

Faculty Senate Meeting

14 April 2023

Senators present: Kyle Mara, Jason Hardgrave, Brandon Field, Erin Reynolds, Nicholas Rhew, Rob Dickes, Stephanie Young, Shane White, Matt Hanka, Susan Ely, Jessica Mason, Prasenjit Ghosh, Curt Gilstrap, Amy Wilson



Additional attendees: Amy Chan Hilton, Julie McCollough, Jim Hunter, Carrie Andersen,

Held in BEC Boardroom

- Called to order: 2:31 pm
- Minutes from 31 March: Draft 2 was circulated with notes provided. Unanimously approved with four abstentions.
- Senate Chair report from Jason:
 - President's council this month met on Monday 4/10
 - President Rochon discussed the recent tragedies, emphasizing the need for caring and empathy as well as proactive support and de-escalation
 - Announcements included the departure of Dr. Jennifer Hammat, Dean of Students and Brody Broshears, Assistant Vice President for Academic Success
 - Ceremonies recognizing the tremendous work done by Zane Mitchell and Provost Mohammed Khayum are slated to be held in the near future: recent email has set Provost Khayum's retirement reception from 1-330pm in the Fuquay welcome center on April 24th.
 - Presentations at the State House are complete and the budget items are in the hands of representatives. Steve Bridges was optimistic about proposed increases.
 - Michael Dixon noted that a recent event held by the Graduate School utilized the new Slate program and that it worked smoothly.
 - Other good news came from admissions, noting applications and deposits are up from last year
 - An additional upcoming event that was showcased, although it overlaps some with the Provost's retirement reception, from 11am-2pm The Shield, SGA and APB, are uniting to host an event called "**Unmasking USI** " to mark the release of The Shield's special-

edition magazine, "Unmasked: Unmasking the Story of How COVID-19 Affected the University of Southern Indiana."

- Finally, I was able to attend the presentation by Gray Associates on Thursday which showcased the next set of data and analysis tools, the economics. This new pool of information includes calculations of income and costs associated with each student, course, program, and faculty member at USI. The data is still a little rough but should become clearer as we use it, asking questions and making corrections. Currently the tools are only accessible by Deans and some administrators and working cohorts. However, I will note that as a department chair I found even this preliminary peek at the finances of my program helpful in thinking about the program review, curriculum development, and budgeting
- Provost's Report from Julie:
 - Searches on going for Pott College and Provost. Dean of NHP was filled.
 - On-campus interviews for Provost will be held over the summer, and it is important for faculty to have representatives at those interviews.
 - Heritage Hills and Memorial were part of conversations for the Indiana College Core certificate.
 - State approval for the online Masters in Communication has been granted.
- Charge 2023_06: Modified Drop Procedure from ad hoc committee pertaining to the ten-week administrative withdraw proposed in Charge 2023_3
 - It appeared that by making the drop process easier for students the issues raised in the original charge could be addressed. Recommendations are laid out in the charge.
 - It was mentioned that some programs require additional paperwork for accrediting bodies where cohorted students are involved. Also in classes that have team-based instruction, allowing students to drop on their own can be a problem also. A friendly amendment to the charge was proposed and unanimously approved that there may be exceptions of the signature of the instructor for some programs.
 - Separating the add/drop forms may cause a problem, because of fees and the balancing of total credit hours.
 - An amendment was made to point 4 of the charge to change "students with <30 hours" to "new freshmen and degree-seeking undergraduates with fewer than 30 earned hours".
 - The current charge was approved unanimously, and discussion with the Registrar's office will be opened.
- FASTRAC Subcommittee Annual Report and Student Affairs Subcommittee Annual Report:

- Both reports were received unanimously.
- FAAC Report regarding Charges 2019_21 and 2020_04: Avenues for instructor promotion. Last time, Faculty Senate approved the formation of an ad hoc committee
 - It is desired for us to have a report/recommendation by June 1st, and there will need to be a meeting of at least a quorum of faculty senators in June.
 - Names of people who are willing to be a part of the ad hoc committee: Chuck Conaway, Peter Whiting, Nicholas Rhew, Stephanie Young, Amy Pierce, Carrie Andersen, and Darrin Sorrells.
 - An objection was raised that the committee composition had only a minority of members of instructor rank, and none of those were from the College of Liberal Arts.
 - The first step is the definition of the terms. The second step will be to define promotional conditions across the disciplines. Specific Handbook changes (verbatim wording) will be produced by the committee. Attempts to separate the two tasks have not been successful, so this committee will be tasked with both.
 - Chuck Conaway was appointed chair of the *ad hoc* committee.
 - Charge was tabled awaiting a report from the *ad hoc* committee in June.
- Next meeting: April 28.
- Meeting adjourned: 3:51 pm.

Formal Request for USI Faculty Senate Action

Name: Nick Rhew, Stephanie Young, Kim Delaney (Optional)

Date of Submission: 4/7/2023

Name of Faculty Senate Representative:

1. _____
2. _____
3. _____

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

1. Charge Title:

Modified Course Drop Procedure

2. Background:

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

In response to Charge 2023_02 (which requested a 10-week administrative withdrawal), Faculty Senate formed an ad hoc committee to discuss the current course drop process. The ad hoc committee evaluated the current drop process and found it is inadequate for the following reasons:

1) Information Security - The current email-driven process raises significant security concerns in three ways. First, while the Registrar requests that emailed forms be sent securely, most are not, leaving potentially sensitive information unsecured. Second, the Registrar accepts forms with typed "signatures," which can be forged. Third, "Secure" email mimics the look of phishing attempts by requiring recipients to download a file without an adequate description and then to enter their user name and password to view it. This issue is problematic in that 1) it encourages recipients to ignore the email and 2) it can make recipients more prone to opening phishing attempts, thus creating significant additional cybersecurity risk.

2) Student Experience - Student experience on campus is vitally important for student retention. A student who has a stressful experience in managing their course load may be less likely to persist toward graduation, thus compromising the University's student-success-driven measures used in

state funding discussions and its own progress toward meeting the objectives in its strategic plan. Continued negative, stressful, and work-heavy processes are barriers for students to control their own course choices.

3) Equity and Accessibility - The current fillable PDF forms assume that students have (and know) the appropriate software to fill out the forms. The practices adopted during Covid, while generous to help students during the Pandemic, have introduced alternative protocols (such as an instructor forwarding an email in lieu of a signed form) that not all students or faculty are aware of. Our first generation, minority, and adult learners are less likely to seek help to navigate these processes, which results in those students receiving an F grade on a course instead of the W. This further compromises student retention and graduation rates--and disproportionately so for those students the University struggles most to retain and graduate.

4) Procedures at Peer Institutions - Our peer institutions such as IU, Ivy Tech, ISU, and WKU all have totally online (non-PDF-based) drop procedures. IU has a progress tracker that allows students to take control of their own education by watching the process and confirm that their courses are dropped. These student-friendly policies help make these schools more attractive, particularly to vulnerable populations and transfer students.

3. Action Requested and Desired Result:

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

We propose the following:

1) The Add and Drop procedures should be separated. They should not be linked processes, as they require different considerations, such as timing and necessary approvals.

2) Stop requiring Course Instructor approval to drop a course. Instead, notify via email both the Course Instructor and Advisor that the student has dropped.

3) Any student that has initiated the drop process (through an online form submission) before the deadline should be considered to have met the deadline. Meeting the deadline should not rely on the ability to find the Course Instructor or Advisor before the deadline.

4) For students with <30 hours, require advisor/advising center consent within two business days of the student drop request.

5) Move the Drop and Withdrawal processes entirely online through Workflow. If these processes are moved to Workflow, appropriate permissions can be obtained and students can track progress to see when their drop has been fully processed.

4. Potential Resources:

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

This charge does not require additional resources. The University maintains a Workflow license.

Items 5-7 are to be completed by Senate Chair or Secretary:

5. Senate Comments:

6. Action Taken by the Faculty Senate:

7. Action Taken by the Administration:

Name: anonymous (Optional)

Date of Submission: March 2, 2023

Name of Faculty Senate Representative:

1. Dr. Stephanie Young
2. Dr. Jason Hardgrave
3. Mr. Rob Dickes

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

1. Charge Title:

Implementing a 10-week Administrative Withdrawal date

2. Background:

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

In recent years, we have seen more students attend classes through the 6-week administrative withdrawal period but stop attending classes, for a variety of reasons, after that period. This creates challenges for both student and faculty. For faculty, if the student is still enrolled after the administrative withdrawal date, that student is given the opportunity to complete a course perception survey (CPS). While a student who is not attending classes may not complete the CPS, the opportunity still exists. If a faculty member has denied a non-attending student the opportunity to complete all missing coursework in the last few weeks of class, the non-attending student can complete the CPS with negative comments on how the faculty member was "unhelpful," "mean," etc. Such negative comments can have an unfairly negative effect on annual faculty reviews and applications for promotion and tenure

If a student is unable to attend the course after the withdrawal date and does not reach out to their faculty member for a drop form signature, faculty are left with no choice but to report an F for the student at the end of the course. For students, an F can be especially challenging for several reasons: 1) an F means the student must take that class again to which can be difficult depending on when/how often the class is offered; 2) the F has a substantially negative impact their overall GPA,

which not only can make admission into their desired program difficult, but, for an already struggling student, a F can be discouraging enough that a student will not continue their education at USI.

I argue that adding a second date where faculty can administratively withdraw non-attending students can be a retention effort for not just our qualified faculty who no longer need to fear a negative evaluation from a student who hasn't been in class, but it can be especially beneficial our struggling students. A student is likely to find it easier to "recover" from a W than an F which means they are likely to continue their education at USI and their challenging semester will not discourage/stop them from pursuing their degree.

3. Action Requested and Desired Result:

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

I would like Faculty Senate to work with the necessary offices (Registrar? Provost?) to implement this second administrative withdrawal date. I propose the following:

1- The second administrative withdrawal date must take place prior to when data is collected for the course perception surveys so that students who are administratively withdrawn at the second date are not included in the CPS emails.

2 - To mirror the pre-midterm administrative withdrawal warning (NA at week 3), I propose that an "F-NA" be added as a mid-term grade option for students who have stopped showing up just prior to midterm. Or, if that isn't possible, a similar warning should be made available so faculty can warn students that they will be administratively withdrawn before the end of the semester.

3- ONLY faculty who need to administratively withdraw a student at week 10 (or whatever date is used) will need to complete this report - it should not be required of all faculty or all faculty teaching 100-200 level courses.

4 - It's important to note that this should only be used for students who are not attending class. A student who is attending class but not completing the coursework or is submitting failing coursework should still be required to complete a drop form from the Registrar's Office.

4. Potential Resources:

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

Items 5-7 are to be completed by Senate Chair or Secretary:

5. Senate Comments:

6. Action Taken by the Faculty Senate:

7. Action Taken by the Administration:

Faculty Senate Subcommittee Annual Report

Committee Name Faculty Awards for Service, Teaching, and Research Committee

Academic Year 2023-2024

Current Committee Chair Urska Dobersek, Ph.D.

Chair Selected for Upcoming Academic Year Misty Ostergaard, Ph.D.

Committee Members 8

Meeting Dates during the current Academic Year 09/01/2022 and 12/13/2022

Charges Considered this year NA

Description of Committee Activities and Work product

The committee met on September 1st, 2022 for the introductions and a discussion of responsibilities and deadlines.

The committee met on December 13th, 2022 to discuss the submitted proposals for the awards (11 proposals) and teaching nominations (13 nominees), which were then forwarded to the Provost.

Actions taken by Committee

NA

Actions requested of Senate

NA

Faculty Senate Subcommittee Annual Report

Committee Name Student Affairs Committee

Academic Year 2022 – 2023

Current Committee Chair Dr. Elissa Mitchell

Chair Selected for Upcoming Academic Year Dr. Fernando Ferreira

Committee Members

Laurie Berry (ex-officio)
Carly Cato (student)
Susan Ely
Trent Engbers (fall) / Silvia Rode (spring, due to Trent's sabbatical)
Fernando Ferreira
Danielle Gries (student)
Elissa Mitchell
Treasure Nickelson (student)
Heather Schmuck

Meeting Dates during current Academic Year

9/13/22

12/2/22

3/1/22

President's Medal Interviews held on 2/23, 2/28/, & 3/1

*All other business handled via email communication, OneDrive, & Microsoft Forms

Charges Considered this Year

Awards: Bill Sands Scholarship, Trustee's Merit Award, the President's Medal

Description of Committee Activities and Work Product

Chair contacted all committee members and organized a meeting for 9/13/22 to discuss our standing charge of selecting the Bill Sands and Trustee's Merit award recipients, as well as making a recommendation to the President for the President's Medal.

Chair emailed announcement of Sands & Trustee's Awards to Deans of all Colleges on 9/23/22.

Chair communicated with Student Affairs and the Foundation Office about student eligibility, the process and requirements for all awards. Chair communicated with Student Affairs about the President's Medal and issuing the call for application to eligible students.

Chair received all nominations for Sands & Trustee's awards, compiled files for committee's review using OneDrive, and set up evaluation forms using Microsoft forms. Compiled scores and prepared for Committee meetings.

Committee met to review scores and select recipients of Bill Sands Scholarship and the Trustee's Merit Award. Chair informed Student Affairs and the Foundation Office of the selected award recipients.

Chair was notified by Student Affairs that there was an issue with contacting all eligible students about the President's Medal and approved request from Student Affairs to extend the deadline for this award. Chair developed the OneDrive & Microsoft Forms for evaluation of all applicants.

Once the applications were complete, they were compiled by Student Affairs and sent to the Chair who distributed to committee members for review. The Committee scored all applicants and selected the top finalists for interviews.

Interviews were conducted with President's Medal finalists on 2/23, 2/28, & 3/1. The Committee met on 3/1 after the final interview to look at scores and make our final recommendation to the President. The Chair sent our recommendation to the President's Office on 3/2.

Actions taken by Committee

Selected recipient of the Bill Sands Scholarship

Selected recipient of the Trustee's Merit Award



Made recommendation to the President on the recipient of the President's Medal

Committee Chair reviewed process for student members of the committee & met with Faculty Senate Chair & ex-officio member Laurie Berry to discuss.

Actions requested of Senate

None at this time