

FORT WAYNE SENATE AGENDA  
DECEMBER 14, 1992  
NOON, KT G46

1. Call to order
2. Approval of the minutes of November 9, 1992
3. Acceptance of the agenda - J. Switzer
4. Reports of the Speakers of the Faculties
  - a. Purdue University - A. Finco
  - b. Indiana University - S. Hollander
5. Report of the Presiding Officer (Senate Reference No. 92-11) - W. Frederick
6. Committee reports requiring action
  - a. IU Committee on Institutional Affairs (Senate Reference No. 92-12) - S. Hollander
  - b. Faculty Affairs Committee (Senate Document SD 92-8) - R. Jeske
  - c. Educational Policy Committee and Rules Committee (Senate Document SD 92-9) - B. Bulmahn
  - d. Educational Policy Committee (Senate Document SD 92-10) - B. Bulmahn
  - e. Educational Policy Committee and Rules Committee (Senate Document SD 92-11) - B. Bulmahn
  - f. Educational Policy Committee (Senate Document SD 92-12) - B. Bulmahn
  - g. Faculty Affairs Committee (Senate Document SD 92-13) - R. Jeske
7. New business
8. Committee reports "for information only"
9. The general good and welfare of the University
10. Adjournment\*

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

Approving  
A. Dirkes  
W. Frederick  
S. Hollander  
J. Switzer, Chair  
W. Unsell

Absent

---

Attachments:

- "Report of the Presiding Officer" (SR No. 92-11)
- "Slate for 1993-94 Faculty Board of Review Election" (SR No. 92-12)
- "Changes to the Indiana University *Academic Handbook's* Criteria for Promotion" (SD 92-8)
- "Proposed amendments to the IPFW academic regulations and procedures [SD 85-18]--  
Changes in procedures for reporting academic dishonesty" (SD 92-9)
- "Proposed amendment to the IPFW grade-appeals policy [SD 82-2]--Changes in procedures  
for reporting academic dishonesty" (SD 92-10)
- "Amendment to the Bylaws of the Fort Wayne Senate--Academic Calendar" (SD 92-11)
- "Class-scheduling times, MW afternoons" (SD 92-12)
- "IPFW Policy Statement on Evaluation of Academic Administrators" (SD 92-13)

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

TO: The Senate  
FROM: Bill Frederick, Presiding Officer  
Senate  
DATE: 30 November 1992  
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 administrators/units for implementation. I have listed the current status of each document.

- SD 92-1 "Correction to Academic Calendar, Summer I, 1992-93" - approved and forwarded to the Registrar for implementation (Approved 9/14/1992)
- SD 92-2 "Amendment to Academic Calendars, 1992-1993 and 1993-1994 - Observance of Dr. Martin Luther King, Jr. Day" - approved and forwarded to the Registrar for implementation (Approved 9/14/1992)
- SD 92-3 "Amendments to the Management Agreement" - approved and forwarded to the Presidents and Boards of Trustees of Purdue University and Indiana University and the Chancellor at IPFW (Approved 10/12/1992)
- SD 92-4 "Approval of replacement member of the Subcommittee on Athletics" - approved and implemented (Approved 10/12/1992)
- SD 92-5 "Fiscal Agency" - approved and forwarded to the Presidents and Boards of Trustees of Purdue University and Indiana University and the Chancellor at IPFW (Approved 10/12/1992)
- SD 92-6 "Approval of replacement members of the Continuing Education Advisory Subcommittee, the Graduate Subcommittee, and the Student Affairs Committee" - approved and implemented (Approved 11/9/1992)
- SD 92-7 "North Central Accreditation Assessment Plan" - approved and forwarded to the Chancellor for implementation (Approved 11/9/1992)

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

MEMORANDUM

TO: Indiana University Senators

FROM: Steve Hollander, Chair  
Indiana University Committee on Institutional Affairs

DATE: 30 November 1992

SUBJ: Slate for 1993-94 Faculty Board of Review Election

Here is the slate of Indiana University tenured faculty members who have indicated their willingness to serve on the Indiana University Faculty Board of Review. Members of this body will be elected by faculty Senators with Indiana University affiliation at the Senate meeting on December 14, 1992.

bb

**Slate**

Bronislaw Misztal, Sociology and Anthropology  
Gerald Szymanski, Education  
Michael Downs, Political Science  
Audrey Ushenko, Fine Arts  
Carlton Maile, Management and Marketing  
Dipak Chowdhury, Geosciences  
Thomas Guthrie, Economics and Finance  
Christiane Seiler, Modern Foreign Languages  
Charles Champion, Dental Education  
Edwin Leonard, Management and Marketing  
David Oberstar, Modern Foreign Languages  
Margit Codispoti, Library  
Avon Crismore, English and Linguistics  
AnnMarie LeBlanc, Fine Arts

To: Fort Wayne Senate  
From: Faculty Affairs Committee  
Robert Jeske, Chair  
Date: November 25, 1992  
Subj: Changes to the Indiana University *Academic Handbook's* Criteria for Promotion

Disposition: To the Presiding Officer for implementation

The Faculty Affairs Committee of the Indiana University University Faculty Council requested campus review of the following proposed amendment to the Indiana University *Academic Handbook*. This resolution is a response to that request.

Resolved, That the Fort Wayne Senate endorse the following amendment to the paragraph "Criteria for Promotion" in the Indiana University *Academic Handbook*:

Current:

*Teaching, research and creative work, and services which may be administrative, professional, or public are long-standing university promotion criteria. Promotion considerations must take into account, however, differences in mission between campuses, and between schools within some campuses, as well as the individual's contribution to the school/campus mission. The relative weight attached to the criteria above should and must vary accordingly. A candidate for promotion should normally excel in at least one of the above categories and be satisfactory in the others. Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.*

Proposed:

Teaching, research and creative work, and services which may be administrative, professional, or public are long-standing university promotion criteria. Promotion considerations must take into account, however, differences in mission between campuses, and between schools within some campuses. as well as the individual's contribution to the school/campus mission. The relative weight attached to the criteria above should and must vary accordingly. A candidate for promotion should normally excel in at least one of the above categories and be satisfactory in the others. **Alternatively, a candidate may present evidence of a balance of strengths that promises extraordinary benefits to the university over time. Under this alternative, the candidate's total record should be assessed by comprehensive and rigorous internal and external peer review.** Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.

Approving

J. Clausen  
R. Jeske  
F. Kirchhoff  
R. Pacer  
J. Silver

Absent

D. McCants  
J. Scherz

Note: Questions concerning this document should be addressed to R. Jeske at Ext. 6676.

**To:** Fort Wayne Senate  
**From:** Educational Policy Committee and Rules Committee  
**Date:** November 22, 1992  
**Subject:** Proposed amendments to the IPFW academic regulations and procedures:  
(SD 85-18) --Changes in procedures for reporting academic dishonesty

**Whereas,** The Trustees of Purdue University have approved an *IPFW Code of Student Rights, Responsibilities, and Conduct* ("The Code"); and

**Whereas,** The Code provides in V.B. that "In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, these regulations shall govern";

**Be It Resolved,** That the IPFW Academic Regulations and Procedures (SD 85-18) be amended as shown below to bring this document into conformance with the provisions of The Code:

### Text of The Code

III.A.2.a An instructor who has information that a student enrolled in a course being conducted by the instructor has committed an act of academic misconduct related to that course is required to hold an informal conference with the student concerning the matter within 10 class days of discovering the alleged misconduct. The faculty member must advise the student of the alleged act of misconduct and the information upon which the allegation is based.

III.A.2.b. If the instructor concludes that the student did commit the act of misconduct as alleged, the instructor is authorized to impose an appropriate academic sanction related to the particular course involved. An appropriate academic sanction for such misconduct may include, but is not limited to, any of the following:

{List of sanctions appears here.}

III.A.2.c. After imposing an academic sanction, the instructor is required to report the matter and action taken within 10 class days in writing to the student, the chair of the student's department, the dean or director of the student's school or division, and the dean of students

### **Proposed Amended Text of IPFW Academic Regulations and Procedures: Additions Emboldened. Deletions Struck Through**

4.3.1. Initial decision. An instructor who has evidence of cheating shall initiate the process of determining the student's guilt or innocence and the penalty, if any, to be imposed. An instructor shall make initial findings only after informing the student **during an informal conference held within 10 class days of discovering the alleged cheating** of charges and evidence, and allowing the student to present a defense. The instructor ~~shall~~ **may** assign a grade of Incomplete to any student whose case cannot be ~~fully~~ resolved before the course grades are due in the Registrar's Office.

4.3.2. Reporting. During the period in which the student is permitted to drop courses, the instructor shall inform the Registrar promptly of any allegation of cheating, so that an accused student will not be permitted to withdraw from the course.

The instructor who makes an initial finding that academic dishonesty has been practiced shall ~~provide a timely, confidential report to the Dean of the Faculty~~ **impose an academic sanction. Then, within 10 class days, the instructor shall supply a written report to the student, the chair of the student's department, the dean or director of the student's school or division, and the dean of students.** This report shall summarize the evidence and the penalties assessed.

**Text of The Code**

III.A.2.d. If the student's course grade is affected by the sanction, the student has the right to appeal the academic sanction imposed by an instructor through the IPFW grade appeals system. (See IPFW Academic Regulations--Grade Appeals.)

III.A.2.e. A student may not be placed on disciplinary probation or suspended or expelled from IPFW or a school or division within IPFW 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.

**Proposed Amended Text of IPFW Academic Regulations and Procedures: Additions Emboldened, Deletions Struck Through**

~~4.3.3. Appeal. No penalty other than the award of a grade of Incomplete (with its potential consequent effects on enrollment in subsequent courses) shall be imposed until the completion of an appeal or the expiration of the time limits for a potential appeal, except that the Registrar shall not permit a course withdrawal or issue a diploma or degree to a student against whom charges are pending. . . .~~

**When an instructor and a student cannot agree on the facts pertaining to a charge and on the penalties to be assessed, the student may request that the issue be heard in accordance with the academic appeals policy in Appendix B [IPFW Grade Appeals Policy, SD 82-2, as Amended]. **If a student's course grade is affected by the penalty, the student has the right to appeal the penalty imposed by an instructor through the IPFW grade appeals system. (See Appendix B [IPFW Grade Appeals Policy, SD 82-2, as Amended]).****

**For the Educational Policy Committee**

| <u>Approving</u> | <u>Disapproving</u> | <u>Absent</u> | <u>Nonvoting</u> |
|------------------|---------------------|---------------|------------------|
| B. Bulmahn       |                     | S. Sarratore  | J. Dahl          |
| A. Dirkes        |                     |               |                  |
| A. Finco         |                     |               |                  |
| S. Hollander     |                     |               |                  |
| F. Kirchhoff     |                     |               |                  |
| D. McCants       |                     |               |                  |

**For the Rules Committee**

| <u>Approving</u> | <u>Disapproving</u> | <u>Absent</u> |
|------------------|---------------------|---------------|
| B. Bulmahn       |                     |               |
| S. Hollander     |                     |               |
| J. Silver        |                     |               |
| W. Walker        |                     |               |

**To:** Fort Wayne Senate  
**From:** Educational Policy Committee  
**Date:** November 22, 1992  
**Subject:** Proposed amendment to the IPFW grade-appeals policy (SD 82-2)—Changes in procedures for reporting academic dishonesty

**Resolved,** That the IPFW grade-appeals policy (SD 82-2) be amended as follows:

**Present Text**

The [Academic Appeals] subcommittee shall report its findings and actions to the student, the Vice Chancellor for Academic Affairs, the department/school/program from which the appeal came, and the instructor.

**Proposed Amended Text: Additions Emboldened, Deletions Struck Through**

The [Academic Appeals] subcommittee shall report its findings and actions to the student, ~~the Vice Chancellor for Academic Affairs,~~ the department/school/program from which the appeal came, ~~and~~ the instructor, **the chair of the student's department, the dean or director of the student's school or division, and the dean of students.**

Approving

B. Bulmahn  
A. Dirkes  
A. Finco  
S. Hollander  
F. Kirchhoff  
D. McCants

Disapproving

Absent

S. Sarratore

Nonvoting

J. Dahl

Indiana University  
Purdue University  
Fort Wayne

**To:** Fort Wayne Senate  
**From:** Educational Policy Committee and Rules Committee  
**Date:** November 24, 1992  
**Subject:** Amendment to the Bylaws of the Fort Wayne Senate—Academic Calendar

**Resolved.** That the Bylaws of the Fort Wayne Senate be amended, as requested by the Calendar Subcommittee, as indicated below (additions emboldened, deletions struck through).

- 5.3.3.1 The Calendar Subcommittee shall consist of three Faculty members of each University affiliation, elected by the Senate to ~~two-year~~ terms; one student of each University affiliation, selected by the Students' Government for one-year terms; a member of the administrative staff, selected by the Administrative Council for a two-year term; a member of the clerical and service staff, selected by the Clerical and Service Staff Advisory Committee for a ~~two-year~~ term; and the IPFW registration administrator and the director of the Weekend College, both nonvoting. The Subcommittee shall develop policies and procedures for establishing a ~~two-year~~ **three-year** academic calendar for ~~the Fort Wayne campus~~ **IPFW**. Specifically, it shall:
- 5.3.3.1.1 Study those regulations of the two universities which bear upon the Fort Wayne calendar.
- 5.3.3.1.2 Develop and propose a formula for the establishment of an academic calendar, after considering starting dates, examination schedules, reading days, official holidays, vacations, and the number of weeks in the semester.
- 5.3.3.1.3 Poll the Faculty and student body from time to time regarding preferences for an academic calendar.
- 5.3.3.1.4 By ~~February~~ **January** 1 of each year, present to the ~~Senate~~ **Senate Educational Policy Committee** for discussion the formula or specific dates for the academic-year calendar (and following summer) beginning in the fall of the ~~next~~ calendar year **two years thence** (i.e., the academic year beginning approximately ~~1-1/2~~ **2 1/2** years thence).
- 5.3.3.1.5 **By February 1 of each year, present to the Senate the above formulas or calendars.**
- 5.3.3.1.6** By March 1 of each year, present to the Senate for adoption the specific dates of the academic-year calendar (and following summer) referred to in 5.3.3.1.4.

A calendar shall be considered adopted when it has been accepted by the Senate. Once a calendar has been adopted, it may not be modified or rescinded except by 2/3 vote of the Senate.

**For the Educational Policy Committee**

| <u>Approving</u> | <u>Disapproving</u> | <u>Absent</u> | <u>Nonvoting</u> |
|------------------|---------------------|---------------|------------------|
| B. Bulmahn       |                     | S. Sarratore  | J. Dahl          |
| A. Dirkes        |                     |               |                  |
| A. Finco         |                     |               |                  |
| S. Hollander     |                     |               |                  |
| F. Kirchhoff     |                     |               |                  |
| D. McCants       |                     |               |                  |

**For the Rules Committee**

| <u>Approving</u> | <u>Disapproving</u> | <u>Absent</u> |
|------------------|---------------------|---------------|
| B. Bulmahn       |                     |               |
| S. Hollander     |                     |               |
| J. Silver        |                     |               |
| W. Walker        |                     |               |



Indiana University  
Purdue University  
Fort Wayne

Senate Document SD 92-12

**To:** Fort Wayne Senate  
**From:** Educational Policy Committee  
**Date:** November 22, 1992  
**Subject:** Class-scheduling times, MW afternoons

**Whereas,** The MW 3:00-4:15 p.m. class-scheduling block has been approved for experimental use and evaluation; and

**Whereas,** The Calendar Subcommittee and the Educational Policy Committee have studied the scheduling of MW afternoon classes; and

**Whereas,** The MW 3:00-4:15 p.m. class-scheduling block has proved useful to certain departments and appears not to have interfered with classroom utilization or course availability during this off-peak period;

**Resolved,** That the MW 3:00-4:15 p.m. period be approved as a permanent class-scheduling option, in addition to the previously approved MWF 2:30-3:20 p.m. and 3:30-4:20 p.m. blocks; and

**Resolved,** That such approval specifically not imply the Faculty's approval of the scheduling of classes in the MW 1:30-2:45 p.m. block or other nonstandard and unapproved periods.

| <u>Approving</u> | <u>Disapproving</u> | <u>Absent</u> | <u>Nonvoting</u> |
|------------------|---------------------|---------------|------------------|
| B. Bulmahn       |                     | S. Sarratore  | J. Dahl          |
| A. Dirkes        |                     |               |                  |
| A. Finco         |                     |               |                  |
| S. Hollander     |                     |               |                  |
| F. Kirchhoff     |                     |               |                  |
| D. McCants       |                     |               |                  |

To: Fort Wayne Senate  
From: Faculty Affairs Committee  
Robert Jeske, Chair  
Date: November 25, 1992  
Subject: IPFW Policy Statement on Evaluation of Academic Administrators.

Disposition: To the Presiding Officer for implementation.

Whereas, IPFW has no campuswide policy or procedure for the evaluation of academic administrators (i.e., department chairs, deans and directors, academic vice chancellor, and chancellor);

Resolved, That the IPFW administration, in cooperation with the appropriate faculty-governance bodies, develop, publish, and implement a policy and procedure for the periodic evaluation of academic administrators; and

Resolved, That the following principles be observed in the IPFW policy and procedure:

1. Each academic administrator at the level of department chair or above should be evaluated on a regular schedule, at intervals not exceeding three years.
2. The purpose of each evaluation should be the improvement of the academic administrator's performance.
3. A majority of the membership of each body appointed to evaluate academic administrators should be Voting Faculty as defined by the Constitution of the Faculty.
4. Appointments to each body evaluating an academic administrator should be made by the immediate administrative superior of the person being evaluated: For example, deans should appoint committees evaluating department chairs, the academic vice chancellor should appoint committees evaluating deans, the chancellor should appoint committees evaluating the academic vice chancellor and the presidents should appoint committees evaluating the chancellor.
5. Appointments to these committees should be based on close consultation with the appropriate, elected faculty-governance bodies, or in the case of small units lacking such elected bodies, with all Voting Faculty in the unit.
6. Following completion of the evaluation, the committee and the appointing person should prepare and distribute to the relevant faculty-governance body (department, school, or campus) a written summary of the review. Further distribution of the review shall be determined by the faculty-governance body.
7. Results of evaluations should be taken into account in decisions concerning salary adjustments, continuation of administrative duties, and similar conditions of employment.

Approving  
J. Clausen  
R. Jeske  
F. Kirchhoff  
R. Paccr  
J. Silver

Absent  
D. McCants  
J. Scherz

NOTE: Questions concerning this document should be addressed to R. Jeske at Ext. 6676.