

FORT WAYNE SENATE AGENDA  
MONDAY  
February 10, 2014  
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of January 13, 2014
3. Acceptance of the agenda – B. Valliere
4. Reports of the Speakers of the Faculties
  - a. Purdue University – P. Dragnev
  - b. Indiana University – M. Nusbaumer
5. Report of the Presiding Officer – A. Downs
6. Committee reports requiring action
  - a. Faculty Affairs Committee (Senate Document SD 13-16) – J. Badia
  - b. Honors Program Council (Senate Document SD 13-17) – S. LaVere
  - c. Honors Program Council (Senate Document SD 13-18) – S. LaVere
  - d. Educational Policy Committee (Senate Document SD 13-19) – Y. Zubovic
  - e. Executive Committee (Senate Document SD 13-20) – B. Valliere
7. Question Time
  - a. (Senate Reference No. 13-25) – M. Nusbaumer
8. New business
9. Committee reports “for information only”
  - a. Educational Policy Committee (Senate Reference No. 13-26) – Y. Zubovic
10. The general good and welfare of the University
11. Adjournment\*

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

Approving  
J. Casazza  
H. Di  
A. Down  
M. Nusbaumer  
B. Valliere, Chair  
Y. Zubovic

Non Voting  
J. Malanson

Absent  
P. Dragnev

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Attachments:

- “Senate Document SD 91-20 (Amended & Approved, 4/13/1992) (Amended, 4/10/1995)  
(Amended & Approved, 4/15/2013)” (SD 13-16)
- “Amendment to the Bylaws of the Fort Wayne Senate: Honors Program Council” (SD 13-17)
- “Approval of replacement members of the Honors Program Council” (SD 13-18)
- “Academic Calendar for 2016-2017” (SD 13-19)
- “Amendment to the Bylaws of the Fort Wayne Senate: Continuing Lecturers as Senate  
Affiliates” (SD 13-20)
- “Question Time” (SR No. 13-25)
- “Degree Map and Free Guarantee Policy” (SR No. 13-26)

TO: Fort Wayne Senate Executive Committee

FROM: Janet Badia, Chair  
Faculty Affairs Committee

DATE: January 17, 2014

SUBJ: Senate Document SD 91-20 (Amended & Approved, 4/13/1992) (Amended, 4/10/1995)  
(Amended & Approved, 4/15/2013)

On April 15, 2013, SD 91-20 was amended by Senate. We believe the amendment, likely recorded incorrectly, does not reflect the intent of the proposed amendment. To remedy the problem, we would like to propose several changes that we feel are editorial in content, rather than substantive. Specifically, we propose below several renumbering and reordering changes to the Guidelines portion of document. If you find that these are not editorial changes, please feel free to advise another course of action for correcting the document.

#### GUIDELINES

1. Ordinarily, an individual may exclude no more than one year from the probationary period for justifiable conditions.
2. Normally, requests for exclusions must be made within one year from the time the conditions occurred which precipitated the request.
3. Exclusions will not be granted after the beginning of the penultimate year.
4. ~~A one-year automatic exclusion will be granted to either or both parents for the birth or adoption of a child. Faculty may choose to submit a tenure case under their original or the extended timetable.~~ Decisions regarding whether or not requests for exclusions will be granted shall be based on:
  - a. verification that the conditions leading to the request occurred or continue to exist.
  - b. verification that the faculty member's performance prior to the conditions leading to the request warrants an exclusion.
  - c. confirmation that the conditions for which the request is being made fall within the parameters of those deemed in these guidelines to be justifiable.
5. **A one-year automatic exclusion will be granted to either or both parents for the birth or adoption of a child. Faculty may choose to submit a tenure case under their original or the extended timetable.**

**6.** Faculty who have been awarded an exclusion shall have no requirements or expectations beyond those of any probationary faculty member.

**7.** Work accomplished during the excluded period may be cited in the promotion/tenure case.

MEMORANDUM

TO: Fort Wayne Senate Executive Committee

FROM: Suzanne LaVere, Chair  
Honors Program Council

DATE: January 24, 2014

SUBJ: Amendment to the Bylaws of the Fort Wayne Senate: Honors Program Council

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WHEREAS, The Bylaws of the Senate provide (5.3.3.5.) provide that “The Honors Program Council shall consist of: five Voting Faculty members elected by the Senate to staggered, two-year terms...” and “two members of the Honors Faculty, appointed to staggered, two-year terms;” and

WHEREAS, The experience of serving members of Council has shown that the period of familiarization with Council work takes at least one semester and often a large part of an academic year, particularly regarding the assignment of Council members as liaisons for Honors projects that students work on starting their junior and until the end of their senior year;

WHEREAS, Current members (term starting before Spring 2014) were elected to a two-year term, they should have the option of deciding if they want to add an extra year to their term, and will have to make this decision before Senate election ballots are put together;

BE IT RESOLVED, That the Senate amend 5.3.3.5 of the Bylaws as follows:

5.3.3.5 The Honors Program Council shall consist of:

- five Voting Faculty members elected by the Senate to staggered, **three-year** ~~two-year~~ terms, subject to the restriction that no more than one member may come from the same School
- two members of the Honors Faculty, appointed to staggered, **three-year** ~~two-year~~ terms, by the Chief Academic Officer of IPFW

BE IT RESOLVED, That the Honors Program Council requests the Executive Committee to forward this appointment to the Senate for approval.

Approving

Disapproving

Absent

S. Anderson  
T. Grove  
R. Jensen  
S. LaVere, Chair  
A. Livschiz  
C. Rutkowski  
J. Toole

J. Anderson (ex-officio)

MEMORANDUM

TO: Fort Wayne Senate Executive Committee

FROM: Suzanne LaVere, Chair  
Honors Program Council

DATE: January 23, 2014

SUBJ: Approval of replacement member of the Honors Program Council

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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 Honors Program Council due to a sabbatical; and

WHEREAS, The Honors Program Council has voted unanimously to appoint Dr. Joseph Khamalah, Doermer School of Business, as a replacement member for the remainder of the 2013-14 academic year;

BE IT RESOLVED, That the Honors Program Council requests the Executive Committee to forward this appointment to the Senate for approval.

Approving  
S. Anderson  
T. Grove  
R. Jensen  
S. LaVere, Chair  
A. Livschiz  
C. Rutkowski

Absent  
J. Anderson (ex-officio)

TO: Fort Wayne Senate

FROM: Educational Policy Committee  
Yvonne Zubovic, Chair

DATE: January 22, 2014

SUBJ: Academic Calendar for 2016-2017

DISPOSITION: To the presiding officer for implementation

RESOLVED, that the proposed academic calendar for 2016-2017 be adopted.

Approving:	Disapproving:	Abstaining:	Absent:	Non-voting:
Peter Dagnev			Jeff Anderson	Patrick McLaughlin
Abdullah Eroglu				
Hamilton Tescarolla				
Cigdem Gurgur				
Ann Livschiz				
Yvonne Zubovic				



# ACADEMIC CALENDAR FOR 2016-2017

## Fall Semester, 2016

Monday	22 August	Classes Begin
Friday	2 September	Classes Suspended at 4:30 p.m. (Labor Day Recess)
Tuesday	6 September	Classes Resume
Mon.-Tues.	10-11 October	Fall Recess
Wednesday	12 October	Classes Resume
Tuesday	22 November	Thanksgiving Recess Begins After Last Class
Monday	28 November	Classes Resume
Mon.-Sun.	12-18 December	Final Exam Week/Last Week of Classes

## Winter Inter-session, 2016-2017

Monday	19 December	Classes Begin
Fri. and Mon.	23 and 26 December	Classes Suspended (Christmas Holiday)
Tuesday	27 December	Classes Resume
Friday	30 December	Classes Suspended (Presidents' Designated Holiday)
Monday	2 January	Classes Suspended (New Year's Day Observed)
Tuesday	3 January	Classes Resume
Sunday	8 January	Last Day of Classes

## Spring Semester, 2017

Monday	9 January	Classes Begin
Monday	16 January	Martin Luther King Jr. Holiday
Mon. - Sun.	6-12 March	Spring Recess
Monday	13 March	Classes Resume
Friday	14 April	Classes Suspended at 4:30 p.m.
Monday	17 April	Classes Resume
Mon.-Sun	1-7 May	Final Exam Week/ Last Week of Classes
Wednesday	10 May	Tentative Date of Commencement

## Summer Semester, 2017

Monday	8 May	Summer Semester Begins
Monday	15 May	Summer Session I: Classes Begin
Friday	26 May	Memorial Day Recess Begins at 4:30 p.m.
Tuesday	30 May	Classes Resume
Friday	23 June	Summer Session I: Classes End at 4:30 p.m.
Monday	26 June	Summer Session II: Classes Begin
Tuesday	4 July	Classes Suspended (Independence Day Holiday Observed)
Wednesday	5 July	Classes Resume
Friday	4 August	Summer Session II: Classes End at 4:30 p.m.
Sunday	20 August	Summer Semester Ends

MEMORANDUM

TO: Fort Wayne Senate

FROM: Brenda Valliere, Chair  
Executive Committee

DATE: 27 January 2014

SUBJECT: Amendment to the Bylaws of the Fort Wayne Senate: Continuing Lecturers as Senate Affiliates

DISPOSITION: Request the Senate vote on the attached amendment to the Senate Bylaws

WHEREAS, Continuing Lecturers have a different status and rights in each department, school, and college on the IPFW campus and are not counted among the Voting Faculty in the constitution of the Fort Wayne Senate (provisions I.C and I.D); and

WHEREAS, Office of Academic Affairs Memorandum No. 03-1 (hereafter referred to as OAA 03-1) states, "IPFW will observe a 10% CL FTE limit in the percentage of the total campus faculty FTE (defined as tenured, tenure-track, clinical, and CL appointments); and

WHEREAS, the following table demonstrates that Continuing Lecturers represent a more significant component of the faculty than was originally expected or intended;

	<b>Full Time</b>	<b>Part Time</b>	<b>Total</b>
<b>Tenure Track</b>	295	7	302
<b>Clinical/Non TT</b>	18	2	20
<b>Continuing Lecturers</b>	50	12	<b>62</b>
<b>TOTALS</b>	<b>363</b>	<b>21</b>	<b>384</b>
<b>10% Rule</b>	<b>36.3</b>	<b>2.1</b>	<b>38.4</b>

and

WHEREAS, OAA 03-1 specifies that Continuing Lecturers "have departmental service responsibilities appropriate to their teaching assignment and an expectation of continuing professional development"; and

WHEREAS, Continuing Lecturers are often urged during the reappointment processes to engage in school/college and university service exceeding what is called for in OAA 03-1; and

WHEREAS, Continuing Lecturers are reappointed through the same basic process as probationary tenure-track faculty and are eligible for merit increases through the same process as tenure-line faculty; and

WHEREAS, Continuing Lecturers use the same grievance processes as Purdue and Indiana University tenure-line faculty; and

WHEREAS, Continuing Lecturers are held to many of the same standards and expectations as tenure-line faculty; and

WHEREAS, the charge to the Senate Faculty Affairs Committee (Fort Wayne Senate Bylaw 5.3.2) was amended on 15 April 2013 to define Faculty as including “tenured and tenure track faculty, clinical faculty, continuing lecturers, limited term lecturers, and visiting instructors”;

BE IT RESOLVED, that the Bylaws of the Fort Wayne Senate be amended as indicated below to allow Continuing Lecturers to annually elect one Senate Affiliate who will be permitted to participate, without vote, in Senate meetings:

2.5.3.3                      Continuing Lecturers shall select annually one of their number to serve as Senate Affiliate.

Question Time

Despite the faculty leadership repeatedly requesting delineation and explanation for the unparalleled growth in administrative positions reflected in Senate Reference 11-29, we have not received any systematic response. Further, as academic programs appear in jeopardy as a result of current budget-cutting efforts, there has been no apparent effort by the administration to analyze the contributions of this administrative growth to the recruitment, retention and graduation of students. Could you please provide the Senate with an accounting of just where these increases occurred and their impact on recruitment, retention and graduation efforts?

Mike Nusbaumer  
Department of Sociology

TO: Fort Wayne Senate

FROM: Educational Policy Committee  
Yvonne Zubovic, Chair

DATE: January 24, 2014

SUBJ: Degree Map and Free Course Guarantee Policy

WHEREAS, the Indiana General Assembly passed House Enrolled Act 1348-2013 which established a requirement that public colleges provide degree maps to all first-time full-time students; and

WHEREAS, the Act also provides a course-scheduling guarantee to all first-time full-time students that if a course on a student's degree map for a particular semester is full or is not offered, then the institution must provide the course for free in a future semester unless it provides the student with a revised degree map; and

WHEREAS, the Act directs the Indiana Commission for Higher Education to provide guidance for establishing degree maps and provisions for the guarantee policy; and

WHEREAS, the proposed policy reflects the guidance provided by the Indiana Commission for Higher Education; therefore

BE IT RESOLVED that the Educational Policy Committee determines that the IPFW policy conforms to state guidelines and needs no Senate review.

Approving:  
Peter Dragnev  
Abdullah Eroglu  
Hamilton Tescarollo  
Cigdem Gurgur  
Ann Livschiz  
Yvonne Zubovic

Disapproving:

Abstaining:

Absent:  
Jeff Anderson

Non-voting:  
Patrick McLaughlin

## **Degree Map and Free Course Guarantee Policy**

In 2013, the Indiana General Assembly passed House Enrolled Act 1348-2013 (*HEA 1348-2013*) which established a requirement that public institutions provide a degree map to all new first-time full-time associate and bachelor degree seeking students enrolling in the Fall semester of 2014 or later. The act also provides a course-scheduling guarantee to these students; if a course on a student's degree map for a particular semester is not offered or is full, the institution must provide the course for free in a future semester unless the institution provides a revised degree map.

### **Degree Map**

IPFW will provide a “*standard*” degree map to all new first-time full-time associate and bachelor degree seeking students who attend new student orientation or attend an initial advising meeting prior to enrollment of the first semester. Either during or immediately following the first semester of enrollment, each eligible student will be provided access to a “*customized*” degree map which will include completed dual credit and/or accepted advanced placement work.

Students who have selected a major will be provided a full map complete with specific courses. Students who have *not* selected a major will be provided a map with the first 30 credit hours based on the general education core, and these students will receive a full map when a major is declared at or before the completion of the 30 credits.

### **Free Course Guarantee**

HEA 1348-2013 also contains a provision which requires institutions to provide (at no cost to the student) any course on a student's degree map in which the student cannot enroll (because it is full, offered only at the same time as another mapped class, or is simply not offered). The free course guarantee only applies to students who have complied with their degree map. If a course is not available, IPFW will either provide a new degree map which does not delay graduation or provide the course free of charge to the student the next available semester.

To qualify for the “free course guarantee” the student must have:

- Followed his or her degree map in each prior semester. The student must have successfully completed the prescribed courses or satisfied the prescribed electives in the semester mapped.
- Been unable to register for the course because it is not offered, only offered at the same time as another mapped course or is at full capacity. The course is considered full only if all sections of the course are full, not just the preferred time slot.
- Attempted to register for the course during “priority registration” (students waiting to register after the priority registration period will not be eligible for the free course guarantee).
- Not received a revised degree map that maps the unavailable course in a future semester without altering the graduation date.
- Been within 150 percent of the standard time (*six years for a bachelor's degree or three years for an associate degree*) to complete the degree.

Any student who believes he or she qualifies for the “free course guarantee” should meet with his or her academic advisor during priority registration to proactively reach a solution which would allow for on-time completion.