

FORT WAYNE SENATE AGENDA
JANUARY 9, 1995
NOON, KT G46

1. Call to order
2. Approval of the minutes of December 12, 1994
3. Acceptance of the agenda - N. Younis
4. Reports of the Speakers of the Faculties
 - a. Indiana University - S. Hollander
 - b. Purdue University - R. Barrett
5. Report of the Presiding Officer (Senate Reference No. 94-18) - M. Downs
6. Committee reports requiring action
 - a. Agenda Committee (Senate Document SD 94-15) - N. Younis
 - b. Faculty Affairs Committee (Senate Document SD 94-16) - J. Clausen
 - c. Faculty Affairs Committee (Senate Document SD 94-17) - J. Clausen
7. Question time - Senate Reference No. 94-17
8. New business
9. Committee reports "for information only"
 - a. Agenda Committee (Senate Reference No. 94-19) - N. Younis
 - b. University Resources Policy Committee - S. Argast
10. The general good and welfare of the University
11. Adjournment*

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

Approving

C. Champion
S. Hollander
N. Younis, Chair

Absent

M. Downs
P. Stubblebine

Attachments:

- "Report of the Presiding Officer" (SR No. 94-18)
"Approval of replacement members of the Subcommittee on Athletics and the Professional Development Subcommittee" (SD 94-15)
"Policy on the Appointment, Reappointment, Evaluation, and Professional Development of Part-time Instructional Personnel" (SD 94-16)
"Teaching Award for Associate Faculty" (SD 94-17)
"Question time: Chancellor's statement concerning the nature of this campus" (SR No. 94-17)
"Items under consideration by Senate Committees and Subcommittees" (SR No. 94-19)

TO: The Senate
 FROM: Downs, Presiding Officer
 Fort Wayne Senate
 DATE: 12 December 1994
 SUBJ: Report on Senate Documents

Listed below are the documents considered by the Senate this academic year. Where appropriate, I have forwarded documents to the proper administrators/units for implementation. I have listed the current status of each document.

- SD 94-1 "Revisions to SD 92-25 (The School of Fine and Performing Arts Promotion and Tenure Policies and Procedures)" - approved and implemented (9/12/1994)
- SD 94-2 "Replacement member of the Educational Policy Committee" - approved and implemented (9/12/1994)
- SD 94-3 "Promotion and Tenure Guidelines" - approved and forwarded to Vice Chancellor for Academic Affairs (9/12/1994)
- SD 94-4 "Criteria for approval of general-education-core course proposal" - approved and forwarded to Vice Chancellor for Academic Affairs for implementation (9/19/1994)
- SD 94-5 "Revisions to SD 88-24 (The School of Fine and Performing Arts Election of Senators)" - approved and implemented (9/19/1994)
- SD 94-6 "Approval of changes in membership of the School of Arts and Sciences Promotion and Tenure Committee (amends FWSD SD 89-13)" - approved and implemented (9/12/1994)
- SD 94-7 "Approval of replacement members of the University Resources Policy Committee, the Faculty Affairs Committee, the Professional Development Subcommittee, and the Student Affairs Committee" - approved and implemented (10/10/1994)
- SD 94-8 "Rescission of Senate Document SD 82-15, Policy on Handicapped Students" - approved and forwarded to Vice Chancellor for Student Affairs for action (10/10/1994)
- SD 94-9 "School of Engineering and Technology Promotion and Tenure Committee Procedures Document (amended 22 November 1993 and 28 March 1994) [amends Senate Document SD 89-2]" - approved and forwarded to the Dean of the School of Engineering, Technology, and Computer Science for implementation (10/10/1994)
- SD 94-10 "Procedures for Promotion and Tenure: Composition of the Campus Committee (amends SD 88-13)" - approved and forwarded to the Interim Vice Chancellor for Academic Affairs for implementation (11/14/1994)
- SD 94-11 "Amendment of the Academic Regulations (SD 85-18)--Class Attendance" - approved and forwarded to the Registrar for implementation (11/14/1994)
- SD 94-12 "Approval of replacement members of the Rules Committee" - approved and implemented (11/14/1994)
- SD 94-13 "[Student] Assessment Plan" - approved and forwarded to the Interim Vice Chancellor for Academic Affairs for implementation (12/12/1994)
- SD 94-14 "School and Program Mission, Goals, and Objectives Statements" [amends SD 93-10] - approved and forwarded to the Interim Vice Chancellor for Academic Affairs for implementation (12/12/1994)

MEMORANDUM

TO: Fort Wayne Senate

FROM: Nash Younis, Chair
Agenda Committee

DATE: 12 December 1994

SUBJ: Approval of replacement members of the Subcommittee on Athletics and the Professional Development Subcommittee

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, The Bylaws of the Senate provide (5.1.2.) that ". . . Senate Committees . . . shall have the power to fill Committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting"; and

WHEREAS, There is a vacancy on the Subcommittee on Athletics; and

WHEREAS, The Subcommittee on Athletics has appointed Judith DiIorio as a replacement member for the remainder of the academic year; and

WHEREAS, There is a vacancy on the Professional Development Subcommittee; and

WHEREAS, The Professional Development Subcommittee has appointed Hong Zhang as a replacement member for the remainder of the academic year

RESOLVED, That the Senate approve these appointments.

To: Fort Wayne Senate

From: Faculty Affairs Committee

Date: December 5, 1994

Subj: Policy on the Appointment, Reappointment, Evaluation, and Professional Development of Part-time Instructional Personnel

Disposition: To the Vice Chancellor for Academic Affairs for Implementation

WHEREAS: IPFW has no campus policy on the appointment, reappointment, and professional development of part-time instructional personnel; and

WHEREAS: Part-time instructional personnel make a vital contribution to the teaching mission of IPFW; and

WHEREAS: The IU Board of Trustees approved on September 14, 1994, recommendations concerning the establishment of formal policies such as the attached;

RESOLVED: That the Senate approve the attached document.

Approving:

Disapproving:

J. Clausen, Chair
L. DeFonso
R. Kendall
F. Kirchhoff
M. Masters
H. Samavati
W. Utesch

NOTE: Questions concerning this document should be addressed to Jeanette Clausen at Ext. 6836.

1 POLICY ON APPOINTMENT, REAPPOINTMENT, EVALUATION,
2 AND PROFESSIONAL DEVELOPMENT OF PART-TIME INSTRUCTIONAL PERSONNEL

3
4 IPFW appoints persons to part-time instructional positions in two classifications:
5 graduate aides and associate faculty. Together, these two categories of personnel
6 shoulder responsibility for a substantial portion of the campus's course offerings.
7 Therefore, their preparedness and development as teachers are important to realizing
8 the institution's academic mission. Usually, graduate aides are without post-
9 baccalaureate education and have little pertinent professional experience. Usually,
10 persons hired as associate faculty are appropriately degree-credentialed, and many of
11 them bring discipline-specific expertise gained from their regular employment. Like
12 graduate aides, however, they may lack teaching experience. Because IPFW cannot
13 fulfill its commitment to excellent instruction without providing for the evaluation of
14 part-time instructional personnel through the appointing and reappointing processes and
15 through support for their professional development, the following policy on appointment,
16 reappointment, evaluation, and professional development shall be established.

17 Appointment. Standards for appointment shall guarantee that courses are taught
18 by qualified individuals. Toward that end, each school/division shall develop minimum
19 criteria for appointing part-time instructional personnel and submit them to the Vice
20 Chancellor for Academic Affairs for approval. The criteria should be specific to the two
21 classifications of part-time personnel, levels of instruction (lower division, upper division,
22 and graduate), and types of instruction (lecture, recitation, laboratory, etc).

23 Evaluation. All part-time instructional personnel shall be evaluated on a regular
24 basis by customary measures of classroom effectiveness. Toward that end, each
25 school/division shall develop a plan for evaluating part-time instructional personnel.

1 The plan shall identify appropriate criteria for evaluating such personnel, specify the
2 combination of measures that shall be applicable, establish guidelines for how the
3 evaluations shall be conducted, explain how and to whom the results of the evaluation
4 shall be reported, and establish a schedule for the evaluations

5 Reappointment. Reappointment of part-time instructional personnel shall be
6 predicated on satisfactory teaching evaluations. Toward that end, recommendations to
7 reappoint shall be accompanied by a summary of the results of the evaluation of the
8 member's performance.

9 Professional Development. IPFW shall provide for the professional development
10 of part-time instructional personnel. Toward that end, graduate aides in all
11 schools/divisions shall participate in a teacher training program organized by the Dean
12 of the School of Arts and Sciences in consultation with the deans and directors of other
13 schools/divisions that appoint graduate aides to instructional duties; all part-time
14 instructional personnel shall participate in formal orientation organized by their
15 respective schools/divisions; and all departments shall make efforts to integrate part-time
16 instructional personnel with full-time faculty. Further, the Vice Chancellor for Academic
17 Affairs shall fund an account to support internal and external professional development
18 activities and programs intended to promote success as teachers and the enhancement of
19 pedagogical skills. These resources shall not preclude use of department and
20 school/division resources for the professional development of part-time instructional
21 personnel.

22 Responsibility for Part-time Instructional Personnel. The Vice Chancellor for
23 Academic Affairs shall oversee the implementation of this policy.

To: Fort Wayne Senate
From: Faculty Affairs Committee
Date: December 12, 1994
Subj: Teaching Award for Associate Faculty
Disposition: To the Vice Chancellor for Academic Affairs for Implementation

WHEREAS: The faculty of Indiana University Purdue University Fort Wayne are expected to be effective teachers and to demonstrate a significant commitment to teaching; and

WHEREAS: Forms of recognition for full-time faculty who demonstrate teaching excellence include increments, promotion to a higher rank, and campus or system-wide teaching awards; and

WHEREAS: There have been no special forms of recognition for associate faculty who demonstrate teaching excellence;

RESOLVED: That the Senate approve the attached document outlining procedures and criteria for an annual teaching award for associate faculty.

Approving:

J. Clausen, Chair
L. DeFonso
R. Kendall
F. Kirchhoff
M. Masters
H. Samavati
W. Utesch

Disapproving:

NOTE: Questions concerning this document should be addressed to Jeanette Clausen at Ext. 6836.

IPFW FACULTY TEACHING AWARD
Recognizing Teaching Excellence by Associate Faculty

To reaffirm the value placed on effective teaching at Indiana University-Purdue University Fort Wayne, and to recognize and reward the contributions of excellent associate faculty, we have established the IPFW Faculty Teaching Award, to be conferred annually, for excellent teaching by associate faculty. The award is funded by contributions from full-time faculty. The awardee will receive a certificate of recognition and a one-time cash award in the amount of \$500, presented at the annual honors convocation in October.

Nomination dossiers should be submitted to the Chair of the Faculty Affairs Committee by March 15 of each year. The decision will be made by the FAC or by a committee designated for that purpose by the FAC. Candidates who were nominated but not selected for an award can be renominated the following year.

Criteria and guidelines for preparing nominations

- To be eligible for nomination, associate faculty should have taught at IPFW for at least five semesters.
- Nominations may be made by any faculty member, and must be submitted to the review committee through the appropriate department chair, dean, or division director. Individuals may not self-nominate.

The nomination dossier should include the following:

1. A letter of nomination (and, when the nominator is not the department chair, dean, or division director, a statement from that administrator endorsing the nomination). The letter should explain what it is that makes the nominee an excellent teacher, and not simply a competent or popular one.
2. The nominee's CV.
3. A list of courses taught by the nominee at IPFW, by semester and enrollment.
4. Several measures of teaching effectiveness, such as:
 - a summary of student evaluations for courses taught (with a statement of how and by whom the summary was prepared);
 - the nominee's self-evaluation;
 - copies of course syllabi, handouts, exams, and other teaching materials developed by the nominee, or descriptions of successful original techniques used by the nominee in class;
 - reports from students that indicate the nominee's effectiveness as a teacher (if these reports were solicited, indicate by whom and under what circumstances);

- contributions to course or curriculum development ;
- reports of observation visits to the nominee's classroom by colleagues (either full-time or part-time faculty) and/or the supervisor of the nominee (e.g., coordinator of multiple-section courses, department chair);
- other evidence that supports the nomination. For example, teaching-related service and presentations or publications related to teaching may be used as supporting evidence of effective teaching.

These guidelines shall be reviewed annually by the Faculty Affairs Committee.

Question Time
(for Chancellor Wartell)

It has been reported that at the October meeting of the University Council, the Chancellor, in commenting on the IU Trustees' concerns that IPFW is in the process of becoming a Purdue University campus, dismissed the entire issue by declaring that IPFW is already a Purdue University campus. Has the Chancellor really referred to IPFW as a Purdue University campus and, if so, didn't this statement contradict the current management agreement between Indiana University and Purdue University with regard to Fort Wayne?

Julius Smulkstys
Political Science

TO: The Senate
FROM: The Agenda Committee
DATE: 12 December 1994
SUBJ: Items under Consideration by Senate Committees and Subcommittees

The Agenda Committee has asked Senate committee and subcommittee chairs to report items under discussion in the various committees instead of listing only documents that are apt to come to the Senate for consideration. The following is a compilation of what was submitted.

Academic Appeals Subcommittee

Nancy Cothorn, Chair

1. Nothing at this time.

Accelerated High School Studies Advisory Subcommittee

John Vollmer, Chair

1. Nothing at this time.

Athletics, Subcommittee on

David Oberstar, Chair

1. Nothing at this time.

Budgetary Affairs Subcommittee

Peter Iadicola, Chair

1. Considering summer-school compensation and other budgetary issues.
2. Considering the impact of General Education requirements on enrollments, school budgets, and staffing.

Calendar Subcommittee

Dennis Cannon, Chair

1. Considering 1997-98 Academic Calendar

Computer Users Advisory Subcommittee

Bruce Abbott, Chair

1. Nothing at this time.

Continuing Education Advisory Subcommittee

Evelyn Waters, Chair

1. Continued to pursue 20% discount for adjunct faculty. Have determined that discount can be offered.

Curriculum Review Subcommittee

Donna Bialik, Chair

1. Considering proposal for a concentration in environmental policy from Public and Environmental Affairs.

Developmental Studies Subcommittee

Carol Aikman, Chair

1. Nothing at this time.

Educational Policy Committee

Steve Sarratore, Chair

1. Considering accepting C- grades for transfer credit - proposal forthcoming.
2. Considering campus-wide policy to grant transfer credit for IVTC courses.
3. Considering General Education program implementation.

Faculty Affairs Committee

Jeanette Clausen, Chair

1. Reviewing school and departmental policies on student evaluation of instruction.
2. Reviewing policy concerning rights and obligations of Visiting Scholars.
3. Discussing Purdue University Senate Document 94-3, "Changes in University Promotion Procedure."
4. Discussing proposal from Indiana University University Faculty Council's (UFC) Faculty Affairs Committee concerning lecturer/senior lecturer positions.
5. Discussing FACET draft: Dimensions of University Teaching Practice (forwarded to FAC by IU UFC Agenda Committee).

General Education Subcommittee

Sherrill Hockemeyer, Chair

1. Considering guidelines for Area VI proposals.
2. Considering revised proposals, Areas I-V.
3. Accepting additional proposals, Areas I-V.

Graduate Subcommittee

Rosalie Haritun, Chair

1. Nothing at this time.

Honors Program Council

Sue Chubinski, Chair

1. Four subcommittees are looking at the recommendations in the report on the Honors Program. Subcommittees will report in January.

Indiana University Committee on Institutional Affairs

Steve Hollander, Chair

1. Nothing at this time.

International Studies Program Advisory Subcommittee

Christiane Seiler, Chair

1. Planning faculty lectures for the Spring Semester, 1995.

Lecture Series Subcommittee

Richard Hess

1. Nothing at this time.

Nominations and Elections Committee

David Legg, Chair

1. Nothing at this time.

Professional Development Subcommittee

Harold Broberg, Chair

1. Service Learning Grants: 6 proposals submitted; results ranked
2. IPFW Summer Grants: 32 proposals submitted; 10 selected; alternates ranked
3. IPFW International Travel Grants I: 3 proposals submitted; currently under consideration
4. PRF Summer Grants: PDS augmented by two other IPFW faculty. 22 proposals submitted; to be considered in January.
5. IPFW International Travel Grants II: Proposals to be submitted and considered during Spring Semester, 1995.

Purdue University Committee on Institutional Affairs

Robert Barrett, Chair

1. Nothing at this time.

Rules Committee

Steven Hollander, Chair

1. Considering amendment that will make the current Library Committee, appointed by the Vice Chancellor for Academic Affairs, into the Library Subcommittee, reporting to the University Resources Policy Committee and being subject to routine provisions for Senate subcommittees--changes requested by the Library Committee and approved last year by the Vice Chancellor for Academic Affairs.
2. Considering a Bylaws amendment to remove the Director of Weekend College as an ex-officio member of the Calendar Subcommittee--since there is no longer a Director of Weekend College.
3. Considering a clarification--either for Senate information or for its action--of the ex-officio status of the University Resources Policy Committee member who is "the chief officer in charge of space allocation and planning," since those two duties are now divided between two humans.

Student Affairs Committee

Linda Wootton, Chair

1. Studying a proposal to create and distribute bimonthly a campus calendar.
2. Revising segments in the *Student Handbook* under right and responsibilities which describe procedures for filing grievances. The aim is to condense and simplify.
3. Polling Students' Government and the Lecture Series Subcommittee before making a recommendation concerning the future of the Lecture Series Subcommittee.

University Resources Policy Committee

Scott Argast, Chair

1. Considering adequacy of handicapped spaces in campus lots.
2. Considering possibility of increased parking opportunities in the Walb circle.
3. Considering proposed changes in parking fees.