

FORT WAYNE SENATE AGENDA
MONDAY
SEPTEMBER 14, 2009
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of April 13, 2009
3. Acceptance of the agenda – B. Abbott
4. Reports of the Speakers of the Faculties
 - a. Indiana University – M. Nusbaumer
 - b. Purdue University – R. Barrett
5. Report of the Presiding Officer (Senate Reference No. 09-1) – S. Davis
6. Special business of the day – Memorial Resolution (Senate Reference No. 09-2) – K. Pollock
7. Committee reports requiring action
 - a. Educational Policy Committee (Senate Document SD 09-1)
 - b. Executive Committee (Senate Document SD 09-2) – B. Abbott
8. Question Time (Senate Reference No. 09-3)
9. New business
10. Committee reports “for information only”
 Educational Policy Committee (Senate Reference No. 09-4)
11. The general good and welfare of the University
 Chancellor’s Remarks
12. Adjournment*

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

Approving
B. Abbott, Chair
R. Barrett
S. Davis
J. Grant
M. Nusbaumer
K. Pollock
A. Ushenko

Absent

Attachments:

- “Report on Senate Documents” (SR No. 09-1)
- “Memorial Resolution – Dyne L. Pfeffenberger” (SR No. 09-2)
- “Approval of Faculty-Initiated Withdrawal Policy” (SD 09-1)
- “Approval of replacement member of the Purdue University Committee on Institutional Affairs”
(SD 09-2)
- “Question Time: regarding increased revenues” (SR No. 09-3)
- “Release of student information policy” (SR No. 09-4, supersedes SR 96-17)

TO: The Senate

FROM: Presiding Officer
Fort Wayne Senate

DATE: August 25, 2009

SUBJ: Report on Senate Documents

Listed below are the documents considered by the Senate this past academic year. I am distributing this for information only.

- SD 08-1 “Approval of replacement members of the Calendar, Library, and Professional Development Subcommittees, Honors Program Council, and Faculty Affairs Committee” – Approved and implemented, 10/20/2008
- SD 08-2 “Proposal for Defending Departmental Faculty Rights of Discussion and Recommendation for Departmental Curriculum” – Referred to Faculty Affairs Committee, 10/20/2008 – Failed in Senate, 3/16/2009
- SD 08-3 “Library Collection Development Policy (supersedes SD 97-6)” – Approved and forwarded to the dean of Helmke Library for implementation, 11/10/2008
- SD 08-4 “Approval of replacement member of the Graduate Subcommittee” – Approved and implemented, 11/10/2008
- SD 08-5 “Approval of replacement member of the Executive Committee” – Withdrawn, 12/8/2008
- SD 08-6 “Academic Calendar for 2011-2012” – Approved and forwarded to the Registrar for implementation, 2/9/2009
- SD 08-7 “Approval of replacement member of the General Education Subcommittee” – Approved and implemented, 2/9/2009
- SD 08-8 “Approval of replacement member of the Educational Policy Committee” – Approved and implemented, 2/9/2009

**The Audit Eternal: A Memorial Resolution for
Dyne L. Pfeffenberger
Associate Professor Emeritus of Accounting**

Reporting facts and measuring worth are important concepts in accounting. We focus on key dates and reflect the life of a company on the Balance Sheet and Income Statement. In that sense, we can report that Dyne Pfeffenberger was born October 26, 1937 and passed away July 1, 2009. Dyne worked for IPFW for 29 years, serving as chair for 13 years.

Students loved and respected Dyne. Attendance at any local function that involves accountants always leads to conversations about Dyne's positive influence on their lives and careers. He was a terrific teacher. He made himself not only available, but approachable by his students and junior colleagues.

As a result of his devoted teaching efforts, he received numerous awards, including IPFW's Friends of the University (1991), Indiana Certified Public Accounting Society's Accounting Educator Award (1999), Faculty Colloquium on Excellence in Teaching (1990), and IPFW Honorary Lifetime Alumni Board Member (2003).

Here on campus, Dyne served on too many committees to list, but long before it was fashionable, he connected with and served the local community. Dyne established strong bonds with all the local CPA firms and other key employers of our graduates. He served the community on the Embassy Theatre Foundation, ARCH, Fort Wayne Historical Preservation Society, and the WBNI Advisory Board, among others. Dyne was known throughout Fort Wayne for his performances on the piano and organ. He had recently become a published author: *The Historic Fort Wayne Embassy Theatre*.

Despite being an accountant, Dyne also had a sense of humor. The rivalry between Pfeffy's Famous Fudge and Purdue Fudge during the annual APSAC mid-winter auction is legendary. The department is known for its love of trivia and Dyne entertained us all by managing to get only a single point – a near impossible low – while playing at a local establishment. Dyne also loved his beer and his bourbon. While there are many stories related to this topic, one of our favorites is when Dyne was out with a group of friends, took a sip of his drink, said, "What is this awful stuff?" – and then realized it was a glass of water.

While the Balance Sheet and Income Statement reflect the past, a fundamental assumption in accounting is that all organizations will continue to operate in perpetuity. This concept best reflects Dyne's greatest and enduring gifts to IPFW. When he retired in 2001, here is what he left behind and how his investment continues to grow:

- IPFW had never tenured anyone in accounting when he took over as chair. Now we have a solid team of tenured faculty.
- Dyne created a rich program of rigorous study, active learning, and professional interaction which attracts quality students who are competitive in the marketplace and go on to leadership positions in the community.
- Despite IPFW's limited resources, Dyne created an infrastructure where our graduates have and continue to do well on the CPA exam.
- He valued good teaching above all else and hired faculty accordingly. Dyne hired six of the ten current faculty in the department. Collectively we have been here for some 60 years.
- He continued to be involved with the department through mentoring the three chairpersons who succeeded him, as well as interim and permanent deans of the business school.
- Dyne's legacy led to the establishment of the Pfeffenberger Accounting Student Fund, which provides funds to enhance and improve the learning of accounting students, such as the annual Accounting Society trip to the Chicago Board of Trade and Mercantile Exchange.

Accounting is also based on guiding principles. Dyne left us these as well:

- The program is more important than the individual.
- Good leadership allows and encourages discussion, but also demands civility and respect.

This legacy continues on.

A final step in the accounting process is the examination of your records – and Dyne's, as expected, are in excellent order. Therefore, we can faithfully attest that our dear friend and colleague has passed the audit eternal with flying colors.

Respectfully submitted,

Department of Accounting and Finance
September 14, 2009

MEMORANDUM

TO: Fort Wayne Senate

FROM: Glenda Moss, Chair
Educational Policy Committee

DATE: 24 April 2009

SUBJ: Approval of Faculty-Initiated Withdrawal Policy

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or have the potential to fail because of not meeting the course requirements (i.e. not completing course assignments, not taking tests or quizzes); and

WHEREAS, faculty currently have no means of initiating withdrawal of students in obvious danger of failing to make satisfactory progress;

BE IT RESOLVED, that the Educational Policy Committee proposes a Faculty Initiated Withdrawal Policy, giving faculty authority to withdraw students.

Approving

B. Abbott
I. Hack
J. Jackson
G. Moss
P. Iadicola

Not Approving

Absent

A. Ushenko

Retention Initiative

Faculty-Initiated Withdrawal Policy

- Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or have the potential to fail because of not meeting the course requirements (i.e. not completing course assignments, not taking tests or quizzes) may be withdrawn from that course. Undergraduate students may be withdrawn regardless of class level. This Faculty-Initiated Withdrawal Policy may be implemented in all undergraduate-level courses subject to the following provisions: If a faculty member chooses to use Faculty-Initiated Withdrawal Policy, the policy must be included in the course syllabus with specific language as to the policy. Students must be informed that withdrawal may have an impact on their Financial Aid awards and/or student visa status.
- When adopting the Faculty-Initiated Withdrawal Policy for a course, it is the course instructor's responsibility to document attendance for the first four weeks or failure to make satisfactory progress to justify the withdrawal. The course instructor initiates the withdrawal process and has the right to stop the process at any time.
- Prior to using the Faculty-Initiated Withdrawal Policy in a course, the instructor will notify the student at least one week before the withdrawal.
- Faculty-Initiated withdrawal will take place after the fee refund period up to the last scheduled class prior to finals. Students who are withdrawn from the course will not be eligible for a tuition refund.

The Registrar's Office will report each semester on the number of faculty-initiated withdrawals for each course.

Language to be included on the syllabus

Faculty-Initiated Withdrawal: A basic requirement of this course is that you will participate in class and conscientiously complete all course requirements. If you miss more than half our class meetings within the first four weeks of the semester or are not making satisfactory progress in fulfilling the course requirements, you may be withdrawn from this section. Withdrawal may have academic, financial, and financial aid implications. Withdrawal will take place after the refund period, and if you are withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the faculty-initiated withdrawal policy at any point during the semester, please contact me.

INDIANA UNIVERSITY-PURDUE UNIVERSITY AT FORT WAYNE
DOCUMENTATION OF FACULTY INITIATED WITHDRAW GRADE
DRAFT - 4/24/09

Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters or fail to make satisfactory progress (i.e. not completing course assignments, not taking tests or quizzes) in meeting the course requirements may be withdrawn from that course. Undergraduate students may be withdrawn regardless of class level.

When adopting the Faculty-Initiated Withdrawal Policy for a course, it is the course instructor's responsibility to document attendance for the first four weeks or failure to make satisfactory progress to justify the withdrawal. The course instructor initiates the withdrawal process and has the right to stop the process at any time.

Faculty-Initiated withdrawal will take place after the fee refund period. Students who are withdrawn from the course will not be eligible for a tuition refund.

The white and yellow copies of this form must be sent to the Registrar's Office.

Reason for Faculty Initiated Withdraw (Documented by Instructor)

- Absent from at least 50% of Class Meetings
Failure to make satisfactory progress

STUDENT NAME: I.D. #
ADDRESS CITY STATE ZIP
STUDENT'S MAJOR LAST DOCUMENTED DATE OF ATTENDANCE

Subject Course # Section # Cr. hrs. Course Title

Semester/Session for which "W" grade assigned:

Fall Spring Summer I Summer II 20

INSTRUCTOR'S NAME: DEPT:
OFFICE: TELEPHONE:

Instructor Signature: Date:

COPIES: White-Registrar Yellow-Instructor's Division/Department Pink-Student Gold-Instructor

MEMORANDUM

TO: Fort Wayne Senate

FROM: Bruce Abbott, Chair
Executive Committee

DATE: 1 September 2009

SUBJ: Approval of replacement member of the Purdue University Committee on
Institutional Affairs

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 Purdue University Committee on Institutional Affairs;
and

WHEREAS, The Purdue University Committee on Institutional Affairs has appointed Gang Wang as the replacement member for the remainder of the 2009-10 academic year;

BE IT RESOLVED, That the Senate approve this appointment.

<u>Approving</u>	<u>Not Approving</u>	<u>Absent</u>
B. Abbott, Chair		
R. Barrett		
S. Davis		
J. Grant		
M. Nusbaumer		
K. Pollock		
A. Ushenko		

QUESTION TIME

Whereas the State of Indiana funded IPFW at the same levels as last year; and

Whereas tuition increased 5% for the current year; and

Whereas faculty and staff received no salary increments or bonuses this past year;

What is IPFW doing with the increased revenues from tuition?

Michael Nusbaumer
Department of Sociology

To: Fort Wayne Senate

From: Educational Policy Committee
Dr. Glenda Moss, Chair

Date: March 20, 2009

Subject: Revisions to the IPFW policy on release of student information

Disposition: For information only

The registrar's office issues the policy on release of student information, based largely on provisions in the federal Family Educational Rights and Privacy Act. The policy is published as Appendix A to the IPFW Academic Regulations and Procedures.

In cooperation with the Educational Policy Committee, the registrar has recently amended the policy by deleting the overstrike text and inserting the bold text below.

IPFW ACADEMIC REGULATIONS AND PROCEDURES

Appendix A. Release of Student Information

A. In compliance with the Family Educational Rights and Privacy Act, the IPFW policy governing access to student records is described below, beginning with the following definitions:

1. Student is defined as one who has attended or is attending IPFW.
2. Educational records include those records maintained by the institution but exclude records maintained by individuals and available only to those individuals or designated substitutes (i.e. "personal files.")
3. Directory information is limited to name, address, phone, email address, class standing, **college**/school/division, major field of study, dates of attendance, current enrollment status, degrees and awards, recognized student activities, sports, and information related to participation on athletic teams. Records of arrests and/or convictions are public records and thus not subject to institutional policy.
4. Record includes any data or information about the student and related individuals regardless of media used to create or maintain the record.
5. Disciplinary action is defined as the outcome of an investigation by the university of a student who has been accused of an infraction or violation of the internal rules of conduct applicable to students.

B. Directory information will be released in response to any request unless the student has filed a restrainer form according to procedures specified by the Registrar. The student has the right to restrain release of any or all of the directory information.

C. All students have educational records located in one or more of the following offices and maintained by the administrator of that office: **Academic Internships, Cooperative Education, and Service Learning, Academic Success Center, Admissions, Affirmative Action/Equal Employment Opportunity, Alumni Relations, Athletics, Recreation, and Intramural Sports, Bursar, Career Services, Center for Academic Support and Advancement, Collegiate Connection, Continuing Education Studies, Equal Employment Opportunity, Dean of Students, Diversity and Multicultural Affairs, Financial Aid, First Year Experience, Honors Program, International Programs, International Student Services, Mastodon Academic Performance Center, Mastodon Advising Center, Registrar, Services for Students with Disabilities, Student Housing, Student Life, Testing Services, Women and Returning Adults Center, University Police and Safety, Transitional Studies**, and academic units.

D. The confidentiality of all records may be broken in an emergency situation if deemed necessary in terms of the severity of the emergency, the usefulness of the records, and the extent to which time is critical in responding to the emergency.

E. A student's record is available to that student, with the following exceptions:

1. Confidential letters of recommendation submitted prior to 1975.
2. Records of parents' financial status.
3. Records described in Sections F, G, and H, below.

F. Records related to the employment of a student are subject to other laws and administered by the ~~Personnel/Payroll~~ **Human Resources** office.

G. Medical and psychological records will be released only to a physician or other health-care professional designated by the student.

H. Letters of recommendation for which the student signed a voluntary waiver of access will not later be disclosed to the student. Waivers must be voluntarily signed by the student and may only be related to recommendations concerning admission, candidacy for awards, and candidacy for employment. These recommendations may be used only for the purpose originally intended.

I. Except as noted above, student records are available to members of the faculty and staff who have a legitimate need for access to the record, with the legitimacy of the request determined by the administrator of the office responsible for maintenance of the record.

J. The following procedures apply to all offices maintaining records:

1. The student may see the record after completing a written request, either in person or by mail.

2. Access to the record must be allowed within 30 days and the student must be allowed to copy the record, subject only to payment of any applicable copying charges.
3. The student must receive an interpretation of the record, upon request, at or after the time that access is granted.
4. If the student objects to any part of the record, and the responsible office will not revise the record as requested, the student must be given an opportunity to request a formal hearing concerning the objection. Policies and procedures governing the hearing process will be specified by the Vice Chancellor for Academic Affairs.

K. Records about a student will be released without the consent of the student in the following circumstances:

1. To the student's parents if the student is a dependent as defined by the Internal Revenue Service.
2. To federal officers as prescribed by law.
3. As required by state law.
4. To agencies or individuals conducting educational research, provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher.
5. To agencies responsible for accreditation of the institution or its programs.
6. In response to a lawful subpoena, subject to making reasonable attempts to provide prior notification and opportunity for objection by the student.
7. To institutional security officers when necessary for a criminal investigation.
8. To the alleged victim of a crime provided that the release is limited to the disciplinary action and that the disclosure of this action is considered by the university to be appropriate.
9. **To a transfer student's former college/university and to a college/university that a student is seeking to attend.**
10. **To contractors, volunteers, and other non-employees performing institutional services and functions as school officials with legitimate educational interests. This includes the National Student Clearinghouse, American Campus Communities, and Educational Computer Systems Incorporated (ECSI).**

L. Records about a student will otherwise be released only upon completion of a consent form signed by the student. Any such release must include a notice that further release by the recipient is prohibited by law, and a record of the release must be retained.

M. The institution reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the administrator responsible for each category of records must ensure that a record being challenged is not destroyed prior to resolution of the dispute concerning its contents.