

MEMORANDUM

TO: The Faculty

FROM: Jane Grant, Chair
Senate Executive Committee

DATE: 28 March 2003

SUBJ: End-of-the-Year Committee Reports

Attached are brief reports from Senate committees and subcommittees of their activities and actions for the past year. Also attached is the annual report from the NCAA Faculty Representative.

Chairs:

Academic Advising Subcommittee (D. Neitzel, M. Slaubaugh)

Academic Computing and Information Technology Advisory Subcommittee

(M. Kimble)

Subcommittee on Athletics (D. Young)

Budgetary Affairs Subcommittee (G. Bullion)

Calendar Subcommittee (J. Haw)

Continuing Education Advisory Subcommittee (D. Marshall)

Curriculum Review Subcommittee (C. Lawton)

Developmental Studies Subcommittee (D. Townsend)

Distance Education Subcommittee (D. Marshall)

Educational Policy Committee (L. Hite)

Faculty Affairs Committee (E. Blakemore)

General Education Subcommittee (B. Parke)

Grade Appeals Subcommittee (L. DeFonso)

Graduate Subcommittee (D. Turnipseed)

Honors Program Council (B. Lundy)

Indiana University Committee on Institutional Affairs (M. Nusbaumer)

International Studies Program Advisory Subcommittee (M. Montesino)

Library Subcommittee (D. Oberstar)

Nominations and Elections Committee (R. Friedman)

Professional Development Subcommittee (J. Moore)

Purdue University Committee on Institutional Affairs (P. Hamburger)

Student Affairs Committee (L. Fox)

University Resources Policy Committee (J. Brennan)

NCAA Faculty Representative (E. Blumenthal)

TO: The Senate
FROM: Academic Advising Subcommittee
DATE: March 31, 2003
SUBJ: Annual Report, 2002-03

No report received.

Academic Advising Subcommittee:

John Berry	Bongsu Kang
Justin Busch	AnnMarie LeBlanc
Laurie Corbin	Susan Modlin
Julie Fellers-Hook	Max Montesino
Larry Griffin	Mark Myers
James Haddock	Douglas Neitzel, Co-Chair
Alison Hoff	Koichiro Otani
	Michael Slaubaugh, Co-Chair

Academic Computing and Information Technology Advisory Subcommittee

Below is a summary of major activities of ACITAS during AY 02/03:

The committee supported the addition of fixed presentation stations for high use classrooms according to a report filed in April through LRC. ACITAS presented this document to the ITPC at its November meeting. Funding was approved for completion of the project.

ACITAS reviewed the classroom management software known as NetOps and recommends its use on campus.

WebCT-Vista has been previewed and is supported by ACITAS. CELT will be doing the training during the Spring semester so that faculty will be up and running by Fall 2003.

Marge Kimble, Chair ACITAS

Members:

Tiffin Adkins, 2002-04
Samantha Birk (ex officio, voting)

Harold Broberg, 2000-03
George Bullion, 2000-03
Marcia Dixson (ex officio)
John Fitzgerald (ex officio, nonvoting)

Robert Kostrubanic (ex officio, nonvoting)
Linda Meyer, 2000-03
Ed Moritz, 2002-05
Robert Murray, 2000-03
Mark Myers, 2002-05
Ko Otani, 2002-05
Richard Sutter, 2001-04

Brenda Groff, 2002-05
Margaret Kimble, 2001-04, Chair

Judith Violette (ex officio, voting)

To: The Senate

From: Subcommittee on Athletics

Date: March 31, 2003

Subj: Annual Report, 2002-03

The Subcommittee on Athletics worked in two major areas this year: 1) developing a substance abuse education, testing and counseling process for student athletes and 2) developing an initial investigatory policy response to initial allegations of possible NCAA violations. The Subcommittee is also meeting later this month to review the possible addition of adding golf as new sport for both men and women.

Respectfully submitted,

David M. Young, Chair

Subcommittee on Athletics

Kenneth Balthaser

David Oberstar

Elliott Blumenthal

Mark Pope

Moses Dupre

John Robinson

Patricia Farrell

David Young, Chair

Kelley Hartley

Justin Busch (student)

Bernie Lohmuller

Kim McDonald

TO: The Senate
FROM: Budgetary Affairs Subcommittee
DATE: March 31, 2003
SUBJ: Annual Report, 2002-03

See Senate Reference No. 02-32, attached to the April agenda.

Budgetary Affairs Subcommittee:

Kenneth Balthaser	Thomas Guthrie
Elaine Blakemore	Peter Iadicola
George Bullion, Chair	Kim McDonald
Brian Fife	David Oberstar

TO: The Senate

FROM: Calendar Subcommittee

James Haw, Chair

DATE: March 21, 2003

SUBJ: End-of-Year Report

During the 2002-2003 academic year, the Calendar Subcommittee adopted and forwarded to the Senate through the Educational Policy Committee four documents:

1. Proposed academic calendar for 2005-2006
2. Amendments to the calendar formula to accommodate Weekend College classes in the summer sessions
3. Amendments to the academic calendars for 2003-2004 and 2004-2005 to accommodate Weekend College classes in the summer sessions

4. Amendment to the bylaws of the Senate changing the composition of the Calendar Subcommittee to conform to the requirements of SD 02-11

Committee Members: Hosni Abu-Mulaweh, Shirley Champion, James Haw (Chair), Prasad Bingi, Judith Lemire, Patrick McLaughlin, Julie Nothnagel, Amy Silvestri, Susan Skekloff.

To: Fort Wayne Senate

From: Dennis Marshall, Chair
Continuing Education Advisory Subcommittee

Subject: Annual Report, 2002-03

Date: March 28, 2003

The committee had no business this year.

Continuing Education Advisory Subcommittee (6 Faculty & 1 Administrator)

Kenneth Balthaser, Harold Broberg, Margit Codispoti, Marcia Dixson, Solomon Isiorho,
Dennis Marshall (Chair), Deborah Conklin.

TO: The Senate

FROM: Carol Lawton, Chair, Curriculum Review Subcommittee

DATE: March 26, 2003

SUBJ: End of Year Report

The Curriculum Review Subcommittee reviewed three proposals: Revised Education Degree Programs (11/11/02), Bachelor of Arts with a major in Art Education (12/10/02), and Bachelor of Science in Computer Engineering (2/25/03), finding that these proposals required no further review by the Senate.

Members:

Codispoti, Margit

Duchovic, R.

Guthrie, Thomas

Hickey, M. Gail

Lawton, Carol

Mansour-Cole, Dina

Moore, James

Narang, Ramesh

Oberstar, David

Resch, Barbara

Salmon, Becky

Sarratore, Steve

To: Fort Wayne Senate
From: Douglas Townsend, Chair
Developmental Studies Subcommittee
Date: March 28, 2003
Subject: Annual Report, 2002-03

1. Collected data on the success of students in developmental courses.
2. Studied report (ca. 1984) that recommended a “Transitional Semester” for students who placed into developmental courses in two of the three areas (math, English and reading).

Developmental Studies Subcommittee members:

Rachelle Darabi, Kate Freeland, James Haw, Kim McDonald, Mark Myers, Douglas Townsend (Chair), Dianna Zook.

To: Fort Wayne Senate
From: Dennis Marshall, Chair
Distance Education Subcommittee
Subject: Annual Report, 2002-03
Date: March 28, 2003

The committee had no business this year.

Distance Education Subcommittee (7 Faculty & 5 Administrators)

Harold Broberg, George Bullion, Tony Cardenas, Deborah Conklin, Jack Dahl, John Fitzgerald, Linda Hite, Mary Lehto, Dennis Marshall (Chair), Linda Meyer, Mark Myers, Ramesh Narang.

EPC Activities and Actions for 2002-03:

Committee Members: B. Abbott, H. Broberg, S. Hannah, L. Hite (chair), P. McLaughlin, D. Oberstar, J. Purse-Wiedenhoeft, G. Schmelzle

This year, the Educational Policy Committee addressed the following:

Revision to Senate Bylaws regarding Academic Advising Subcommittee membership (Bylaws 5.3.3.12.1)

Revision to DS 98-22 regarding Assessment Council

Amendments to Senate Documents SD 00-11 and 01-10 for Calendar Subcommittee

Proposed Academic Calendar for 2005-06

Amendment to the Bylaws regarding composition of the Calendar Subcommittee

EPC discussed the following:

IPFW becoming a “partnership school” with Ball State for ROTC

Assignment of final course grades when students have not attended class

Electronic grade submission

Late withdrawal policy for personal circumstances

Ivy Tech transfer policy

Plus/minus grade options

To: Fort Wayne Senate

From: Elaine Blakemore, Chair
Faculty Affairs Committee

Subject: Annual Report, 2002-03

Date: March 28, 2003

During the 2002-2003 academic year the Senate Faculty Affairs Committee considered these items

- Brief discussion of the procedures for extra merit increments.
- Criteria for promotion and tenure for librarians (Passed and sent to Senate on 1/22/03)
- Procedures for promotion and tenure for librarians (Eventually pulled by the library)
- Continuing lecturers: their roles; procedures for their appointment and reappointment; and their status as members of the voting faculty. (Sent to Senate for information on 3-26-03.)
- Ways to document excellence in teaching for promotion and tenure. (Released as OAA document)
- The UCLA Higher Education Research Institute Study: implications of the findings for faculty. (Released as OAA document)
- Criteria for promotion and tenure in Departments of ECTS and CAET. (Comments sent to departments.)
- School of Education Promotion and Tenure Process and Procedures. (Passed and sent to Senate for action on 3-26-03.)

- Changes to SD 88-13 regarding minority reports and candidate response. (Passed and sent to Senate for action on 3-26-03.)
- Issues related to promotion and tenure (minority reports, recusing oneself when co-author, department chair service on P&T above department level, dossier length, quoting from reviewers and student comments, having an area of excellence and speaking to each area of excellence, grace period for cases not quite ready, and counting things in multiple areas). Several changes to be incorporated into OAA P&T Dossier Format Guidelines – OAA memo 99-1 (The Brown document)
- Note that procedures for Upward Feedback are to be reviewed by the Faculty Affairs Committee in the 2003-04 academic year.

Elaine Blakemore

Chair

Faculty Affairs Committee

Lowell Beineke, 2002-05

Sally Hartman, 2001-03

Elaine Blakemore, 2000-03, Chair

David Oberstar, 2001-04

Margit Codispoti, 2002-03

Nash Younis, 2002-03

Susan Hannah (ex officio)

General Education Subcommittee

Final Report

Academic Term 2002-2003

Following are the primary activities of the General Education Subcommittee during the Fall 2002- Spring 2003 academic terms.

1. Received 3 course proposals for consideration as General Education courses.

PHYS 127 – Accepted

ENGR 120 - Accepted

ENGR 101/ETCS 101 – Denied & Returned for possible revision

2. Reviewed Health Sciences request for waiver - Denied

Sent back to department for further documentation re: the manner in which proposed substitute courses meet intent of General Education and how the content corresponds to courses being waived.

3. Heard reports from General Education Assessment and Diversity committees.

Committee Members: Kenneth Bordens, John Brennan, Sue Mau, Kimberly McDonald, Beverly Parke (Chair), Steven Sarratore, Thomas Stucky, Roberta Tierney

Submitted by: Beverly N. Parke, Ph.D.

Chair

MEMORANDUM

TO: The Senate

FROM: Grade Appeals Subcommittee

DATE: March 28, 2003

RE: End of year report for 2002-2003

1. The Subcommittee heard three grade appeals in September and October.
2. A fourth appeal did not meet the criteria for a hearing by this committee.
3. The Subcommittee has prepared two draft documents:
 - a. A handout for students summarizing the criteria and procedures for making a grade appeal
 - b. A handout for faculty members summarizing the procedures to take if a grade appeal is filed for one of their classes

Committee members: K. Balthaser, C. Champion, M. Codispoti, N. Cothorn, L. DeFonso (Chair), D. Oberstar, A. Rassuli, M. Sherr, A. Ushenko

TO: The Senate
FROM: Graduate Subcommittee
David Turnipseed, Chair
DATE: March 31, 2003
SUBJ: Annual Report, 2002-03

During the 2002-03 academic year, the Graduate Subcommittee discussed the appropriate use of graduate students as teachers and the need for resources to support graduate education.

Graduate Subcommittee:

Marla Baden	Steven Sarratore (ex officio)
Jane Grant	Carol Sternberger
Peter Iadicola	Thomas Stucky
AnnMarie LeBlanc	Joy Turnheim
Richard Hess	David Turnipseed, Chair
Mark Myers	W. Douglas Weakley
Frank Paladino	Nash Younis

MEMORANDUM

TO: The Senate

FROM: Brenda Lundy, Chair, Honors Program Council

DATE: 24 March 2003

SUBJ: End-of-the Year Honors Program Council Report

Council Members:

Melanie Bookout, Ryan Brown (student), Larry Haber, Richard Hess, Gail Hickey,

Jennifer Huntley (student), Brenda Lundy (Chair), David Maloney, Dina Mansour-Cole (Director)
Hedayeh Samavati, Steven Sarratore

Status

Council Activities and Actions

Draft to be Completed by Director

Began Process of Strategic Planning

Outlined a framework for the plan.
Revised “program review questions” to guide process.

Completed 2 student focus groups

Completed 1 honors faculty discussion

Need to Bring to Senate

Revised Mission Statement

Developed new program goals to facilitate assessment

Discussed assessment techniques to address each
program goal and program review question

Still to Complete this Year

H Option Course evaluation form

Program Events: Hosted one Honors Program event

(Eligibility Reception), have 2 more Honors
Program events this semester

Revised Honors directors job description and drafted

announcement that was distributed by the VCAA’s office

Still to Complete this Year

Interview and recommend a director

Council will hear 2 Honors Project Presentations for
possible approval

To: Fort Wayne Senate
From: Michael Nusbaumer, Chair
IU Committee on Institutional Affairs
Subject: Annual Report, 2002-2003
Date: March 28, 2003

The IU Committee on Institutional Affairs solicited nominations and conducted the elections of the Faculty Board of Review and the representatives to the Indiana University University Faculty Council.

Indiana University Committee on Institutional Affairs (4 Senators & Speaker)

John Brennan, 2001-03

Solomon Isiorho, 2002-05

Margit Codispoti, 2001-03

Michael Nusbaumer, 2002-04, Chair

John Hrehov, 2002-03

To: The Faculty Senate

**From: International Studies Program Advisory
 Subcommittee**

Max U. Montesino, Chair

Subject: End-of-the-Year Report

Date: March 27, 2003

This year, our committee worked to support the activities of the Advisor for International Students at the Office of Multicultural Services. We were periodically informed about the activities of the Advisor in support of the important group of international students pursuing their careers at IPFW. It included the new system for tracking foreign students instituted by the INS, as well as helping the International Student Organization on campus. The next activity planned is the International Student Banquet. It will take place in mid April. For next academic year, the Subcommittee needs to work in recruiting the student representation to the Subcommittee.

TO: The Senate

FROM: Library Subcommittee

DATE: March 28, 2003

SUBJ: End-of-year report

- A chart showing the critically low funding of IPFW's library in comparison to that of the other libraries in the IU system (other than Bloomington) was sent to the Senate for information (February agenda).
- The subcommittee forwarded a resolution on information literacy to the University Resources Policy Committee. URPC has not met to consider that document as of yet.
- The subcommittee will consider special needs requests at its meeting the first week of April.

Members: A. Crismore, S. Hartman, L. Hite, B. Kim, C. Kracher, G. Miller, K. Murphey,
D. Oberstar, J. Violette (ex-officio)

To: The Senate

From: Nominations and Elections Committee

Margit Codispoti

Ron Friedman, Chair

Dennis Marshall

Lesa Vartanian

Date: March 17, 2003

Re: Committee Report

1. The committee addressed questions regarding the composition of the Honors Program Council.
2. The committee conducted elections for Speaker of the Purdue University Faculty and Presiding Officer of the Faculty. Elaine Blakemore and Richard Hess, respectively, were elected for these positions.
3. The committee counted ballots for the Amendment to the Constitution of the IPFW Faculty (Senate Document 02-5). The amendment passed.
4. The committee has been accepting names of nominees for Senate committees and subcommittees. Elections will be conducted later in the spring semester.

Nominations and Elections:

Margit Codispoti

Ron Friedman

Dennis Marshall

Lesa Vartanian

To: Fort Wayne Senate
From: James Moore, Chair
Professional Development Subcommittee
Subject: Annual Report, 2002-03
Date: March 31, 2003

1. Reviewed international travel request
2. Completed review of IPFW 2003 Summer Grant applications and PRF 2003 Summer Grant applications and forwarded recommendations to the VCAA as input into the decision process.

Professional Development Subcommittee:

Marcia Dixson

James Moore, Chair

Jerry Garrett

David Oberstar

Susan Hannah, ex officio

Audrey Ushenko

Kim McDonald

To: Fort Wayne Senate
From: Peter Hamburger, Chair
PU Committee on Institutional Affairs
Subject: Annual Report, 2002-03
Date: March 28, 2003

The committee had no business this year.

Purdue University Committee on Institutional Affairs (4 Senators & Speaker)

Lowell Beineke, 2002-05

Peter Hamburger, 2001-03, Chair

Elaine Blakemore, 2002-03

John Knight, 2002-04

Cathy Carlson, 2002-04

TO: The Senate
FROM: University Resources Policy Committee
DATE: March 31, 2003
SUBJ: Annual Report, 2002-03

No report received.

University Resources Policy Committee:

John Brennan, Chair

Susan Hannah (ex officio)

Walter Branson (ex officio)

John Hrehov

Harold Broberg

Penny Leverman

George Bullion

David Oberstar

Chand Chauhan

David Wood

Jack Dahl (ex officio)

Dave Danielson (ex officio)

To: Jacqueline Petersen
Secretary of the Senate

