

**Indiana University School of Social Work**  
**Faculty Senate Minutes—Corrected 11/2/09**  
**October 30, 2009**

**Attendance:** M. Adamek, B. Barton, J. Bell, R. Bennett, C. Black, S. Boys, C. Campbell, B. Cournoyer, J. Daley, E. Fitzgerald, G. Folaron, S. Gass, C. Gentle-Genitty, M. Gomes, P. Howes, H. Kim, K. Lay, G. Majewski, L. McGuire, K. Moffett, M. Nicholson, A. Omorayo-Adenrele, M. Patchner, I. Queiro-Tajalli, C. Satre, J. Thigpen, R. Vernon, M. Walker, B. Weiler, D. Westhuis

In Bloomington: S. Bailey, L. Duggan, Hostetter, B. McAllister, S. Williamson

In Gary: D. Lynch, F. Caucci, M. Thomas, D. Travis, J. Vincson

In South Bend: M. Ramsay, P. Newcomb

**Call to Order:** 10:05am EST

**Agenda:** No modifications to the agenda.

**Minutes:** *Call for vote.* The minutes of May 8, 2009 were approved by voice vote.

**I. Emergency and Disaster Planning: Academic Issues**

*Guest: Mary Fisher, Assoc Vice Chancellor for Academic Affairs, Assoc Dean of Faculties*

- H1N1 planning is a good impetus to get started on broader university planning on emergencies.
- Monitoring—IUPUI receives weekly report from Indiana Dept of Health.

H1N1 Facts:

- Currently, we have surpassed the usual number of flu cases even though we haven't reached peak flu season. Emergency visits for flu at highest level since 1999.
- We have had 81 H1N1 deaths in Indiana since Sept 9<sup>th</sup>. 21 deaths this week.
- The seasonal flu vaccine—gives you 20% partial immunity.
- 97% of flu in Indiana is H1N1.
- CDC expects 20-40% of US population to get H1N1 as a high estimate.
- It's very contagious.
- We expect a rebound of H1N1 in the spring semester—Jan, Feb, March.

Academic Continuity Plan. Issued Sept 17<sup>th</sup>. Offers information and advice to the schools about what IUPUI is doing, where we are going, and what can schools do. Available on Dean of Faculties website: [http://www.iupui.edu/administration/acad\\_affairs/](http://www.iupui.edu/administration/acad_affairs/) in the featured content section on the right hand column.

Issues covered:

- How to communicate with students about flu issues.
- Encourage students to stay home if have flu symptoms—fever over 100°, coughing,
- Contagious for up to a week before symptoms and 24 hours after fever leaves without fever reducing medications .
- Prevention strategies: keep 3-5 ft distance, hand-washing, sending students home, having ill students sit off in a corner, sneeze into elbows, keep your own health up, avoid hand-shaking, disinfect keyboards, use hand sanitizer
- Incubation period a week to 10 days.
- Can you get it again? Yes, but likely a milder version. Depends on how the flu may morph.
- Surveillance. IUPUI not trying to do campus surveillance b/c most students do not go to campus health services.
- May survey faculty using Survey Monkey about student absences during peak of flu season.
- Campus won't close based on a simple number of students out ill.
- Faculty need to be prepared with web-based options for students. Most students may be out only a week. Put lecture notes on ONCOURSE. Consider alternative assignments and tests. Finals may be in peak flu season. Agency rules will have to be followed for field work. Will have to monitor students attendance at field sites. May have to be creative in thinking how students can make up work. What is minimal number of clinical hours? Flexible attendance policies. Don't ask for doctor's excuses.
- Bigger issue for schools-- your own operations---assuring continuity in workforce, if faculty are ill. Other creative ways to staff courses. Faculty can help each other. What if 20% of faculty are ill? How much of a semester is enough of a semester? Schools must decide. Current policy--75% of course must be completed for an incomplete to be given. May need to be more flexible in flu season.

IT folks have developed options to keep teaching going. S. Janke has listed technology resources available to assist with teaching: <http://keepteaching.iu.edu/>

Campus Planning Committee. The 23 members meet weekly and each have responsibility for a different part of the continuity plan. M. Fisher is in charge of academic continuity. She has shared her plan with other IU campuses . We have requested to be a POD (Point of Distribution) for the H1N1 vaccination. Anticipating 10,000 doses that will be distributed following CDC guidelines: 1) pregnant women 2) ages 5-24, 3) folks with underlying pulmonary issues , 4) emergency responders if Indiana Department of Health asks us to do the POD.

I. Queiro-Tajalli - Will each campus have its own rules? The situation is unique for each school. Each school can petition the Dean of Faculties if they need to close. Only the President of IU can close a campus. Campus MD is in contact with CDC and IN Dept of Health on a regular basis.

Next Steps:

- IU will adapt our emergency plan to a broader context.
- Begin multi-campus conversations about responding to natural disasters.

Technology Support. B. Vernon: Technology Committee has looked at continuity if ONCOURSE or ANGEL becomes unavailable. D. Lynch: individual faculty should decide what approach they would use to continue courses. Faculty should have a plan ahead of time and consider level of training and resources of students. Get training if necessary.

Options:

- Breeze . P. Ouellette uses this option.
- Facebook. Could open a facebook account for a class. About 85% of our students are on facebook.
- Skype. No cost and can host up to 20 on a conference call.
- Email. Correspondence through email.
- Virtual worlds. Second Life can host a class.

Policy considerations with H1N1:

- Workload
- Attendance policy for class
- Incompletes
- Clinical hours for field/ communication with field agencies
- Grade appeal
- Technology resources—students may not have home computers
- Admin support regarding course cancellations
- Sick students who show up for class
- Getting adjuncts on board
- Getting staff on board
- Staff compensation
- Alternate locations for class
- Monitoring absences & impact on class learning activities
- Student reimbursement if have to withdraw from courses
- Right to inform with HIPPA
- Back up staff; cross training, buddy system

B. Vernon suggests the Admin Team take up these issues.

## II. **Annual Faculty Evaluations** (M. Patchner )

Personnel changes. M. Ramsey will step down as Director of the MSW Program at IUSB as of June 30<sup>th</sup>. R. Needleman will be retiring from IUNW effective June 30<sup>th</sup>.

New system for annual evaluations at IUPUI. All IUSSW faculty will use it. New system will catalog data across all faculty. C. McGarry will offer training on new template. Reviews typically due at beginning of spring semester. Reviews have to be done by mid-April so that salary information can be submitted on time.

Tenure Track—M. Patchner will continue to meet with Tenure Track faculty due to his oversight responsibilities in regards to P&T.

Non-Tenure Track- As we've grown as a school, it has become too much for the Dean to meet with all 70 faculty. The Dean, Executive Directors, Assoc Dean and Non-tenure Track faculty will meet to come up with an alternate plan.

Comments/Questions. Folaron—Could annual review meetings be shorter? Hostetter- non-Indy folks appreciate an hour with the Dean. L. Duggan—Is it possible to modify the template to better fit the nature of Labor Studies work? Template does not fit non-tenure track work either. D. Westhuis—Can we develop our own form--perhaps an addendum to use with the current template? M. Patchner agreed that it would be useful to develop a format to better fit the nature of the work of Labor Studies faculty and non-tenure track faculty.

III. **Old Business**

None at this time.

IV. **New Business**

None at this time.

V. **Announcements**

D. Westhuis advised faculty who use online testing in ONCOURSE to disable the feature that allows students to see the correct answers after they submit their responses. This feature led to an incident of cheating.

G. Majewski thanked everyone who turned in their work on competencies.

B. Vernon will meet with chairs of Strategic Planning Workgroups after the School Assembly in ES 4130.

Meeting adjourned 11:30am.

Respectfully submitted,  
Margaret E. Adamek,  
Faculty Senate Secretary