

Minutes of the
Fifth Regular Meeting of the Thirtieth Senate
Indiana University-Purdue University Fort Wayne
January 10, 2011
12:00 P.M., Kettler G46

Agenda

1. Call to order
2. Approval of the minutes of December 13, 2010
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
 - a. Indiana University – S. Davis
 - b. Purdue University – R. Barrett
5. Report of the Presiding Officer – M. Nusbaumer
6. Committee reports requiring action
 - Executive Committee (Senate Document SD 10-11) – K. Pollock
7. New business
8. Committee reports “for information only”
 - Executive Committee (Senate Reference No. 10-9) – K. Pollock
9. The general good and welfare of the University
10. Adjournment*

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

Presiding Officer: M. Nusbaumer
Parliamentarian: A. Downs
Sergeant-at-Arms: G. Steffen
Secretary: J. Petersen

Attachments:

- “Amendment to the Constitution of the Faculty: Inclusion of the Senate Parliamentarian as an ex-officio member of the Executive Committee of the Fort Wayne Senate” (SD 10-11, ratified 1/31/2011)
“Red Balloon – Student Evaluations Seminar Leadership Discussion Group” (Attachment A)

Senate Members Present: (corrected)

B. Abbott, A. Argast, S. Ashur, R. Barrett, S. Beckman, A. Benito, C. Bradley, W. Branson, J. Casazza, C. Crisler, J. Dalby, S. Davis, Y. Deng, S. Ding, M. Dixson, P. Dragnev, C. Drummond, E. Foley, L. Hite, D. Huffman, Z. Isik-Ercan, R. Jensen, M. Kim, D. Liu, A. Livschiz, H. Luo, G. McClellan, W. McKinney, D. Miller, G. Miller, D. Moore, G. Mourad, D. Mueller, P. Ng, C. Nicholson, K. Pollock, M. Qasim, D. Redett, L. Roberts, Z. Todorovic, J. Toole, M. Wartell, M. Wolf, M. Yen

Senate Members Absent: (corrected)

S. Batagiannis, S. Dhawale, J. Garrison, S. LaVere, M. Masters, A. Merz, R. Murray, J. Niser, K. Otani, A. Ushenko, G. Wang (sabbatical), R. Weiner

Faculty Members Present: B. Buldt

Visitors Present: J. Dahl, M. Franke, R. Kostrubanic, P. McLaughlin

Acta

1. Call to order: M. Nusbaumer called the meeting to order at 12:00 noon.
2. Approval of the minutes of December 13, 2010: The minutes were approved as distributed.
3. Acceptance of the agenda:

K. Pollock moved to approve the agenda as distributed.

The agenda was approved as distributed.

4. Reports of the Speakers of the Faculties:

a. Indiana University:

S. Davis: 1) There is a movement that is gaining momentum about getting faculty representation on the Indiana University Board of Trustees. Here is one paragraph of what was said by one Indiana University Council member:

“This is probably not the time politically to push for an elected faculty trustee. The general assembly is going to venture into this area, and maybe it might be our most opportune time to ask for that. We might at least suggest to Matt (who is on the legislature) that it continues to seem odd that we have a student trustee but not a faculty trustee when perspective to both groups would, I think, be helpful to governance.”

That seems to send a call out to the IU people that there is a student trustee on the Board. There may be something coming down the road as far as the election on that.

2) Bonuses are now online. I have asked Kirk Tolliver to provide us with the list of short justifications which usually follows two or three weeks after the initial bonuses get online. I think Kirk has probably talked to VCAA McKinney about that.

3) With regard to the Indiana University Board of Review, thank you for your confidence. We have not had any appeals at this time. All main and regional campuses have been tasked by Indiana University to come up with a procedural document on the handling of the case of a faculty member whose professional or personal misconduct is being alleged. They want a lot of detail in this document from the IPFW campus for handling personal and professional misconduct by faculty. We have an Indiana University document that we are going to use as the basis, but it will be the Board of Review that does this and brings the document to the faculty for approval.

b. Purdue University:

R. Barrett: 1) I have information about the Blue Ribbon Task Force at West Lafayette where they are planning our future. There was a survey done at the end of the semester, and the chancellor let me know that 41 percent of IPFW responded to that survey, which is an outstanding number. They have heard from us. I do not know what the other two regional campuses did. I will ask when I see their two senators later in the month.

Just as a refresher, there is a vendor subcommittee in that group. They are looking at four vendors: Cigna, which we have now; St. Elizabeth; American Health; and Clarian. Clarian runs what, in effect, is an HMO for Indiana University. Clarian wants to put that in for Purdue, so our response in these areas is really important.

They have a health delivery subcommittee, and they are working on the concept of a clinic, 24/7, at West Lafayette. I do not know what they are planning for us. They want a pharmacy down there, which I would assume would work for us. We would just send our prescriptions there.

The faculty compensation committee that I am on meets Wednesday, and the Blue Ribbon Task Force will come in and give a report, so maybe I will get some updated information that I can get to people.

The third area they are working on is health improvement. That is where they get employees involved in health improvement programs.

2) The second area I want to report on is the retirement planning committee. I do not normally do this, but I want to read one sentence word for word:

“Formed to review the platform of investment options and to make sure recommendations by consultants are appropriate with the new retirement plan with Fidelity as the record keeper.”

That is a brand new committee, and the regional campuses are represented by the Vice Chancellor for Administration/Finance from Purdue North Central (Walt Branson’s colleague) and we will be kept well informed of what they are doing.

Just as a note on the early buyout (the plan that Purdue had in that \$67 million budget cut they worked with): they wanted to save \$6.6 million in salaries through the early buyout. I asked about that of a West Lafayette Human Resources representative, and was told that they made the \$6.6 million. The early buyout, from their perspective, was a success. I will keep you informed as things move forward.

5. Report of the Presiding Officer – M. Nusbaumer:

M. Nusbaumer: 1) I think all of you are aware that we received the Carnegie Elective Classification for Community Engagement. While it has been the administration who made the application and collected the data, I wanted to make it very clear that it is primarily the activities of the faculty who have made this possible and who are indeed the most engaged individuals, so I thank you for that service.

2) Back in the fall, when the Vice Chancellor for Academic Affairs began the Red Balloon Project, he and I met to discuss faculty involvement in that process. As a result, the Senate leadership has been organizing some of the sessions. The last one we had in the fall dealt with student evaluations: their meaning, their uses, etc. We had asked two people to organize that session. It went very well. We created a lot of discussion. Subsequent to that, primarily through Bob Barrett's efforts, the leadership and key participants in that panel have met, and we discussed these topics with the Vice Chancellor for Academic Affairs. In the process we established a task force headed by two people who participated in the panel: Elaine Blakemore and Yvonne Zubovic. There will be a request for representatives from all Colleges to serve on the Task Force and examine issues related to student evaluations: how they are used and how they are conducted. There is a whole list and about a two-page outline or description of this task force that I will have Jacqui include in the minutes of this meeting.

As we talked about earlier in the fall, there are a variety of issues regarding promotion & tenure and reappointment that need to be addressed. I see this as one of the first steps heading in that direction. The task force is to be formed and have recommendations back to the Faculty Affairs Committee in the fall of next year.

3) If I can jump ahead a bit on the agenda, you will notice Senate Reference No. 10-9. It is a twice-a-semester list of activities of various Senate committees and subcommittees. What I find very disconcerting about the current list that will be introduced later is, that of 20 committees and subcommittees, only 10 chairs bothered reporting any activities or even bothered communicating back to the request for activities. In order for the Senate to operate efficiently, we have got to have at least a minimum of communication. I would expect a minimum from all committees and subcommittee chairs at least twice a year. Take a minute or two and respond to those requests that Jacqui sends out. I look forward to having a greater number of people responding in the future.

6. Committee reports requiring action:

Executive Committee (Senate Document SD 10-11) – K. Pollock:

K. Pollock moved to approve Senate Document SD 10-11 (Amendment to the Constitution of the Faculty: Inclusion of the Senate Parliamentarian as an ex-officio member of the Executive Committee of the Fort Wayne Senate).

Motion to approve passed on a voice vote.

7. New business: There was no new business.

8. Committee reports “for information only”:

Executive Committee (Senate Reference No. 10-9) – K. Pollock:

K. Pollock presented Senate Reference No. 10-9 (Items under consideration by Senate Committees and Subcommittees) for information only. Thank you, Mike, for mentioning this report. We should get reports at least, even if not meeting or conducting any business.

9. The general good and welfare of the University:

B. Abbott: This is just something that perhaps other people are starting to experience. Since we have had CIGNA as our healthcare provider, we keep getting turned down for coverage on routine things. We have to go back and resubmit and prove to them that we actually deserve to be paid for it. It seems like they are overly aggressive in permitting some charges.

M. Wartell: Can we just clarify one thing? Is it coverage or is it use of your flexible spending?

B. Abbott: It is coverage.

S. Davis: And use of the flexible spending.

Z. Todorovic: I also have a very similar experience for regular coverage. They would come up with a reason to not cover my son's illness. We had to go back to the doctor and resubmit documents. It is a major frustration, and I think they are very aggressive. In the end, they did approve, but in the end there is just so much hassle.

M. Nusbaumer: I am sure our representative on the benefits committee can take due note of that.

R. Barrett: I have had a couple of minor problems as well.

M. Franke presented the IPFW Image Research Results. The presentation is posted on the Senate web page at www.ipfw.edu/senate.

S. Beckman: Are we concerned about the high school guidance counselor percentage being only 35 percent?

M. Franke: High school guidance counselors are kind of a gatekeeper. They might just tell the students to think about IPFW.

Z. Isik-Ercan: Can this presentation be posted on the Senate website?

M. Franke: I will send it to Jacqui who can post it on the Senate site.

Z. Todorovic: How did they decide which students to poll?

M. Franke: They asked for nominations. A number of us suggested students. They took a number of those students and put them into focus groups and asked each of those students to contact six or eight more students. They could also bring in faculty or staff.

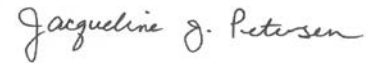
J. Casazza: Did we get students from all the colleges, or all departments, or were they more focused in one area?

M. Franke: We tried to make sure we had a geographic and age diversity. We were well covered across the colleges. We did not originally do it by colleges.

M. Wolf: Should we highlight the faculty achievements here to the outside world?

M. Franke: Even if you look at those who were the first choice, they were much farther to the right. I think that is because they had their initial contact with a faculty member. It is important to talk to students when they come through. We have to find a unique way to promote our faculty and what they do here.

10. The meeting adjourned at 12:34 p.m.

A handwritten signature in cursive script that reads "Jacqueline J. Petersen".

Jacqueline J. Petersen
Secretary of the Faculty

Senate Document SD 10-11
(Approved, 1/10/2011)
(Pending ratification by the faculty)
(Ratified, 1/31/2011)

TO: Fort Wayne Senate

FROM: Executive Committee

DATE: December 15, 2010

SUBJ: Amendment to the Constitution of the Faculty: Inclusion of the Senate Parliamentarian as an ex-officio member of the Executive Committee of the Fort Wayne Senate

DISPOSITION: To the Nominations and Elections Committee for submission to the Voting Faculty for approval by secret mail ballot; upon approval, to the presiding officer for implementation

WHEREAS, the Senate approved an amendment to the Constitution on September 13, 2010, that made the Senate Parliamentarian a member of the Executive Committee of the Fort Wayne Senate; and,

WHEREAS, the amendment to the Constitution was ratified by the faculty on October 4, 2010; and,

WHEREAS, the intent of the amendment was to add the Parliamentarian as a ex officio, non-voting member of the Executive Committee; and,

WHEREAS, the amendment to the Constitution did not make that clear;

BE IT RESOLVED, THAT the Constitution of the Faculty be amended as follows:

VII. B. 3.b. *Executive Committee*. The Executive Committee shall consist of the Presiding Officer;; the Speakers of both Faculties;; the Parliamentarian of the Senate **as an ex officio, non-voting member;** and four Senators elected by the Senate. ...



THE SENATE
260-481-4160 • FAX: 260-481-6880

TO: William McKinney
Vice Chancellor for Academic Affairs

FROM: Faculty Leadership
Michael Nusbaumer, Presiding Officer
Robert A. Barrett, Purdue Speaker
Stanley Davis, IU Speaker

SUBJECT: Red Balloon – Student Evaluations Seminar
Leadership Discussion Group

DATE: December xx, 2010

After the Red Balloon seminar on Student Evaluation a discussion group was formed that included the three of us and two campus experts in student evaluations as evidenced from the seminar:

1. Elaine Blakemore, Associate Dean for Faculty Development, Arts & Sciences
2. Yvonne Zubovic, Associate Professor, Mathematical Sciences

After our meeting, we want to make a recommendation concerning the Student Evaluation future as part of the Red Balloon project at IPFW and the Reimagining projects as well as feedback from North Central Accreditation visit provided to us.

There are a few key items that need to be stated for your consideration:

1. The re-imagining is going to cost money as will be explained in our accompanying discussion report
2. A Student Evaluation Task Force will need to be formed. This will be under the Senate aegis with the Executive Committee of the Senate doing the formation work.
3. The Student Evaluation Task Force will make a report to the Faculty Affairs Committee of the Senate for further considerations.
4. The intent of the Student Evaluation Task Force is to formulate a set of standards for IPFW for the procedure and use of this feedback mechanism.
5. The report from the Task Force should be completed and sent to the Faculty Affairs Committee of the Senate before October 1, 2011.

We further recommend that Elaine and Yvonne be the named Co-Chairs of the task force.

A concluding comment is that the topic of Student Evaluations is "incredibly Sensitive" to our faculty.

The attached report covers the many discussion topics that may be used by you and the task force as a beginning framework & path forward for the issues about our current student evaluation platform.

Student Evaluations Discussion Topics

➤ **Current Scanner System**

- 1) Is currently on its "last legs" of effective use
- 2) No campus wide data summaries possible
- 3) Must use a 3 ½" floppy disk and the DOS operating system

➤ **Alternatives to current scanning system**

- 1) Obtain a new systems that will accommodate the campus needs
- 2) Possible use the Purdue system
- 3) Use another nationwide system
- 4) Any alternative chosen will cost IPFW \$'s at some significant level

➤ **Task Force membership to Study Current Student Evaluation System and Make Recommendations**

- 1) All members of the Task Force must have faculty background where student evaluations have been part of their evaluative process
- 2) Elected representative from each College/School. The election will be overseen by the Executive Committee of the Senate
- 3) Report completed by October 1, 2011 and sent to the Executive Committee of the Senate
- 4) A member from the CELT Advisory Board be included
- 5) A member of DECCO (preferably with teaching on-line course experience) be included. At least one member of the task force must have on-line course experience
- 6) Recommendation that co-Chairs of Elaine Blakemore and Yvonne Zubovic be appointed to head up the Task Force
- 7) Task Force may solicit additional comments/input from any source.

➤ **Standardize Criteria**

- 1) Common core of questions that will be used by all
- 2) When used for P&T and annual evaluations
- 3) Delivery system of how set-up, how administered, faculty involvement, etc.
- 4) How are comments obtained
- 5) Timing of when evaluations given to students
- 6) % of students from class doing the evaluations
- 7) How often are evaluations done for individual faculty (each semester, once a year, etc.)

➤ **How Evaluations Used**

- 1) By Chair and/or Dean
- 2) For P&T
- 3) For annual evaluations and re-appointments
- 4) By individual faculty
- 5) LTL evaluation use

➤ **In-Class Evaluations**

- 1) How being currently done
- 2) Standardized approach to be used

➤ **Distance Learning Courses**

- 1) Response rate
- 2) Customer service oriented questionnaires
- 3) Weekend College additional surveys
- 4) Impact on Student Evaluations

➤ **Course & Course Level Considerations**

- 1) Required courses
- 2) Discipline centered courses
- 3) High technical content courses
- 4) Upper level courses vs. lower level