Minutes of the
Sixth Regular Meeting of the Thirty-Second Senate
Indiana University-Purdue University Fort Wayne
February 11, 2013
12:00 P.M., Kettler G46

<u>Agenda</u>

1. Call to order
2. Approval of the minutes of January 14, 2013
3. Acceptance of the agenda – K. Pollock
4. Reports of the Speakers of the Faculties
   a. Indiana University – M. Nusbaumer
   b. Purdue University – P. Dragnev
5. Report of the Presiding Officer – A. Downs
6. Committee reports requiring action
   a. Nominations and Elections Committee – M. Kim
   b. Faculty Affairs Committee (Senate Document 12-11) – M. Dixson
7. Question Time (Senate Reference No. 12-14)
8. New business
   a. Peter Iadicola Resolution (Senate Document 12-12) – P. Iadicola
   b. Peter Iadicola Resolution (Senate Document 12-13) – P. Iadicola
9. Committee reports "for information only"
10. The general good and welfare of the University
    Chancellor V. Carwein updating us on the budget, including budget cuts.
11. Adjournment*

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

Presiding Officer: A. Downs
Parliamentarian: J. Malanson
Sergeant-at-Arms: G. Steffen
Secretary: S. Metzger

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Attachment:

"Library Promotions and Tenure Procedures (SD89-4)" (SD 12-11)
"Peter Iadicola Resolution" (SD 12-12)
"Peter Iadicola Resolution" (SD 12-13)
"Budget Reduction Principles" (Attachment A)

Senate Members Present:
   T. Adkins, M. Alhassan, S. Amidon, A. Argast, S. Ashur, J. Badia, S. Batagiannis, S. Berry,
   W. Branson, V. Carwein, J. Casazza, C. Crosby, M. Dixson, P. Dragnev, C. Drummond,

C. Duncan, C. Erickson, A. Eroglu, C. Gurgur, D. Huffman, P. Iadicola, Z. Isik-Ercan,
D. Kaiser, G. Karaatli, M. Kim, B. Kingsbury, M. Lipman, D. Liu, A. Livschiz,
A. Montenegro, M. Montesino, M. Nusbaumer, K. Pollock, L. Roberts, S. Sarratore,
S. Savage, A. Schwab, R. Sutter, H. Tescarollo, B. Valliere, M. Wolf, M. Yen, R. Yoder,
Y. Zubovic

Senate Members Absent:
C. Chauhan, C. Ganz, T. Grove, G. McClellan, A. Merz, D. Momoh, J. Niser, H. Odden,
R. Pablo, S. Stevenson, J. Taylor, K. Zepeda

Faculty Members Present:
B. Barrett, J. Burg, O. Chang, M. Coussement, S. Davis, M. Fritz, D. Gephard, C. Kracher,
C. Sternberger

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

Acta

1. Call to order: A. Downs called the meeting to order at 12:00 p.m.

2. Approval of the minutes of January 14, 2013:

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:

    M. Nusbaumer: Three important things have happened since we last met.

    First, budget-cutting continues. The Executive Committee has requested an updated
    presentation scheduled for later in this Senate meeting. Second, Purdue President Daniels
    visited campus for the first time. I had the opportunity to hear and interact with him both
    in a faculty leaders meeting and the open session. As a sociologist, I realize what is not
    said is often more important than what is said. I will make 2 observations in this regard.
    First, when informed that we are consistently funded 13th out of 15th in per student state
    support, his first comment was, and "well someone has to be 13th rather than some
    statement regarding the need to seek better funding for this campus. Also, to me, the
    most significant word not uttered was "quality". To express my overall impression of his
    presidency from these interactions, I suggest you examine his performance contract with
    the Purdue Board of Trustees.

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Last, I want to attempt to speak to the email the campus community received regarding the creation of a new strategic planning committee. Unfortunately, I have no particular insight because I and the other leaders only found out about this move along with the rest of the campus community. This is a historically unprecedented situation where faculty leadership has been consistently consulted on strategic planning and similar activities within the university prior to any public announcement.

Based upon the email, however, I have 2 questions: What was the reason for the elimination of our previous strategic planning process, and why was a CEO from the community who only recently was appointed to the Community Advisory Committee, but, to my knowledge, otherwise had no previous involvement or particular knowledge of this campus, selected as a Co-Chair?

I also have one particular concern. Over the past 3 years, numerous faculty and university administrators have struggled to change language in a draft of ICHE's guidelines for regional campuses where faculty research was to be limited to regional topics and issues. Over this time we were successful in excluding such language from the IU Blueprint where efforts were made to expand definitions of research rather than limit them. Most recently I and my colleagues were able to make similar changes in language in the Purdue System Plan Proposal. While I authored this change in the Purdue System Plan, the Chancellor was involved in the discussions and had plenty of opportunity to express her disagreement there was no such disagreement ever expressed. Now I see a strategic plan embedded in this email that again attempts to restrict faculty research. I have deep concerns about this threat to basic academic freedom of faculty to pursue their own research agendas.

b. Purdue University:

P. Dragnev: Just two updates. 1) The Board of Trustees metal Friday. Our chancellor made a nice presentation to the board reflecting on what the five months that she has been on the job. Also, outlining nicely what IPFW Northeast University is about, and going towards the various metrics that I use each year and why they do not nearly apply to us. 2) Purdue plan is moving into an implantation. We have identified, almost all of IPFW members of the working groups. I want to thank these people. I'll try to read their names because they deserve that. Also, to remind you what the groups are those will be studying in that plant.

Working group 1:

1a) Mission of the System- C. Butler & C. Sternberger

1b) Distance Education- K. Van Gorder & Craig Ortsey.

1c) Graduate Education – George Mourad

Working group 2:

Student Access and Success- E. Blakemore & S. Sarratore

Working group 3:
3a) Quality of Courses- L. Wark
3b) Assessment- R. Ramsey

Working group 4:

Mobility and Course Transfer- J. Hersberger & G. McCellean

Working group 5:
Affordability and Efficiency

I Co-Chair with Jim Almond. It has two components, which are very important ones.

5a) ITS - B. Barrett and B. Kostrubanic

5b) Finance and Efficiency of the system - W. Branson & S. Davis

Working group 6:

Knowledge Creation and Examination- M. Nusbaumer

Working group 7:

Economic and Community Development- S. Ryan

I thank all these people and our Presiding Officer, Andy Downs for actually making that capital. That is it. End of report.

5. <u>Report of the Presiding Officer – A. Downs</u>:

A. Downs: Thank you very much Peter and, of course, all the working group people. As Dean Drummond pointed out it may be painful but valuable work that people do. I think that is almost a direct quote from him a couple months ago. I want to note quickly, Mark Franke and Bob Barrett have speaking privileges today. Also, our new secretary does not know all of us yet. If you came in the back door, please make sure she knows you are here. Also, there is a sign-in sheet going around since she was not here at the start of the meeting. Please make sure your hand-writing is legible for her to read. As you know the meetings are recorded. Since we all do not have distinguishing voices, I will do my best to call on people by name. If I forget to do that, please say who you are.

6. <u>Committee reports requiring action</u>:

a. Nominations and Elections Committee- M. Kim:

M. Kim announced the results of the Presiding Officer election. Andrew Downs was elected.

M. Kim announced the results of the Purdue Speaker election. Peter Dragnev was elected.

b. Faculty Affairs Committee (Senate Document SD 12-11) - M. Dixson:

M. Dixson: Moved to approve Senate Document SD 12-11 (Revision to 89-4).

Motion to approve SD 12-11 passed on a voice.

7. Question Time (Senate Reference No. 12-14)

Q: Given the emphasis being placed on retention and graduation rates, are there currently any plans to bring IPFW more fully into the twenty-first century when it comes to student course selection and advising? Specifically, has any thought been put into moving past bingo sheets filled out by hand towards electronic ones that can be accessed by students and advisors on demand?

As we move towards a new, more complicated General Education system, will we develop a better system for tracking available General Education courses online rather than in the paper bulletin?

Finally, knowing that the simple act of faculty learning students' names can dramatically increase student engagement, are we taking steps to facilitate this process by giving faculty access to photographs of students enrolled in their courses, as they do at many other institutions?

Jeff Malanson
Department of History

M. Franke: First question: we actually do have a degree audit system in Banner, called CAAP. Students can run it and advisors can run it. It is an electronic bingo sheet. It is optional to use. This last year we had 2,000 students and 100 advisors use it, but they ran 10,000 different degree audits on it. We are replacing CAAP this spring with a new system that integrates within Banner. It will be called myBlueprint within myIPFW. It will do what CAAP does, in terms of being an electronic bingo sheet, but it will also allow the student to plan out a full academic program through graduation, including a sequence of courses to take by term and will monitor that. If the student gets off track, the student and advisor will be alerted. We think this is going to help meet a very important goal. This will become available to academic advisors on March 11, and then it will be made available to students directly by the end of May.

Second question had to do with the General Education requirements. Through myIPFW students can select a list of open courses based on attributes, and one of those attributes is General Education area number. If a student wants to see what courses are open for a

semester in General Education area 4, it would bring up those courses they could choose from.

Third, about making student pictures available, Banner does have the ability to record student pictures, and then print them out. It requires an imaging piece, which we have the license for, but have not implemented it. It would cost about $50,000 in hardware and implementation services and take about 2 months. It is not a terribly large or expensive project, but it has never risen to the top of the priority list.

8. <u>New business</u>:

   a. <u>P. Iadicola's Resolution (Senate Document SD 12-12) – P.Iadicola</u>:

   <u>P. Iadicola moved to approve</u> Senate Document 12-12 (Investigation of Dual Credit).

   Seconded by C. Erickson.

   <u>P. Dragnev moved to amend</u> by the following:

   BE IT RESOLVED, that an investigation be conducted by the Educational Policy Committee (EPC) **and University Resources Policy Committee (URPC)** of the IPFW Senate to determine the cost and benefits of IPFW's participation in the Dual Credit Program. EPC must include in its investigation: **items 1 and 3 (see below); and URPC must include in its investigation item 2:**

   1. A comparison of the qualifications of the faculty who are teaching in the high schools and the qualifications of limited term faculty who are hired to teach the same courses on campus.

   2. A detailed summary of the revenue and costs for IPFW to participate in the Dual Credit Program.

   3. An assessment of the impact of program participation on student recruitment and enrollment.

   A joint report is to be given ~~The EPC is asked to give its report~~ to the Senate no later than October Senate meeting of the 2013/14 academic year.

   <u>Motion to amend failed</u> on a voice vote.

   <u>S. Savage moved to amend</u> the following:

   3. An assessment of the impact of program participation on student recruitment and enrollment **and graduation rates**.

   <u>Motion to amend passed</u> on a voice vote.

   <u>A. Argast moved to amend</u> by substituting ~~October~~ February Senate meeting for October 2013/14 academic year.

   <u>Motion to amend passed</u> on a voice vote.

   <u>Motion to approve SD 12-12, as amended, passed</u> on a voice vote.

b. <u>P. Iadicola's Resolution (Senate Document SD 12-13) – P.Iadicola</u>:

<u>P. Iadicola moved to approve</u> Senate Document 12-13 (Admissions Criteria).

Seconded by M. Nusbaumer.

<u>A. Argast moved to amend</u> by substituting ~~October~~ January Senate meeting for October 2013/14 academic year.

<u>Motion to amend passed</u> on a voice vote.

<u>Motion to approve SD 12-13, as amended, passed</u> on a voice vote.

9. <u>Committee reports "for information only":</u> There were no reports for information only.

10. <u>The general good and welfare of the University</u>:

V. Carwein: Thank you for allowing this time to honor one of your own this afternoon. It is truly my pleasure to award, the first time for me, the chancellor's metal, and someone I am proud to award this metal to. As you all know the IPFW chancellor's metal is an internal award that is given to individuals who have given exceptional service beyond the call of duty to IPFW. It gives me great pleasure to present this award today to Bob Barrett, professor of Information Systems in the Department of Computer Science and College of Engineering and Technology and Computer Science. Bob came to IPFW in 1978 from a business organization government background after earning both Bachelors and Masters Degrees in Business Administration from IPFW. During his time here Bob served as Chair of the Department of Computer Technology, Chair of the Department of Civil and Architectural Engineering, and as Associate Dean of the ETCS.

He received the Friends of University Outstanding Teacher of the year award for the 1981-82 school years, and the award for teaching excellence on the division of continuing studies in 1986. He developed information systems curriculum and the minor in Germanics and shared 2 national conferences on computer science education, and the list goes on. Through his efforts nearly $700,000 in grants and both hardware and software have been awarded to IPFW. However, he does not spend all of his time in the classroom. He has been an active member of this senate, in his words, "often on for over a decade." He has served as the Presiding Officer, twice as the Purdue Speaker, and twice as Chair of School of College Assembly of Representatives. He is currently finishing a 3 year term as Senator and is the IPFW Senator to the Purdue University West Lafayette University Senate, and is also the Vice Coordinator and member of the Inter campus faculty council. Bob and his wife Pam met in high school and were married in 1959. That is over a half a century ago. Congratulation on that, and have one son. He has always been a positive contributed to IPFW, and with the best interest of students and fellow faculty members. Now without

further due, Bob for all you have done for IPFW please accept the chancellors metal with our up most respect, gratitude, and our friendship.

B. Barrett: This award is not mine alone; it belongs to a lot of people. A lot of people have slices out of, and I get what is left. A long time ago when I first started I got on some committees and went to the senate and it was kind of fun. Someone said be the Purdue Speaker, and so I did. That is when I found my first 2 mentors that got me going. One was Steve Hollander and the other was Mike Downs. They headed me in the right direction. We had a lady named Jacqui Petersen who sat up here, and let me tell you we live and die on that person. Yes I did meet Pam in high school, Geometry class, and she mentored me through that. Over the years, Walt I want to thank you for dealing with Purdue West Lafayette in finding out what was going on and who could help. Speaking of West Lafayette we had Joan Fulten and Morry Levy come here, but Morry has turned out to be the biggest advocate IPFW could have at West Lafayette. I also need to really thank my department Chair Peter Ng. I did not miss any classes, but those office hours did not really hold up, and meetings I missed. Now I get down to this last four year run. When I got back in here I ran into Stan Davis and Mike Nusbaumer. Then they had the leaders group, which was new to me and I had to be mentored through that, and those 2 guys did a great job of that. Then recently I have been working Purdue Speaker Dragnev and Presiding Officer Downs, so I started with a Downs and am going to finish with a Downs. I am here to tell you it has been much fun, and I have enjoyed representing IPFW down at West Lafayette. Thank you very much.
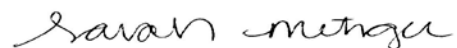
V. Carwein: I want to start with reminding everyone these are the principles that we have been working towards for the past many weeks and months. What you are going to see today are some numbers and those numbers are relative to our first take of our proposal that we gave on the 28th and 29th of January with six smaller groups: faculty leadership, student leadership, URPC, and the deans. We have received feedback on the proposals and continue to receive feedback. The numbers you see are the result of hours of discussion with the v. chancellors and I have been going over the past several weeks. We have looked at very detailed budgets and number of areas. The number one priority we have tried to keep in front of us as we have proposed these budget reductions is maintaining the academic mission. That is the core of what we do, and has been the absolutely riding priority. $8 million is a lot of money to cut, and clearly has been a painful process.

A brief summary in terms of how we got to where we are as to being $8 million in the whole. Fifty percent of that is decrease in enrollment, and that accounts for about $4 million. Another $1 million comes from us not meeting the metrics. Thirdly, in terms of our budget system $3 million were unfunded mandates. Meaning, as enrollment was going up a lot of things were being funded, things that were not built in to the ongoing budget. A lot of that that was being funded was people that are currently here. A part of this budget process has been to move those positions into the appropriate ongoing budgets.

D. Gebhart: I am going to take you through these slides. We have changed this PowerPoint at least 3 times for this presentation, because new things are always coming up. You have

all heard numbers ranging from $4 million to $9 million. We want to show you how we got to the numbers that we did. (See Attachment A)

11. The meeting adjourned at 1:15 p.m.

Sarah Metzger
Secretary of the Faculty

Senate Document SD 12-11
Amends Senate Document SD 89-4
(Approved, 2/11/2013)

(Senate Document SD 89-4)
(Approved, 9/18/1989)
(Amended & Approved, 10/8/1990)
(Amended & Approved, 3/15/2004)
(Amended & Approved, 4/11/2011)

TO: IPFW Senate

FROM: Faculty Affairs Committee
                  Marcia Dixson, Chair

DATE: December 13, 2012

RE: Library Promotion and Tenure Procedures

WHEREAS, the dissolution of the Indiana University Libraries system-wide promotion and tenure procedures and criteria will occur in January 2013; and

WHEREAS, IPFW Librarians have prepared and approved a new "Procedures for Librarians Tenure and Promotion" that conforms to the Indiana University *Academic Handbook*, and with Fort Wayne Senate Documents addressing procedures for tenure and promotion; and

WHEREAS, the Faculty Affairs Committee finds the changes to the Librarians' document to be in compliance with SD 88-13;

BE IT RESOLVED, the Librarians document, SD 89-04, be amended as indicated on the attached copy.

Procedures for Librarians' ~~Promotion~~ Tenure and ~~Tenure~~ Promotion

Preamble:

~~IPFW Librarians are part of the Indiana University Libraries system and follow the system-wide procedures and criteria for promotion and tenure, as stated in Indiana University Libraries *Library Faculty Handbook* and approved in Senate Document SD 05-12.~~ IPFW Librarians follow the "Criteria for Tenure and Promotion for Librarians" that conform to the Indiana University *Academic Handbook*, and with Fort Wayne Senate Documents addressing criteria for tenure and promotion.

With regard to promotion and tenure procedure on the IPFW campus, SD 88-13 (Section 1.3) charges each school/division faculty to approve department/program promotion and tenure committee composition and functions. This document is submitted to the Senate pursuant to SD 88-13, its provisions are subordinate to it, and revisions to it require Senate review.

Procedures:

The Campus Committee

The names of all eligible librarians will be placed on a ballot. All tenured and tenure- track librarians will vote for two candidates. Those two librarians who receive the highest number of votes will become the library's nominees for the Campus Committee. A tie vote will be decided by a run-off election. The names of the nominees will be forwarded to the chancellor by the dean of the library.

The Primary Library Committee

The Primary Library Committee on Promotion and Tenure (henceforth referred to as the Primary Library Committee) will consist of all tenured librarians, excluding the dean and the candidate(s). If fewer than three librarians are eligible to serve, all of the tenured and tenure-track librarians will submit to the dean the names of three to five tenured faculty from other IPFW academic departments suitable to serve on the committee. From this list the dean will solicit and appoint enough faculty to bring the committee membership to a minimum of three. One tenured librarian will be elected by the committee to serve as chair each year. All members of the committee will vote on tenure and promotion cases. All full-time, tenure-track members of the department, excluding the dean and the candidate(s), shall have the opportunity to review and comment on each case for ~~promotion~~ tenure and ~~tenure~~ promotion at the first meeting.

In instances in which a case for librarian is before the committee, all tenured and tenure-track librarians may submit to the dean the names of full rank faculty from other IPFW academic departments suitable to serve on the committee. From this list the dean will solicit and appoint enough faculty to have a majority of full rank members to supplement the committee for deliberating and voting on a case for librarian.

Cases will be decided according to the Indiana University Libraries system criteria as stated in the Indiana University *Academic Handbook* and in the Indiana University Libraries *Library Faculty Handbook*, and as approved by the Fort Wayne Senate in SD 05-12. Cases will be decided according to "Criteria for Tenure and Promotion for Librarians."

Each member's vote on a case will be openly declared. A simple majority of the ballots cast will constitute a positive recommendation by the Primary Library Committee. The chair will write a recommendation based on the vote. This recommendation will be reviewed and approved by the committee. All committee deliberations and recommendations are confidential and only the committee chair shall report the vote and the recommendation. At the time the case is sent forward to the next level, the chair will inform the candidate in writing of the vote and the recommendation with a statement of the reasons.

The case and the Primary Library Committee's recommendation will be forwarded to the library dean for his/her recommendation. The library dean will inform the candidate and the Primary Library Committee in writing of his/her recommendation with a statement of the reasons. The case is then routed in the manner set forth in the Indiana University Libraries *Library Faculty Handbook*. The case is then routed in the manner set forth in the Promotion and Tenure Timetable promulgated by the Vice Chancellor for Academic Affairs.

Guidelines for Reviews External to IPFW

The librarian is referred to the Office of Academic Affairs (OAA) documents *Best Practices in Procedures for External Reviews in the Promotion and Tenure Process* and *Rationale for Best Practices.* The procedures for preparing for and soliciting external letters should be followed as closely as possible to comply with standard methods used at IPFW.

Advancement in rank

Independent reviews external to the IPFW library unit and IPFW are expected. It is expected that the candidate and library dean will determine the best mix of reviewers for each individual case. Reviewers are expected to be credible sources, and generally at or above the rank the candidate is seeking. All letters should be solicited based on the Best Practices documents as outlined by the OAA. It is the responsibility of the library dean's office to insure that people who have been listed as external reviewers have been contacted and have indicated that they will serve as a reviewer and will be available to do so. The library dean's office will provide external reviewers with the basic materials outlined in the Best Practices documents from the OAA. The candidate will provide relevant items so that the reviewers have sufficient materials to make meaningful judgments against the library's criteria for excellence in librarianship and competence in, professional development, research, and/or creativity; and service. These may include instructional materials (e.g. Course Guides, Web pages, or curricular tools), student and peer assessments, and publications.

The goal for promotion to Associate Librarian should be four to six letters (reviews) that specifically address their excellence in librarianship. Candidates should also have three to four letters (reviews) either from the same six reviewers or additional reviewers that specifically address competence in the secondary areas.

Candidates for promotion to Librarian should have at least six letters (reviews) that specifically address their excellence in librarianship and continued professional growth and achievement. Candidates should also have three to four letters (reviews) either from the same six reviewers or additional reviewers that specifically address a sustained record of competence in the secondary areas.

Copies of the solicitation letters and the letters from the reviewers will be inserted into the candidate's dossier by the library dean's office. The candidate will be notified and provided access to these items.

Procedures for Third Year Review

The Primary Library Committee will initiate a review of non-tenured librarians during the third year of faculty appointment at IPFW. ~~This review will follow the guidelines and format for a promotion and tenure case outlined in the Indiana University Libraries *Library Faculty Handbook* and IPFW documents. The Primary Library Committee via the dean will notify all untenured librarians in the third year of their appointments that a promotion and tenure dossier should be prepared and submitted for the Primary Library Committee's review.~~ This review will occur at the time of the fourth reappointment, that is, for reappointment for the fifth year of the probationary period, normally initiated during February of the third probationary year.

The third-year review has two main purposes. The first is to assist the candidate in the future preparation of a case for tenure and promotion to associate librarian. The second purpose is to provide the dean with faculty input regarding the retention and performance of the candidate prior to the penultimate year of appointment.

The third-year review case will include documentation in the areas of ~~performance,~~ librarianship; professional development, research, and/or creativity; and service. Preferably the case should be presented according to the ~~dossier preparation~~ guidelines in the Indiana University Libraries *Library Faculty Handbook* and IPFW dossier guidelines (Office of Academic Affairs Memorandum 99-1) providing the candidate the opportunity to begin preparing his/her ~~promotion~~ tenure and ~~tenure~~ promotion dossier. The chair of the Primary Library Committee will, with collaboration and approval of the committee members, submit a written evaluation of the progress of the candidate to the dean and the candidate. The evaluation should be in the form of a memo detailing the opinion of the committee on the documented performance of the candidate in the three areas of ~~performance,~~ librarianship; professional development, research, and/or creativity; and service.

The Primary Library Committee's recommendation regarding progress toward tenure and promotion based on this third-year review shall be considered by all other levels involved in making the reappointment recommendation during the third year.

Upon completion of the candidate's reappointment recommendation, the candidate may request to meet with the Primary Library Committee to receive advice.

PROCEDURES FOR LIBRARIANS' TENURE and PROMOTION

PREAMBLE:

IPFW Librarians follow the "Criteria for Tenure and Promotion for Librarians" that conform to the Indiana University *Academic Handbook*, and with the Fort Wayne Senate Documents addressing criteria for tenure and promotion.

With regard to promotion and tenure procedure on the IPFW campus, SD 88-13 (Section 1.3) charges each school/division faculty to approve department/program promotion and tenure committee composition and functions. This document is submitted to the Senate pursuant to SD 88-13, its provisions are subordinate to it, and revisions to it require Senate review.

PROCEDURES:

THE CAMPUS COMMITTEE

The names of all eligible librarians will be placed on a ballot. All tenured and tenure-track librarians will vote for two candidates. Those two librarians who receive the highest number of votes will become the library's nominees for the Campus Committee. A tie vote will be decided by a run-off election. The names of the nominees will be forwarded to the chancellor by the dean of the library.

THE PRIMARY LIBRARY COMMITTEE

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Senate Document SD 89-4
(Approved, 9/18/1989)
(Amended & Approved, 10/8/1990)
(Amended & Approved, 3/15/2004)
(Amended & Approved, 4/11/2011)
(Amended & Approved, 2/11/2013)

In instances in which a case for librarian is before the committee, all tenured and tenure-track librarians may submit to the dean the names of full rank faculty from other IPFW academic departments suitable to serve on the committee. From this list the dean will solicit and appoint enough faculty to have a majority of full rank members to supplement the committee for deliberating and voting on a case for librarian. Cases will be decided according to "Criteria for Tenure and Promotion for Librarians."

 Each member's vote on a case will be openly declared. A simple majority of the ballots cast will constitute a positive recommendation by the Primary Library Committee. The chair will write a recommendation based on the vote. This recommendation will be reviewed and approved by the committee. All committee deliberations and recommendations are confidential and only the committee chair shall report the vote and the recommendation. At the time the case is sent forward to the next level, the chair will inform the candidate in writing of the vote and the recommendation with a statement of the reasons.

The case and the Primary Library Committee's recommendation will be forwarded to the library dean for his/her recommendation. The library dean will inform the candidate and the Primary Library Committee in writing of his/her recommendation with a statement of the reasons. The case is then routed in the manner set forth in the Promotion and Tenure Timetable promulgated by the Vice Chancellor for Academic Affairs.

GUIDELINES FOR REVIEWS EXTERNAL TO IPFW

The librarian is referred to the Office of Academic Affairs (OAA) documents *Best Practices in Procedures for External Reviews in the Promotion and Tenure Process and Rationale for Best Practices*. The procedures for preparing for and soliciting external letters should be followed as closely as possible to comply with standard methods used at IPFW.

Advancement in rank

Independent reviews external to the IPFW library unit and IPFW are expected. It is expected that the candidate and library dean will determine the best mix of reviewers for each individual case. Reviewers are expected to be credible sources, and generally at or above the rank the candidate is seeking. All letters should be solicited based on the Best Practices documents as outlined by the OAA. It is the responsibility of the library dean's office to insure that people who have been listed as external reviewers have been contacted and have indicated that they will serve as a reviewer and will be

available to do so. The library dean's office will provide external reviewers with the basic materials outlined in the Best Practices documents from the OAA. The candidate will provide relevant items so that the reviewers have sufficient materials to make meaningful judgments against the library's criteria for excellence in librarianship and competence in, professional development, research, and/or creativity; and service. These may include instructional materials (e.g. Course Guides, Web pages, or curricular tools), student and peer assessments, and publications.

The goal for promotion to Associate Librarian should be four to six letters (reviews) that specifically address their excellence in librarianship. Candidates should also have three to four letters (reviews) either from the same six reviewers or additional reviewers that specifically address competence in the secondary areas.

Candidates for promotion to Librarian should have at least six letters (reviews) that specifically address their excellence in librarianship and continued professional growth and achievement. Candidates should also have three to four letters (reviews) either from the same six reviewers or additional reviewers that specifically address a sustained record of competence in the secondary areas.

Copies of the solicitation letters and the letters from the reviewers will be inserted into the candidate's dossier by the library dean's office. The candidate will be notified and provided access to these items.

PROCEDURES FOR THIRD YEAR REVIEW

The Primary Library Committee will initiate a review of non-tenured librarians during the third year of faculty appointment at IPFW. This review will occur at the time of the fourth reappointment, that is, for reappointment for the fifth year of the probationary period, normally initiated during February of the third probationary year.

The third-year review has two main purposes. The first is to assist the candidate in the future preparation of a case for tenure and promotion to associate librarian. The second purpose is to provide the dean with faculty input regarding the retention and performance of the candidate prior to the penultimate year of appointment.

The third-year review case will include documentation in the areas of leadership; professional development, research and/or creativity; and service. Preferably the case should be presented according to the IPFW dossier guidelines (Office of Academic Affairs Memorandum 99-1) providing the candidate the opportunity to begin preparing his/her tenure and promotion dossier. The chair of the Primary Library Committee will, with collaboration and approval of the committee members, submit a written evaluation of the progress of the candidate to the dean and the candidate. The evaluation should be in the form of a memo detailing the opinion of the committee on the documented performance of the candidate in the three areas of leadership; professional development, research, and/or creativity; and service.

The Primary Library Committee's recommendation regarding progress toward tenure and promotion based on this third-year review shall be considered by all other levels involved in making the reappointment recommendation during the third year.

Upon completion of the candidate's reappointment recommendation, the candidate may request to meet with the Primary Library Committee to receive advice.

TO: Fort Wayne Senate

FROM: Peter Iadicola

DATE: January 25, 2013

RE: Investigation of Dual Credit Programs

WHEREAS, the Dual Credit Program authorized by the state of Indiana has increased significantly in recent years; and

WHEREAS, there has been no thorough cost benefit analysis of IPFW's participation in the dual credit program; and

WHEREAS, some academic departments have been encouraged to use different standards for approving dual credit teachers than for limited term lecturers who teach on campus;

BE IT RESOLVED, that an investigation be conducted by the Educational Policy Committee (EPC) and University Resources Policy Committee (URPC) of the IPFW Senate to determine the cost and benefits of IPFW's participation in the Dual Credit Program. EPC must include in its investigation items 1 and 3 and URPC must include in its investigation item 2:

1. A comparison of the qualifications of the faculty who are teaching in the high schools and the qualifications of limited term faculty who are hired to teach the same courses on campus.

2. A detailed summary of the revenue and costs of IPFW to participate in the Dual Credit Program.

3. An assessment of the impact of program participation on student recruitment and enrollment and graduation rates.

A joint report is to be given to the Senate no later than the February Senate meeting of the 2013-14 academic year.

TO: Fort Wayne Senate

FROM: Peter Iadicola

DATE: January 25, 2013

RE: Admissions Criteria

WHEREAS, admitting students into the university is the first step in the educational process at IPFW; and.

WHEREAS, the criteria for admission of students to IPFW is the first step in determining student success, and

WHEREAS, changes in admission criteria can have a significant impact on the university budgets and resources to fulfill the university's mission; and

WHEREAS, faculty play the key role in fulfilling the mission of the university;

WHEREAS, the *Constitution of the Faculty of Indiana University-Purdue University Fort Wayne* states that the faculty shall possess the power "to recommend policies concerning the admission and academic placement of students"; and

WHEREAS, currently faculty are largely absent from determining the student admission requirement to admittance to undergraduate education at IPFW;

BE IT RESOLVED, the Educational Policy Committee (EPC) investigate the role of faculty in establishing the admission criteria and make recommendations for the role faculty should play in future decisions on the establishment of admission standards.

The EPC is asked to give its report to the Senate no later than the January Senate meeting of the 2013/14 academic year.

BUDGET REDUCTION PRINCIPLES

- Preserve Academic Mission

- Maintain Services to Students

- Minimize Impact on Employees

- Engage in Transparent Process

2013-14 PROJECTED BUDGET

	2013-14 Request Amount	2013-14 Projected Amount
Revenue Changes		
State Appropriations	($1,009,480)	$0
Student Tuition and Fees		
Enrollment Loss	($4,206,406)	($4,206,406)
Tuition and Fee Estimate	$1,480,956	$1,092,698
Other Revenue	$192,741	$192,741
Total Revenue Decrease	($3,542,189)	($2,920,967)
Expenditure Changes		
Unavoidable Benefit and Utilities	($2,144,793)	($2,144,793)
Unbudgeted Expenses	($3,361,309)	($3,376,609)
Total	($9,048,291)	($8,442,369)

DRAFT PROPOSAL TO BALANCE BUDGET

Increased Revenue from Continuing Studies		$1,000,000
New Allocations		
International Travel Fund	($100,000)	
Advancement	($300,000)	
Total New Allocations		($400,000)
Spending Reductions		
32 Non-Academic Positions		$1,502,146
Unbudgeted Expenses		$1,311,944
Utilities		$1,250,000
Fringe Benefits		$1,250,000
Contingency Reductions		$186,007
Academic Affairs		$2,000,000
Summer Session Salaries		$150,000
Other		$192,272
Total Adjustments		$8,442,369
1/28/2013		

2013-2014 Proposed Budget Cuts - Academic Affairs

College of Arts & Sciences	$421,317
School of Business	$179,231
College of Education and Public Policy	$219,236
College of Engineering, Technology, and Computer Science	$331,985
College of Health and Human Services	$126,640
Library	$76,000
College of Visual and Performing Arts	$228,126
Office of Academic Affairs	$213,395
	$1,795,930
Academic Affairs Summary	
Reductions Requested	$2,000,000
Reductions Submitted	- $1,795,930
Shortfall Sub-total	$204,070
Additional amount needed to fund 2013-14 searches	+ $122,950
Total shortfall	$327,020
New funds Committed through Budget Process	- $300,000
Net shortfall	$27,020