

FORT WAYNE SENATE
AGENDA
JANUARY 16, 1984
NOON, KT G46

1. Call to order
2. Approval of the minutes of December 12, 1983
3. Acceptance of the agenda
4. Reports of the Speakers of the Faculties
 - a. Purdue University - J. Lantz
 - b. Indiana University - M. Downs
5. Report of the Presiding Officer
6. Committee reports requiring action
 - a. Educational Policy Committee (Senate Document SD 83-9) - J. Haw
 - b. Purdue University Committee on Institutional Affairs (Senate Document SD 83-10) - J. Lantz
7. New business
8. Committee reports "for information only"
Agenda Committee (Senate Reference No. 83-8) - V. Coufoudakis
9. The general good and welfare of the University
10. Adjournment*

*The meeting will be adjourned or recessed by 1:15 p.m.

For

Against

Absent

V. Coufoudakis
W. Frederick
J. Giusti
J. Owen

R. Barrett

Attachments:

- "Policies Regarding Continuing Education (CE)" (Senate Document SD 83-9)
"Early Salary Payment" (Senate Document SD 83-10)
"Documents under Deliberation by Senate Committees and Subcommittees" (Senate Reference No. 83-8)

TO: The Senate
 FROM: Educational Policy Committee
 DATE: November 30, 1983
 SUBJECT: Policies Regarding Continuing Education (CE)

DISPOSITION: Upon adoption, to the Vice Chancellor and Dean of the Faculty
 for implementation

Resolved, That the following policies concerning Continuing Education be adopted. (Amends "Guidelines for Continuing Education" approved by the Senate 12/15/1977)

Departmental Sponsorship and Incentive Money

1. That department/division chairs be given prior notification of the following percentages, which will be cumulative for all departmental gains and/or losses, and will be computed on a fiscal-year basis without carryover of losses. When resolution on departmental/divisional incentives cannot be reached between a department/division chair and the director of CE, the CEAS will, before expenditures for the course are incurred, review the issue and make its recommendations to the Vice Chancellor and Dean of the Faculty, whose decision shall be considered final.
 - A. Fee income will first be used to offset expenditures (including instructor's compensation) incurred in producing the course.
 - B. Remaining funds will be divided as follows:
 1. Departmental/Divisional incentives:
 - a. Twenty percent of the net income from those courses in which academic departments/divisions have played a substantial role. "Substantial" shall include but not be limited to the following: assisting in course institution and/or development; identifying and/or providing qualified instructors; using departmental/divisional resources; or
 - b. Five percent of the net income from those courses in which departments/divisions have played only a minimal role. "Minimal" shall include agreement to serve as an academic sponsor. Sponsoring departments/divisions shall review course content and instructor credentials.
 2. CE: Funds remaining after the distribution will revert to the CE operations account, with the balance at the end of the fiscal year reverting to the reserve account.

2. That the following existing policy be reaffirmed: "All continuing education activities shall be approved, each time they are offered, by an academic department (called the sponsor) with the concurrence of the appropriate Dean or Coordinator. . . . Activities, sponsored by the Chancellor, Vice Chancellor and Dean of the Faculty, Vice Chancellor for Financial Affairs, and/or Dean of Student Services, that are directly related to their administrative functions will not need approval by an academic department (i.e., Registrar's Conference, Dean of Student's Conference, State Admissions Convention, University Relations, etc.)."
3. That a group of academic computer users be formed to advise CE on sponsorship of CE programs in which computers are used.

Specific Definition of the Subcommittee's Responsibilities

1. That except in unusual cases approved by the Vice Chancellor and Dean of the Faculty after advice from the CEAS:
 - A. no courses shall be offered by IPFW CE outside the region defined as IPFW's by the Indiana Commission for Higher Education unless most of the students in such courses reside in the IPFW region.
 - B. no courses designed primarily to attract an audience from outside the region defined as IPFW's by the Indiana Commission for Higher Education shall be offered by IPFW CE.
2. That CE shall report to the CEAS after each academic session on the number of courses offered and students served by professional and avocational offerings.

Professional Ethics

That faculty members and the office of CE are expected to maintain an ethical relationship. Noncredit courses or programs instituted cooperatively with CE by faculty and/or academic departments should not be purveyed unilaterally without prior agreement. Instances of a questionable nature will be reviewed by the CEAS and then referred to the Vice Chancellor and Dean of the Faculty.

Operational Recommendations

That CE carry out, as expeditiously as possible, the operational recommendations appearing in Senate Reference No. 83-2.

Other Recommendations

1. That fee assessment for noncredit courses, whether in-house or general-subscription, be computed as follows: a minimum of twice the instructor's budgeted compensation plus the anticipated cost of learning materials, divided by the anticipated course enrollment.

2. That except in unusual cases approved by the Vice Chancellor and Dean of the Faculty, courses be cancelled when offering them would knowingly increase a financial loss. The CEAS will receive timely notice of such approvals.
3. That the director of CE see that each CE project is sponsored by one or more appropriate academic units. The project coordinator shall review course content of a potential project, determine which unit(s) can appropriately serve as academic sponsor, and make a recommendation to the director. The director shall review the recommendation and justifying material and reach a decision based on the following guidelines:
 - A. the project is appropriate for IPFW CE;
 - B. where the primary emphasis and the majority of course content falls within the purview of a single academic unit, that unit shall be selected as sponsor; and
 - C. where the majority of course content does not readily appear to clearly fall within one academic unit, multiple sponsorship is an available option. The chairs of prospective sponsoring units should meet with the director to determine percentages of involvement and revenue sharing.

The director is encouraged to seek advice, study carefully the proposed content, and be sensitive to the views of various academic units in arriving at a prudent decision.

A "project" is defined as a single offering for which separate registration is possible. If a number of projects are developed into a series, each project of the series will be considered separately in ascertaining its appropriate sponsor under this policy. When an academic unit does not agree with the decision of the director regarding which unit is an appropriate sponsor, an appeal may be pursued as follows:

- Step 1. The appellant unit shall notify the director in writing of its disagreement and shall state reasons.
- Step 2. Within five working days, the director and the chair of the appealing unit shall meet to seek resolution.
- Step 3. If the unit chair remains dissatisfied, he/she shall notify, in writing, the chair of the CEAS within five working days of the meeting described in Step 2.
- Step 4. The CEAS shall carefully review the issue and make a recommendation to the Vice Chancellor and Dean of the Faculty within ten working days from receipt of the notification described in Step 3. The CEAS may review documents and interview persons as they deem necessary.

Step 5. The Vice Chancellor and Dean of the Faculty shall review Step 4, reach a decision, and notify all involved parties of the decision within seven working days from receipt of the recommendation from the CEAS. The decision of the Vice Chancellor and Dean of the Faculty shall be final.

A course under appeal shall proceed as originally established in order to permit the university to serve its constituents.

Approving

W. Bruening
D. Cannon
J. Haw
S. Hollander
R. Pippert

Opposed

M. Downs

Absent

E. Nicholson

TO: The Senate

FROM: Purdue University Committee on Institutional Affairs

DATE: December 1, 1983

SUBJECT: Early Salary Payment

DISPOSITION: Upon approval, to the Vice Chancellor for Financial Affairs for implementation

WHEREAS, it is normal for a faculty member to have no contract with the University during the summer and hence to receive no compensation from the University during the three-month hiatus between spring and fall semesters;

AND WHEREAS, it has been the practice of Purdue University to make the first fall regular salary payment to faculty after the fourth week of duty by a faculty member;

AND WHEREAS, the above circumstances can combine to create a temporary financial hardship for faculty members;

BE IT RESOLVED THAT, all members of the instructional faculty should be afforded the opportunity of receiving compensation from the University during the first two weeks of duty in the fall semester. This may either take the form of a regular salary payment, or a portion of the first regular salary payment normally disbursed at a later date. The Vice Chancellor for Financial Affairs shall entertain requests for early compensation throughout "on-duty week," the first week of a faculty member's contract. A form facilitating these requests should be distributed to the faculty at the beginning of "on-duty week."

Approving

Deloss Bowers
Dennis Cannon
Joanne Lantz, Chair
Marc Lipman
Shirley Rickert

Disapproving

None

Absent

None

INDIANA UNIVERSITY - PURDUE UNIVERSITY
 AT FORT WAYNE
 2101 COLISEUM BOULEVARD EAST
 FORT WAYNE, INDIANA 46805

THE SENATE

TO: The Senate
 FROM: Agenda Committee
 DATE: January 2, 1984
 SUBJ: Documents under Deliberation by Senate Committees and Subcommittees

According to the Constitution of the Faculty, Section VII.B.3.b.(iv), "The [Agenda] Committee shall, at least twice each semester, circulate a list of Senate documents that are under deliberation in the various Senate committees, along with document status and name of committee and committee chairperson." In compliance with our request, the following information was submitted to the Agenda Committee by the various Senate committees and subcommittees.

Accelerated High School Studies Advisory Subcommittee

Rudy Svoboda, Chair
 Documents under Deliberation:
 1. None at this time

Agenda Committee

Van Coufoudakis, Chair
 Documents under Deliberation:
 1. None at this time.

Athletics, Subcommittee on

Karen Wakley, Chair
 Documents under Deliberation:
 1. Faculty representative for athletics - rough draft.
 2. Amendment to the Bylaws of the Senate: membership of subcommittee on athletics - rough draft.

Calendar Subcommittee

Patricia Conn, Chair
 Documents under Deliberation:
 1. Proposed Academic Calendars for 1985-86 and 1986-87 - ready to be sent to Educational Policy Committee.

Continuing Education Advisory Subcommittee

Kenneth Balthaser, Chair
 Documents under Deliberation:
 1. None at this time

Educational Policy Committee

James Haw, Chair

Documents under Deliberation:

1. Uniform academic regulations - under discussion. Open hearings for the general faculty will be held before document is sent to Senate.
2. Proposal for Computer Users Advisory Committee - received but not yet discussed.

Faculty Affairs Committee

Bill Bruening, Chair

Documents under Deliberation:

1. Unified Promotion and/or Tenure Document - should be ready for February Senate meeting.
2. Policies for research travel.

Indiana University Committee on Institutional Affairs

Michael Downs, Chair

Documents under Deliberation:

1. Granting promotion at time tenure is given.

Professional Development Subcommittee

Kenneth Stevenson, Chair

Documents under Deliberation

1. None at this time. Recommendations for recipients of faculty summer research grants have been sent to the Vice Chancellor for Academic Affairs.

Purdue University Committee on Institutional Affairs

Joanne Lantz, Chair

Documents under Deliberation

1. None at this time.

Rules Committee

Steven Hollander, Chair

Documents under Deliberation:

1. None at this time.

Student Affairs Committee

Lucille Hess, Chair

Documents under Deliberation

1. None at this time.

Transitional Studies Advisory Subcommittee

R. Thomas George, Chair

Documents under Deliberation:

1. Studying need for and possible organization of a Transitional Studies Semester for new students having reading, writing, and math deficiencies.

University Resources Policy Committee

Jack Sunderman, Chair

Documents under Deliberation:

1. None at this time.

INDIANA UNIVERSITY - PURDUE UNIVERSITY
AT FORT WAYNE
2101 COLISEUM BOULEVARD EAST
FORT WAYNE, INDIANA 46805

DEPARTMENT OF HISTORY

MEMORANDUM

TO: IPFW Senators
FROM: James Haw, Chair ^{JHB}
Educational Policy Committee
DATE: January 11, 1984
SUBJECT: Senate Document SD 83-11

The attached document will be introduced under New Business at the Senate meeting on Monday, January 16.

bb

TO: The Senate
 FROM: Educational Policy Committee
 DATE: January 11, 1984
 SUBJECT: Amendment to SD 82-9, Accelerated High School Studies Program

DISPOSITION: Upon approval, to the Vice Chancellor and Dean of the Faculty for implementation

RESOLVED, That Senate Document SD 82-9, guidelines for the Accelerated High School Studies Program, be amended as follows:

Replace:

7. Students registering for courses in the program must be approved by their principal or counselor. The minimum qualifications shall be (a) satisfaction of course prerequisites, and (b) for seniors, standing in the upper 20% of the senior class or a combined SAT score of 1000; for juniors, standing in the upper 10% of the junior class or a combined PSAT score of 1100.

With:

7. Students in the program must be juniors or seniors approved by their principal or guidance officer. The minimum qualifications shall be (a) the normal freshman enrollment entrance requirements (less diploma) to IPFW, and (b) any course prerequisite and/or placement test requirements. Students whose rank is in the upper one-third of their high school class can be approved for participation in the accelerated high school studies program using the same form and procedure required of high school students who attend IPFW classes on this campus. For students who are recommended by their high school, but whose class rank is between the upper one-half and the upper third, IPFW shall have the right to review the students' credentials and determine the appropriateness of the course.

FOR

W. Bruening
 M. Downs
 J. Haw
 R. Pippert

Against

S. Hollander

Absent

D. Cannon
 E. Nicholson