees.

2.5 Third-Year Review

Policy regarding third-year review is established at the department level and must be consistent with SD 14-36.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Talia Bugel, Chair
Faculty Affairs Committee

DATE: March 23, 2021

SUBJ: Tenure-track faculty with COVID extension may use P&T criteria under which they were hired.

WHEREAS, the Fort Wayne Senate Document 14-36 states in 3.1. that “The candidate must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the six years preceding the submission of the case”; and

WHEREAS, OAA Memorandum No, 20-12 dated September 28, 2020 states that “Any probationary tenure-track faculty serving during the COVID pandemic (currently spring semester 2020 through spring semester 2021, inclusive) is eligible for a one-time, one-year extension to their probationary period”;

BE IT RESOLVED, that the Fort Wayne Senate make the following changes to SD 14-36:

3.1. The candidate must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the six years preceding the submission of the case. **Tenure-track faculty approved to use the one-year extension due to the pandemic may elect to adopt the P&T criteria that they were hired under.**

Approved	Opposed	Abstentions	Absent members	Non-Voting
Talia Bugel Bin Chen Dong Chen Hui Di John Egger Donna Hollan				Marcia Dixson

TO: Fort Wayne Senate

FROM: School of Education Faculty Affairs Committee

DATE: February 25, 2021

SUBJ: SOE Senate Apportionment and Election of Senators/Committee Vacancies

WHEREAS, the voting faculty of the future School of Education has approved by majority vote section II.F of the new School governance document, which described the allocation of Senate representatives, and

WHEREAS, the section of the School of Education governance document on Senate apportionment is attached,

BE IT RESOLVED, that the Fort Wayne Senate express its support for the School of Education procedures for apportionment, and

BE IT FURTHER RESOLVED, that approval of the apportionment procedures is contingent on approval of the establishment of the School of Education at Purdue University Fort Wayne by the Purdue University Board of Trustees.

**School of Education, Purdue University Fort Wayne
Faculty Governance Document
Section on Senate Apportionment**

II.F Senate Apportionment, Election, and Replacement

Purdue University Fort Wayne Senate allocation is determined by the ratio of one (1) Senator for every six (6) voting faculty within the School. In the School of Education each department is allotted at least one (1) Senate representative to be selected by the department, regardless of the number of voting faculty. If there are additional allotted Senators, then at-large Senate representatives would be elected from the voting faculty of the School in a process led by the Faculty Governance Committee.

A representative for each of the three subcommittees for the Senate will be filled at the School level: Curriculum Review Subcommittee, Academic Computing and Information Technology Advisory Subcommittee, and Graduate Subcommittee. The Faculty Governance Committee will coordinate the election of the members on the 3 subcommittees when vacancies occur.

MEMORANDUM

TO: Fort Wayne Senate
FROM: B. Buldt
Chair, Executive Committee
DATE: April 1, 2021
SUBJECT: Representation on PUWL Bodies (Change to the Bylaws)

WHEREAS, the Purdue Fort Wayne (PFW) campus is afforded representation in several entities on the Purdue West Lafayette (PWL) campus, including its Senate, [Undergraduate Curriculum Council](#), and faculty [Sustainability Committee](#); and

WHEREAS, the Executive Committee was only recently informed of PFW's eligibility to send representation to the PWL Undergraduate Curriculum Council and faculty Sustainability Committee; and

WHEREAS, there is nothing currently in the Bylaws stating how individuals might be selected to serve on those committees; and

WHEREAS, the Executive Committee believes that it is important to update the Bylaws to permit such representation to be sent to all appropriate PWL institutions; and

WHEREAS, the election for the PFW representative to the Purdue Senate should be conducted at the same time as other PFW elections; and

WHEREAS, vacancies in the position of PFW representative to the Purdue Senate should be open to all members of the Voting Faculty, not just Senators; and

WHEREAS, the PFW representative to the Purdue Senate should be able to consult with as broad of a group of PFW faculty as possible;

BE IT RESOLVED, that Section 7 of the Bylaws be repealed and replaced with the provisions listed below under "New Language".

Current Section 7 Language

7. PFW REPRESENTATIVE IN THE PURDUE UNIVERSITY SENATE

7.1. Qualifications

7.1.1. The PFW Representative in the Purdue University Senate (hereinafter referred to as the "Purdue Senator") shall be a tenured member of the Voting Faculty.

7.1.2. The Purdue Senator's teaching schedule must allow for attendance at the monthly meetings of the Purdue University Senate.

7.2. Term of Office and Method of Election

7.2.1. The Purdue Senator shall be elected by the Voting Faculty to a three-year term. Elections shall be conducted prior to February 1, with the term of office to commence with the fall Senate following election. The Purdue Senator may not serve more than two consecutive terms.

7.2.2. In the event that the Purdue Senator vacates the position before the completion of a term, the Fort Wayne Senate shall elect a member of the Senate to serve for the remainder of the academic year. An election shall be conducted to identify a permanent replacement to complete any remaining years in the term.

7.3. Responsibilities

7.3.1. The Purdue Senator shall represent the faculty of PFW in the Purdue University Senate. In doing so, the Purdue Senator should:

7.3.1.1. Disseminate information about the deliberations and activities of the Purdue University Senate to the PFW faculty;

7.3.1.2. Take steps to understand the views of PFW faculty on these deliberations and activities;

7.3.1.3. Present the views of PFW faculty to the Purdue University Senate.

7.3.2. The Purdue Senator shall also represent the PFW faculty on the Intercampus Faculty Council (IFC). The Purdue Senator will serve on IFC in conjunction with a Speaker of the Faculty.

7.3.3. The Purdue Senator shall annually report to the Fort Wayne Senate on the deliberations and activities of the Purdue University Senate. The Purdue Senator may also report to the Senate, or seek guidance from the Faculty Leaders, Executive Committee, or the full Senate, at any point during the academic year as circumstances warrant.

New Language

7. PFW REPRESENTATIVES TO PURDUE WEST LAFAYETTE (PWL) INSTITUTIONS

7.1. Purdue Senate

7.1.1. The PFW Representative in the Purdue University Senate (hereinafter referred to as the “Purdue Senator”) shall be a tenured member of the Voting Faculty whose teaching schedule must allow for attendance at the monthly meetings of the Purdue University Senate.

7.1.2. The Purdue Senator shall be elected by the Voting Faculty to a three-year term with the term of office to commence with the fall Senate following election. The Purdue Senator may not serve more than two consecutive terms. In the event that the Purdue Senator vacates the position before the completion of a term, the Fort Wayne Senate shall elect a tenured member of the Voting Faculty to serve for the remainder of the academic year. If there is any time remaining in the term at the end of that academic year, a special election will be held among the Voting Faculty to select a replacement to complete that term.

7.1.3. The Purdue Senator shall represent the PFW Faculty in the Purdue University Senate. In doing so, the Purdue Senator should disseminate information about the deliberations and activities of the Purdue University Senate to the PFW faculty, take steps to understand the views of PFW faculty on these deliberations and activities, and present the views of PFW faculty to the Purdue University Senate.

7.1.4. The Purdue Senator shall also represent the PFW Faculty on the Intercampus Faculty Council (IFC). The Purdue Senator will serve on IFC in conjunction with a Speaker of the Faculty.

7.1.5. The Purdue Senator shall annually report to the Fort Wayne Senate on the deliberations and activities of the Purdue University Senate. The Purdue Senator may also report to the Senate, or seek guidance from the Faculty Leaders, Executive Committee, full Senate, or members of the Faculty at any point during the academic year as circumstances warrant.

7.2. Sustainability Committee

7.2.1. The PFW faculty representative to the PWL faculty Sustainability Committee shall be a member of the Voting Faculty elected by the Voting Faculty to a three-year term starting on the first day of the fall semester following election. Vacancies in this position shall be filled for the remainder of the academic year by the Fort Wayne Senate, with a special election for the remainder of that term to be held among the Voting Faculty at the end of the academic year if any time remains in that term. The faculty representative shall report to the Senate on the activities of the Sustainability Committee at least once per academic year.

7.2.2. At the request of the Presiding Officer of the PFW Senate, the PFW student representative to the PWL faculty Sustainability Committee shall be selected by the PFW student government. This student representative shall serve a one-year term dating from the first day of regular fall classes. Vacancies in this position shall be filled by the PFW student government at the request of the Presiding Officer of the PFW Senate.

7.3. Undergraduate Curriculum Council: The PFW representative to the PWL Undergraduate Curriculum Council shall be a member of the Voting Faculty elected by the Voting Faculty to a three-year term starting on the first day of the fall semester following election. Vacancies in this position shall be filled for the remainder of the academic year by the Fort Wayne Senate, with a special election for the remainder of that term to be held among the Voting Faculty at the end of the academic year if any time remains in that term. The representative shall report to the Senate on the activities of the Undergraduate Curriculum Council at least once per academic year.

MEMORANDUM

TO: Fort Wayne Senate
FROM: B. Buldt
Chair, Executive Committee
DATE: April 1, 2021
SUBJECT: Representation on the PFW Space Committee (Change to the Bylaws)

WHEREAS, faculty oversight of space allocation on PFW's campus is one of the responsibilities of the University Resources Policy Committee (URPC) according to Section 5.3.5.2.1.1 of the Senate Bylaws ("Consideration of such matters as planning and optimal utilization of the physical facilities of the university..."); and

WHEREAS, Senate Document SD 16-22 amended the Bylaws to require that the then-newly created faculty representative to the campus' Space Allocation Committee (now Space Committee) provide a report to the URPC each semester (Section 5.3.5.2.1.5.6: "The University Resources Policy Committee shall receive a brief report from the Voting Faculty representative to the campus Space Allocation Committee each semester."); and

WHEREAS, SD 16-22 did not otherwise codify the Space Committee faculty representative's position; and

WHEREAS, no election for the faculty representative's position was held when its initial term expired in Spring 2019; and

WHEREAS, this oversight was likely the result of there being an insufficient record in the Bylaws of this position's existence; and

WHEREAS, the Executive Committee has recently become aware of this issue and wishes to address it; and

WHEREAS, the Bylaws section dealing with the responsibilities of the URPC is partially mislabeled;

BE IT RESOLVED, that Section 5.3.5.2 of the Senate Bylaws be renumbered and amended in the manner elucidated below.

5.3.5.2. Responsibilities:

5.3.5.2.1. The University Resources Policy Committee shall be concerned with, but not limited to:

5.3.5.2.1.1. Consideration of such matters as planning and optimal utilization of the physical facilities of the university, including buildings, the library, scientific and other equipment, and educational aids;

5.3.5.2.1.2. Staff needs, utilization and planning;

5.3.5.2.1.3. Interdepartmental and interinstitutional cooperation for improved facilities and staff utilization;

5.3.5.2.1.4. Nonacademic planning, including architecture, landscaping, parking, and traffic.

~~5.3.5.2.2~~ ~~5.3.5.2.1.5~~. The University Resources Policy Committee shall delegate analysis of and recommendations for:

~~5.3.5.2.2.1~~ ~~5.3.5.2.1.5.1~~. Present and evolving information technology needs in support of the mission of the university to an Academic Computing and Information Technology Advisory Subcommittee established by the University Resources Policy Committee;

~~5.3.5.2.2.2~~ ~~5.3.5.2.1.5.2~~. Budgetary matters to the Budgetary Affairs Subcommittee established by the University Resources Policy Committee;

~~5.3.5.2.2.3~~ ~~5.3.5.2.1.5.3~~. Revenue policy to the Revenue Subcommittee established by the University Resources Policy Committee;

~~5.3.5.2.2.4~~ ~~5.3.5.2.1.5.4~~. Policies and procedures for library collections, facilities, and operations to the Library Subcommittee;

~~5.3.5.2.2.5~~ ~~5.3.5.2.1.5.5~~. Advancement at PFW to the University Advancement Advisory Subcommittee established by the University Resources Policy Committee.

~~5.3.5.2.3~~ ~~5.3.5.2.1.5.6~~. The University Resources Policy Committee **shall oversee the faculty representative to the campus Space Committee. This representative shall be a member of the Voting Faculty elected by the Voting Faculty and serve a three-year term beginning one week prior to the start of regular fall classes following election. The University Resources Policy Committee shall, subject to Senate ratification, fill any vacancy in this position for the remainder of the academic year. Should any time remain in the vacated representative's term at the end of the academic year, a special election among the Voting Faculty shall be held to select a member of the Voting Faculty to complete that term. The representative to the Space Committee shall periodically report on its activities to the University Resources Policy Committee, which shall update the Senate on those activities at least once each academic year.** ~~receive a brief report from the Voting Faculty representative to the campus Space Allocation Committee each semester.~~

MEMORANDUM

TO: Fort Wayne Senate
FROM: Steven A. Hanke, Chair of the Educational Policy Committee
DATE: 3/15/2021
SUBJ: Policy for Meeting Requirements of Major, Minors, Concentrations, and
Certificates to Apply for Graduation

WHEREAS, The Bylaws of the Senate provide (5.3.3.2.1.) that the Educational Policy Committee shall be concerned with “general curriculum standards”; and

WHEREAS, undergraduate and graduate students may have previously selected majors, minors, concentrations, and/or certificates that are recorded in the student information system and degree audits and are no longer being pursued or will not be completed by the graduation term of application; and

WHEREAS, students should request removal of majors, minors, concentrations, and/or certificates that they are no longer pursuing or will be unable to complete by the graduation term of application; and

WHEREAS, there are Course Program of Study implications for students removing elements of a plan of study that cannot be completed by the graduation term of application within that term of graduation; and

WHEREAS, the following policy is supported by the PFW Director of Graduate Studies, PFW Director of Financial Aid and PFW Business-Analyst-Degree Audit;

BE IT RESOLVED, That the following be included in the PFW catalogs, “When applying for graduation, students should ensure they have met or will meet by the date of their graduation all the curricular requirements for the list of majors, minors, concentrations, and certificates with which they are applying to graduate. Changing curricular records during the graduation term of application may affect state or Federal financial aid awards”; and

BE IT FURTHER RESOLVED, that if the student fails to remove academic pursuits they cannot complete by the graduation date, the Registrar will remove those academic pursuits in consultation with the student’s academic department(s) and/or advisor(s).

Approved

Hosni Abu-mulaweh
Steven Hanke
Donna Holland
Shannon Johnson
Kate White

Opposed

Abstention

Absent

Stacy Betz

Non-Voting

Cheryl Hine
Teri Swim

MEMORANDUM

TO: Fort Wayne Senate
FROM: Steven A. Hanke, Chair of the Education Policy Committee
DATE: 2/26/2021
SUBJ: Endorsement and Revision of Student Code of Rights, Responsibilities and Conduct

WHEREAS, Part VI. C. 1. Amendments, of the Student Code of Rights, Responsibilities and Conduct (hereinafter Code) states that any proposed amendments to the Code shall be submitted to the Faculty Senate for review and comment before adoption; and

WHEREAS, a presentation of the revised Code was made to the EPC given that Procedures for Academic Misconduct is part of the Code; and

WHEREAS, the Student Affairs Committee agrees with the revised Code; and

WHEREAS, the Purdue University Deputy General Counsel, Trent Klingerman, reviewed the revised Code and has no further suggested changes; and

WHEREAS, the Student Senate, of the Student Government Association, unanimously ruled in favor of the revised Code;

BE IT RESOLVED, That the attached revised Code be approved by the Senate; and

BE IT RESOLVED, That the attached revised Code officially replace the old Student Code resolution (SR 89-28, as revised and amended).

Approved

Hosni Abu-mulaweh
Stacy Betz
Steven Hanke
Donna Holland
Shannon Johnson
Kate White

Opposed

Abstention

Absent

Non-Voting

Cheryl Hine
Teri Swim

Code of Student Rights, Responsibilities, and Conduct Part I. Student Rights and Responsibilities

University Principles

As Purdue University Fort Wayne faculty, staff, and administrators, we have an obligation to uphold the university's statements of diversity, civility, integral and ethical conduct, academic freedom, and the freedom of speech. Read the university principles at pfw.edu/about/statements.

Purdue University Fort Wayne Bill Of Student Rights

Preamble

Purdue University Fort Wayne regulations governing the actions of students are intended to enhance the values that must be maintained in the pursuit of Purdue Fort Wayne's mission and goals. These values include freedom of inquiry, intellectual honesty, freedom for the open expression of ideas and opinions within limits that protect the rights of others, and respect for the views and the dignity of other persons.

In exercising their rights, students must bear responsibility to act in accordance with local, state, and national laws, and university rules, regulations, policies, and procedures. No right should be construed as enabling students to infringe upon the individual rights of another member of the academic community. ~~It is imperative that students become thoroughly familiar with this part of Student Regulations in order to avoid jeopardizing their relationships with the university and to fully understand their responsibility as citizens and members of the university community.~~

A. Individual Rights and Responsibilities as Citizens

1. Students retain all of their citizenship rights when enrolled at Purdue University Fort Wayne.

~~2. Students who violate civil law may incur penalties prescribed by civil authorities. Only where university interests as an academic community are distinct from those of the general community should the special authority of the university be asserted.~~

~~3. Nondiscrimination. The university is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. (see www.purdue.edu/purdue/ea_eou_statement.html)~~

The university views, evaluates, and treats all persons in any university-related activity or circumstance in which they may be involved solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics. The university prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. (see purdue.edu/policies/ethics)

4. All members of the university community must be able to pursue their goals, educational needs, and working lives without intimidation or injury generated by harassment as defined in Purdue University's policy on Anti-Harassment. In providing an educational and work climate that is positive and harassment-free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. This Policy addresses harassment in all forms, including harassment toward individuals for reasons of race, sex, religion, color,

Comment [AB1]: Inserted

Comment [AB2]: Inserted

Comment [AB3]: Taken out per EPC. Not replaced.

Comment [AB4]: Taken out and replaced with green paragraph below. Per Office of Institutional Equity

age, national origin or ancestry, genetic information, disability, sexual orientation, gender identity, gender expression, marital status, parental status, or status as a veteran.

5. ~~In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.~~

~~The university views, evaluates, and treats all persons in any university related activity or circumstance in which they may be involved solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.~~

~~The university prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth by the Purdue University Equal Opportunity, Equal Access, and Affirmative Action policy, which provides specific contractual rights and remedies. Additionally, the university promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program. Purdue University Fort Wayne is an equal access, equal opportunity, affirmative action university.~~

6. ~~It is the policy of the university to maintain the campus as a place of work and study for faculty, staff, and students, free from all forms of harassment, as defined in Purdue University's policy on Anti-Harassment (III.C.1) (hereinafter, the "Anti-Harassment Policy"). In providing an educational and work climate that is positive and harassment-free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. [See Anti-Harassment Policy.] This Policy addresses harassment in all forms, including harassment toward individuals for reasons of race, sex, religion, color, age, national origin or ancestry, genetic information, disability, sexual orientation, gender identity, gender expression, marital status, parental status, or status as a veteran.~~

7. ~~Academic Freedom and Freedom of Speech. Freedom of thought and expression are the lifeblood of our academic community and require an atmosphere of mutual respect among diverse persons, groups and ideas. The maintenance of mutually respectful behavior is a precondition for the vigorous exchange of ideas, and it is the policy of the university to promote such behavior in all forms of expression and conduct. The university reaffirms its commitment to freedom of speech as guaranteed by the First Amendment of the United States Constitution. Accordingly, any form of speech or conduct that is protected by the First Amendment is not subject to this policy. The university reaffirms its commitment to academic freedom, which is essential to its educational mission and is critical to diversity and intellectual life.~~

Academic Freedom and Freedom of Speech is the foundation of our academic community and requires an atmosphere of mutual respect among diverse persons, groups, and ideas. The policy of the university to promote such behavior in all forms of expression and conduct. The university reaffirms its commitment of freedom of speech as

Comment [AB5]: Added per Office of Institutional Equity

Comment [AB6]: Information added in above paragraphs. Combined for easier reading. Per Office of Institutional Equity

guaranteed by the First Amendment of the United States Constitution. Accordingly, any form of speech or expression that is protected by the First Amendment is not subject to this policy.

Comment [AB7]: Re-written per Office of Institutional Equity. Edited Green Paragraph below.

B. Individual Rights and Responsibilities as Students

1. Degree-seeking students have the responsibility for selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for degrees. The university will provide advisors to assist students in academic planning, but students are responsible for being knowledgeable about all academic requirements that must be met before a degree is granted.
2. Students have the right to receive in writing (the terms “in writing” or “written” here and throughout this Code include both printed and electronic communication) accurately and plainly stated information that enables them to understand clearly:
 - a. the general qualifications for establishing and maintaining acceptable academic standing within a particular major and at all other levels within the university,
 - b. the graduation requirements for specific curricula and majors, and
 - c. at a minimum, the course objectives, requirements, and grading policies set by individual faculty members for their courses by means of a course syllabus.
3. In the classroom, students have the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed. However, in exercising this freedom, students shall not interfere with the academic process of the class. Students who interfere with the academic process of a class may be directed to leave class for the remainder of the class period. Longer suspensions from a class must be preceded by the personal misconduct procedures set forth in Part III.B of this Code.
4. Students’ course grades shall be based upon academic performance, and not upon opinions or conduct in matters unrelated to academic standards. Students have the right to discuss and review their academic performance with their faculty members. Students who feel that any course grade has been based upon criteria other than academic performance have the right to appeal through the university grade appeals procedure. [See Academic Regulations-Grade Appeals.]
- ~~5. Students have the right to obtain a clear statement of basic rights, obligations, and responsibilities concerning both academic and personal conduct.~~
6. Students have the responsibility to become familiar with, uphold, and follow all codes of conduct, including this Code, relevant codes of colleges/schools and departments, professional programs, student housing, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internship, or in-service experiences.
7. Students have the right to participate in the formulation of university policies that directly affect them. In exercising this right, students have the right of access to appropriate information, to express their views, and to have their views considered.

Comment [AB8]: Taken Out as this Code provide the basic rights, obligations and responsibilities. All student have access to this Code online and through the DOS Office.

8. Students have the privacy rights specified in the university policy on the release of student information. [See Academic Regulations-Release of Student Information.]

C. Rights and Responsibilities as Participants in Student Groups, Student Organizations, and Campus Activities

1. Students have the right to form, join, and participate in groups or organizations that promote the common interests of students, including but not limited to groups or organizations that are organized for academic, professional, religious, social, economic, political, recreational, or cultural purposes.
2. Any group of students may petition to become a recognized university student organization in accordance with the established guidelines. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Campus Appeals Board.
3. Any student group recognized as a university student organization shall be entitled to the use of available campus facilities in conformity with university regulations. [See Regulations Governing the Use and Assignment of University Facilities at Purdue University Fort Wayne.] Recognition shall not imply university endorsement of group goals and activities.
4. Any recognized university student organization or any group of students able to secure sponsorship by a recognized student organization and to demonstrate financial responsibility has the right to present speakers of its choice to address members of the university community using appropriate campus facilities. These assemblies shall be subject to regulations necessary to prevent space and time conflicts and to protect the operations of the campus and the safety of persons or property.
5. Freedom of assembly shall be guaranteed to all members of the university community. Such assemblies shall be consistent with university regulations regarding the time, place, and manner of such assemblies.
6. A student, student group, or student organization has the right to distribute written material on campus without prior approval providing such distribution is consistent with appropriate regulations concerning the time, place, and manner of distribution and does not interfere with university activities.
7. Students who publish student publications under university auspices have the right to be free of unlawful censorship. At the same time, students who publish such publications must observe the recognized canons of responsible journalism ~~such as the Sigma-Delta Chi Code of Ethics~~ and avoid libel, obscenity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. ~~Editors and managers of The Communicator may not be arbitrarily suspended or removed from their positions because of student, faculty, administrative, or public disapproval of their editorial policies or publications. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the Board of Directors. All student publications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the university or of the student body.~~

D. Summary of Rights and Responsibilities

This statement of Student Rights and Responsibilities is a reaffirmation by the entire Purdue Fort Wayne community that the constitutional guarantees and the basic principles of fair treatment and respect for the integrity, judgment, and contribution of the individual student, coinciding with each student's freedom to learn set forth in the foregoing articles, are essential to the proper

Comment [AB9]: The Communicator is no longer active.

operation of an institution of higher learning. Accordingly, in the interpretation and enforcement of the policies, procedures, rules, and regulations of the university, these student rights shall be preserved and given effect, but they shall not be construed or applied so as to limit the rights guaranteed students under the Constitution of the United States or the Constitution of the State of Indiana.

~~Except in the case of grade appeals and appeals of Student Housing decisions, which are addressed further below in this paragraph, a complaint by a student or a group of students that the rights described in this Part I have been violated and that the student or group of students has been or will be adversely affected thereby shall be submitted and resolved in accordance with the procedures described in Part IV. In case of grade appeals, the individuals and committees designated in the university grade appeals procedure shall have final authority to decide the appeal. In the case of an appeal of Student Housing decisions, the individuals and committees designated in the Housing Agreement shall have final authority to decide the appeal. In the case of complaints of discrimination and harassment, the individuals and committees identified in the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment shall have the authority designated in such procedures.~~

- ~~1. If the student has a question as to whether the university grade appeals procedures, Student Housing procedures, or the student complaint procedures described in Part IV should be used to resolve a complaint, the dean of students shall decide which one set of procedures shall be used after consulting with the unit head of the faculty or staff member with whom the student or group of students has the complaint. Once the appropriate process is identified, the dean of students will explain the time lines associated with the process.~~

The enumeration of these rights and responsibilities shall not be construed to deny or disparege others retained by the student. Nothing contained in the Code of Student Rights, Responsibilities, and Conduct shall be construed as any denial or limitation upon the legal authority or responsibility of the Board of Trustees to establish policies and to make rules and regulations governing the operation of the university.

E. Definitions

Advisor means any person selected by a student to assist them in a disciplinary proceeding. A student has the right to be assisted by an advisor, but the advisor is not permitted to speak or participate directly in any other manner during any disciplinary proceeding, nor may they appear in lieu of the student. Students are responsible for representing themselves. The advisor need not be an attorney, but the student is allowed to have an attorney serve as their advisor in the disciplinary proceeding, at their own expense, with the understanding that the attorney's role is as an advisor rather than as an advocate. It is the responsibility of the student to arrange for an advisor who is available at the time of the scheduled disciplinary proceeding. Postponement or rescheduling of student disciplinary proceedings due to availability of an advisor will not be permitted.

Chancellor means the chief executive officer of the Purdue University Fort Wayne and Purdue Northwest regional campuses.

Comment [AB10]: Information given later on in the Code. Found in Campus Appeals Board Section.

Comment [AB11]: Additional definitions added in green. Expanded section for transparency.

Conduct Officer means a staff member authorized by the Office of the Dean of Students to administer disciplinary proceedings and represent the university at the Conduct Review Board hearings.

Dean of Students means the dean of students or their designee.

Disciplinary proceeding means an administrative hearing conducted by a conduct officer or by a Conduct Review Board panel in the manner described in these regulations for the purpose of considering whether a violation has been committed and making a determination as to any related disciplinary sanction/decision to be imposed.

Disciplinary sanction/decision means expulsion, degree deferral, suspension, disciplinary probation, written warning, restriction(s), and/or educational sanctions, as these terms are defined herein as determined appropriate for the charge by the respective conduct officer.

In writing or written includes both printed and electronic communication. Most often, an email is sent to the student's university-issued email address as it appears in the official records with the university.

Obstruction or disruption of a university activity means any unlawful or objectionable act or conduct (1) that seriously threatens the ability of the university to maintain or use its facilities for the performance of its educational, research and engagement activities, functions, or processes; (2) that is in violation of the reasonable rules and standards of the university designed to protect the academic community from unlawful conduct; or (3) that presents a serious threat to person or property of the academic community. Such phrases shall include, without limitation of the foregoing general definition: (a) the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by the university; (b) using or occupying any such buildings or grounds in violation of reasonable rules or regulations of the university, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; (c) injuring or harming any person or damaging or destroying the property of the University or the property of others within such buildings and grounds; (d) obstructing building entrances, walkways, and rights-of-way or otherwise obstructing vehicular or pedestrian traffic on or adjacent to campus; and (e) interfering with classes, meetings, events or ceremonies sanctioned or sponsored by the university or with other essential processes of the university.

Restriction means the withdrawal or limitation of privileges for a defined period of time. This may include but not limited to the ability to access or enter certain campus facilities, the ability to participate in co-curricular activities, the removal from Housing or the ability to hold positions in which one may represent the University in an official capacity.

Student means an individual who has been offered and accepted an offer of admission to Purdue University at the West Lafayette campus, a regional campus, or a Purdue Polytechnic Statewide location or who is otherwise enrolled or participating in any Purdue course or program of study at one of the campuses or locations. This definition includes individuals who withdraw after allegedly violating this code or who are registered for a future semester, even if not currently

enrolled. In addition, persons who are living in Student Housing, although not enrolled in the institution, are also considered “students” for the purpose of enforcing this code.

Interim Suspension means an immediate disciplinary suspension and exclusion from university property imposed under certain circumstances, as more particularly described in Part III.C of these regulations.

University activity is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of Purdue University Fort Wayne or with which the university has any official connection, whether taking place on or off campus. Included within this definition without limitation are Purdue Fort Wayne cooperative education programs, internships, practicums, field experiences, and athletic or other intercollegiate activities.

University business day means any day other than Saturday, Sunday, and any day on which the university is closed, whether by virtue of its being a university holiday or otherwise.

University property means property owned, controlled, used, or occupied by Purdue University Fort Wayne.

Part II. Student Conduct Subject to University Action

Preamble

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. 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

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 Fort Wayne, 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.
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, 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 ~~(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.

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.

B. Personal Misconduct

The university may find a student responsible for the following acts of personal misconduct that occur on campus property or in connection with a university activity, or when the health, safety, property, or security of the campus may be adversely impacted.

- ~~1. Dishonest conduct, including but not limited to false accusation of misconduct; forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.~~
- ~~2. Release of access codes for university computer systems to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.~~
- ~~3. Lewd, indecent, or obscene conduct as defined by law.~~
- ~~4. Disorderly or disruptive conduct that interferes with teaching, research, administration, or other university or university authorized activity.~~
- ~~5. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so, and violation of the terms of a sanction.~~
- ~~6. Unauthorized entry, use, or occupancy of campus facilities; refusal to vacate a campus facility when directed to do so by an authorized official of the university.~~
- ~~7. Unauthorized taking or possession of university property or services; unauthorized taking or possession of the property or services of others, including but not limited to selling or bartering notes/handouts/recordings from academic classes.~~
- ~~8. Intentional action or reckless disregard that results in damage to or destruction of university property or of property belonging to others.~~
- ~~9. Possession of firearms, fireworks, other explosives, or other weapons; possession or display of any firearm except as authorized by the university police; and intentional possession of a dangerous article or substance as a potential weapon, or of any article or explosive calculated to injure, intimidate, or threaten any person. Public law enforcement officials who are required by their departments to carry their firearms at all times must register with the university police.~~
- ~~10. Acting with violence; and aiding, encouraging, or participating in a riot.~~
- ~~11. Harassment, as defined by the Anti Harassment Policy. Use of the term "harassment" includes all forms of harassment, including stalking, racial harassment, and sexual harassment as defined more completely by the Anti Harassment Policy (purdue.edu/ethics/policies/FosteringRespect_accessible.pdf)~~
- ~~12. Hazing, defined as any conduct that subjects another person, whether physically, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or~~

intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

13. Physical abuse of any person or conduct that threatens or endangers the health or safety of another person.
14. Any form of communication that (a) involves a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals or to cause damage to another person's property, or other conduct which threatens or endangers the health and safety of another person or another person's property, or (b) that is inherently likely to provoke a violent reaction or incite an immediate breach of the peace in a face-to-face situation.
15. Possession, consumption, distribution, or sale of alcoholic beverages on campus except as expressly permitted by the Internal Operating Procedures for the Possession, Consumption, Distribution, and Sale of Alcoholic Beverages on the Fort Wayne campus.
16. Use, possession, manufacture, processing, distribution, or sale of any drug or controlled substance except as expressly permitted by law. The term "controlled substance" is defined in Indiana statutes, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, hallucinogens, and prescription drugs used without proper authorization.
17. Violations of other published university regulations, policies, procedures, or rules, such as the Tobacco and Smoke Free Campus policy.
18. Violation of any rules governing student organizations, or the use of university property (including the time, place, and manner of meetings or demonstrations on university property), or of any other rule that is reasonably related to the orderly operation of the university, including, but not limited to, university solicitation policies.
19. Obstruction or disruption of any university activity or inciting, aiding, or encouraging other persons to engage in such conduct. Obstruction or disruption means any unlawful or objectionable acts or conduct: (1) that seriously threaten the ability of the university to maintain its facilities available for performance of its educational activities; or (2) that are in violation of the reasonable rules and standards of the university designed to protect the academic community from unlawful conduct; or (3) that present a serious threat to persons or property of the academic community. Such phrases shall include, without limitation of the foregoing general definition, the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by Purdue University Fort Wayne; using or occupying any such buildings or grounds in violation of lawful rules, regulations, policies, or procedures of the university, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; and injuring or harming any person or damaging or destroying the property of the university or the property of others, within such buildings and grounds.

1. Offenses Against Persons:

a. Harassment: Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment, including Harassment toward individuals for reasons of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual

Comment [AB12]: While not all of the charges have been changed, the new order and sections are pasted in green below.

orientation, gender identity and/or gender expression. (Anti-Harassment Policy, Interim III.C.1) Harassment is defined as: Conduct towards another person or identifiable group of persons that is so severe, pervasive or objectively offensive that it has the purpose or effect of:

1. Creating an intimidating or hostile educational environment, work environment or environment for participation in a University program or activity
2. Unreasonably interfering with a person's educational environment, work environment or environment for participation in a University program or activity
3. Unreasonably affecting a person's educational or work opportunities or participation in a University program or activity

Use of the term Harassment includes all forms of harassment, including Stalking, Racial Harassment and Sexual Harassment.

b. Hazing: Any mental or physical action, requirement, request of, or obligation placed upon any person (including but not limited to a pledge, associate member, affiliate, prospective member, guest, initiate, or team member) which could be harmful to the health, welfare, or academic progress of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws, or university policy. Individual acceptance of or consent to any activity covered by the foregoing definition in no way validates or excuses the activity

c. Harm, Threat or Endangerment: Conduct that causes or threatens physical harm to any person is prohibited, as is any reckless or unauthorized conduct that threatens, endangers or reasonably could threaten or endanger the health or safety of any person. Conduct covered under this rule also includes but is not limited to intimidation, coercion, or impairment of any person's freedom of movement as well as verbal or written threats of any action described above. This includes consideration of how a reasonable person similarly situated would perceive harm, threat, or endangerment.

d. Privacy Violation: Use of audio, video, or photographic devices to make an image or recording of an individual without that person's prior knowledge, or without that person's effective consent, when such image or recording is likely to cause injury or distress as determined by a reasonable person, and when there is a reasonable expectation of privacy. This includes, but is not limited to, secretly taking audio recordings, video recordings, or other images/pictures of another person in a private area such as a residence hall room, a public or private restroom, a dressing/locker room, or personal website.

e. Sexual Misconduct: Sexual misconduct is acts of Sexual Harassment or Sexual Violence as defined by the Anti-Harassment Policy, Interim (III.C.1), including: any act of Sexual Violence; any Act of Sexual Exploitation; any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a University program or activity;
- Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University program or activity; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University program or activity.

As defined by the State of Indiana, sexual misconduct also includes any sexual act when the person is not of legal age.

f. Stalking: Stalking is any knowing or intentional course of conduct involving repeated or continued following, threatening or intimidating another person by telephone, mail, electronic communication, social media, in person, or by any other action, device or method when such conduct; that would cause a reasonable person to suffer substantial emotional distress or fear of bodily injury or death, or actually causes such person substantial emotional distress or fear of bodily injury or death.

g. Title IX Harassment: Title IX Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Title IX Harassment toward individuals for reasons of sex, sexual orientation, gender identity and/or gender expression, Title IX Harassment, Interim (III.C.4). Title IX Harassment is conduct on the basis of sex that is:

- A University employee conditioning education benefits on participation in unwelcome sexual conduct (i.e. *quid pro quo*); or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University's educational programs or activities; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

Retaliation Prohibited: The University prohibits Retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX Harassment investigation, proceeding or hearing.

2. Offenses related to the Operation of the University:

a. Aiding, Abetting, or Being in the Presence: Knowingly or willfully encouraging or assisting others to commit acts prohibited by this Code. Being in the knowing presence of

others committing acts prohibited by this Code without removing yourself from the situation or reporting it to a university official will be deemed complicit with the act.

b. Computer Misuse: Any behavior that is a violation of the Ethical Guidelines for Purdue University Fort Wayne Information Technology Users.

c. Disorderly or Disruptive Conduct: Conduct that interferes, obstructs or disrupts the teaching and/or learning process in any campus classroom, building, or meeting area, or any university-sponsored activity, pedestrian or vehicular traffic, classes, lectures, or meetings; obstructing or restricting another person's freedom of movement; or inciting, aiding, or encouraging other persons to do so.

d Failure to Comply: Failing to comply with verbal or written instructions of university officials acting in the performance of their duties and made within the scope of their authority or failing to identify oneself upon request of a university official.

e. False Information: Intentionally submitting false information, verbally or in writing, to a university official or office.

f. Fraudulent Use: Forgery, alteration, taking possession of, or the unauthorized use of university documents, records, keys, or identification without the consent or authorization of appropriate university officials.

g. Student Housing Published Policies or Contract: Violating Student Housing rules, regulations, the Housing contract or its amendments as necessary.

h. Violation of the Law: Committing or attempting to commit any act that would be a violation of local, state, or federal law on or off university property, when such behavior is judged by the Dean of Students or designee to be detrimental to the university's educational process or objectives. (see Appendix A for policy requiring students to disclose a felony charge or conviction occurring after admission to the university.)

i. Other Policy Violations: Violating any other published university policies not specifically a part of this Code.

j. Student Athlete Regulations or Handbook: Violating Athletics' rules and regulations put forth in the Student-Athlete Code of Conduct

k. Demonstrations: Any individual or group activity or conduct purposefully intended to call attention to the participants' point of view is not in itself misconduct. Demonstrations that do not involve behavior beyond the scope of constitutionally protected rights of free speech and assembly are permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration.

l. Misconduct Subject to Other Penalties: As provided by Indiana statute, misconduct that constitutes a violation of this Code may be sanctioned after determination of

responsibility under the procedures herein provided, without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

m. Personal Conduct Not on University Property. The university may find a student responsible for acts of personal misconduct that are not committed on campus property or in connection with an university activity if the acts distinctly and adversely affect the security of the campus community, the safety of others, or the integrity of the educational process, including, but not limited to, drug and alcohol violations or offenses against another person.

3. Offenses that compromise the Health/Safety/Welfare of Others

a. Alcohol:

- Possession of alcoholic beverage by any student, regardless of age, on campus property is prohibited.
- Illegal purchase, consumption, or possession of alcoholic beverages by any student under 21 years of age is prohibited.
- Providing alcoholic beverages to an individual who is under 21 years of age.
- Adverse behavior, such as public intoxication or public indecency, as a result of alcohol consumption and regardless of age is prohibited.
- The hosting of events (including but not limited to parties, "pre-gaming," "socials" etc.) where minors consume alcohol, alcohol is provided to minors, or alcohol is otherwise distributed in violation of local ordinances or state laws is prohibited.

b. Drugs:

- The use, abuse, possession, sale, distribution, manufacture, or transfer of narcotics, illegal drugs, as defined by state or federal law, or any controlled substance is prohibited at all times, except as expressly permitted by law.
- Possession or manufacture of drug paraphernalia which is to be used for any one of the following purposes:
 1. to introduce a drug, marijuana or any controlled substance into a person's body
 2. to test the strength, effectiveness or purity of a drug, marijuana or any controlled substance
 3. to enhance or is perceived to enhance, the physiological effect of a drug, marijuana or any controlled substance, is also a violation of this policy.

c. Weapons: The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons reasonably calculated to cause bodily injury on university property or in connection with a university activity, unless specifically authorized by the university.

4. Offenses Against Property

a. Misuse of Property: Trespass, occupancy of, unauthorized entry into, possession of, or use of the property of another person, of the university, or of university services, facilities, or resources including, but not limited to, the university's name, seal, or insignia. This includes unauthorized use of wheeled vehicles (e.g., skateboards, "hoverboards," bicycles, etc.) inside of any building.

b. Theft: Attempted or actual theft, unauthorized use, or unauthorized possession of public property, university property, or personal property.

c. Vandalism: Attempted or actual vandalism, damage to, or destruction of public property, university property, or personal property.

C. Other Student Conduct Issues

- ~~1. Demonstrations. Any individual or group activity or conduct apparently intended to call attention to the participants' point of view on some issues is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration.~~
- ~~2. Misconduct Subject to Other Penalties. As provided by Indiana statute, misconduct that constitutes a violation of this Code may be sanctioned after determination of responsibility under the procedures herein provided, without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.~~
- ~~3. Personal Conduct Not on University Property. The university may find a student responsible for acts of personal misconduct that are not committed on campus property or in connection with an university activity if the acts distinctly and adversely affect the security of the campus community, the safety of others, or the integrity of the educational process, including, but not limited to, drug and alcohol violations or offenses against another person.~~

Comment [AB13]: These are included in the new charges listed above.

Part III. Student Misconduct Procedures

Preamble

Purdue University Fort Wayne procedures for imposing academic and personal misconduct sanctions are designed to provide students with the guarantees of due process and procedural fairness. Except as provided in Part IV, the procedures hereby established shall be followed in all cases in which Purdue Fort Wayne institutes proceedings against students for violations of rules of student conduct set forth in Part II.

General Procedures: Any individual (student, employee of the university, or other person) who believes a student or student organization may have committed a violation of the Code published above, may file an incident report or complaint report with one of the following offices:

· Office of the Dean of Students

· Office of Student Housing

· Office of Institutional Equity/Deputy Title IX Coordinators (Harassment, Title IX Harassment, sexual harassment and sexual misconduct)

· University Police Department (reports of crimes)

Student's Status During Conduct Proceedings: Except where interim suspension is used as provided in Part III.C, the status of a student charged with misconduct shall not be affected, pending the final disposition of charges. The effective date of any sanction shall be a date established by the final adjudicating body (Dean of Students, the Conduct Review Board, or Vice Chancellor for Student Affairs). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating body.

Good Neighbor Exception: Students are always encouraged and expected to call for emergency assistance as needed, even at the risk of disciplinary action for one's own conduct. When another person needs critical care or when a situation warrants emergency response, call 911 immediately. The Good Neighbor Exception provides students the opportunity for university conduct action to be waived for drug or alcohol policy violations if they risked revealing one's own violation of the Code of Student Rights, Responsibilities and Conduct in order to seek medical or other emergency assistance to another person in distress. The decision to provide the exception shall be the judgment of the designated conduct officer.

NOTE: The exception does not apply to criminal charges that might be incurred as a result of an offense.

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

Comment [AB14]: This was never an official part of the Code. Added for Transparency.

Comment [AB15]: Information added for transparency

Comment [AB16]: Information changed to reflect the Senate Document 20-9.

- 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.

The process for investigating complaints of academic misconduct may vary depending upon the situation. An essential component of any misconduct process should incorporate the requirements of due process. As such, a student whose conduct is being reviewed should know the nature of the information presented against them and be able to have a meaningful opportunity to be heard. Therefore, throughout Part III, Section A, of this Code, whenever there is a requirement for the student to have an “opportunity to be heard,” the minimum standard for that meaningful opportunity will include all of 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

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

If a faculty member initiates academic misconduct proceedings, the faculty member must contact the registrar to place a hold on the student’s account. A student may not withdraw from a course during the pendency of these proceedings or to avoid any imposed sanction.

a. A faculty member who has information that a student enrolled in a course being conducted by the faculty member has committed an act of academic misconduct related to that course 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. Any action that must be performed by faculty under these procedures may be performed by the faculty chair or next highest administrator.

b. If 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 may include, and is limited to, one or more of the following:

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

(2) 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

Comment [AB17]: Information not deleted or changed, instead re-organized for clarity in green sections above.

misconduct.

(3) The student may be given a lower grade than the student would otherwise have received or a failing grade for the course.

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:

1. 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.
2. 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.
3. The student may be given a lower grade than the student would otherwise have earned or a failing grade for the course.

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 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), and 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 IV 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, 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 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 contemplated 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 IV of this Code.

Comment [AB18]: Information not deleted. Re-organized for clarity in green below.

Comment [AB19]: Heading placed in sections for clarity. Previous numbering taken out. No Information changed.

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 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 IV 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 IV 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 IV 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:

1. appeals of academic misconduct findings imposed by faculty members, department chairs, or academic deans or division directors
2. appeals of SGA Judicial Court rulings
3. 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

Comment [AB20]: Section moved from different part of Code. No information changed within it.

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:

1. Failure to follow an established policy or procedure
2. The assigned sanction is unduly harsh or arbitrary
3. New information has become available since the conclusion of the process
4. 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.

B. Procedures for Personal Misconduct

Any member of the university community may initiate a complaint of student personal misconduct with the dean of students. Misconduct proceedings are initiated by the issuance of a notice of charges and are governed by the following procedures.

1. Notice of Charges

a. A personal misconduct proceeding is initiated by the dean of students by sending a notice to the student who is the subject of the complaint. If proceedings are initiated against a student under the age of 18, the dean is required to make reasonable efforts to assure that the parent(s) or, when appropriate, the legal guardian of the student is notified concerning the proceedings and the nature of the complaint.

b. The notice shall be sent by email to the student's address as it appears in the official records of the university or shall be delivered personally to the student. The notice shall quote the rule claimed to have been violated and shall fairly inform the student of the reported circumstances of the alleged misconduct. The notice shall require the student to appear in the office of the dean of students at a time and on a date specified (which ordinarily will not be earlier than three business days after the emailing of the notice) for a hearing on the alleged violations. A copy of these procedures can be found on the

webpage: catalog.pfw.edu, a link to which will be included in the email or other notice to the student.

c. The notice shall inform the student of the following:

- (1) The offense the student is alleged to have committed by citing the relevant section of this Code;
- (2) The date, time, and place of the alleged offense, and other relevant circumstances;
- (3) The date, time, and place of the hearing to discuss the alleged violation;
- (4) That the student may have an advisor or other counsel present during the hearing, but with the understanding that such an advisor or counsel is limited to the role of advising the student and that such an advisor or counsel may not participate in presenting the case, questioning the witnesses, or making statements during the hearing;
- (5) That the student need not answer questions and that a choice to remain silent will not be taken as an admission of responsibility, nor shall it be detrimental to the student's position;
- (6) That, if the student fails to appear for the hearing, the dean of students may (a) reschedule the conference; (b) dismiss the charges; or (c) if the dean reasonably believes the failure to appear to be inexcusable, impose any of the prescribed sanctions set forth in Part III.B.3 below.

Comment [AB21]: Information not deleted.
Re-formatted in green below.

I. Notice of Charges

Personal misconduct proceedings are initiated by the Office of the Dean of Students by sending a notice to the student who is the subject of the complaint. If proceedings are initiated against a student under the age of 18, the Conduct Officer is required to make reasonable efforts to assure that the legal guardian of the student is notified concerning the proceedings and the nature of the complaint.

For each case, the Conduct Officer will determine whether:

1. An administrative conduct conference with the Conduct Officer should occur or
2. A hearing before the Conduct Review Board panel should occur.

The notice shall be sent by email to the student's address as it appears in the official records of the university. The notice shall quote the policy claimed to have been violated. The notice shall require the student to appear at a time and on a date specified (which ordinarily will not be earlier than three business days after the emailing of the notice) for a conduct conference on the alleged violations.

The notice shall inform the student of the following:

1. The offense that the student is alleged to have committed by citing the relevant section of this Code
2. The date, time, and place of the conduct conference to discuss the alleged violation
3. That the student may have an advisor or other counsel present during the hearing, but with the understanding that such an advisor or counsel is limited to the role of advising

the student and that such an advisor or counsel may not participate in presenting the case, questioning the witnesses, or making statements during the hearing

4. That the student need not answer questions and that a choice to remain silent will not be taken as an admission of responsibility, nor shall it be detrimental to the student's position.

II. Failure to Respond to Charges

If the student fails or refuses to appear, an administrative hold will be placed on their account. The Conduct Officer may, after conducting such investigation as they may deem necessary, dismiss the charges or impose a disciplinary sanction and a decision as defined in these regulations.

If the Conduct Officer imposes a disciplinary sanction and a decision as defined in Part III.B.VII. of these regulations, they shall notify the student in writing of such action, and the student may appeal this action to the Dean of Students per the administrative conduct conference appeal procedure outlined below.

2. Hearing

~~a. When the student appears as required, the dean of students shall inform the student as fully as possible of the facts concerning the alleged misconduct and of the procedures that follow. The student may, but need not, make responses and explanations.~~

~~b. If, after discussion and such further investigation as may be necessary, the dean of students determines that the violation alleged is not supported by the information, the dean shall dismiss the accusation and notify the student.~~

~~c. If, after discussion, or if the student fails to appear, the dean of students believes that the violation occurred as alleged, the dean shall so notify the student and shall impose a sanction by means of a written notice. The student, by such notice, shall have the option of accepting or appealing the finding and/or sanction through the procedures specified in Part V of this Code.~~

~~d. Both the student and the student's accuser shall be informed of the outcome of any hearing brought alleging any form of physical violence, threat, or harassment.~~

Comment [AB22]: Hearing information has been changed to Green text below.

III. Administrative Conduct Conference

The conduct conference is a meeting with a designated Student Conduct Officer at which time the accused student is made aware of university conduct procedures, the nature of the complaint, alleged violations, and the range of sanctions possible for the type of offense of which they have been charged. Students will be sent notification of the conference at least three (3) business days in advance. The student is also given an opportunity to respond to the complaint at this conference. Based on the information available, the Student Conduct Officer may:

- a) dismiss some or all of the charges if determined that the violation alleged is not supported by the information

- b) continue an investigation into the complaint to determine if the allegations have merit
- c) Find the student responsible and impose sanction(s) by means of a written notice if the information supports the alleged violation.

The student is also informed of their options in adjudicating the violation(s), including one of the following:

- a) To take responsibility for the violation. The designated Conduct Officer conducting the preliminary meeting may choose to refer the determination of sanctions to another administrator or to the conduct review board if the level of offense warrants more serious sanctions.
- b) To not take responsibility for the violation.
 - a. In the case of minor offenses, the designated staff person may choose to hear the case administratively or to refer the case to another administrative hearing officer or conduct review board.
 - b. Cases that are complicated in nature and scope, or where the violations may result in removal from Housing, suspension, or expulsion are referred to the Conduct Review Board.

Comment [AB23]: An Administrative conduct conference is part of DOS's current process.

Comment [AB24]: The Conduct Review Board is the new addition to the proposed Code.

Administrative Conduct Conference Appeal Information: The student may appeal the result (finding and sanctions) of an administrative hearing decision to the next level administrator. The student has five (5) business days from the date of the decision letter in which to submit an appeal. It is the student's responsibility to ensure that the appeal notice is received by the appropriate appeal officer by the specified due date. Disciplinary decisions not properly appealed by such date are deemed final.

A student may appeal based on the following reasons:

1. There is significant new information related to the case that was not available at the time of the conduct conference with the Conduct Officer that would alter the finding and/or sanction(s) assigned in the case. The new information must be detailed in an appeal letter with an explanation of why the information was not available at the time of the individual hearing with the Conduct Officer. A student who fails to appear for his/her initial conduct conference after the sanction notice has been sent to their University-issued email address will be deemed to have waived the right to present witnesses and relevant information in the student's own behalf and thus precluded from presenting "significant new information" for an appeal.
2. There is evidence that the University failed to follow established procedures outlined in this Code.
3. The assigned sanction of disciplinary probation, suspension, expulsion, degree deferral, or restrictions, is grossly disproportionate to the violation. Assigned sanctions of a written warning and/or educational sanctions such as apology letters, reflection papers, and community service may not be appealed.

IV. Conduct Review Board

The Conduct Review Board hears conduct cases referred to it by the Dean of Students or designated Conduct Officer. Cases heard by the Conduct Review Board (CRB) typically involve behavior that potentially warrants removal from housing, suspension or expulsion. Additionally, the Dean of Students or designated Conduct Officer may refer other student cases to a CRB hearing.

- a) *Student Membership.* Students are typically recruited and selected by Office of the Dean of Students during the fall semester. Student members must participate in an initial orientation before they are eligible to serve as panelists in a hearing. Student members are expected to serve through one academic year (Fall to Spring). A student member may stay a panelist for unlimited number of terms.
- b) *Faculty and Professional Staff Membership.* The faculty and staff employees shall be selected by the Office of the Dean of Students and confirmed by the Dean of Students. These members must participate in an initial orientation before they are eligible to serve as panelists in a hearing. Faculty and staff employees are expected to serve a term for one calendar year (Fall to Summer). Additionally, they may serve for unlimited number of terms.
- c) *Quorum.* To conduct a hearing for a student conduct case, a hearing panel composed of at least three but no more than five members of the CRB, including both faculty/staff and student representation.
- d) *Hearing Chairperson.* The hearing shall be chaired by one member of the hearing panel designated in advance by the Office of The Dean of Students. The chairperson shall be a voting member of the Board. The Dean of Students, a Conduct Officer or designee will be present at all hearings as a non-voting Board Advisor to the hearing panel.
- e) *Hearings during Summer Session and Breaks.* To ensure the functioning of the hearing panel during summer terms and at other times when regular classes are not in session, the Dean or designee may convene a CRB hearing with a minimum of three panelists chosen from the pool of the Conduct Review Board members who are available. Should a minimum of three panelists be unavailable from the CRB pool, the Dean of Students, Conduct Officer, or designee may select unappointed or unconfirmed faculty, professional employees, or students to serve.
- f) *Cases That Do Not Warrant Suspension.* The Dean of Students or designated Conduct Officer may refer cases that do not warrant suspension or expulsion to CRB hearings. These cases may be complex in nature.

Comment [AB25]: New Option for the Conduct Process. Reasons for this addition:
-Balance the decision-making power from just 1 conduct hearing officer to a board made up of students, staff and faculty.
- Students will feel that a group decision was made regarding their future instead of 1 person.
-A type of Conduct Board is typical at the majority of colleges and universities. PFW has been behind in adding this to its processes.

V. Procedures for Conduct Review Board Hearings

Comment [AB26]: Information laid out for transparency for all parties involved in the conduct process.

Procedures for disciplinary cases resolved by a hearing shall be as follows:

- a) *Written Notice of Hearing.* In cases where removal from housing, suspension or expulsion is under consideration, the accused student shall be notified by the Conduct Officer or designee in writing of the date, time, and place of the hearing at least five (5) business days before the hearing. This notice shall also include a statement of the allegations of policy violations and information about the hearing process.
- b) *Pre-Hearing Information Session.* The Dean of Students or designated Conduct Officer will meet informally with the student prior to the hearing to explain the disciplinary process and to answer questions about the procedures and possible consequences. The pre-hearing information session may be held either before or after a notice of charges is formally delivered to the student.
- c) *Absence of the Accused Student.* Accused students may choose not to attend the hearing and may instead submit a written presentation of their case at least one (1) business day before the hearing. The hearing may proceed in the absence of the accused. By such absence, accused students forfeit their right to question witnesses and the Conduct Officer.
- d) *Witnesses.* The accused student, and the designated Conduct Officer may invite persons who have information relevant to the alleged violation to present testimony at the hearing; however, the chairperson of the Board may limit the number of witnesses to avoid repetition and cumulative testimony. The names of witnesses and written disclosure of the main points of their testimony must be provided to the Office of the Dean of Students a minimum of two (2) business days before the hearing. Each party shall be responsible for ensuring the presence of their witnesses at the hearing or delivery of a written or recorded statement in lieu of personal testimony. Witnesses invited by either party shall be present only while they are testifying. Character witnesses may not provide testimony directly to the Board but may provide written statements to be considered only if a student is found responsible. Character witness statements will be considered for sanctioning purposes only.
- e) *Student Assistance.* The accused student may be accompanied and assisted at the hearing by an advisor of their choice. Students must provide the name of their advisor to the Office of the Dean of Students at least one business day before the hearing. At no time may the advisor participate directly in the hearing proceedings. They may only consult and speak with the student they are supporting. If the advisor does not comply with this directive, they may be asked to remove themselves from the proceedings.
- f) *Recusals and Challenges.* Board members may recuse themselves if they have a conflict of interest with the case, with the accused student, or when the Board member believes a personal bias makes it impossible to render a fair decision. The accused student may challenge a Board member on the grounds of conflict of interest or personal bias.
- g) *Conduct of the Hearing.* The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of

witnesses and admissibility of evidence, but with a view toward providing the Hearing Board with a complete understanding of the facts involved. The chairperson may limit questioning deemed to be irrelevant, immaterial, and unduly repetitious. The hearing and the deliberations of the Board shall be private. Decisions of the Board shall be made by majority vote.

- h) *Record of the Hearing.* There shall be a single verbatim record, such as an audio recording, of all Conduct Review Board hearings. The Board's deliberations shall not be recorded. No other recording shall be made. The accused student may review the recording in the Office of the Dean of Students upon request, for any reason. The recording shall be the property of Purdue University Fort Wayne and shall be maintained by the Office of the Dean of Students until the conclusion of all appeal proceedings, until the appeal deadline has surpassed, or as required by law.
- i) *Additional Rules:* Procedural rules not inconsistent with this process may be established by the Board from time to time to fulfill its functions in an orderly manner.

VI. The Conduct Review Board Decision

The Board shall submit its recommendations regarding responsibility and sanction, if applicable, to the referring Conduct Officer who shall

- a. Accept the recommendation and impose the recommended sanctions.
- b. Refer the case back to the Hearing Board with a written request to reconsider its recommendations, giving specific reasons for doing so.
- c. Modify the Board's decision: only lesser sanctions may be imposed.

Personal Misconduct Sanctions

- 1. ~~The dean of students is authorized to impose a sanction including, and limited to, one or more of the following:~~

VII. Range of Sanctions

Office of the Dean of Students Conduct Officers or the Conduct Review Board panel may impose any of the sanctions listed below and one or more of the following sanctions when a student is found responsible for violations of the Purdue University Fort Wayne's Code of Student Rights, Responsibilities, and Conduct:

~~a. **Reprimand and Warning.** A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this Code.~~

a. **Warning:** a disciplinary action consisting of an official notification to a student that their behavior is inappropriate and not in compliance with the standards set forth in these regulations. Additionally, the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this Code.

Comment [AB27]: Heading and paragraph changed to below green information.

Comment [AB28]: Reprimand and Warning changed to paragraph listed below in Green.

b. **Educational Requirements:** the imposition of mandatory learning opportunities for students who violate the university's regulations, which require them to participate in reasonable and relevant educational activities that foster their personal, ethical and social development. Educational sanctions may be proposed in combination with other disciplinary actions. Examples include interviews, a research project, a reflection paper, university or community service or other type of assignment to provide a learning experience related to the violation.

Comment [AB29]: Although no new sanctions are added; more definitions have been added for transparency.

b. **Disciplinary Probation:** A student may be placed on probation for a specified period under conditions specified in writing by the dean of students, with a warning that any violation of the conditions or any further acts of misconduct may result in additional sanctions, including suspension or expulsion from the university. As a condition of probation, the student may be required to participate in a specific program, such as an alcohol-education program, or to provide a specific service, such as the repair or restoration of any property damaged or taken by the student.

Comment [AB30]: Information not deleted. Re-worded in below green paragraph

c. **Disciplinary Probation:** a status imposed for a limited, specified period of time during which the student must demonstrate a willingness and ability to conform to all university regulations. Any violation of university policy while on Disciplinary Probation is more likely to result in more severe sanctions up to and including suspension or expulsion from the university. A sanction of disciplinary probation does not include any other restrictions. However, disciplinary probation may be combined with restrictions and loss of privileges and other sanctions. Additionally, other university offices and programs may consider disciplinary probation and choose to restrict/deny a student's involvement in certain activities such as participation in athletics, service as student organization leader, international study abroad, or other off-site programs.

c. **Restitution:** A student may be required to pay the cost for the replacement or repair of any property damaged by the student. If the student fails to pay the cost or make the repairs, the student may be subjected to additional sanctions, including suspension or expulsion.

Comment [AB31]: Updated Language in below green paragraph

Restitution: a student whose actions cause damage to, defacing of or destruction of public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of or replacement of property or for medical bills related to injuries.

d. **Participation in a Specific Program, Assessment, or Evaluation.** A student may be required to participate in a specific program, assessment, or evaluation, such as an alcohol-education program. If the student fails to participate in the program as directed, the student may be subjected to additional sanctions, including suspension or expulsion.

e. **Provision of a Specific Service.** A student may be required to provide a specific service, such as the repair or restoration of any property damaged or taken by the student.

~~If the student fails to provide the service as directed, the student may be subjected to additional sanctions, including suspension or expulsion.~~

Comment [AB32]: Information was replaced with less specific “referral” paragraph below. New paragraph is all-encompassing.

Referral: a student may be referred to an appropriate university office or to an outside agency to assist that student in achieving personal, social, or emotional growth.

Persona Non Grata/Trespass Warning: a student may be prohibited from entering or being on the premises of specific locations, facilities or buildings or the entire campus.

Restriction and Loss of Privileges: denial or restriction of specified privileges (including contact with a specific person or persons) for a designated period of time.

Removal from Housing: termination of housing contract for current term and all future terms. During removal, the student is issued a persona non grata/trespass notice and may not be present on Student Housing property at any time without prior authorization by the Director of Student Housing or their designee. Conditions of re-contracting prior to or following a period of removal will be determined by Student Housing.

Comment [AB33]: New sanctions listed for transparency

f. Suspension. ~~A student may be suspended from classes and future enrollment and excluded from participation in all aspects of campus life for a specified period of time.~~ termination of enrollment for a specific period of time. During the period of suspension, the student is issued a persona non grata/trespass notice and may not be present on university property at any time or attend any university-sponsored event or activity without prior authorization by the Office of the Dean of Students. Conditions of re-enrollment prior to or following a period of suspension will be determined by the Office of the Dean of Students.

Comment [AB34]: Updated Definition to include specifics.

g. Expulsion. ~~A student may be permanently dismissed from the university.~~ permanent termination of enrollment. Upon expulsion, the student is issued a trespass notice and may not be present at Purdue University Fort Wayne, any Purdue sanctioned event, or any Purdue University affiliated campus at any time or attend any university-sponsored event or activity without prior authorization by the Office of the Dean of Students.

Comment [AB35]: Updated Definition to include specifics.

Revocation of Admission and/or Degree: admission to, or a degree awarded from Purdue University may be revoked for fraud, misrepresentation, or other violation of Purdue University Fort Wayne standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Comment [AB36]: Additional sanction listed out for transparency. (not previously listed in Code)

VIII. The Appeal Process for a Conduct Review Board Hearing

Comment [AB37]: Appeal Process for any Conduct Review Board Hearing

Decisions by the Conduct Review Board and subsequent sanctions may be appealed to the Vice Chancellor for Student Affairs.

The student has five (5) business days from receipt of the original decision in which to submit an appeal in writing.

A student may appeal based on the following reasons:

1. A procedural or substantive error occurred that significantly affected the outcome of the hearing, such as substantiated bias or material deviation from established procedures
2. An unduly harsh sanction
3. New information of a substantive nature sufficient to alter a decision, because such information and/or facts were not known to the student appealing at the time of the original hearing

An appeal may be resolved in one of the following ways:

1. The original decision may be upheld
2. Modified, lesser sanctions, may be imposed
3. The case may be remanded to the Board reconstituted with new members to allow reconsideration of the original determination and/or sanctions.

The appellate decision shall be final and not subject to any further appeal.

C. Summary Action

~~Summary action by way of temporary suspension and exclusion from university property may be taken against a student without the issuance of a notice of charges and without following the procedures prescribed in Part III.B or Part IV on the following conditions:~~

- ~~• Summary action shall be taken only by the chancellor or the chancellor's designee, and only after the student shall have been given an opportunity to be heard if such procedure is practical and feasible under the circumstances.~~
- ~~• Summary action shall be taken only if the chancellor or the chancellor's designee is satisfied that the continued presence of the student on university property threatens imminent harm to any other persons or to the property of the university or of others, or to the stability and continuance of normal university functions.~~
- ~~• Whenever summary action is taken under this provision, the procedures provided for in Part III.B for a hearing or the procedures provided for in Part V for appeals shall be expedited so far as possible in order to shorten the period of summary action.~~

D. Time Limitations

~~Time limitations specified in the preceding sections of this Code may be extended by either the dean of students or the Campus Appeals Board for a reasonable period if an extension is justified by good cause under the totality of the circumstances. The documentation for extending the time limitations must be provided to the student.~~

E. Status During Conduct Proceedings

Except where summary action is taken as provided in Part III.C, the status of a student charged with misconduct shall not be affected, pending the final disposition of charges. The effective date of any sanction shall be a date established by the final adjudicating body (dean of students or the Campus Appeals Board). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating body.

C. Interim Measures Including Interim Suspension

Comment [AB38]: Information changed and listed below in green.

Comment [AB39]: Paragraph moved to beginning of Student Conduct Procedures. (pg. 16)

I. Interim Measures

Should there be reasonable cause, the university may find it necessary to take interim measures before a formal decision is made in order to mitigate the effects of alleged misconduct and otherwise promote the safety of university community members. If a student fails to comply with the requirements of the interim measure(s), the university may take further actions as it deems necessary to ensure the safety of the campus community. Interim measures may include, but are not limited to

1. No contact orders
2. Student Housing reassignments or removal
3. Changes to student employment assignments
4. Changes to academic schedule
5. Counseling
6. Temporary delay of graduation or other academic progress
7. Restriction on the student's presence in university buildings, on university property, at university events, and/or use of the university's online resources

No contact and other orders do not always involve actions that threaten the safety or operations of the university community.

The Dean of Students or designee will make decisions on interim measures after appropriate review. The Director of Student Housing or designee may initiate a residential move or removal in cases concerning immediate safety. They may also issue temporary no contact order under the same circumstances. All interim measures described above will be documented in writing.

Interim Measures cannot be appealed.

II. Interim Suspension

When the behavior of a student poses an immediate risk to the safety of or a substantial disruption to the effective operations of the university community, the university may interim suspend the student. This interim suspension immediately suspends the student from all university premises and activities.

The interim suspension will be decided by the Dean of Students or their designee. The interim suspension will be confirmed via email in writing to the student and remain in effect until such time as the alleged violations of the Purdue University Fort Wayne Code are resolved. The student will be notified of the interim suspension by the Dean of Students or designee. Within three (3) business days of the notification of the interim suspension, the student may request a review of the interim suspension. The request for review must be submitted in writing and include all relevant documentation the student wishes to be considered as part of the review. The

Comment [AB40]: Listed Interim Measures for transparency

Comment [AB41]: Proposed Code lists out Interim Measures vs. Interim suspension.

Comment [AB42]: Authority has been transferred from the Chancellor to the Dean of Students.

purpose of the review is to determine only if the student poses an ongoing threat. After a thorough and comprehensive review of the available information, the Vice Chancellor for Student Affairs or designee will then determine if the interim suspension remains in effect, is modified, or is rescinded. The Vice Chancellor for Student Affairs or designee may make their decision in consultation with other personnel. The decision on the review will be provided to the student in writing and is final.

The student may request an extension of the deadline to submit a request for review in extreme circumstances, such as hospitalization or incarceration. Students may be required to provide documentation related to their request for an extension.

The outcome of the review will not impact the pending disciplinary process. If the Vice Chancellor for Student Affairs or designee upholds the interim suspension, the decision will remain in effect until the matter has been resolved through formal procedures including investigation and adjudication as needed. The student will be notified of the decision of the Vice Chancellor for Student Affairs or designee in writing within a reasonable time frame.

If the final decision of the student conduct process is to suspend or expel the student, the sanction will take effect from the date of the interim suspension. The student has the right to appeal the final decision.

Part IV. Student Complaint Procedures

Preamble

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, as referenced in Part I.A.3, Part I.A.4 and Part I.A.6 of the Code, 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.

1. 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.
2. 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.
3. 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.

4. 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.
5. See Part V of the Code for information about the composition of the Campus Appeals Board.

Part V. Petition for Hearing

Preamble

Students wishing to appeal any decision by a university official or body under the preceding sections of this Code shall use this petition process.

A. Types of Appeals

The Campus Appeals Board (CAB) may hear the following types of appeals from students: (1) appeals of misconduct findings and sanctions imposed by the dean of students, including findings and sanctions concerning student organizations; (2) appeals of academic misconduct findings imposed by faculty members, department chairs, or academic deans or division directors; (3) appeals of SGA Judicial Court rulings; and (4) appeals of faculty/staff decisions claimed to violate student rights recognized in Part I of the Code (per Part IV). Extension to any time limits specified below must be approved by the chair of the board.

B. Campus Appeals Board

1. **Composition.** The Campus Appeals Board (CAB) shall consist of nine members selected in the following manner: four students appointed by the president of Purdue 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.
2. **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.

C. Criteria for Appeal

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

1. Failure to follow an established policy or procedure;
2. The assigned sanction is unduly harsh or arbitrary;
3. New information has become available since the conclusion of the process; or
4. Bias has been exhibited through the process.

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

D. 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.

E. 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.

F. 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.

Part VI. Authority, Application, and Amendments

A. Authority

Student rights, responsibilities, and standards of conduct will be established by campus administrators in consultation with the student and faculty government organizations and shall be consistent with the principles established by Purdue University.”

B. Application

This Code, as from time to time amended, shall apply to all undergraduate and graduate students while enrolled at Purdue University Fort Wayne and shall be deemed a part of the terms and conditions of admission and enrollment at the university. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, this Code shall govern. They shall be enforced by the chancellor.

C. Amendments

1. In General. This Code, and any amendments hereto, shall remain in effect until rescinded or modified by or under the authority of the Board of Trustees of The Trustees of Purdue University, as exercised by the president of the university under delegated authority from the Board and in consultation with the chancellor. Amendments may be proposed by the Purdue Fort Wayne Student Government Association, Purdue Fort Wayne Senate, university administrative officials, , or the Board of Trustees, and any such proposed amendment shall be submitted to the Purdue Fort Wayne Student Government Association and Faculty Senate for review and comment before adoption.
2. Amendments to Part I: Student Rights and Responsibilities. Without limiting the generality of the amendment process described in Part VI.C.1 above, the following additional provisions shall apply to amendments to the student rights and responsibilities set forth in Part I. Proposed amendments of such rights and responsibilities may be initiated by the Purdue Fort Wayne Student Government Association, the Faculty Senate, university administrative officials, or the Board of Trustees and shall be submitted to the

Comment [AB43]: Information not deleted. Section moved to page 21 after Procedures for Academic Misconduct.

Purdue Fort Wayne Student Government Association, and the Faculty Senate for consideration and recommendation before adoption by or under the authority of the Board of Trustees, as exercised by the president of the university under delegated authority from the Board. In the event such an amendment to the rights and responsibilities set forth in Part I is adopted without approval of the Purdue Fort Wayne Student Government Association or the Faculty Senate, either of such bodies may withdraw its endorsement of such rights and responsibilities, in whole or in part.

APPENDIX A – Requirement to Disclose Felony Conviction or Charge after Admission

Purdue University Fort Wayne is concerned with the safety and achievement of its students and employees. Out of that concern, the university requires students who have been charged with or convicted of a felony after being admitted to report felony charge or conviction to the Office of the Dean of Students within five (5) business days (reports can be made via the following ways to the Office of the Dean of Students: located in Walb Union, Room 111; phone 260-481-6601; email dos@pfw.edu).

As noted in section Part II.B.2.9 of the Code of Student Rights, Responsibilities and Conduct, persons “may be subject to the university sanctions for the same conduct, in accord with established policies and procedures, when the conduct is in violation of a university rule. At the discretion of the Office of the Dean of Students, disciplinary action under this Code, may proceed in advance of or during the pendency of criminal proceedings. Determinations made or sanctions imposed under this Code, shall not be subject to change because criminal charges arising out of the same set of facts giving rise to university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.”

Disclosing a felony charge or conviction will not result in an automatic separation from the university. Any disciplinary action that is taken will take place according to procedures noted in Part III of this Code.

Per Part III.C.2 of this Code, discovery of a student’s failure to report a felony charge or conviction as required in this policy may result in an interim suspension from the university pending a conduct proceeding.

Comment [AB44]: Appendix A added per various scenarios from the past year & a half.

MEMORANDUM

TO: Fort Wayne Senate
FROM: B. Buldt
Chair, Executive Committee
DATE: April 1, 2021
SUBJECT: New Business (Change to the Bylaws)

WHEREAS, Section VII.B.3.a.iii of the Constitution permits the Executive Committee to, with the consent of the Senate, recommend procedures “for the efficient conduct of items of business” on the Senate agenda; and

WHEREAS, the New Business portion of the Senate meeting agenda has seen increased usage in recent sessions; and

WHEREAS, New Business has been moved earlier on the agenda several times in the past few years to accommodate important emergency and emergent items; and

WHEREAS, the current structure of the Senate order of business, as elucidated in Section 2.4 of the Bylaws, places a section during which no business may be conducted (Question Time) between two segments during which business may be conducted (Committee Reports Requiring Action, New Business); and

WHEREAS, the business portions of the Senate agenda should be consolidated into a single block; and

WHEREAS, Question Time has been, is, and shall continue to be an important part of the Senate’s agenda;

BE IT RESOLVED, that the Senate’s order of business as stated in the Bylaws be amended to read:

2.4.8. Committee reports requiring action

2.4.9. New business. No formal business may be conducted, nor action taken on any motion or resolution, after the close of new business.

2.4.10. Question time. At this time, the university administration will respond to written questions submitted in advance through the Executive Committee.

2.4.11. Committee reports “for information only”

BE IT FURTHER RESOLVED, that this amendment go into effect on August 15, 2021 so that it is operative for the first regularly scheduled Senate meeting of the 2021-2022 academic year.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steve Carr, Senator for Communication
Bernd Buldt, Chair, Executive Committee

DATE: 21 January 2021

SUBJ: Resolution to Map Out the Levels of Shared Governance

Resolution to Map Out the Levels of Shared Governance

WHEREAS the American Association of University Professors (AAUP) 1966 Statement on Government of Colleges and Universities emphasized the importance of mutual understanding and joint effort in using shared government effectively to reach decisions; and,

WHEREAS the 1966 Statement construes shared government to mean the coordination and integration of interdependent multiple voices, each having their own different weights and sequence at different times in reaching any decision; and,

WHEREAS participation among each of the components of the University occurs not in one way, but with varying weights, depending upon circumstance and respective authority in the kind of decision reached; and,

WHEREAS those weights for participation occur relevant to where Faculty have authority, according to **determination, joint action, consultation, discussion, or no participatory role**; and,

WHEREAS much confusion and misunderstanding still exist among both faculty and administration in terms of how shared government should work across various kinds of decisions that the university might reach,

BE IT RESOLVED that the Fort Wayne Senate discuss the attached document, which maps out a hierarchy of levels of faculty participation in shared government according to the Constitution of the Faculty of Purdue University Fort Wayne; and,

BE IT FURTHER RESOLVED that the Fort Wayne Senate votes to reaffirm our Constitution and to adopt the attached document as a standard for how and when faculty participate in the governance of our institution, according to the powers and responsibilities of Faculty set out in that Constitution.

A Hierarchy of Levels of Faculty Participation at Purdue University Fort Wayne

Adapted from a Presentation by Hans Joerg-Tiede (AAUP) on Shared Government

Section VII of the Constitution of the Faculty of Purdue University Fort Wayne establishes Senate as the **sole** Governing Body of the Faculty on this campus before the Purdue Board of Trustees reaches a decision. Only Senate has **final authority** to “exercise the powers and responsibilities of the Voting Faculty” by way of **determination, joint action, or consultation**.

Determination: Faculty have **final legislative or operational authority** on the Fort Wayne campus before the Purdue Board of Trustees reaches a decision.

According to VI. A. 3. of the Constitution of the Faculty of Purdue University Fort Wayne, the Faculty have **final legislative authority** on the Fort Wayne campus to **determine**

- The academic calendar
- The policies for class scheduling
- The policies for student participation in athletic affairs

Furthermore, VI. A. 4. designates Faculty alone as having powers of **operational authority** on the Fort Wayne campus to **review and approve**

- The titles of the academic degrees conferred at PFW
- The general requirements for the curricular leading toward academic degrees or certificates
- The nomination of all candidates for degrees and certificates

Joint Action: Formal agreement by both the faculty and other components of the institution is **required**.

Currently, no section of the Constitution sets out standards where both the Faculty and other components of the institution must engage in formal **joint action**.

Consultation: There is a **formal** procedure which provides a means for the Faculty to present its **judgment** in the form of a **recommendation** or **vote**.

According to VI. A. 1. of the Constitution requires that Faculty have a **formal** procedure to present its **judgment** in the form of a **recommendation** or **vote** before the University sets **policies** concerning:

- The admission and academic placement of students
- Student conduct and discipline
- Student participation in group extracurricular activities
- The administration of the library and other educational support facilities
- The conduct, welfare, privileges, tenure, appointment, retention, and promotion of the faculty

Furthermore, VI. A. 2. requires that Faculty have a **formal** procedure to present its **judgment** in the form of a **recommendation** or **vote** before the University reaches decisions involving:

- Changes in academic organization
- The determination and management of the budget
- The planning of physical facilities
- Increases and decreases in staff
- The screening and selecting of academic and administrative offices

Furthermore, VIII.A. requires that Faculty have a **formal** procedure to present its **judgment**, through an Academic Personnel Grievance Board elected by Faculty, in the form of a **recommendation** or **vote** on administrative actions for each case raising one or more issues involving “academic freedom, tenure, promotion, or the nature or conditions of work.” VIII.A.3 also allows “any member of the Faculty” to petition an “appropriate review body” to review such administrative actions.

Discussion: There is only **informal** expression of **opinion** from the faculty or from individual faculty members.

According to VI. A. 5. of the Constitution permits Faculty “to present its views concerning any matter pertaining to the conduct and welfare of PFW to the President and Board of Trustees of Purdue University.”

In matters requiring **determination, joint action, or consultation**, neither ad hoc appointments of Faculty by administration; nor informal expression of opinion from the faculty or from individual faculty members; nor committees seating one or two faculty representatives among a majority of administrative and/or staff members satisfy the basic standards for Faculty Participation in Shared Government through its governing body of the Senate.

MEMORANDUM

To: Fort Wayne Senate

From: Bernd Buldt, Chair
Executive Committee of the Fort Wayne Senate

Date: March 31, 2021

Subj: Request to re-authorize the ad-hoc committee established by SD 20-34 for the next AY

WHEREAS Senate voted to create an Ad-hoc Senate Committee to examine questions and investigate issues that emerged when faculty learned about allegations of abuse surrounding the Women’s Basketball team; and

WHEREAS the Executive Committee (EC) immediately acted upon the resolution, made preparatory inquiries, then wrote a charge for said committee and asked Nominations and Elections Committee (NEC) to populate the committee February 15; and

WHEREAS the NEC was able to populate said committee only after its composition had been changed by the EC March 5; and

WHEREAS for the reasons mentioned above the ad-hoc committee is unable to submit their final report in time for the last meeting of Senate in April of 2021 and can therefore be expected to have to continue their work in the fall of 2021; and

WHEREAS, Bylaws 5.4.3 states that an “Ad hoc committees cannot be carried over to a new academic year without special authorization by the Senate;”

BE IT RESOLVED that Senate authorizes the ad-hoc committee formed as per SD 20-34 to continue their work in the AY 2021–22.

Approved	Opposed	Abstained	Absent	Non-Voting
Bernd Buldt				Craig Ortsey
Hui Di				
Peter Dragnev				
John Egger				
Ann Marshall				
James Toole				
Nash Younis				

Question Time

I faced a situation this semester where I needed to lock the deadbolt on my classroom to keep out a non-enrolled student who was disrupting my class while we waited for campus police to arrive. The experience left me grateful that I had the option to flip a deadbolt and prevent a possible escalation of the scene. I know there are still many classrooms without deadbolts, unfortunately. When will Building Services complete the project of putting locks on all classrooms across campus? I've not been able to get an answer to this question through conventional routes.

J. Badia

Question Time

I've heard concerning things about staffing in the Office of Diversity & Multicultural Affairs with regard to people being let go or RIFed. Could we get an update on what is happening currently in ODMA and the rationale behind any current actions?

G. Schmidt

Question Time

According to an estimate from the American Council on Education, Purdue University Fort Wayne should get an additional \$18.5 million from the newly passed stimulus act.

1. When will the university make a public announcement regarding the precise amount we will receive?
2. Will Senate have an opportunity to weigh in with recommendations on how that money gets spent, before decisions get reached on how to spend it?

S. Carr

Degree/Certificate/Major/Minor/Concentration Cover Sheet

Date: 01/28/2021

Institution: Purdue

Campus: Fort Wayne

School or College: College of Professional Studies

Department:

Location: Online 50% or more online: Yes No

County: Allen

Type: New Stand-Alone Certificate

Program name:

Post-Baccalaureate Certificate in Nonprofit Management

Graduate/Undergraduate: Graduate

Degree Code: Other

Brief Description:

The Department of Criminal Justice and Public Administration proposes an online Post-Baccalaureate Certificate in Nonprofit Management. The Post-Baccalaureate Certificate in Nonprofit Management will consist of twelve (12) graduate credit hours delivered through four (4) existing courses within the Master of Public Administration (MPA) program. The Post-Baccalaureate Certificate in Nonprofit Management program would be administered by Dr. Nurgul Aitalieva, the MPA director.

Rationale for new or terminated program:

Fort Wayne is the second-largest city in Indiana, with an estimated population of over 268,000; Allen County has an estimated population of more than 379,000 people. According to the TaxExemptWorld, Allen county has more than 3,000 nonprofit organizations in existence at the present time (<https://www.taxexemptworld.com/organizations/allen-county-in-indiana.asp>). There is clearly a critical mass of potential students in this particular field of public service. The Post-Baccalaureate Certificate in Nonprofit Management program will allow practitioners and professionals working in nonprofit and government sectors with the Bachelor's degree to complete the required work without having to earn a Master's degree. This certificate program will also allow students without an MPA degree who enroll in the certificate program to apply to the MPA program, and receive 12 hours of credit toward the degree.

CIP Code: 52.0206

Name of Person who Submitted Proposal:

Dr. Nurgul Aitalieva

Contact Information (phone or email): aitalien@pfw.edu

**TITLE PAGE FOR GRADUATE
CERTIFICATE PROPOSAL**

INSTITUTION: Purdue University

CAMPUS: Fort Wayne

COLLEGE: College of Professional Studies

DEPARTMENT/SCHOOL: Criminal Justice and Public Administration

CERTIFICATE PROGRAM TITLE: Post-Baccalaureate (Graduate) Certificate in Nonprofit
Management

CERTIFICATE TYPE: POST-BACCALAUREATE CERTIFICATES

These programs generally require 12-29 credits of graduate-level academic work; all students enrolling in these programs must have completed their baccalaureate degrees.

POST-MASTERS CERTIFICATES

These programs generally require 12-18 credits of graduate-level academic work; all students enrolling in these programs must have completed their Master's degrees.

METHOD OF DELIVERY: On Campus

Via Distance Learning

Online

SUGGESTED CIP CODE: 52.0206

Fall Semester 2021

PROJECTED DATE OF IMPLEMENTATION:

Request for a New GRADUATE Certificate Program

Campus: Purdue University Fort Wayne

Proposed Title of Graduate Certificate Program: Post-Baccalaureate Certificate in Nonprofit Management

Projected Date of Implementation: Fall 2021

TYPE OF CERTIFICATE: (check one)

POST-BACCALAUREATE CERTIFICATES – These programs generally require 12-29 credits of graduate-level academic work; all students enrolling in these programs must have completed their baccalaureate degrees.

POST-MASTERS CERTIFICATES –These programs generally require 12-18 credits of graduate-level academic work; all students enrolling in these programs must have completed their Master’s degrees.

I. Why is this certificate needed? (Rationale and purpose, including market research)

Fort Wayne is the second-largest city in Indiana, with an estimated population of over 268,000; Allen County has an estimated population of more than 379,000 people. According to the TaxExemptWorld, Allen county has more than 3,000 nonprofit organizations in existence at the present time (<https://www.taxexemptworld.com/organizations/allen-county-in-indiana.asp>). There is clearly a critical mass of potential students in this particular public service field. The Post-Baccalaureate Certificate in Nonprofit Management program will allow practitioners and professionals working in nonprofit and government sectors with a Bachelor’s degree from an accredited institution to complete the required work without having to earn a Master’s degree.

II. In narrative form, explain the major topics to be covered in the curriculum of the certificate.

The curriculum of the Post-Baccalaureate Certificate program will cover important policies, perspectives and issues germane to the nonprofit sector. Particular emphasis will be placed on fund development, grant administration, and management.

The proposed Post-Baccalaureate Certificate program will consist of twelve (12) graduate credit hours delivered through four existing courses within the Master of Public Administration (MPA) program. (Please see Question IX below for a list of courses.)

III. What methods of delivery will be used for this program (check all that apply)?

- Residential
- Hybrid
- Online

If hybrid or online, please respond to the following prompts/questions:

a. What technologies will be used to give students access to instruction?

The program will use D2L Brightspace – Purdue’s learning management system.

- b. If the program is being offered residential and digitally (hybrid and/or online), the curriculum offered identical

N/A

- c. If applicable, explain how students will complete labs, studios, clinicals, etc.

N/A

- d. Who will administer the online program via Purdue Online? Specify PFW program coordinator or outside vendor/contact person.

The program would be administered by the Department of Criminal Justice and Public Administration faculty under the direction of Dr. Nurgul Aitalieva, the MPA director.

- IV. How does this certificate complement the university’s/department’s/school’s strategic plan(s)?

The Post-Baccalaureate Certificate in Nonprofit Management will share the same core purpose as the MPA program to produce graduates who are committed to public service and have the theoretical foundations and skill sets that will enhance contributions to their organizations and agencies. This Certificate program will also share the Purdue University Fort Wayne strategic plan’s goals of cultivating an affirming campus climate that embraces a culture of mutual understanding, equity, and respect. The Certificate program will actively pursue community engagement through partnerships with regional, state and national constituents.

- V. Describe any innovative features of the program (e.g., involvement with local or regional agencies, or offices, cooperative efforts with other institutions, etc.).

The Post-Baccalaureate Certificate will continue the MPA programs’ focus on involvement with local and regional agencies, extending to this new audience.

- VI. Describe any relationship to existing programs on the campus or within the university.

Current MPA program students have two concentration choices: Nonprofit Management and Public Administration & Policy. The proposed certificate program would require the completion of the same 12 credit hours as in the concentration. Students enrolled in the MPA program would NOT be eligible for the Certificate. However, the Certificate will be “stackable” with the MPA. In other words, students can complete the Certificate and then apply for admission to the MPA. Once accepted, they will receive 12 hours of credit toward the MPA degree. Thus, the Post-Baccalaureate Certificate program will strengthen enrollment in the MPA program.

There has never been the Post-Baccalaureate Certificate option in the MPA program at the Purdue Fort Wayne campus. As such, it does not conflict with any existing program.

- VII. List the major student learning outcomes (or set of performance-based standards) for the proposed certificate.

The Department of Criminal Justice and Public Administration faculty members have aligned the Post-Baccalaureate Certificate in Nonprofit Management program to the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) standards¹. Student learning outcomes for the program are listed and aligned to courses on the curriculum map (see Appendix).

- VIII. Explain how student learning outcomes will be assessed (student portfolios, graduate follow up, employer survey, standardized test, etc.) and describe the structure/process for reviewing assessment findings for the purpose of ensuring continuous improvement of the certificate.

In the core competency areas, the graduate certificate students should be able to demonstrate a diverse knowledge and skills base in the areas of leadership, policy process involvement, strategic analysis and action, applied organizational management, and professionalism. Assessment data will provide information on individual and collective candidate performance and on program performance. Assessment will be based upon the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) competencies. To ensure adequacy, all standards and elements will be reviewed and mapped across the following two graduate nonprofit management courses:

- 1) PPOL 52100 The Nonprofit and Voluntary Sector
- 2) PPOL 52500 Management in the Nonprofit

Both quantitative and qualitative data will be captured electronically for regular review for the purpose of program improvement.

It is expected that in the development and teaching the two graduate courses in the program, faculty will include assignments that build candidate understanding of standard elements assigned to that course and monitor candidate progress through course assessment and Signature Assignments. While each element serves to provide specific orientation for each program competencies, faculty will be also encouraged to examine competencies as a whole so as to move elements beyond a checklist and into an integrated approach to public management principles.

It is also expected that candidates view course assessments and Signature Assignments as opportunities to check their learning against program-level competency criteria, for it is through that approach that they can determine areas for personal improvement. Every effort will be made throughout the program to provide meaningful feedback to candidates to assist their self-assessment as candidates are provided their individual performance data.

Descriptive rubrics used in the MPA program evaluate student performance on a four-point scale. For each criterion evaluated, students are scored as either

4. Exceeding Standard (Excellent)
3. Met Standard (Good)
2. Approaching (Standard Fair)
1. Failing Standard (Poor)

¹ The Network of Schools of Public Policy, Affairs, and Administration is a Washington, D.C.-based non-profit organization. It is an international association of public affairs schools at universities in the United States and abroad. Source: <https://www.naspaa.org/>

Table 1 describes when the assessment occurs, expected level of achievement relative to the outcome, and the measure used to evaluate student performance.

Table 1. Overview of the Post-Baccalaureate Certificate Program Assessment

Program Level Competency	Expected Level of Learning	Measure	When Assessment Occurs
#1. Leadership	Meet standards	PPOL 52500 Signature Assignment & Descriptive Rubric	PPOL 52500 Management in the Nonprofit
#2 Policy Process Involvement	Meet standards	PPOL 52100 Signature Assignment & Descriptive Rubric	PPOL 52100 The Nonprofit and Voluntary Sector
#3 Strategic Analysis and Action	Meet standards	PPOL 52500 Signature Assignment & Descriptive Rubric	PPOL 52500 Management in the Nonprofit
#4 Applied Organization Management	Meet standards	PPOL 52100 Signature Assignment & Descriptive Rubric	PPOL 52100 The Nonprofit and Voluntary Sector
#5 Professionalism	Meet standards	PPOL 52500 Signature Assignment & Descriptive Rubric	PPOL 52500 Management in the Nonprofit

- IX. List all specific program completion requirements, including courses, minimum course GPA, minimum overall GPA, maximum number of transfer credits, maximum time allowed from the completion of the first course, how many courses can be applied to another certificate or program of study, etc.

The Post-Baccalaureate Certificate course of study will require completion of 12 credit hours through four existing courses within the Master of Public Administration (MPA) program.

- 1) PPOL 52100 The Nonprofit and Voluntary Sector (3 credit hours)
- 2) PPOL 52500 Management in the Nonprofit (3 credit hours)
- 3) PPOL 55700 Proposal Development and Grant Administration (3 credit hours)
- 4) PPOL 55800 Fund Development for Nonprofits (3 credit hours)

Only courses with grades of C (2.0) or above will be counted for degree requirements; however, grades below C are used in computing the cumulative GPA, even if a course is repeated and a higher grade is earned. Students enrolled in a certificate program must complete nine (9) of the 12 credit hours in Purdue residency with a minimum cumulative GPA of 3.0 (B) or better.

Students admitted to an MPA program will not be eligible for admission to the certificate program or eligible for the awarding of a certificate. Students enrolled in the certificate program, and who apply to the MPA program, must meet all MPA admission requirements. Students planning to request admission to an MPA program after successfully completing a certificate program should follow the regular application procedure outlined for the degree program. With the approval of the director of graduate studies, up to 12 graduate credit hours of appropriate course work with grades of B or better from the certificate program may be transferred to the MPA program.

X. Describe target audience to be served as well as the goal for the number of participants.

The Post-Baccalaureate Certificate in Nonprofit Management program is a 12-credit-hour program of study in nonprofit management that is flexible enough to be adapted to the needs of pre-career and in-service professionals working in nonprofit and government sectors. Career employees of public and private sector agencies seeking courses in nonprofit management, and especially those changing from professional or technical roles to managerial roles, may find the certificate program beneficial. The goal is for the certificate to start with a minimum of 15 students.

XI. What are the admission requirements? (Explain if they exceed those required by the Graduate School for a) degree prerequisites, b) minimum GPA, c) minimum scores for the TOEFL, TOEFL iBT, and IELTS, if not, restate the requirements of the Graduate School.)

Are students who are currently admitted to a degree program eligible to earn a certificate?

Within their current major	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Outside their current major	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

As stated previously, students enrolled in the MPA program will NOT be eligible for the Certificate, yet students in other Graduate programs would be. In addition, those with undergraduate degrees from a range of content areas would be eligible for admission to the Post-Baccalaureate Certificate program in Nonprofit Management.

Candidates to the Post-Baccalaureate Certificate program in Nonprofit Management would need to have an earned baccalaureate degree from an accredited institution of higher education, submit a Statement of Purpose, one letter of recommendation, and provide transcripts.

XII. List and indicate the resources required to implement the proposed program. Indicate sources (e.g., reallocations or any new resources such as personnel, library holdings, equipment, etc.) of resources.

The Post-Baccalaureate Certificate in Nonprofit Management program would require no new instructional resources due to embedding the certificate completion pathway within the existing MPA program. The only additional resources would be related to any marketing resources needed for either print materials and/ or through the University website.

XIII. Include a Liaison Library Memo

The Liason Library Memo is attached.

XIV. Include a completed Gainful Employment Certificate Worksheet (Appendix O).

The Certificate is attached.

Appendix. Post-Baccalaureate Certificate in Nonprofit Management Course Competency Mapping (12-credit hrs)

I - Introduced indicates that the concepts, knowledge and skills are introduced to students in the course (formative assessment at the course level). E - Expanded and Emphasized indicates that students are provided with opportunities to practice and apply the concepts, knowledge and skills in the course (formative assessment at the course level). A - Assessed indicates that competencies are assessed at the program level (summative assessment for the Program SLOs).			Course Title	\$2500 Manag in the Nonprofit	\$2100 Nonprofit and Volunt Sector	\$5700 Proposal Dev & Grant Admin	\$5800 Fund Devel for Nonprofit
Program-level competencies (PCs) & Student learning outcomes (SLOs)	Key Words & Phrases	Freq	4	6	5	6	
PC 1. Each graduate will be competent to lead and manage in public governance							
SLO 1.1	Analyze organizational behavior to improve systems and manage performance	Analyze org behavior	2	I	I		
SLO 1.2	Apply theories that can inform leadership and management in organizations while taking into consideration the political, institutional, legal, and ethical context and other environmental constraints	Apply theories	1	A			I
SLO 1.3	Evaluate intergovernmental and intersectoral relationships, which characterize complex political and economic environments of modern public administration	Evaluate intergov and intersect relationships	2		I	I	
PC 2. Each graduate will be competent to participate in and contribute to the policy process							
SLO 2.1	Utilize the results of appropriate quantitative or qualitative methods to inform decision making and improve the policy process	Utilize the results of appropriate methods	1		A		E
SLO 2.2	Evaluate institutional, legal, and political dynamics of the policy process with the highest ethical standards	Evaluate dynamics of the policy process	2		I		E
PC 3. Each graduate will be competent to analyze, synthesize, think critically, solve problems, and make decisions							
SLO 3.1	Identify and apply appropriate decision tools to support data-informed management, evaluation and policy choices	Identify and apply appropriate decision tools	2		I		E
SLO 3.2	Collect, analyze, interpret, and present data using appropriate models and methods	Collect, analyze, interpret, and present data	1	A		E	
SLO 3.3	Apply systematic research processes to novel problems and produce research in written format	Apply systematic research processes	2	I		I	
PC 4. Each graduate will be competent to articulate and apply a public service perspective							
SLO 4.1	Apply public service values to the management of public and nonprofit organizations	Apply public service values	1				I
SLO 4.2	Demonstrate the ability to use theories, concepts, and practices to manage effectively in complex environments	Demonstrate the ability to use theories, concepts, and practice	1	E	A		
PC 5. Each graduate will be competent to communicate and interact productively with a diverse and changing workforce and citizenry							
SLO 5.1	Express problems, concepts, analysis, and recommendations in written or oral communications clearly and accurately	Express problems, concepts, analysis, and recommendations	2		E		I
SLO 5.2	Prepare written and oral communications a diverse group of citizens, stakeholders, and public servants	Prepare written and oral communications	2	E		I	
SLO 5.3	Identify and explain issues of cultural diversity given the changing demographics of society	Identify and explain issues	2	A	I		E

When developing a new degree program, major, certificate, minor, concentration, track, or specialization please review the questions below when developing your response to the library or additional resources sections. Please consult your liaison librarian for assistance.

Library Resources

Address the following issues regarding the impact of the new program on the library's budget and personnel. Please respond to each item below indicating the library sources and services required to support the proposed program.

- Which databases/indexing sources will be used by the courses in this program?

Courses in the Post-Baccalaureate certificate program can make use of the following existing library databases (for additional details, see: <https://library.pfw.edu/az.php>):

*Social Services Abstracts
Applied Social Sciences Index and Abstracts (ASSIA)
Public Affairs Indexing Services (PAIS)
EBSCO Management Collection
Business Source Premier
ABI/INFORM Global*

While not required for the certificate program, the PFW campus at large might benefit from the Library subscribing to a related, philanthropy-focused resource: Candid (<https://candid.org/>).

- What are the journals that will be used by students completing library research in this program? Please list three to five titles. Is there an expectation that access to new journals will need to be purchased for students in this program?

Examples of nonprofit management journals available from Helmke Library include:

*Chronicle of Philanthropy (2000-current)
Journal of Nonprofit Education & Leadership (2010-current)
Journal of Nonprofit & Public Sector Marketing (2000-current, with 2-year embargo)
Nonprofit Management & Leadership (1998-current)
Voluntas: International Journal of Voluntary and Nonprofit Organizations (1990-current, with 1-year embargo)*

- Are there any specific reference sources (e.g. encyclopedias, handbooks, standards, etc.) required to support the new program?

Helmke Library has previously acquired reference resources related to the program:

Jossey-Bass handbook of nonprofit leadership and management (2016), available online
Nonprofit sector: a research handbook (2006), available online
A Dictionary of Nonprofit Terms and Concepts (2006), available online
Leadership in nonprofit organizations: a reference handbook (2011), available in print

- Is there an expectation for additional books to be purchased? What about DVD or audio/visual materials? What is the estimated dollar amount needed yearly to support this program with new books and media materials?

Presuming that Helmke Library's post-COVID-19 materials budget will be restored to its pre-COVID-19 level, Helmke Library's budget will be sufficient for purchasing books (and other e-materials) for the program.

- Will the new program use the Library's Document Delivery Services? Costs for this service come out of the Library's budget. What types of materials would the program be requesting through DDS?

Yes, the Library's Document Delivery Services will be used for items not immediately available at Helmke Library.

- Who is the liaison librarian for this program? The liaison librarian provides support through involvement in Blackboard-supported classes, one-on-one research consultations, in-class instructional sessions, and tailored course guides for research assignments. Which of these librarian services do you anticipate will be utilized in the new program?

Ann Marshall will be the liaison librarian for the program and will provide support for the certificate program through online research guides, in-person and/or virtual instruction, and individual research consultations.

- Memo from Liaison Librarian regarding resources.

Memo is attached.

- Is there an accrediting body that will be overseeing this program? What are the statements of the accrediting body related to the library, e.g. holdings, personnel, services?

The new certificate program does not require an additional accrediting process.

Liaison Librarian Memo

Date: 2/17/21
From: Ann Marshall
To: Nurgul Aitalieva
Re: Post-Baccalaureate Certificate in Nonprofit Management

Describe availability of library resources to support proposed new program:

Helmke Library already subscribes to several important databases related to the program, as listed on the library resource questionnaire. Full text journals are available through existing subscriptions or document delivery. Presuming the Library's post-COVID-19 budget is restored to pre-COVID-19 levels, acquisition of books and other e-media to support the program can be purchased within Helmke Library's budget. If new subscriptions are needed at a future date, they may need to be funded by an increase in the Library's budget. Currently, the Library is able to support the new Post-Baccalaureate Certificate in Nonprofit Management.

Comments:



2/17/2021

Liaison Librarian Signature

Date

Please email academic_program@pfw.edu with questions about this form.
Send signed original to Associate Vice Chancellor for Academic Programs
Kettler Hall, Room 74

Purdue University Fort Wayne
Gainful Employment (GE) Form
 (must accompany Graduate Certifications Proposals)

TO BE COMPLETED BY DEPARTMENT CHAIR/DIRECTOR

Application for Review for Title IV Federal Student Aid Eligibility

NAME OF PROGRAM: Post-Baccalaureate Certificate in Nonprofit Management

DEPARTMENT: Criminal Justice and Public Administration **SCHOOL/COLLEGE:** College of Liberal Arts

A program eligible to participate in Title IV federal student aid would be considered a Gainful Employment Program if it can be completed as a standalone certificate program and prepares students for "gainful employment in a recognized occupation." A review and documentation of these criteria is essential prior to program implementation. Failure to meet these criteria may jeopardize Purdue University's eligibility to award federal student financial aid or take part in other programs under the Higher Education Act. Final approval for eligibility may be determined by the U.S. Department of Education.

QUESTION	ELIGIBILITY CRITERIA
1. Is this a standalone certificate program?	1. <input checked="" type="checkbox"/> Yes ___ No
2. Is the student required to be enrolled in a degree-seeking program while pursuing this certificate?	2. ___ Yes <input checked="" type="checkbox"/> No
3. Would this certificate alone prepare a student for gainful employment in a recognized occupation?	3. <input checked="" type="checkbox"/> Yes ___ No If YES, list the Standard Occupation Code(SOC): 11-9151.00 - Social and Community Service Managers <i>(The Department of Labor's Standard Occupational Code (SOC) must be provided to show the occupation that the program prepares students to enter and can be found on the Department of Labor's O*NET website - http://www.onetonline.org)</i>
4. Is the program a one-year minimum training program that leads to a degree (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation?	4. <input checked="" type="checkbox"/> Yes ___ No If YES, describe how this program prepares the student for gainful employment: <u>Provides necessary skills to manage and lead nonprofit organizations and programs</u> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> <p style="text-align: center;">***If you answered NO to all of the above – STOP HERE. Certificate is <u>not</u> eligible for Gainful Employment***</p>

ELIGIBILITY CRITERIA	
Academic Year Definition Requirements	<p>Number of weeks of instructional time per academic year for this program: <u>24</u> In an academic year, a full-time student must complete at least <u>12</u> semester hours.</p> <p>(NOTE: Federal regulations define academic year as a period of a minimum of 30 weeks of instructional time. In an academic year, a week of instructional time is any week in which at least one day of regularly scheduled instruction or examination occurs, or at least one day of study for exams for final exams if it occurs after the last scheduled day of classes for the semester. Instructional time does not include periods of orientation, counseling, vacation, or any other activity not related to class preparation or examinations. Internships, cooperative education, and independent study are forms of instruction that may be included in the definition of academic year. For an undergraduate educational program, an academic year is a period a full-time student must complete at least 24 semester hours.)</p> <p>The length of the program is <u>1.0</u> academic years. (Federal regulations require that the program length is at least two academic years and provides an associate, bachelors, graduate, or professional degree or a one-year training program that leads to a degree or certificate (or other recognized educational credential) and prepares students for gainful employment in a recognized occupation.)</p> <p>Department Head (please attach a Program of Study documenting the following):</p> <ul style="list-style-type: none"> • This program prepares students for gainful employment in the same or related recognized occupation as an educational program that has previously been designated as an eligible program at Purdue University Fort Wayne.
Document(s) Required	If program proposal and approvals (Faculty Senate, Vice Chancellor for Academic Affairs, and Provost's Office, and the Indiana Commission for Higher Education, if applicable) are not on file with the Office of Academic Affairs, you may be asked to provide documentation.

Signature: Department Head

Date

When Completed Send to:

Douglas Hess, Director of Financial Aid,
Purdue University Fort Wayne
2101 E. Coliseum Blvd, KT 103B
Fort Wayne, IN 6805
hessd@pfw.edu

Office Use: This program is

Eligible – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS ELIGIBLE for Title IV federal student aid.

Ineligible – Based on submitted documentation, the Division of Financial Aid has determined that this certificate IS INELIGIBLE for Title IV federal student aid.

Signature: Director of Financial Aid

Date

Senate Reference No. 20-38

MEMORANDUM

TO: Fort Wayne Senate
 FROM: Steven A. Hanke, Chair of the Education Policy Committee
 DATE: 03/22/2021
 SUBJ: Request for Review of Policy Regarding Dual Level Courses

WHEREAS, the Educational Policy Committee (EPC) is the parent committee of the Graduate Subcommittee and the Curriculum Review Subcommittee; and

WHEREAS, EPC completed its review and voted in support of the subcommittees' joint response to the request for review of policy regarding dual level courses;

BE IT RESOLVED, That the attached Senate Reference item be presented to the Senate.

Approved

Hosni Abu-mulaweh
 Stacy Betz
 Steven Hanke
 Shannon Johnson
 Kate White

Opposed**Abstention****Absent**

Donna Holland

Non-Voting

Cheryl Hine
 Teri Swim

MEMORANDUM

TO: Fort Wayne Senate

FROM: Shannon Johnson, Chair
 Graduate Subcommittee
 Sarah LeBlanc, Chair
 Undergraduate Curriculum Committee

DATE: March 18th, 2021

SUBJ: Request for Review of Policy Regarding Dual Level Courses

The Graduate Subcommittee and Undergraduate Curriculum Committees met on March 18th, 2021 and discussed the attached request to review the changes to dual listed courses outlined in the March email from Terri Swim.

The committee finds that the change requires no Senate review due to the administrative nature of the change and that the change does not have significant curricular impact. These changes affect the way courses appear in the catalog and will not involve any changes to existing programs, courses, or majors. The change being proposed boils down to the deletion of four words “dual enrollment undergraduate-graduate” in order to put PFW into compliance with HLC.

Specifically, the courses affected will not need to modify their content and will only have a minor update to their catalog descriptions, which will be handled through the registrar’s office. Any undergraduate program that requires graduate level courses will still have the required classes appearing in the undergraduate catalog, even if the course itself is housed in the graduate catalog – this is a back-end adjustment that will appear seamless to the student. The additional statement regarding the application of credit for courses is not a change to policy, but an effort to make this more transparent for students. Departments with courses that are listed at the graduate level, but that are only being used for undergraduate course work, do have the option of applying for a change in course number for clarification but are not required to do so. This will have no impact on cross listed courses.

Shannon Johnson, MLS
 Chair, Graduate Subcommittee
 Walter E. Helmke Library

Approving:
 Terri Swim
 David Cochran
 Kerrie Fineran
 Hank Strevel
 Shannon Johnson
 Rachel Gilreath

Not Approving:

Abstain:

Chao Chen & Tanya Soule were not present for the vote.

Chair, Undergraduate Curriculum Committee
Department of Communication

Approving:

Sarah LeBlanc
Shannon Johnson
Teresa Hogg
Carol Lawton
Haowen Luo
Behin Elahi
Jaiyanth Daniel

Not Approving:

Abstain:

Sierra Miller & Laurel Campbell were not present for the

vote

The University Resources Policy Committee on March 18th 2021 reviewed and unanimously approved the “information only” report previously approved by the Senate Budgetary Affairs Subcommittee on November 5th 2020

Yes Votes:

Denise Buhr
Diana Jackson
Greg Justice
Hadi Alasti
Jane Leatherman
Marcia Dixson
Mark Jordan
Sharon Wright
Shawyna Koorsen
Steve Hanke
Tanya Soule
Gordon Schmidt

A

Memorandum

TO: FW Senate University Resources Policy Committee

Gordon Schmidt, Chair

FROM: FW Senate Budgetary Affairs Subcommittee

Andrew Kopec, Chair

DATE: Nov. 5, 2020

SUBJ: LTL Bonus Compensation (2020)

Dear Professor Schmidt,

In keeping with the charge from the Fort Wayne Senate Executive Committee (EC), I write on behalf of the Fort Wayne Senate Budgetary Affairs Subcommittee (BAS) to report on the matter of bonus compensation for qualifying LTLs for extraordinary services rendered during the shift from normal operations to emergency operations in the spring of 2020.

Charge from EC

On Oct. 12, 2020, the EC contacted me with a Charging Memo that asks BAS and Faculty Affairs (FAC) to “examine and report on LTL compensation” on campus in general and on the matter of bonus compensation for qualifying LTLs in particular.

In response to that latter charge, the BAS has reached out to stakeholders in the administration, including OAA, Financial Affairs, HR, and college executive leadership, in addition to faculty, including some chairs and program directors. Information gleaned came via email correspondence and video and phone interviews conducted by BAS

chair. From these sources, BAS has constructed the following timeline of events pertaining to discussions and recommendations about bonus compensation for LTLs.

Timeline of Events

- Summer 2020: Fort Wayne Senate Town Hall
 - Attendees raised the question of compensating LTLs in recognition of work to learn new LMS and to shift teaching modalities from in-person to online in response to the COVID-19 pandemic.
- Summer 2020: Academic Officers Committee (AOC) Meeting 1
 - The VCAA and Deans discussed possible ideas for compensating meritorious LTLs in recognition of their work as per above.
 - VCAA Drummond brought the matter of LTL compensation to Chancellor Elsenbaumer's attention for review.
- Summer 2020: AOC Meeting 2
 - At a subsequent AOC meeting, VCAA Drummond announced information from HR that as per institutional pay policy no one category of employees can receive a bonus.
 - This led to a shift in thinking about compensating LTLs as a class of employees toward compensating individual meritorious LTLs.
 - Further, this reflects a shift in thinking from a "bonus" to a "gift."
 - Deans gathered lists of names of LTLs to submit to OAA.
 - In the aftermath of the AOC meeting, and with this pay policy and the evolving campus budget restrictions in mind, the Chancellor recommended that academic units consider compensating individual LTLs in Dons Dollars from unit-controlled gift funds.
- Fall 2020
 - On October 8, 2020, the COAS Executive Committee forwarded a memo to Chancellor Elsenbaumer that urges the chancellor to reconsider "your decision" to compensate LTLs with a one-time payment of Dons Dollars equivalent to \$200 in lieu of \$500 cash per section (a specific idea explored at the Senate Town Hall and AOC Meeting 1).
 - The memo assumes that a definitive decision has been made by the Chancellor and that, furthermore, the funds for the Dons Dollars would be furnished by centralized monies.
 - On October 9, 2020, the Chancellor forwarded a memo to the COAS Executive Committee. There he states that "the reality is that the university does not currently have budgeted financial resources to accommodate institutional salary adjustments or bonuses." The Chancellor suggests using gift funds for this purpose of LTL gifts.

- The memo implicitly refutes the assumption that, first, a decision (rather than recommendation) has been conveyed and that, second, money for any kind of recognition would come from centralized sources.
- In late October, OAA has reiterated via email to BAS chair (Oct. 29, 2020) that no centralized financial funds will be distributed to LTLs in the form of a bonus payment.
- Rather, it is the current policy for individual units to work with HR and Deans to “explore” furnishing “individual recognition for meritorious LTLs” from unit-controlled gift funds.

Summary

During the summer of 2020, the Chancellor and AOC members explored possible ways to compensate LTLs for their work over the summer. The conversation about the bonus shifted from “all LTLs” to “individual LTLs” for HR reasons (“pay policy”). When the Chancellor recommended the use of Dons Dollars, some stakeholders assumed that these funds would come from central sources. The reason for this assumption is unclear.

As BAS understands it now, the recommendation from Kettler is for individual units to explore compensation for “meritorious LTLs” with college deans and HR.

If you have questions about our examination of and reporting on this issue, please do not hesitate to contact me. I’m happy to meet with your committee at its request.

Sincerely,

Andrew Kopec

Associate Professor of English

Chair, BAS

This procedure was reviewed by the University Resources Policy Committee and approved by unanimous consent on Thursday March 18th.

Yes Votes:

Denise Buhr
Diana Jackson
Greg Justice
Hadi Alasti
Jane Leatherman
Marcia Dixson
Mark Jordan
Sharon Wright
Shawyna Koorsen
Steve Hanke
Tanya Soule
Gordon Schmidt

Purdue Fort Wayne Space Management Policies and Procedures Policies

I. Introduction

This document delineates policies and procedures that guide utilization decisions of physical facilities of the Purdue University Fort Wayne campus. The goal of these policies and procedures is to promote the most effective use of the University's physical facilities. All physical facilities belong to the University and are assigned to a college/school, unit or academic or administrative department. Current users or occupants of the facilities do not own the space but may have control as delegated by the Purdue Fort Wayne Space Committee and the Vice Chancellor for Financial and Administrative Affairs (VCFAA). The assignment of space overseen by the University to a particular college/school or department is subject to change. A space request with justification must be submitted on the specified form before any change of use or modification to the space is performed, except for reassignment of space within a unit. The PFW Space Committee, in conjunction with the VCFAA, will evaluate space requests and provide analysis and recommendation to address programmatic space needs. Space is to be used for the highest priority needs of the University as a whole. When large scale changes are planned, URPC will be consulted in the early stages of such planning.

A. Policy

The Purdue University Fort Wayne space management policies and procedures have been developed by the University to ensure the best use of space. The policies and -procedures are consistent with space guidelines established by peer institutions of PFW.

B. Procedures

Procedures described herein have been approved by the Chancellor and URPC to establish a standard process for evaluating and requesting space at PFW for academic and support functions and for the advancement of the University as a whole.

II. Space Assessment

Documenting utilization of campus space is necessary to ensure accurate data for the purpose of reporting to the Purdue University JLL Purdue Occupancy Planning team and the Indiana Commission for Higher Education (ICHE), as well as for the planning and programming needs of the units, departments, or colleges/schools in conformance with the overall strategic plan of PFW.

A. Space Use Annual Inventory Survey

The Space Use Inventory Survey has been established for the University by Facilities

Management (FM) and shall be updated annually by each department to gather space use data for the Indiana Commission for Higher Education (ICHE). Presenting accurate space utilization data in this process is imperative, in that funding for repair and rehabilitation of PFW facilities is based on the reported square footage and use of space by the University. Space utilization information is maintained by Purdue University in a database, updated by PFW Facilities Management, and recorded in floorplans for every building on campus.

C. Other Periodic Space Review

PFW Facilities Management will perform space reviews throughout the year; during and after major renovations; after new construction; or when administrative, academic or research programs shift allowing opportunities to reassign space.

D. Space Data and Floor Plan Archives

PFW Facilities Management maintains an archive of existing space information, including original building plans, operation and maintenance manuals and specification guides, and existing space assignments.

III. Space Use and Assignment Policy

The intent of the space policy is to provide a systematic approach for evaluating space acquisition

based on current and projected space utilization needs and assessments.

Factors to be considered in assignment of space are:

1. The interest of the University and the University's strategic plan.
2. The suitability of the space and the possible future uses in light of anticipated or ongoing construction, renovation, and planning of major space reallocations.
3. The costs incurred by granting the space and the bearer of those costs.
4. The effects on people who must be relocated if the space request is granted.

A. Classroom Utilization Guideline

The University has established a goal of 85% utilization of general classroom space. The intent of this guideline is to achieve maximum efficiency and space utilization of instructional facilities including those instructional facilities in the general classroom pool, as well as those renovated or maintained by utilizing general operating funds. Classroom utilization rates will be monitored by the Registrar's Office to ensure accommodation of future enrollment growth while maintaining a comfortable learning environment and improving student retention. PFW Facilities Management will coordinate with the Office of the Registrar on an on-going basis to fulfill this guideline.

B. Vacated Space Guidelines

The University wishes to maximize space utilization by managing the release and re-allocation of space vacated by tenants in any school/college, department, unit or program with a change in space use status.

When a college/school, department, unit or program vacates its assigned space within a University facility, the vacated space will revert to a bank of vacant rooms or areas on campus hereafter called the university space reserve. The PFW Space Committee will make recommendations for re-assignment. If the space vacated is located in non-university leased space or occupied under an agreement, the renewal and continuance of the lease or agreement must be recommended by the PFW Space Committee and approved by the VCFAA before any occupancy or new negotiations take place.

A department or unit must send notification that the space is no longer being used by the department or unit to the PFW Space Committee. No unit, department or college/school will offer space to another unit, department or college/school without the knowledge and/or consent of the PFW Space Committee and approval of the VCFAA.

C. Office Space Guidelines

It is the intent of PFW to provide full time faculty and staff a single solitary or shared office space. Every tenure track faculty member is allowed an office and it is assumed that a faculty member's primary office is provided within the faculty member's home department. Multiple offices are only to be provided to faculty and staff when their duties or programmatic needs clearly require office space in more than one location. It is the responsibility of the department requesting the additional office to provide the justification for additional use space.

Procedures

I. Roles of Constituents

Department or Unit Role

Chairs; Directors; and unit leaders within a department or unit may investigate and prepare a request for space. Details of the space needs must be documented using the Space Requests and Assessment Form (SRAF, see Appendix A) in collaboration with the college/school, or department. The form and documentation is then routed to the appropriate office of the dean/director for approval to proceed.

Dean/Director

The dean (academic units) or director (administrative units) of the respective department/s or unit/s can either support or deny the SRAF and may request additional space studies or may provide an alternative solution. If supported, the dean or director signs and submits the SRAF to PFW Facilities Management. Requests not completed or lacking appropriate signatures will be returned. Requests are reviewed by PFW Facilities Management and forwarded to the PFW Space Committee before final recommendations are submitted to the Vice Chancellor for Financial and Administrative Affairs. In the event the request is denied, the persons responsible for initial submittal of the space request may resubmit the request in a time frame communicated by the dean or director.

PFW Facilities Management Role

At the request of a dean/director, a space needs analysis may be prepared by the PFW Facilities Management office. An onsite consultation with the requesting unit's staff may be necessary to better understand the space use and needs requested. The site visit will include a walk-through of the department's or unit's existing space and will compare the observed activities to the annual survey. Such a comparison study will help the space management staff better understand the needs and identify options not apparent to the requestor/s. The space

needs analysis along with the SRAF is then submitted to the PFW Space Committee (PFWSC) with recommendations. The PFW Space Committee will review the requests before submitting the final recommendation to the VCFAA.

PFW Space Committee Roles

The Associate Vice Chancellor of Facilities Management (or equivalent) will chair the PFW Space Committee as the appointee of the VCFAA. The committee will also include a member appointed by the VCAA; a member appointed by the VCSA; a member appointed by the registrar; an elected faculty member; a member appointed by the Student Government Association; the Director of Campus Credentials This committee will meet on a monthly basis to review submitted space requests. The committee will provide a forum for discussions and deliberation and will then make recommendations to the VCFAA for new and existing spaces, campus master planning, utilization evaluations, and capital priorities and necessities of the University. In the case of large academic projects, the URPC will be consulted before making recommendations to the VCFAA.

Office of the Vice Chancellor for Financial and Administrative Affairs Role

The VCFAA is responsible for final approval or denial of the request. Under no circumstance is any other officer of the University permitted to allocate space on a permanent basis to any person(s) or program(s) other than reallocation within ones own unit.

Appeal

If the request for space has been denied, the Dean or Director of the respective unit may submit an appeal in writing to the VCFAA within 6 months of the date of the denial. The original request plus any additional information must be submitted with the written appeal to the PFW Space Committee for final review before the PFW Space Committee resubmits to the Office of the VCFAA for a final decision.

II. Space Assessment

A. Physical Facilities Inventory

The office of PFW Facilities Management will distribute an annual space utilization self-survey. Space utilization surveys will be delegated by the deans/directors to an individual or individuals for physical evaluation, documentation, and final submittal. Individuals completing the physical space utilization surveys must be full time staff or faculty and must ascertain the facts of the intended and primary function of the space. The data associated with this survey process must be accurate at the time of the survey and must be approved and signed by the individual/s conducting the utilization survey and the dean/director before final submittal to PFW Facilities Management.

B. Space Assignment and Reassignment

SRAF forms will be submitted by the department, unit or individuals when the space is to be substantially changed. Substantial changes include, but are not limited to, move and relocation, new construction, and renovation of existing space. The form must be filled out completely and must be signed by the individual requesting the change. The dean (academic) or director (administrative) must approve the request before submitting the request to the

Associate Vice Chancellor of Facilities Management for review by the PFW Space Committee.

Requests for space should normally be made at least three months in advance of the expected need.

1. New Construction, Renovation of existing space, or additional space change:

Additional advance notice is required for major renovations and/or construction. Involvement of PFW Facilities Management is required in order to properly evaluate the existing space for appropriate recommendations.

2. Space Function Change or Employee Changes:

If an employee change has taken place within a department or unit, no SRAF form is needed; however, individuals should make sure the space utilization survey reflects this change or is noted within the survey.

3. Unassigned Space:

Unassigned space will automatically revert back to University Reserve. Any unassigned space will remain under the purview of PFW Space Committee until the space has been reassigned. If any department unit or college desires acquisition of this space, the SRAF form should be filled out notating the building, floor and room number of the space being requested.

4. Space Standards:

The office of PFW Facilities Management will perform space analysis and prepare evaluation reports. Space standards will adhere to national benchmarks identified by the PFW Facilities Management Space Planner/Analyst, PFW Space Committee and approved by the VCFAA to ensure the campus space is consistent with national norms and other cohort institutions. See Appendix C, Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition.

III. Classrooms

All general purpose classrooms are controlled and scheduled by the Office of the Registrar. Change in classroom use requires the approval as stated above in the Space Assignment and Reassignment section. Requests for assignment or reassignment of classroom space should be submitted to the Office of the Registrar by the department having priority scheduling, if such exists, and requesting the change. The Registrar will review the impact of such a change and approve before submittal to the PFW Space Committee.

IV. Process for Requesting Campus Controlled Space

A dean/director requiring additional space may request assistance in locating additional space through the following process. Prior to submitting a request for space, a dean/director should first determine whether internal re-allocation can occur to resolve a space need. If it has been determined by the dean/director that they are fully utilizing their existing space, then a request for additional space should be made.

For large scale projects, submit the SRAF form to the Associate Vice Chancellor of Facilities Management, Ginsberg Hall, for analysis. The SRAF form can be found on the Facilities Management web page. All space request forms must be filled out completely to be considered; this includes all appropriate signatures as well as fiscal and program qualifications. A full evaluation of the space assigned to and requested by the requesting unit will be compared to the space need by the Space Committee using the designated University standard, the FICM, 2006 Edition (see Appendix C).

If the request passes analysis by the PFW Space Committee, which will draft a recommendation to the VCFAA. The request shall then be evaluated by the Office of the VCFAA, taking into consideration the recommendation of the PFW Space Committee. If the request includes a space request greater than 10,000 square feet, then the request shall also be evaluated by the URPC.

Appendix: Space Request Procedure

Space Request Procedures

The VCFAA has charged the PFW Space Committee with developing a systematic process for considering all campus requests for new or additional academic and administrative space. The following set of guidelines and procedures shall govern that process.

General Guidelines

Requests for significant space changes will proceed through the following steps:

Step 1:

Department, unit, or individual must complete the SRAF and fill out the Space Needs Assessment Worksheet in collaboration with college/school or department.

Step 2:

After the SRAF has been completed, it should be forwarded to PFW Facilities Management, 101 Ginsberg Hall, to the attention of the AVC of Facilities Management and the Space Committee.

Step 3:

PFW Facilities Management and the Space Committee will evaluate the space request and compare to the FICM standards, as well as review the space reserve held in the University Reserve and will work with the requestor to determine a possible solution to the request.

Step 4:

The completed SRAF will be brought to the PFW Space Committee by the chair of the committee with the PFW Facilities Management Project Management staff recommendations.

Step 5:

The following criteria will be used by the PFW Space Committee in determining whether or not to recommend and approve the space request.

Optimal Utilization of Space: The department's current space is efficiently utilized as assessed by Facility Management Project Management comparison to University adopted standards of FICM.

Justification: The clarity and reasonableness of the justification for space will be assessed.

Mission-Fit: The space is needed for a department or college/school to grow in directions that are consistent with stated goals of the University and unit strategic planning.

Special Needs: A change in circumstances exists which warrants special consideration.

Economic Feasibility: The cost of the space is consistent with the benefit served and department funds are available or can be drawn from other sources without jeopardizing critical functions.

Step 6:

The Chair of the PFW Space Committee will discuss with the Vice Chancellor of Financial and Administrative Affairs the Committee's recommendation along with a justification.

Step 7:

The Chair of the PFW Space Committee will notify the appropriate dean or director of the final decision.

MEMORANDUM

TO: Fort Wayne Senate
FROM: B. Buldt
Chair, Executive Committee
DATE: April 1, 2021
SUBJ: New Business Guidelines

The Executive Committee wishes to advise members of the Senate that the New Business section of the agenda should only be used for vital and emergent issues that cannot wait to be addressed through the normal document acceptance procedure. These issues should involve a matter that impacts the efficient or effective operation of some portion of the university or Senate. Missing the document submission deadline is generally not a sufficient reason for attempting to place a resolution on the agenda through New Business. Given the notification requirements for these items, Constitutional and Bylaws amendments may never be initiated during New Business.

MEMORANDUM

To: Fort Wayne Senate

From: Bernd Buldt, Chair
Executive Committee of the Fort Wayne Senate

Date: March 31, 2021

Subj: Initial Report on creating a “Fall Opening Task Force”

In compliance with By-Laws 6.3.1, the Executive Committee (EC) wishes to share the following information with all Voting Faculty and the Fort Wayne Senate in particular.

Based on communications between the VCAA and the Educational Policy Committee, later joined by EC, the EC formed a task force to work on issue related to the “new normal” on campus after having lived through a year-long pandemic. The charge and two guiding documents are attached. Committee membership is as follows:

Registrar’s Office: Kari Smith	COLA: Farah Combs
Education Tech team: Adam Dircksen	COS: Mark Masters
SGA: Alexandra Backer	ETCS: Barry Dupen
Chancellor’s area: Jeff Malanson	DSB: Steven Hanke
IU Fort Wayne: Ann Obergfell	SoE: Rama Cousik
	VPA: David Steffens

On behalf of the EC,

Bernd Buldt
Senate Executive Committee, Chair

Fall 2021 Planning Task Force

March XX, 2021 // Virtual // Time

Task Force Membership

- Alex Backer, Student Government Association
- Farah Combs, College of Liberal Arts
- Rama Cousik, School of Education
- Adam Dircksen, Educational Technologies Team
- Barry Dupen, College of Engineering, Technology, and Computer Science
- Steven Hanke, Doermer School of Business
- Jeff Malanson, COVID-19 Point of Contact
- Mark Masters, College of Science
- Ann Obergfell, Indiana University Fort Wayne
- Kari Smith, Registrar
- David Steffens, College of Visual and Performing Arts

Task Force Objective

- To develop a series of recommendations that will be turned into guidance for the use of instructors, departments, and the university for the delivery of courses in the Fall 2021 semester, with a primary focus on how we can best support our students, broadly considered
 - Students in this case include graduate students, returning undergraduates who started at PFW prior to the pandemic, returning undergraduates whose only experience with PFW has been during the pandemic, and new Fall 2021 undergraduate students
 - Student success and retention—especially of first-time, full-time students—will be critically important in stabilizing university finances in the short and long term

Baseline Planning Scenario

To facilitate this planning process, a baseline planning scenario has been established. This baseline scenario represents the core expectations and assumptions for what the Fall 2021 semester will look like. It should be the foundation for all recommendations developed:

- Every instructor, staff member, and student who wants a COVID-19 vaccine will have access to one by August 2021
- Instructors who normally teach in-person courses will be back in the classroom*
 - Department modality distributions for Fall 2021 should be similar to Fall 2019
- Students enrolled in in-person courses will be back in the classroom*
- Re-densification will occur in classrooms and offices across campus
 - Event spaces (e.g., Auer Performance Hall and the Walb International Ballroom) will revert to their intended use and will no longer be used for large, socially-distanced classrooms
- Face masks will most likely still be worn by everyone on campus
- All assumptions and guidance are subject to change based on prevailing virus conditions and public health guidance in August 2021
 - *Self-quarantines and isolations will most likely still be recommended by the CDC for at least some people and are an understood exception to the expectation that instructors and students will be in the classroom

Guiding Planning Questions

The task force should develop recommendations on the following questions, as well as any additional questions it deems appropriate. Recommendations may also consider when exceptions should be made to the baseline planning assumptions (i.e., under what circumstances should we allow an instructor who normally teaches in-person courses to remain remote):

- Should instructors continue to livestream and/or record their course meetings?
- What level of flexibility should instructors continue to show and should students continue to expect with regard to attendance, due dates, etc.?
- Should we place a maximum capacity on the number of students permitted in any single classroom? (e.g., PWL has established a maximum capacity of 250 students in any single classroom)
- Should we maintain any restrictions on one-on-one and small group meetings in the classroom or outside the classroom?
- Should we continue to allow instructors to offer their classes in a hy-flex modality at their discretion?
- How can we properly understand and either meet or adjust the expectations of and for returning students, especially those for whom the 2020-21 academic year is their first at PFW?
- How can we properly understand and either meet or adjust the expectations of and for students new to PFW in Fall 2021, especially our first-time, full-time students?
 - What strategies should we employ to best understand what the educational experience for Fall 2021 first-time, full-time students looked like in their last year of high school? Understanding the proportion of students whose senior year was all remote, all in-person, or hybrid may impact the recommendations we develop for first-year courses, first-year advising, first-year support structures, etc.

In developing recommendations around the above questions (and others), consideration should be given to technology, facilities, communication (especially communication with students), human resources, and financial implications. Consideration should also be given to how these recommendations may impact IU Fort Wayne students, instructors, and employees (beyond those students enrolled in PFW courses).

Timeline

The task force should aim to deliver a final set of recommendations to Vice Chancellor Drummond by Friday, May 7, 2021.

While an exact process has not been developed, the expectation is that these recommendations will be revisited and, if necessary, updated by a task force of 12-month academic leaders to better reflect prevailing conditions and public health guidance, with a goal of issuing a final set of recommendations to instructors by Monday, August 2, 2021.

Date: February 24, 2021

From: Talia Bugel, on behalf of Senate FAC

To: Carl Drummond, Vice-Chancellor for Academic Affairs

Bernd Buldt, Executive Committee

Steven Hanke, Educational Policy Committee

What Senate FAC can contribute to the Task Force requested by the VCAA, charged to plan how PFW will respond to various scenarios for the school year 2021-2022, as campus comes away from the COVID situation. We understand the Task Force should be up and working by the beginning of March 2021 and it is being put together by the EC. The task force recommendations will be extremely important regarding how we move, from current practices, either back to “normal” practices or to a “new normal”. Thus, we believe it is essential that, besides Senators, other expertise be included in the task force such as that of:

- Jeff Malanson, given his experience during the 2020-2021 school year
- CELT staff, given their instructional expertise.

Senate FAC offers the following suggestions:

The **framework** for the Task Force needs to include:

- A set of baseline **planning** assumptions for how the 2021-22 academic year will play out based on current national information and projections and institutional expectations (e.g., that as many classes as possible will return to a face-to-face modality). Subsequent recommendations can then more easily note where exceptions to the baseline should be made (see the comment on the scenarios and teaching modalities below for an example of a baseline planning assumption)
- a **charge** for the Task Force
- **combinations of scenarios and teaching modalities** (online, hybrid, face-to-face) to be considered by the Task Force.
 - For the purposes of this planning exercise, it seems important to take for granted that COVID conditions will have improved from the 2020-21 baseline. Between improved compliance with public health guidelines, vaccine prevalence, and growing natural immunity, we have every reason

to expect that COVID-19 will be less present on campus and in our community during the next academic year.

- In the event that conditions are not significantly improved from the current year, current practices can always be continued.
 - It is also unlikely that COVID-19 would not continue to impact our operations in notable ways during the 2021-22 academic year, especially during the Fall semester.
 - All of this is to say that rather than building out complete recommendations around multiple different scenarios, a better approach for this exercise might simply be to note those issues/areas/considerations that could change the most based on specific variations in Fall conditions.
- some of the elements to consider for the combinations of scenarios and teaching modalities referred to above are
- expectations of faculty for remote/online work and flexibility
 - The current belief is that every faculty member who wants one will be able to be vaccinated by the start of the Fall semester. (Based on current national messaging, every staff member and student should have access as well, if not by mid-August then at least by mid-September.) Between vaccine availability and the ample evidence that we now have that COVID-19 is rarely spread in the classroom (especially from students to the instructor), the baseline expectation is that faculty who have historically taught in person will be back in the classroom in Fall 2021.
 - Recommendations related to ongoing accommodations to allow for online teaching should provide specific scenarios, rationales, etc. for deviating from this expectation.
 - risk factors
 - vaccine availability
 - acquired immunity
 - different treatments between vaccinated people and not vaccinated

- This should focus on people who have been unable to be vaccinated (due to availability or other factors) rather than people who have chosen not to be vaccinated. We do not want to inadvertently create incentives for people to not be vaccinated.
- student expectations (especially students getting accustomed to not being in face-to-face classes)
 - One specific area for recommended best practices should be livestreaming/recording of courses, expectations for voluntary virtual attendance and participation in face-to-face courses, etc.
 - Are these/should these practices be part of our standard operating procedure for student support moving forward (or at least for the foreseeable future), do we note them as options but leave it to instructor discretion, etc.
- instructional modalities
- combinations of student expectations and instructional modalities.
 - from different perspectives
 - students', faculty, combinations of student and faculty perspectives.-

MEMORANDUM

To: Alexandra Backer, Farah Combs, Rama Cousik, Adam Dircksen, Barry Dupen,
Steven Hanke, Jeff Malanson, Mark Masters, Ann Obergfell, Kari Smith, David Steffens;
Members, Fort Wayne Senate Task Force on Fall Opening

From: Bernd Buldt;
Chair, Executive Committee of the Fort Wayne Senate

Date: March 4, 2021

Subj: Charge to Develop A Set of Recommendations for the Fall Semester 2021

Dear Colleagues and Members of the Task Force:

Let me start out by extending, on behalf of the entire Executive Committee, a big “Thank you!” to you all for your decision to step up and to volunteer some of the little spare time you have left and do important work on this task force.

As you know, the Vice-Chancellor of Academic Affairs, Dr. Carl Drummond, proposed the formation of a task force to work on recommendations for the Fall Semester of 2021. We have reason to expect that, while the main impact of the pandemic will be behind us, by mid-August we are still not yet back to normal: many will be vaccinated but not all; most faculty will return to teaching face-to-face in-class but especially first- and second-year students might need a refresher on regular attendance after going through online and hybrid learning for so over a year; faculty need to readjust their schedules when meetings are no longer online; students might face more and greater distractions by having their social life back, etc. Etc. — the implications and ramifications are many.

The Executive Committee hereby asks you to work on the following charges:

- (1) Elect your own chair to help coordinate your efforts.
- (2) Develop a set a recommendations that will help to guide faculty and administrators as they prepare for effective and compassionate teaching during the fall semester 2021 (and maybe beyond).
- (3) Have your set of recommendations ready by Wednesday of Finals Week, May 5, at the latest so that the Executive Committee (acting on behalf of Senate as a whole) can have a final look at it before they get sent to the VCAA for further consideration and implementation.

While the primary goal of the recommendations is to support student success and retention, please, be also mindful of protecting the well-being of our faculty and staff. Moreover, while you work on the recommendations, feel encouraged to take a broad look from many different angles at the student experience in a (mostly) post-pandemic world and to suggest what under normal circumstances would be considered unconventional measures (e.g., for jump-starting social life on campus).

In order to give your task force a head start the Faculty Affairs Committee (FAC) and the VCAA's office have each produced a guiding document which is appended to this charge.

The Executive Committee appreciates the work that this will undoubtedly entail, and we are grateful in advance for the commitment that you devote to it. Your work is essential to ensuring that our success in serving our students is achieved in a mutual spirit of shared governance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bernd Buldt', written in a cursive style.

Bernd Buldt
Senate Executive Committee, Chair