Minutes of the SLA Faculty Assembly Meeting
March 31, 2006

Present: Andersen, Barrows, Bilodeau, Blomquist, Carlin, Cochrane, Connor, Craig, Cramer, Curtis, Davis, DeWaal, Dickerson-Putman, Dwyer, Eller, Fedor, Ford, Freeman, Gardner, Goering, Goff, Goldfinger, Gronfein, Grossman, Harrington, Hayes, Jackson, K. Johnson, Karnick, Kloesel, Kostroun, Little, McKivigan, Miller, Molinder-Hogue, Mullin, Polites, Powell, Robertson, Sandwina, Scarpino, Sheeler, Shepherd, Snodgrass, R. Sutton, Thedwall, Theusen, Turner, Vermette, Ward, Weeden, White, Wilson, Wittberg, Wokeck, Yonogi

1. **Call to Order:** Susanmarie Harrington called the meeting to order at 1:05 PM.

2. **Acceptance of the Agenda**

3. **Approval of Minutes:** The minutes of the January 27, 2006, SLA Faculty Assembly were approved without corrections.

4. **President's Remarks:** President Harrington announced that committee sign-up opportunities would be forthcoming in April. Faculty members are urged to volunteer for committees ONLY if they are actually willing to serve on them. The March SLA Faculty Assembly has traditionally celebrated faculty research, but this year the new and the old Agenda Councils will meet in May and plan a combined celebration/recognition of research, service, and teaching for the first Faculty Assembly meeting in the fall. Faculty members are encouraged to share their opinions on what kind of celebration would be appropriate with the Agenda Council. Finally, President Harrington commended those of the faculty who have been forwarding Liberal Arts' faculty concerns Oncourse Development Team (Julie Freeman is the liaison to the Develoment Team and several of our colleagues are Oncourse CL mentors); she also thanked all who gave them input. At the Dean's staff meeting this morning, David Ford proposed developing a questionnaire for the students, to be inserted in the end-of-semester course evaluations, to solicit their input on the relative advantages/disadvantages of Oncourse over Oncourse CL.

   Associate Dean David Ford introduced Edith Milliken, who is the new Grants Analyst for the School of Liberal Arts. She will help faculty find research grants, draw up budgets for them, and manage them once received.

   Mike Scott commented on computer clock changes for Daylight Savings Time.

5. **Dean's Remarks:** Dean White made the following announcements: Salary increases (not including promotions increases) will average 2%. Thus far, we have finalized the hiring of four new faculty members: in Anthropology, Spanish, Film Studies/English, and Sociology. A new Executive Vice Chancellor and Dean of Faculties, Uday Sukhatme, has been hired. The search process for this latter position was quite thoroughly done, interviewing 17 candidates, and re-interviewing 3

finalists. At the re-organization meeting with the faculty yesterday, President Herbert stated that Chancellor Bantz will become Executive Vice President for IU as well as Chancellor for this campus (Chancellor Bantz is already a vice president for long-range planning; he will now become Executive Vice President). As such, he will be the chief academic officer for all seven campuses, except for IUB. This should entail only a few additional meetings, since Chancellor Bantz already attends many of these meetings in his current capacity – he should still be primarily engaged here.
The BA in International Affairs is on the agenda for the trustees Meeting next week. This is a wonderful opportunity for IUPUI.

6. **Committee Business:**

   Faculty Affairs: The Faculty Affairs Committee recommended the following addition to the Liberal Arts P&T guidelines, section 9, new section f, on the responsibilities of the Primary Committee. The rationale is to make it easier for department chairs who are presently Associate Professors to compile a dossier for promotion to Full Professor.

   "When a Department chair who is an Associate Professor comes up for promotion to Professor, the role of the department chair will be assumed by another individual in the promotion case. This individual will be chosen by a subcommittee comprised of the Chair of the department's primary committee, the Chair of the School's Promotion and Tenure Committee, and the Associate Dean for Academic Affairs. The selected individual should meet the approval of the candidate. The primary committee of the candidate's department will ask the Associate Dean for Academic Affairs to initiate the process in the spring semester before candidacy." This motion was unanimously accepted.

   Technical Services:
   Ellen Andersen, co-chair of the committee, proposed the following bylaw revision to reflect what the committee actually does:

   PROPOSED BYLAW REVISION

   Technology Committee

   1. *The Technology Committee will address issues related to technology and technical facilities raised by faculty, students and departments and will advise the Dean on policies, procedures and planning. The committee's functions will include reviewing and updating plans for the use of technology in the School, including making recommendations for the allocation of technology funds.*

   2. *The Technology Committee will consist of seven (7) voting members and two (2) nonvoting members. The voting members will consist of*

four (4) faculty selected by Agenda Council, the chair of the Lab Advisory Subcommittee, an Agenda Council representative, and a student representative. The nonvoting members will consist of the Director of Technical Services and a representative from the Dean's Office. When possible, a member of the Technology Committee should be a school representative to the IUPUI Faculty Council Technology Committee. The committee will also invite a representative from UITS to attend in a non-voting capacity.

3. *The Technology Committee will have a Lab Advisory Sub-committee. The sub-committee will advise the committee on policies, procedures and planning, and represent concerns related to the Student Technology Centers (e.g., labs). The sub-committee will consist of the following representatives:*
   <u>*Voting Members*</u>*:*

   (a) The faculty chair of the sub-committee, who is appointed by the committee each year, will have a one-year, renewable term.

   (b) In consultation with the chair of the Technology Committee and the Director of Technical Services, the chair of the sub-committee will recommend the appointment of up to six (6) additional faculty to represent the different SLA Student Technology Centers, with new members approved by the Technology Committee. Appointments to the sub-committee will be for staggered, renewable terms of up to three years.

   (c) The student representative of the Technology Committee will serve ex officio on the sub-committee.

   <u>*Non-Voting Members*</u>*:*

   (d) The Coordinator of Technology Development and the Technical Services Teleproduction Supervisor will serve ex officio on the sub-committee.

   <u>The bylaw revision was unanimously accepted.</u>

Research Advisory Committee:
Jim Wolf of the Research Advisory Committee proposed the following addition to The bylaws, Section IV, to be lettered L. This change makes the committee, which had been an ad hoc committer for a long time, into an official standing committee parallel to other committees (e.g. Resources and Planning or Technical Services). The new Research Advisory Committee will have the same functions as before, and will in addition advise the associate Dean for Research. Nancy Robertson proposed changing the wording of the last line of section 2 of

the proposed by-law revision to eliminate the word "graduate" before "student" and to add the phrase "in consultation with the Research Advisory Committee." Bob Barrows seconded this amendment, which was unanimously accepted. The final version of the proposed by-law revision reads as follows:

L. Research Advisory Committee

1. The Research Advisory Committee will be responsible for liaison between the faculty and the Associate Dean for Research. The Committee will be responsible for advising the Associate Dean and the faculty on matters related to research and research funding in the school including, but not limited to, distribution of funds to promote research, review of proposals for SLA grant funds, policy development regarding research activity and integrity, and review of conflict of interest statements filed by faculty.

2. The Committee will be composed of nine members:
- *five full-time faculty or staff with significant involvement in research activity,*
- *a designated Agenda Council representative,*
- *and three ex officio members:*
    - *the Associate Dean for Research,*
    - *the SLA grants analyst,*
    - *and a student appointed by the Agenda Council, in consultation with the Research Advisory Committee.*

A majority of the voting committee members shall be faculty. A chair will be elected annually by the committee members. Voting members should serve 2-year staggered terms. The student member will be appointed annually.
This motion was unanimously accepted.

Undergraduate Curriculum Committee:
The Undergraduate Curriculum Committee advanced a proposal from the Department of Communication studies for an online certificate in Traditional and Mediated Communication Strategies. This certificate provides existing courses in an online format and gives the student a rigorous introduction on how computer-mediated communication compares with face-to-face and other written or oral communication in a variety of settings. The target audience is non-majors and even non-students: returning adults who are not pursuing an IUPUI degree would not be eligible to complete a traditional minor. At 18 credit hours, the certificate is also more rigorous than a minor.
The proposal was unanimously accepted.

Graduate Curriculum Committee:
The Graduate Curriculum Committee presented proposals from the Philosophy Department for two graduate certificates: one in American Philosophy and one in Bioethics. These two proposals were bundled together and passed unanimously.

Library Committee:
Peter Theusen of the Library Committee recommended the following change to the By-laws. The rationale for the change is that the Library Committee is

primarily advisory to the library staff and the departmental liaisons. It is more efficient to have the liaisons themselves be the members of this committee. Except for this change in composition, the Library Committee would still be structured similarly to other committees. The Agenda Council would oversee the appointment of the additional members.

Current Wording:
The Committee will consist of eight members: five faculty, a representative of the Library designated by the Dean of the University Library, a designated Agenda Council representative, a non-voting School administrative officer designated by the Dean, and a Student. Of the five faculty members, a minimum of three shall be drawn from the existing pool of designated faculty library liaisons.

Proposed Revision:
The Committee will consist of all designated library liaisons from the departments and programs of the School of Liberal Arts, a representative of the Library designated by the Dean of the University Library, a designated Agenda Council representative, a non-voting School administrative officer designated by the Dean, and a Student.

The motion was unanimously accepted.

7. **Presentation by the co-chairs of the Program Review and Assessment Committee: (Karen Johnson and Josh Smith, School of Education)**

This committee is a university-wide committee formed in the 1990s. Historically, it has not been a part of faculty governance (i.e. not a Faculty Council committee), but the committee is trying to make itself more responsive to faculty needs and concerns. Hence this introductory meeting.

The committee is composed of two representatives from each unit on campus, appointed by that unit's Dean. It is divided into 6 subcommittees: Grants (which gives funding to assessment-related projects), Performance Indicators (which is a liaison with the Planning and Institutional Improvement committee), E-Portfolios, Graduate Issues, Program Review, and Advance Practitioners. The latter subcommittee has sponsored a series of workshops with OPD on resources for Program Review (e.g. how to use charts advantageously in the review documents). Faculty members of all departments are invited to use PRAC as a resource.

Dean White asked whether the SLA should have its own Assessment Committee. Karen Johnson and Josh Smith said that this has varied among the schools on campus, with some having such a committee and some not. Professional schools such as Nursing and Business have their own Assessment Committees; Education dissolved its assessment committee because its curriculum committee was already doing assessment. Whether a school has such a committee depends on the extent to which assessment issues are adequately covered by other committees. Karen Johnson stated

that SLA could benefit from having its own Assessment Committee since the Teaching and Advising Committee "already has enough to do."
Richard Turner asked what kinds of activities PRAC's grants support. Karen Johnson said that up to eight grants of $4,000-5,000 are available per year to research topics that have to do with assessment, broadly defined.

Nancy Robertson asked whether there is something that PRAC could do to encourage the development of program assessment tools that are actually useful for the liberal arts. Karen Johnson said PRAC can help but not dictate assessment techniques. The Program Review Subcommittee of PRAC and the Teaching and Advising Committee of SLA could begin to ask Departments for what kinds of help would be useful.

8. Announcements: There were no announcements.

9. Adjournment: Monroe Little moved that the meeting be adjourned at 2:30.