

2-14-2005

University of Northern Iowa Faculty Senate Meeting Minutes, February 14, 2005

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SUMMARY OF FACULTY SENATE MEETING 02/14/05

CALL TO ORDER

Chair Bankston called the meeting to order at 3:15 P.M.

APPROVAL OF THE MINUTES

Chair Bankston noted that there was one correction in the minutes of the 01/24/05 meeting; Docketed Item should be #781.

Motion to approve the minutes of the January 24, 2005 meeting as corrected by Senator Chancey; second by Senator Ogbondah. Motion passed.

CALL FOR PRESS IDENTIFICATION

Jim Stanton, Waterloo-Cedar Falls Courier was present.

COMMENTS FROM PROVOST PODOLEFSKY

Mike Mixsell, Academic Administration Services Coordinator, attended the meeting for Provost Podolefsky. He noted that the ICEC has been replaced by the Council of Provosts. There is no role change but the curriculum process has been changed with proposed curricular changes going first to the Council of Provost for Permission to Plan, then back to the institution. The goal is to get all of the coordination done up front so institutions do not have to go back and forth between the Board of Regents (BOR) and other institutions when proposing new programs. The next time the BOR would see that program would be at the program review.

Mr. Mixsell reported that George Mehaffy, the American Democracy Project, will be her on campus on February 28, and will be attending the Faculty Senate meeting that day.

COMMENTS FROM FACULTY CHAIR, DAN POWER

The Regents Award for Faculty excellence Committee that Faculty Chair Power chairs met February 11 and approved six award winners who will be announced at the BOR meeting in September. The committee also discussed ways to encourage more nominees from colleges. If the committee receives more than six outstanding nominees, they will now have the option to carry nominations over to the next year.

Faculty Chair Power reported that the Campus Advisory Group (CAG) hosted a campus conversation on February 4 with over 220 people

participating in the process. Comments from the campus conversation will be posted on the website. Another white paper of recommendations will be produced for feedback

Faculty Chair Power also noted that President Koob's five-year review committee also met and has received 207 responses to their questionnaire. Focus interviews were also completed with campus administrators and thirty-five faculty have agreed to participate in focus groups with the President. A draft report will be coming forward to the Senate.

COMMENTS FROM CHAIR, RONNIE BANKSTON

Chair Bankston noted that four faculty names have been sent to the Provost to serve on the Dual Career Committee: Fred Besthorn, Social Work, Barbara Cutter, History, Nancy Hamilton, HPELS, and Elana Joram, Educational Psychology and Foundations.

Facilities Planning has recommended the Great Reading Room in Seerley Hall as a permanent home for the Faculty Senate. Senate archives would be displayed in the cabinets in that room. This recommendation will be sent to the Uni Cabinet for approval.

NEW BUSINESS

1. Strategic Plan for Distance Education

Jim Bodensteiner, Interim Dean for Continuing Education and Special Programs was present to discuss the plan.

2. Honorary Degree Nominations

Chair Bankston noted that the current UNI Policies and Procedures Manual, Section 2.05 (Committee on Honorary Degrees) states: the committee shall be composed of seven members. These shall be one member of the faculty of each of the four colleges (excluding the Graduate College) to be selected as each college determines, Vice-President and Provost or his designee, Assistant to the President for State Relations and Special Events or his designee, and the Dean of the Graduate College.

This was written taking into consideration four colleges, rather than the five colleges that now exist. In practice, the five colleges are involved, and the fifth college, College of Business Administration, needs to be officially recognized.

Motion by Senator Chancey to amend Section 2.05 of UNI's Policy and Procedures Manual to include the fifth college; second by

Senator Pohl.

Motion passed.

CONSIDERATION OF DOCKETED ITEMS

781 Recommendation on Grade Changes

Dr. Russ Campbell, Chair of the Educational Policies Commission was present to discuss this, noting that every five years or so a situation comes up that requires action.

Senator Chancey moved approval of the recommendation with the change in the last paragraph to read ".it will inform the petitioner of what procedures the petitioner must follow in order for the body to render a decision."; second by Senator Heston.

Motion passed.

ADJOURNMENT

DRAFT FOR SENATOR'S REVIEW

MINUTES OF THE UNIVERSITY FACULTY SENATE MEETING 02/14/05 1617

PRESENT: Ronnie Bankston, Karen Counc Breitbach, Cliff Chancey, Cindy Herndon, Melissa Heston, Rob Hitlan, Pierre-Damien Mvuyekure, Chris Ogbondah, Steve O'Kane, Dan Power, Laura Strauss, Denise Tallakson, Donna Vinton, Susan Wurtz

Mike Mixsell, Academic Administration Services Coordinator, was attending for Provost Podolefsky and Jerilyn Marshall, Head of Reference and Instructional Services, Rod Library, was attending for Barbara Weeg.

Absent: Susan Koch, Otto MacLin, Phil Patton, Dharendra Vajpeyi, Mir Zaman

CALL TO ORDER

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COMMENTS FROM PROVOST PODOLEFSKY

Mike Mixsell, Academic Administration Services Coordinator, attended the meeting for Provost Podolefsky. He noted that the ICEC has been replaced by the Council of Provosts. There is no role change but the curriculum process has been changed rather dramatically. What will happen when a curricular change is proposed is that it will go through the institution to the Board of Regents (BOR) for "Permission to Plan." That will be the last time it will go to the Board until the program review, if it is planned, implemented and proceeds. The Provost will elaborate more on this when he returns.

Chair Bankston noted that it was his understanding that this process was for new programs. They will first go to the Council of Provosts for Permission to Plan and then back to the institution. Mr. Mixsell stated that the goal is to get all of the coordination done up front so institutions do not have to go back and forth between the Board and other institutions when proposing new programs.

Mr. Mixsell reported that George Mehaffy from the American Democracy Project will be here on campus on February 28, and will be attending the Faculty Senate meeting that day. The Provost is fully supporting the campus effort on the American Democracy Project and hopes everyone has an opportunity to participate.

Senator Heston asked if once Permission to Plan is granted, if that will put pressure on faculty to have to produce a plan. Mr. Mixsell responded that it will not necessarily, that Permission to Plan simple gives the institution the go ahead to plan. As he understands it, if there is a change of hear or direction on a program, it does not have to go back to the Board. The next time the BOR would see that program would be at the program review.

Chair Bankston commented that he did talk with Provost Podolefsky about this issue at the BOR meeting, and discussed what role the faculty would play in terms of endorsing a concept that would go

to the Council of Provost for Permission to Plan.

COMMENTS FROM FACULTY CHAIR, DAN POWER

Faculty chair Power commented that with the change of the Permission to Plan, it is in our best interest to get an indication early on if a new program is viable to avoid political controversy.

The Regents Award for Faculty Excellence Committee, that Faculty Chair Power chairs, met February 11 and approved six award winners who will be announced at the BOR meeting in September. The committee also discussed ways to encourage more nominees from colleges. A few years ago the committee decided that the campus award winners for teaching, research and service awards would automatically be nominated for the Regents Award for Faculty Excellence. Only six faculty can be awarded and if the committee receives more than six outstanding nominees, the committee will have the option to carry them over to the next year.

Faculty Chair Power reported that the Campus Advisory Group (CAG) hosted a campus conversation on February 4 with over 220 people participating in the event. Since then the CAG has held two subsequent meetings. Comments will be posted on the website and things are moving ahead, and the CAG will take actionable items that came out of those sessions and have a prioritizing meeting. Another white paper of recommendations will be produced to circulate on campus for feedback.

Faculty Chair Power also noted that President Koob's five-year review committee also met and has received 207 responses to their questionnaire, approximately one-third of the full-time voting faculty. Focus interviews were also completed with campus administrators and their unidentified remarks will be included in the review. Thirty-five faculty agreed to participate in focus groups with the President to discuss planning issues and those will not be part of the review. A draft report will be coming forward to the Senate, highlighting material from the survey and the open-ended interviews.

COMMENTS FROM CHAIR BANKSTON

Chair Bankston noted that at the last Senate meeting the Senate was asked by the Provost to provide names of faculty interested in serving on the Dual Career Committee. Four faculty names have been sent to the Provost: Fred Besthorn, Social Work, Barbara cutter, History, Nancy Hamilton, HPELS, and Elana Joram, Educational Psychology and Foundations.

The Facilities Planning Committee has recommended a permanent home for the Faculty Senate, reported Chair Bankston. The recommendation sent to the UNI Cabinet is that the permanent home for the UNI Faculty Senate be the great Reading Room in Seerley Hall with the display of Senate archives in the cabinets in that room.

Senator Chancey, who serves on the Facilities Planning Committee, stated that Morris Mikkelsen, Director of Facilities Planning, reviewed all facilities on campus with an eye to finding a permanent home for the Faculty Senate. The best available space was the Great Reading Room. They understand that the acoustics in that room might prove to be a challenge for a larger meeting and part of the Committee's recommendation that was sent forward was that some remediation be done to improve the acoustics.

NEW BUSINESS

1. Strategic Plane for Distance Education

Chair Bankston commented that both he and Dean Bodensteiner were at the Provosts Council Meeting at the BOR meeting and the Deans of Continuing Education from Iowa, Iowa State and UNI presented the draft report requested by the BOR that has been distributed to the Senate. At that meeting, faculty leadership from the institutions requested that faculty at Iowa, Iowa State and UNI have an opportunity to review that draft.

Jim Bodensteiner, Interim Dean for Continuing Education and Special Programs was present to discuss the plan. He remarked that the document was requested by the BOR at the August 2004 meeting. There was not precipitating issue that caused them to ask for the plan but he noted that there has been some controversy surrounding distance education in light of the number of institutions that have been heavily advertising degree programs by various methods of distance education.

Dean Bodensteiner stated that UNI does its distance education with the same faculty that teach on campus, as does Iowa and Iowa State, and it is really an extension of the university. The programs provide people off campus many of the same educational opportunities people on campus have.

A committee with representatives from each school was formed to write a draft. Representatives from UNI included Kent Johnson, Continuing Education, Leslie Wilson, College of Business Administration, Bill Callahan, College of Education, and Sue Koch, Associate Provost. The Dean of Continuing Education at Iowa was assigned to write the report, with input from the

committee.

Dean Bodensteiner reviewed the report, noting the mission statement on page 3 is a fairly typical mission for a state school. UNI has been doing some type of off campus distance education since 1915. Goals listed on page 5 are consistent with what has been done. The BOR does like to see partnering programs, and UNI and Iowa are partnering to offer a school psychology program off campus. The use of technology is also talked about in the report. Dean Bodensteiner noted that UNI makes use of the ICN (Iowa Communications Network), more so than Iowa and Iowa State. The higher education landscape has changed a lot in the last ten years with web delivery by just about any school nationally and internationally.

Everything that UNI does off campus has to be approved by the faculty member doing the teaching, department head, dean of the college, and graduate dean if it is a graduate course or program, reported Dean Bodensteiner. There is nothing going on in distance education that UNI's education community is not fully appraised of.

Senator Chancey commented that in the report Iowa and Iowa State are encouraged to pursue web development courses with the ICN being emphasized for UNI, and not much is said about web development for UNI. Is UNI limiting itself in the future? Dean Bodensteiner responded that it is not so much encouraged as that is what the institutions are actually doing. UNI has had good luck with the ICN, offering 17-18 different off campus degree programs. How this works is that the instructor will teach a course on campus with maybe 10 students and possibly another 15 around the state at different sties. It has worked well for UNI as the instructor does not have to do an extra class, and it's good for enrollment, good for keeping some of our smaller graduate programs viable, and good for serving the state. UNI used the ICN more than Iowa and Iowa State, and is the third largest ICN used in the state. The faculty at Iowa and Iowa State may not be as eager to embrace it as UNI but UNI doe shave web classes and the ICN classes have a web component to them.

Chair Bankston remarked that periodically there have been reports about the ICN being sold. Dean Bodensteiner responded that if the ICN was not available there would be an impact and UNI would have to try other means of serving the state. Prior to the ICN, classes were taught on site at various locations throughout the state with instructors driving or flying to the various sites. He noted the ICN is getting closer to becoming self-supporting. John Gillespi, Director of the ICN, is looking for ways to incorporating more uses, and it looks as though it's here to stay.

Senator Ogbondah stated that about 4-5 years ago Iowa was at the forefront of distance education; are we still there? Dean Bodensteiner noted that the ICN was first used by UNI in fall 1993 and currently no other state has anything like Iowa's ICN. There are 750 endpoints serving every school district in the state, every hospital, every private school, and every community college in Iowa. Some say that it is obsolete and used old technology but Iowa has made it work and uses it.

Faculty Chair Power asked Dean Bodensteiner to review how new courses are handled that are taught through Continuing Education. Dean Bodensteiner replied that there is a minor stipend for teaching over the ICN, \$250 per credit hour. Many times teaching Continuing Education courses is done on load. Faculty teaching on the ICN use many of the same course materials that are used on campus. Those materials can be loaded on the WebCT and sent out that way but it is an adjustment requiring longer advance time. One of the advantages for faculty is that if they teach distance education classes in the summer they receive the one-ninth pay rate and full benefits.

In response to Faculty Chair Power's question of how we compare to Iowa and Iowa State in regards to compensation and incentive for developing ICN courses, Dean Bodensteiner responded that they may pay slightly higher but he really didn't know for sure. He noted that in reading the report, UNI does more distance education than Iowa State but they do different kinds of things. Each institution tends to play toward their strengths with Iowa State doing a number of engineering and agriculture programs that other don't have and Iowa offers an excellent degree completion program in nursing as well as MBA programs. UNI's focus is on teaching and we prepare a tremendous number of school administrators.

Senator Vinton asked if the committee that initially met would continue to meet. Dean Bodensteiner replied that the report was due this spring and the State Extension and Continuing Education Council meets several times a year to discuss what each institution is doing and what programs they're offering so there isn't an overlap.

Chair Bankston thanked Dean Bodensteiner.

2. Honorary Degree Nominations

Chair Bankston noted that the current UNI Policies and Procedures Manual, Section 2.05 (Committee on Honorary Degrees) states: The committee shall be composed of seven members. These shall be one member of the faculty of each of the four colleges (excluding the Graduate College) to be selected as each college determines,

Vice-President and Provost or his designee, Assistant to the President for State Relations and Special Events or his designee, and the Dean of the Graduate College.

This was written taking into consideration four colleges, rather than the five colleges that now exist. In practice, the five colleges are involved, and the fifth college, College of Business Administration, needs to be officially recognized.

Motion by Senator Chancey to amend Section 2.05 of UNI's Policy and Procedures Manual to include the fifth college; second by Senator Pohl.

The new section states: The committee shall be composed of seven members. These shall be one member of the faculty of each of the five colleges (excluding the Graduate College) to be selected as each college determines, Vice-President and Provost or his designee, Assistant to the President for State Relations and Special Events or his designee, and the Dean of the Graduate College.

Motion passed.

CONSIDERATION OF DOCKETED ITEMS

781 Recommendation on Grade Changes

Dr. Russ Campbell, Chair of the Educational Policies Commission was present. He noted that every five years or so a situation comes up that requires action. The Registrar's Office does administrative grade change and this is a way to make it a little more responsible, by making them report to faculty.

Senator Heston asked which bodies the Registrar's Office reports to. Dr. Campbell responded those bodies are ones that would handle any grievances, the Student Academic Appeals Board. The idea is that elected faculty representatives would be monitoring what is going on.

Faculty Chair Power asked if this proposed change would go to the Cabinet. Dr. Campbell responded that until recently when changes occurred, they weren't official until the Cabinet acted on them. This has changed hopefully with Mike Mixsell, Academic Administration Services Coordinator, picking up on these once they have been approved by the Faculty Senate.

Mr. Mixsell responded that what has happened in the past is that the Faculty Senate will approve a change to a policy but the changed policy is never included in its minutes so there is not a good trail of what happened to the policy. He asked that when

the Senate approves changes, to attach that changed policy to the minutes so it becomes a firm record and serves as a basis for further review on up the line. All of the policies go through the Policy Review Committee, established by the President and Chaired by the University Auditor, to give consistency to the policy-making procedure. It is easily correctable but only when you can find the records of what happened.

Chair Bankston acknowledged that the Senate can do that and asked who the policy should go to if approved. Mr. Mixsell responded that if it goes to the Office of the Provost, it would be given to him, as his position will be responsible for policies on into the future.

Senator Wurtz asked for clarification of language in the last paragraph, noting that it is awkward as it is. It was discussed and agreed to be changed to read as: That body will decision the procedures to be followed depending on the nature of the specific case, and will inform the petitioner of what procedures the petitioner must follow in order for the body to render a decision.

Senator Heston asked if a faculty member can be a petitioner. Dr. Campbell replied that it was discussed and decided to not allow faculty to initiate a grade change. Senator Heston noted, that as currently stated, "department heads, deans or the Provost will not assign or change grades without the consent and approval of the faculty." If a faculty member finds out a dean, department head or provost has done that, what does that faculty member do, as that is how this issue got started. Dr. Campbell replied that the Registrar will presumably not allow a dean, department head or provost to change a grade. The Registrar will be quite aware of these procedures and if it did happen it would probably go to the union, Academic Freedom or some place like that.

Senator Chancey moved approval of the recommendation with the change in the last paragraph to read ".it will inform the petitioner of what procedures the petitioner must follow in order for the body to render a decision."; second by Senator Heston.

A brief discussion followed on grammatical usage.

Motion passed.

Faculty Chair Power reminded the Senate of the upcoming Service Recognition luncheons February 23 and 24, and urged all to attend.

The Faculty Senate moved to closed Executive Session.

ADJOURNMENT

Motion to adjourn by Senator Pohl; second by Senator Ogbondah.
Motion passed.

The meeting was adjourned at 4:10 P.M.

Respectfully submitted,

Dena Snowden
Faculty Senate Secretary

FACULTY SENATE RECOMMENDATION

Action- Edit UNI's Policy and Procedures Manual, Section 2.05
(Committee on Honorary Degrees)

Current Copy- 2. The committee shall be composed of seven members. These shall be one member of the faculty of each of the four colleges (excluding the Graduate College) to be selected as each college determines, Vice-President and Provost or his designee, Assistant to the President for State Relations and Special Events or his designee, and the Dean of the Graduate College.

New Copy- 2. The committee shall be composed of seven members. These shall be one member of the faculty of each of the five colleges (excluding the Graduate College) to be selected as each college determines, Vice-President and Provost or his designee, Assistant to the President for State Relations and Special Events or his designee, and the Dean of the Graduate College.

RECOMMENDATION ON GRADE CHANGES**Proposed by Education Policies Commission**

Policy and Procedure:

One of the principal rights and responsibilities of faculty members is the performance evaluation of students and the assignment of course grades reflective of the level of students' performance. This is an important part of academic freedom. Although the primary responsibility and authority to assign grades is vested in the faculty member or record for a course, ultimate responsibility and authority lies with the faculty as a whole. Department heads, deans, or the Provost will not assign or change grades without the consent and approval of the faculty.

Policies and Procedures 12.02 and 12.01 specify the sole and exclusive means for redress of an undergraduate or graduate student grievance entailing a change of grade.

Circumstances not covered by Policies and Procedures 12.02 and 12.01 will arise when it is appropriate for a grade to be assigned or changed by a person other than the faculty member of record. In these cases, the faculty members of the Undergraduate Student Academic Appeals Board or Graduate Student Academic Appeals Board shall serve as representatives of the faculty as a whole for the purpose of assigning or changing a grade.

Procedure:

1) For routine cases (recording F's when a faculty member failed to report a grade for a student who did not attend the class, department heads changing a grade of Incomplete to a letter grade when the faculty member of record for the course is no longer employed by UNI, etc.), the registrar will record the appropriate grades. The registrar shall use judgment as to what constitutes a routine case, but shall provide an annual report to the above listed bodies indicating how many grades were assigned or changed by persons other than the faculty member of record and for what reasons.

2) In circumstances where there is question concerning the assignment or changing of a grade, a department head, dean, or the provost may petition the appropriate above named body to assign or change the grade. That body will contact the faculty member of record if possible, and may solicit input from other persons as it deems appropriate. That body will decide on the procedures to be followed depending on the nature of the specific case, and will inform the petitioner of what procedures the petitioner must follow in order for the body to render a decision.