

FORT WAYNE SENATE AGENDA  
NOVEMBER 14, 1994  
NOON, KT G46

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

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

Approving  
C. Champion  
S. Hollander  
P. Stubblebine  
N. Younis, Chair

Absent  
M. Downs

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Attachments:

- "Report of the Presiding Officer" (SR No. 94-8)
- "Procedures for Promotion and Tenure: Composition of the Campus Committee (amends SD 88-13)" (SD 94-10)
- "Amendment of the Academic Regulations--Class Attendance" (SD 94-11)
- "Approval of replacement members of the Rules Committee" (SD 94-12)
- "Items under Consideration by Senate Committees and Subcommittees (SR No. 94-9)
- "1995-1996 Class Scheduling Patterns" (SR No. 94-10)

TO: The Senate  
FROM: Downs, Presiding Officer  
Fort Wayne Senate  
DATE: 28 October 1994  
SUBJ: Report on Senate Documents

Listed below are the documents considered by the Senate this academic year. When appropriate, I have forwarded documents to the proper administrator /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 proposals" - 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 and Technology for implementation (10/10/94)

To: Fort Wayne Senate

From: Faculty Affairs Committee

Date: 7 October 1994

Subj: Procedures for Promotion and Tenure: Composition of the Campus  
Committee (amends Senate Document SD 88-13, section 1.5, to  
accord with amended Bylaws [ref. SD 93-4])

Disposition: To the Presiding Officer for Implementation

WHEREAS: Amendments to the Senate Bylaws (SD 93-4) necessitate a change  
in the procedures for electing the campus-level Promotion and  
Tenure Committee; and

WHEREAS: The Faculty Affairs Committee has approved wording to amend the  
relevant passages in the Senate Document detailing the Procedures  
for Promotion and Tenure (SD 88-13);

RESOLVED: That the Senate approve the amended document.

Approving:

Disapproving:

J. Clausen  
L. DeFonso  
R. Kendall  
F. Kirchhoff  
M. Masters  
H. Samavate  
W. Utesch

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

Amendment to SD 88-13 (proposed changes are highlighted)

- 1.5 The campus committee, **consisting of the Chief Academic Officer of IPFW as nonvoting chair and seven tenured members of the Fort Wayne Faculty, a majority of whom hold the rank of Professor or Librarian, selected so as to provide balanced representation of the disciplinary areas. Voting members of this committee shall be elected to three-year terms, staggered in the first instance, by the Chief Administrative Officer of IPFW and the two Speakers of the Faculty. The committee members will be elected from a panel of nominees composed of at least two representatives from the faculty of each school/division selected according to procedures adopted by the school/division Faculty and incorporated into the documents which define the protocols of Faculty governance within the school/division. Voting members of this committee shall recuse themselves from considering cases of candidates from their own departments or with whom they share significant credit for research or creative endeavor which is part of the candidate's case. Faculty members shall not serve on this committee in a year when their own cases are pending. The purposes of this committee are to review the actions of the earlier decision levels to assure that the candidate is afforded basic fairness and due process in accordance with established university policies and procedures and to assess the adequacy and sufficiency of the evidence.**

**CURRENT TEXT:**

- 1.5 The campus committee, consisting of eight tenured members of the Fort Wayne Faculty, a majority of whom hold the rank of Professor or Librarian, selected so as to provide balanced representation of the disciplinary areas. Members of this committee shall be selected by the chief administrative officer of IPFW after consultation with the two Speakers of the Faculty from a list of nominees provided by the Faculty of the schools/divisions established under a procedure adopted by the school/division faculty and incorporated into the documents which define the protocols of faculty governance within the school/division. The chief academic officer of IPFW shall serve as nonvoting chair of the committee. The purposes of this committee are to review the actions of the earlier Decision Levels to assure that the candidate is afforded basic fairness and due process in accordance with established university policies and procedures and to assess the adequacy and sufficiency of the evidence.

**Indiana University  
Purdue University  
at Fort Wayne**

**Educational Policy Committee**

To: Fort Wayne Senate  
From: Educational Policy Committee  
Date: October 31, 1994  
Subject: Amendment of the Academic Regulations--Class Attendance  
Disposition: To the presiding officer for implementation

**Whereas**, a number of agencies and organizations offer financial assistance to IPFW students, and

**Whereas**, these sponsors sometimes require reports of student class attendance,

**Be It Resolved**, that the Academic Regulations be revised as follows:

**CURRENT** 3.9 Every student is expected to attend every meeting of the classes for which the student is enrolled. Work missed during absences may be made up with the instructor's permission. At the beginning of the academic session, each instructor shall make a clear statement to all students regarding the instructor's policy for handling absences. Any student who discontinues class attendance and does not meet course requirements shall receive a grade of F for unauthorized withdrawal.

**NEW** 3.9.1 Students who must report their class attendance in order to satisfy requirements of financial-aid sponsors are obligated to present the sponsor's certification form to each instructor.

**NEW** 3.9.2 Each instructor will certify that student's attendance by completing the form.

**NEW** 3.9.3 Unless a prior agreement has been made by the instructor with the student, no instructor will be obligated to certify student attendance for more than the most recent class.

**CURRENT** A student may not attend any class before completing official registration procedures, after withdrawing from the class, or after the registration has been canceled. An instructor who discovers an unregistered student in a class should discuss the problem with the student and notify the Registrar's Office if the problem is not promptly resolved.

Approving

Not Approving

Abstaining

Nonvoting

- B. Bulmahn
- J. Clausen
- S. Hollander
- F. Kirchhoff
- S. Sarratore
- L. Schlager
- C. Sternberger

J. Dahl

NOTE: Questions concerning this document should be addressed to S. Sarratore at Ext. 6555.

INDIANA UNIVERSITY  
PURDUE UNIVERSITY  
FORT WAYNE

The Senate  
Phone: (219) 481-6686  
Fax: (219) 481-6985

MEMORANDUM

TO: Fort Wayne Senate

FROM: Nash Younis, Chair  
Agenda Committee

DATE: 29 October 1994

SUBJ: Approval of replacement members of the Rules Committee

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 are two vacancies on the Rules Committee; and

WHEREAS, The Rules Committee has appointed Charles Champion and Paul Terry as replacement members for the remainder of the academic year;

RESOLVED, That the Senate approve these appointments.

TO: The Senate  
FROM: The Agenda Committee  
DATE: 28 October 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. One grade appeal has been received and will be heard.

Accelerated High School Studies Advisory Subcommittee

John Vollmer, Chair

1. Considering expanding offerings of English and Mathematics and adding Computer Science to North Side, Northrup, and South Side High Schools.

Athletics Subcommittee on

David Oberstar, Chair

1. The following resolution was adopted on 9/13/94: "The Compliance Coordinator has the authority to make individual eligibility determinations where appropriate, and, when possible, such determinations will be made after consultation with at least one member of the Subcommittee on Athletics."
2. Considering resolution recommending women's soccer as the next varsity sport.

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. Have requested copy of *NACS Schedule of College and University Dates*.

Computer Users Advisory Subcommittee

Bruce Abbott, Chair

1. Considering a document which would make recommendations on the coordination of campus computer classrooms and laboratories, documentation of campus computing systems, and communication between faculty and those in charge of campus computing systems.

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. Nothing at this time.

Developmental Studies Subcommittee

Carol Aikman, Chair

1. Nothing at this time.

Educational Policy Committee

Steve Sarratore, Chair

1. Considering impact on academic regulations of the recommendations of the Subcommittee on Assessing Speaking and Listening.
2. Considering recommendations of the Subcommittee on Academic Advising.
3. Considering General Education.

Faculty Affairs Committee

Jeanette Clausen, Chair

1. Considering draft document to establish a teaching award for associate faculty.
2. Considering amendments to SD 88-25 (Criteria for Tenure and Promotion)
3. Considering Associate Faculty policy (document to be drafted)

General Education Subcommittee

1. Circulated to the faculty a request for general education course proposals.
2. Reviewing over ninety proposals submitted in five areas.

Graduate Subcommittee

Rosalie Haritun, Chair

1. Nothing at this time.

Honors Program Council

Sue Chubinski, Chair

1. Examining the Ad Hoc Committee Report on Honors Program Review. The Council is looking for ways to increase the enrollment in Honors courses and to attract qualified faculty to teach Honors courses.

Indiana University Committee on Institutional Affairs

Steve Hollander, Chair

1. Nothing at this time.

International Studies Program Advisory Subcommittee

Christiane Seiler, Chair

1. Have organized several lectures on Southeast Asia for the Fall Semester, 1994.

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 and Sabbaticals due in October; IPFW Summer Faculty Grants and IPFW International Conference Travel Grants due in November.

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. Committee will recommend that the Lecture Series Subcommittee either be made a standing committee independent of SAC or that it be discontinued.
2. Appointed a subcommittee to study creation and distribution of a campus calendar.
3. Appointed subcommittee to study the feasibility of combining procedures for filing grievances, now described in each of several policies concerning student rights and responsibilities, into one concise segment in the *Student Handbook*.
4. Made plans to explore means of improving communication to students.

### University Resources Policy Committee

Scott Argast, Chair

1. Acting in an advisory capacity to the Vice Chancellor for Financial Affairs by actively commenting on the proposed 25-year master plan.

**Indiana University  
Purdue University  
at Fort Wayne**

**Educational Policy Committee**

**To: Fort Wayne Senate**  
**From: Educational Policy Committee**  
**Date: October 27, 1994**  
**Subject: 1995-1996 Class Scheduling Pattern**

Attached is the 1995-1996 class scheduling pattern which we present to the Senate for information only.

**CLASS SCHEDULING PATTERNS  
FALL AND SPRING SEMESTERS**

Senate Reference No. 94-10

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

**I. One-Hour Classes**

- A. May meet one day per week in any approved 50-minute time period.
- B. May meet two days per week in any approved two-hour time period for eight weeks.

**II. Two-Hour Classes**

- A. May meet in any approved three-hour class period for reduced time (100 minutes total).
- B. May meet one day per week in the time periods listed below (all include a ten-minute break):

<u>M or W</u>	<u>T or R</u>	<u>F</u>
8:00 - 9:50 AM (10)	2:30 - 4:20 PM (10)	2:00 - 3:50 PM (10)
5:30 - 7:20 PM (10)	5:30 - 7:20 PM (10)	
7:30 - 9:20 PM (10)	7:30 - 9:20 PM (10)	

**III. Three-Hour Classes - may meet at any time listed below (including break times in parentheses)**

<u>MWF</u>	<u>TR</u>	<u>F</u>
8:00 - 8:50 AM	7:30 - 8:45 AM	* 4:30 - 7:20 PM (20)
9:00 - 9:50 AM	9:00 - 10:15 AM	* 6:00 - 8:50 PM (20)
10:00 - 10:50 AM	10:30 - 11:45 AM	
11:00 - 11:50 AM	12:00 - 1:15 PM	<u>S</u>
12:00 - 12:50 PM	1:30 - 2:45 PM	* 9:00 - 11:50 AM (20)
1:00 - 1:50 PM	3:00 - 4:15 PM	* 12:30 - 3:20 PM (20)
2:00 - 2:50 PM		
	<u>TWR</u>	<u>N</u>
<u>WF</u>	3:00 - 3:50 PM	* 1:00 - 3:50 PM (20)
3:00 - 4:15 PM		* 4:00 - 6:50 PM (20)
	<u>MW or TR</u>	
<u>M or T or W or R</u>	4:30 - 5:45 PM	
4:30 - 7:15 PM (15)	6:00 - 7:15 PM	
7:30 - 10:15 PM (15)	7:30 - 8:45 PM	
	9:00 - 10:15 PM	

\* Weekend College classes

**IV. Four-Hour Classes**

- A. May meet any four weekdays 12:00 - 12:50
- B. May meet TWR 3:00 - 4:10 or TWRF 3:00 - 3:50
- C. May meet in any approved five-hour class period for reduced time (200 minutes total).
- D. May meet in any approved Weekend College time period by delaying ending time.

**V. Five-Hour Classes**

- A. May meet in any time period listed below:

<u>Daily (M-F)</u>	<u>Daily (M-F)</u>	<u>Others</u>
8:00 - 8:50 AM	12:00 - 12:50 PM	MWF 10:00 - 10:50 and TR 10:30 - 11:20 AM
9:00 - 9:50 AM	1:00 - 1:50 PM	MWF 1:00 - 1:50 and TR 1:30 - 2:20 PM
10:00 - 10:50 AM	2:00 - 2:50 PM	TWRF 3:00 - 4:05 PM
11:00 - 11:50 AM		

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