

FORT WAYNE SENATE AGENDA  
MARCH 16, 1992  
NOON, KT G46

1. Call to order
2. Approval of the minutes of February 10, 1992
3. Acceptance of the agenda - W. Unsell
4. Reports of the Speakers of the Faculties
  - a. Purdue University - A. Finco
  - b. Indiana University - M. Downs
5. Report of the Presiding Officer (Senate Reference No. 91-20) - W. Frederick
6. Committee reports requiring action.
  - a. Faculty Affairs Committee (Senate Document SD 91-11) - D. Oberstar
  - b. Educational Policy Committee (Senate Document SD 91-13) - S. Sarratore
  - c. Faculty Affairs Committee (Senate Document SD 91-14) - D. Oberstar
7. Question time (Senate Reference No. 91-21)
8. New business
9. Committee reports "for information only"  
    Agenda Committee (Senate Reference No. 91-22) - W. Unsell
10. The general good and welfare of the University
11. Adjournment\*

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

Approving

A. Dirkes  
W. Frederick  
S. Hollander  
W. Unsell, Chair

Absent

J. Switzer

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Attachments:

"Report on Senate Documents" (SR No. 91-20)  
"Research Misconduct Procedures" (SD 91-11)  
"Proposed Academic Calendar for 1993-1994" (SD 91-13)  
"Tenure Stop-out Policy" (SD 91-14)  
"Question regarding library funding" (SR No. 91-21)  
"Items under Consideration in Senate Committees and Subcommittees" (SR No. 91-22)

TO: The Senate  
FROM: Bill Frederick, Presiding Officer  
Senate  
DATE: 2 March 1992  
SUBJ: Report on Senate Documents

Listed below are the documents passed 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 91-1 "IPFW Code of Student Rights, Responsibilities, and Conduct - withdrawal of endorsement of Code" - approved and sent to the Purdue University Board of Trustees
- SD 91-2 "Approval of replacement member of the Nominations and Elections Committee" - approved and implemented
- SD 91-3 "Amendment to the Bylaws of the Senate (SD 81-10)--Membership on the Academic Appeals Subcommittee" - approved and implemented
- SD 91-4 "Amendment to the Bylaws of the Senate (SD 81-10)--Membership on the University Resources Policy Committee" - approved and implemented
- SD 91-5 "Ethical Guidelines for Student Computer Users at IPFW" - approved and implemented
- SD 91-6 "IPFW Mission Statement" - approved and implemented [sent to Presidents Beering and Ehrlich, the Boards of Trustees, Chancellor Lantz, and the News Bureau] (see attached responses from Presidents Beering and Ehrlich) (amended by SD 91-12)
- SD 91-7 "Purdue University TIAA-CREF Retirement Plan Task Force Recommendations" - approved and forwarded to President Beering, Professor Liska and Mr. Lyon
- SD 91-8 "Amendment to the Academic Regulations--Degree Requirements" - approved and forwarded to the Registrar for implementation
- SD 91-9 "Accepting Credit Procedures" - approved and forwarded to the Registrar, the Indiana University and Purdue University Speakers, and the IPFW representatives to the University Faculty Council and the Inter-campus Faculty Council
- SD 91-10 "Formation of a committee to make recommendations concerning Management Agreement" - approved and implemented
- SD 91-11 "Research Misconduct Procedures" - consideration postponed until 3/16/1992
- SD 91-12 "Change in Title of SD 91-6 (Mission Statement)" - approved and implemented
- SD 91-13 "Proposed Academic Calendar for 1993-1994" - for approval at meeting of 3/16/1992

**MEMORANDUM**

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee

DATE: January 22, 1992

SUBJ: Research Misconduct Procedures

DISPOSITION: To the presiding officer for implementation

RESOLVED, that the Fort Wayne Senate approve the following Procedures for Dealing with Research Misconduct for the Fort Wayne campus.

Approving

R. Jeske

D. Oberstar

R. Pacer

J. Scherz

J. Silver

Absent

J. Clausen

D. McCants

NOTE: Questions concerning this document should be addressed to David Oberstar at extension 6836.

## PROCEDURES FOR DEALING WITH RESEARCH MISCONDUCT

The following procedure shall be followed in any situation related to research misconduct. The major phases of the procedure are the inquiry, a process of information gathering and initial fact-finding to determine whether an allegation or apparent instance of research misconduct warrants an investigation, and the investigation, which is the formal examination and evaluation of all relevant facts to determine if research misconduct has occurred. The inquiry and investigation are internal administrative and collegial proceedings and not judicial processes. An individual who is the object of an inquiry or investigation may be advised or represented by persons selected by the individual, the number of which shall be determined on a case by case basis by the committee involved. All such assistance shall be obtained and rendered at the expense of the accused.

1. The initial allegation of research misconduct must be reported in writing to the school Dean or Director (hereafter Dean shall refer to Dean or Director). The written allegation must be signed but requests for anonymity will be considered and final decisions with respect to such requests shall be made by the school Dean.
2. Upon receiving such an allegation the school Dean shall inform the individual of the allegation and appoint a committee to conduct an inquiry into the allegation. The advice of the chair of the department involved may be solicited in appointing the inquiry committee. The committee shall be composed of three individuals selected for their expertise in the field of research involved.
3. The committee shall send a written report of the results of the inquiry to the accused and a copy to the school Dean.
4. If a majority of the inquiry committee votes that an investigation is not warranted, the report shall be securely stored in the office of the school Dean for as long as required by federal regulations and then destroyed.
5. If a majority of the inquiry committee votes that an investigation is warranted, the school Dean shall inform the Chancellor, who in turn shall inform the President of Purdue University that an official university investigation shall be made into the alleged research misconduct. Where appropriate, the President of Indiana University shall be kept informed. If required by federal regulations, the President of Purdue University shall notify the appropriate office of the involved agency. The school Dean shall inform the individual that an investigation will be conducted.
6. The school Dean, the Vice Chancellor for Academic Affairs, and the Chair of the Faculty Affairs Committee of the Fort Wayne Senate shall jointly appoint a committee to investigate the allegation. The committee shall consist of not more than seven members unless the persons appointing the committee determine that a larger number is required in order to provide the required expertise on the subject and breadth of representation. The committee will elect its own chair. The committee shall include at least one member who is a peer of the accused. Members of the inquiry committee may not serve on the investigation committee.

7. The investigation committee shall make available a written report of the results of the investigation to the accused and jointly to the school Dean, the Vice Chancellor for Academic Affairs, and the Chair of the Faculty Affairs Committee of the Fort Wayne Senate. The investigation must be completed within 90 days of its initiation unless circumstances clearly warrant a longer period.
8. The school Dean, Vice Chancellor for Academic Affairs, and the Chair of the Faculty Affairs Committee of the Fort Wayne Senate shall jointly inform the Chancellor, who in turn shall inform the President of Purdue University, of the results of the investigation. Where appropriate, the President of Indiana University shall be kept informed. If required by federal regulations, the President of Purdue University shall provide a report to the appropriate office of the involved agency.
9. The accused and the inquiry and investigation committees shall have the privilege of presenting witnesses. Each such witness may be cross-examined by the accused or the committee involved. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the committee involved at the discretion of the Chair.
10. The inquiry committee's and the investigation committee's determination shall be made on the basis of whether it is more likely than not that the accused committed research misconduct.
11. There shall be a single verbatim record, such as a tape recording, of all hearings before the investigation committee. The record shall be the property of Indiana University-Purdue University at Fort Wayne.

### APPEALS

A decision reached by the investigation committee may be appealed by the accused to an appeals committee within five working days of receiving the decision. Such appeals shall be in writing and shall be delivered to the Vice Chancellor for Academic Affairs.

The appeals committee shall consist of not more than three persons selected for their expertise in the field, who shall be appointed by the Vice Chancellor for Academic Affairs.

Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record of the investigation committee and supporting documents for one or more of the following purposes:

- (a) To determine whether the investigation committee's hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the accused a reasonable opportunity to prepare and present a rebuttal to all allegations.
- (b) To determine whether each fact necessary to establish that the accused committed research misconduct was based on substantial evidence.

Page 3

- (c) To consider new evidence sufficient to alter the decision, but only where such evidence was not known to the accused or could not reasonably have been discovered by the accused at the time of the investigation committee's deliberations.
- (d) The appeal must be completed within 25 days of its initiation unless circumstances clearly warrant a longer period.

### MISCELLANEOUS

The duties of the investigation committee will be concluded with their report of the findings of fact. After the completion of any appeal or upon the expiration of the time for appeal, the administration of the university shall then determine appropriate sanctions, if any, arising from the committee's report, such sanctions being subject to established university disciplinary procedures, including relevant sections of Purdue University Executive Memorandum B-48 and the section of the current Indiana University Academic Handbook titled Code of Academic Ethics.

Determinations made under this policy as to the culpability of the accused and the findings of fact shall be deemed final, and all proceedings under existing University grievance procedures shall be limited to issues concerning the appropriateness of any sanctions imposed.

The timetable and requirements established by the Department of Health and Human Services for dealing with and reporting possible misconduct in science shall be applied to the fact-finding procedure.

Committees shall be appointed as promptly as reasonably possible under the circumstances. After appointment, each committee shall conduct its inquiry or investigation as promptly as reasonably possible consistent with thoroughness, fairness and impartiality.

All procedural questions not addressed by this policy are subject to the final decision of the Chairperson of the committee involved.

At any stage of the inquiry, investigation or appeal, the Vice Chancellor for Academic Affairs shall be promptly notified if any of the following conditions exist: (1) there is an immediate health hazard involved; (2) there is an immediate need to protect federal funds or equipment; (3) there is an immediate need to protect the interests of any person making the allegation or of any individual who is the subject of any allegation as well as his or her co-investigators and associates; (4) it is probable that the alleged incident is going to be reported publicly; or (5) there is a reasonable indication of possible criminal violation.

**MEMORANDUM**

**TO:** Fort Wayne Senate

**FROM:** Educational Policy Committee

**DATE:** January 27, 1992

**SUBJ:** Proposed Academic Calendar for 1993-1994

**DISPOSITION:** To the presiding officer for implementation

**RESOLVED,** That the Senate approve the attached academic calendar for 1993-1994 as prepared by the Calendar Subcommittee.

**Approving**  
J. Eichenauer  
A. Finco  
S. Hollander  
D. Oberstar  
S. Sarratore

**Disapproving**

**Abstaining**

**Absent**  
F. Kirchhoff  
D. McCants  
J. Dahl (nonvoting)

**Note:** Questions concerning this document should be addressed to Steven Sarratore at Ext. 6551.

## ACADEMIC CALENDAR FOR 1993-1994

Fall Semester, 1993

|                 |                |   |
|-----------------|----------------|---|
| Monday          | 23 August      | Classes Begin                               |
| Friday          | 3 September    | Classes Suspended at 4:30 p.m.              |
| Tuesday         | 7 September    | Classes Resume                              |
| Thursday-Friday | 7-8 October    | Classes Suspended (until 4:30 p.m. Friday)  |
| Wednesday       | 24 November    | Thanksgiving Recess Begins After Last Class |
| Monday          | 29 November    | Classes Resume                              |
| Monday-Sunday   | 13-19 December | Final Exam Week/Last Week of Classes        |

Spring Semester, 1994

|               |            |                                      |
|---------------|------------|--------------------------------------|
| Monday        | 10 January | Classes Begin                        |
| Monday        | 7 March    | Spring Recess Begins                 |
| Monday        | 14 March   | Classes Resume                       |
| Friday        | 1 April    | Classes Suspended at 4:30 p.m.       |
| Monday        | 4 April    | Classes Resume                       |
| Monday-Sunday | 2-8 May    | Final Exam Week/Last Week of Classes |
| Wednesday     | 11 May     | Tentative Date of Commencement       |

Summer Session I, 1994

|        |         |                     |
|--------|---------|---------------------|
| Monday | 16 May  | Classes Begin       |
| Monday | 30 May  | Memorial Day Recess |
| Friday | 24 June | Classes End         |

Summer Session II, 1994

|        |          |                         |
|--------|----------|-------------------------|
| Monday | 27 June  | Classes Begin           |
| Monday | 4 July   | Independence Day Recess |
| Friday | 5 August | Classes End             |



ACADEMIC CALENDAR FOR 1994-1995  
(for information only)

Fall Semester, 1994

|                 |                |   |
|-----------------|----------------|---|
| Monday          | 22 August      | Classes Begin                               |
| Friday          | 2 September    | Classes Suspended at 4:30 p.m.              |
| Tuesday         | 6 September    | Classes Resume                              |
| Thursday-Friday | 6-7 October    | Classes Suspended (until 4:30 p.m. Friday)  |
| Wednesday       | 23 November    | Thanksgiving Recess Begins After Last Class |
| Monday          | 28 November    | Classes Resume                              |
| Monday-Sunday   | 12-18 December | Final Exam Week/Last Week of Classes        |

Spring Semester, 1995

|               |           |                                      |
|---------------|-----------|--------------------------------------|
| Monday        | 9 January | Classes Begin                        |
| Monday        | 6 March   | Spring Recess Begins                 |
| Monday        | 13 March  | Classes Resume                       |
| Friday        | 14 April  | Classes Suspended at 4:30 p.m.       |
| Monday        | 17 April  | Classes Resume                       |
| Monday-Sunday | 1-7 May   | Final Exam Week/Last Week of Classes |
| Wednesday     | 11 May    | Tentative Date of Commencement       |

Summer Session I, 1995

|        |         |                     |
|--------|---------|---------------------|
| Monday | 15 May  | Classes Begin       |
| Monday | 29 May  | Memorial Day Recess |
| Friday | 23 June | Classes End         |

Summer Session II, 1995

|         |          |                         |
|---------|----------|-------------------------|
| Monday  | 26 June  | Classes Begin           |
| Tuesday | 4 July   | Independence Day Recess |
| Friday  | 4 August | Classes End             |

**MEMORANDUM**

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee

DATE: February 14, 1992

SUBJ: Tenure Stop-out Policy

DISPOSITION: To the presiding officer for implementation

RESOLVED, that the Fort Wayne Senate approve the following Tenure Stop-out Policy for the Fort Wayne campus.

Tenure Stop-out Policy

Upon the written request of a faculty member, in consultation with the department chair and dean, the Vice Chancellor for Academic Affairs will have the authority to grant a temporary stopping of the tenure clock, if, in his/her judgment, the academic performance of the probationary faculty member would be adversely affected by extraordinary personal circumstances. Such circumstances might include the responsibility as primary care giver after the birth or adoption of a child, serious personal illness, the provision of care for a seriously ill family member, or any similar situation requiring compassion. The exception would be made in consultation with the faculty member's chair and dean. This special exception would be for one academic year for a probationary faculty member seeking tenure and would normally be granted only once. Such exceptions will not be granted after the start of the penultimate year of the probationary period.

Approving  
J. Clausen  
R. Jeske  
D. Oberstar  
R. Pacer  
J. Scherz  
J. Silver

Absent  
D. McCant:

NOTE: Questions concerning this document should be addressed to David Oberstar at extension 6836.

Question Time

In her February 20 Campus Update, Chancellor Lantz reported that "funding for library acquisitions will be a recurring supply-and-expense item automatically eligible for future supply-and-expense increments."

1. Is the implication of this statement that library acquisitions funding will increase at the same rate as the campus supply-and-expense budget?
2. If so, is the cost of library books and journals increasing at the same rate of inflation as general S & E expenditures? Or will this method of funding mean that library acquisitions funds will not keep pace with rising costs in that area?

James Haw  
History

TO: The Senate  
FROM: The Agenda Committee  
DATE: 2 March 1992  
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

Donna Bialik, Chair

1. Nothing at this time.

Accelerated High School Studies Advisory Subcommittee

Steven Hollander, Chair

1. Role of high-school courses in attracting students to IPFW.
2. Charge of committee.

Athletics Subcommittee on

Kenneth Balthaser, Chair

1. Fall athletic schedules.
2. Pep band.
3. Code of Conduct.
4. Policy statement for use of facility by minors.

Budgetary Affairs Subcommittee

Dync Pfeffenberger, Chair

1. None at this time.

Calendar Subcommittee

Lenore DeFonso, Chair

1. Writing and adopting of a calendar "formula" and perhaps a proposal that the Senate set calendars farther in advance.

Computer Users Advisory Subcommittee

Kenneth Balthaser, Chair

1. Computer usage recognition instrument.
2. Travel to computer-related conference.

Continuing Education Advisory Subcommittee

Michael Miller, Chair

1. Nothing at this time.

Curriculum Review Subcommittee

M. Ann Dirkes, Chair

1. Gerontology Certificate.

Developmental Studies Subcommittee

Margit Codispoti, Chair

1. Charge to the committee.
2. External evaluation of Developmental Studies Program funded by Vice Chancellor for Academic Affairs.

Educational Policy Committee

Steven Sarratore, Chair

1. Impact of the recently passed Work Force bills on educational policies.
2. English as a Second Language Program. The chair will invite Michael O'Hear and others to a future meeting to discuss proposed program changes.
3. Refund of Fees for Medical and Related Reasons Policy.
4. Review of the Student Information System.

#### Faculty Affairs Committee

David Oberstar, Chair

1. Salary inequities.
2. Amendments to SD 88-13, Procedures for Promotion and Tenure.

#### Graduate Subcommittee

Rosalie Haritun, Chair

1. M.A. degree in Music Education.
2. M.S. degree in Computer Science.
3. IU Graduate Council report.
4. Faculty membership in Indiana University Graduate School.

#### Honors Program Council

Judith Violette, Chair

1. Nothing at this time.

#### Indiana University Committee on Institutional Affairs

Michael Downs, Chair

1. Proposed payroll changes.

#### International Studies Program Advisory Subcommittee

Zoher Shipchandler, Chair

1. Nothing at this time.

#### Lecture Series Subcommittee

Gary Blumenshine, Chair

1. Spring lecture series.
2. Plans for next year's lecture series.

#### Nominations and Elections Committee

Patricia Conn, Chair

1. Nothing at this time.

#### Professional Development Subcommittee

C. Jack Quinn, Chair

1. Nothing at this time.

#### Purdue University Committee on Institutional Affairs

Arthur Finco, Chair

1. Nothing at this time.

#### Rules Committee

Steven Hollander, Chair

1. Student representation on the Senate and her committees.
2. Amendments to the Bylaws - Membership on the Subcommittee on Athletics.
3. Eligibility of deans for membership in the Senate.

#### Student Affairs Committee

Julie Scherz, Chair

1. Tracking two resolutions sent to Rules Committee involving Bylaws revisions.
2. Sent endorsement of proposal for Student Health Center to Chancellor.
3. Tracking issue of "sexual orientation" as a protected status--monitoring activity on West Lafayette campus.
4. Exploring ways to implement multicultural activities on campus.

#### University Resources Policy Committee

Wayne Unsell, Chair

1. Approved proposed changes to the traffic and parking regulations as submitted by the Subcommittee on Parking.
2. Passed resolution supporting creation of student lounge in Fine Arts Building.
3. Supported immediate solution presented by D. Katter to solve environmental problems associated with the mechanical system in the Classroom/Medical Building.