

The regular meeting of the 2011-2012 Faculty Senate was called to order at 3:30 p.m. by President Simpson. The following senators were present for all or part of the meeting: Alexander, Bartschat, Beisser, Chesnut, Clapham, Cramer, Dore, Evans, Frazier, Freeman-Miller, Gilbert, Leroux, McCarthy, Nelson, Reed, Sanders, Schaefer, Simpson Summerville, Urness, Vitha, Wrenn

Absent: none

The May and September 2011 minutes were accepted.

President Maxwell was not present due to off campus University business commitments.

#### Interim Provost Wright Report

Provost Wright thanked the faculty who had participated during the recent Board of Trustee meeting. They appreciated the interaction between the students and faculty. Also, the Board passed the language change concerning consecutive term faculty as previously passed by Faculty Senate.

She continued by addressing a recent request for the report from the Changing Faculty Roles Task Force. The Task Force report was presented as part of the Futures II Conference and although not directly referenced in current documents there are particular report recommendations which have been the basis for some current initiatives. Provost Wright cited the report's support of the J-Term, a redefinition of credit hours, increasing research funds, an examination of campus home-work balance issues which have led to an expanded family leave policy examination and more student directed advising initiatives. The complete report will be made available to Faculty Senate.

Senator Evans asked the Provost to articulate the change in how the technology fees are being handled this year. Ms. Wright indicated the fee had been rolled into tuition. Whereas it was previously distributed based on enrollment plus a portion to OIT and Cowles Library, currently a set amount is distributed to OIT and Cowles Library and the remaining funds for college/school distribution is under discussion. One possible equation would be based on percent of enrollment and unit needs.

#### President Simpson Report:

The Student Senate report included describing the election of a First Year Senator and the current Times Delphic poll concerning the J-Term. The Student Senators are working to bring themselves to their students with such tactics as holding walking-office-hours.

President Simpson asked the Senate to give her feedback concerning holding future Senate meetings in Cowles 201. She also invited Senators to send to her or other Senate Executive members campus issues or concerns.

Recently at the Board of Trustee meeting, the changes to the Code of Student Conduct were approved. Additionally, a couple of Board members (former judges) are looking at portions of the Code. President Simpson indicated she would keep the Senate informed of any Board suggested changes.

Unfinished Business: None presented

New Business:

Senators Summerville and Cramer moved and seconded motion **12:06**

### *Approve University Advising Policy*

#### Advising Policy

Drake University strives to provide students with the opportunity to effectively assimilate the many aspects of their education experiences. Quality advising is characterized by collaborative relationships among faculty, staff, and students that facilitate the development of meaningful personal lives and professional preparation. Advisors assist students in planning their academic careers through activities such as course selection, internship opportunities, and career exploration.

Quality advising at Drake University is defined by interactions that:

- Contextualize the student's professional aspiration(s) within the broader knowledge base represented by the student's program of study. As appropriate, advisors are also knowledgeable about the outcomes of the undergraduate Drake Curriculum as well as the graduate and undergraduate programs in the advisor's College/School.
- Promote discussion and ongoing reflection regarding student academic interests and professional aspirations. Advisors enable students to appreciate how their Drake degree facilitates a range of professional opportunities.
- Assist the student in identifying opportunities for mentorship.
- Connect students to the appropriate campus support systems, as needed, including academic support services, career counseling, international programs, campus counseling services, student disability services, etc.
- Challenge students to examine how the many facets of their life intersect (e.g. classroom experience, student life, pre-professional activity, athletics, research, community service).
- Encourage students to take individual responsibility for their educational plan and to be literate in policies that govern their membership within the Drake Community (e.g., academic integrity, student conduct, athletic eligibility, etc).

Senator Sumerville provided some background regarding the motion. A group of faculty and staff gathered for a Fall 2009 workshop. A major outcome of that event was the realization that advisors were operating without a clearer set of goals. During 2010, a different group met to work out what the goals might be and during the 2011 summer a Working Group gathered to craft this document. This document reflects what should be an advisor's aspiration.

He continued that this has been looked at as a three step process. First to have a set of advising descriptors, then the Deans and academic leadership will need to create an explication and operationalize advising within the units. Lastly, a way to assess the operationalization will need to be created.

Senator Clapham noted that the document mentions policy yet aspiratin was mentioned in the description. Senator Summerville noted that creating a policy is really in the second step when the basis for the policy is approved. The discussion of the document's title continued including interest in the content including *Principles*. Senators Summerville and Simpson who both were involved in drafting the document did not believe there would be any objection to altering the title.

Senator Clapham asked if there would be implications for faculty promotion and tenure in this process. The reply noted that it may or may not as this document does not state that in the criteria. That element will be a college/school decision. President Simpson offered that the document's purpose is to recognize the value of advising in the campus community.

Senator Alexander noted that there is nothing from the student side and they are a major player in good advising. Their interest and participation are critical to several portions of the document, he stated. Additionally, he asked where an approved document like this would go next. Senator Summerville replied that while Drake does not have a good repository for aspiration texts, he believed that the Faculty Handbook would be appropriate as it is an outline for faculty. The bulleted items would be sent to the Deans Council to begin to operationalize within their units and develop the culture of advising based on this document.

Senator Schaefer offered that while he did not have a problem with the characteristics and aspirations for advising, he would suggest a title change as, in his opinion, the document did not measure up to a policy.

Senators Wrenn moved and Clapham seconded an amendment:

Change the title – *Advising Policy to Statement of Advising Principles*

Support for the amendment was received and the amendment passed on a voice vote.

Senators Cramer moved and Evans seconded an amendment:

To add *Include* to the sentence before the bullet points and add 'ing' to the action words at each bullet points.

Quality advising at Drake University is defined by interactions that *include: and make action words at bullet points 'ing'*

The amendment passed on a voice vote.

Senators Dore moved and Bartschat seconded an amendment to change the order of the words:

~~Quality advising at~~ Drake University *defines quality advising as* interactions that

The amendment passed on a voice vote.

The Motion as amended passed on voice vote.

Senators Evans and Cramer moved and seconded motion **12:07**

*approve changes to the Catalog regarding Commencement*

Commencement

## Application

Students must file an application for graduation by the deadline posted at <http://www.drake.edu/studentrecords/commencement/Graduationapplication.php>. The form is used by college or school personnel for degree clearance, preparation of the annual Commencement programs and diploma presentation, and it is the student's first step toward participation in *either* the *May or December* Commencement ceremony.

## Undergraduate Graduation

Once requirements have been fulfilled and verified, the Office of Student Records will post the degree and mail the diploma with the established graduation date in May, August or December. The student must complete and the college office must verify all requirements within 45 days of graduation to have the degree posted with the applied-for graduation date. Students who meet the requirements for graduation at a later point in time will have an effective graduation date of the following established graduation date in May, August or December.

## Graduate, Pharmacy and Law Graduation

Once graduate, pharmacy and law students have filed an application for graduation and are certified to meet the requirements of graduation by the College office, the Office of Student Records will post the degree dated the 15th of the following month (pharmacy students cannot graduate prior to the established graduation date in May).

## Honors at Graduation

Graduating students who have attained academic excellence and high scholastic achievement on the basis of cumulative GPA for 60 or more undergraduate hours at Drake University are recognized in the Commencement program with the following honors:

Cum Laude — GPA 3.50-3.69      Magna Cum Laude — GPA 3.70-3.89      Summa Cum Laude — GPA 3.90-4.00

Students who do not qualify for the above honors but who have attained a 4.00 average in their last 30 credit hours or a 3.80 average or better in their last 60 hours at Drake are graduated Cum Laude. A transfer student who does not complete 60 hours at Drake is graduated Cum Laude if he or she has attained a 4.00 average in the last 30 hours or a 3.80 grade point average or better in the last 45 to 59 hours. Departmental honors are awarded to a Cum Laude (or higher) graduate who has 18 or more credit hours in his/her major department(s) with a minimum GPA of 3.80.

The appropriate overall honors designation is recorded on the transcript and diploma of an honors graduate. Departmental honors are recorded on the transcript.

## Academic Costume

Principal features of academic dress are the gown, the cap and the hood. It became necessary for universities to set rules to preserve the dignity and meaning of academic dress. Since the 15th century, both Cambridge and Oxford have made academic dress a matter of university control, even to its minor details, and have repeatedly published revised regulations. American universities agreed on a standardized system in 1895. The current guidelines with minor changes have been in place since 1960.

## Drake Attire

Whereas the Commencement ceremony is a formal affair, academic attire is required. For all Drake University degrees, the black gown is appropriate. The bachelor's gown has pointed, open sleeves with a closed front. The master's gown has closed sleeves with an open or closed front. The doctoral gown has full bell sleeves with wide cuffs. It should be faced down in front with black velvet and three bars of velvet across the upper sleeve.

The cap is a Cambridge-style cap (resembling a large beret) for all doctoral degrees and a square mortarboard (Oxford style) for all other degrees. The cap should be adorned only with a tassel of the discipline color. The gold metallic tassel is appropriate for all doctoral degrees. The hood is worn by candidates for master's degrees and higher. The inside silk lining is the Drake blue with a single white chevron. The outside of the master's or specialist hood is black with velvet trim of the discipline. The outside of the doctoral hood is a wide velvet band in the color of the discipline.

Honor medallions are worn by students graduating with college or university honors. Kente stoles also are approved ornamentation. Additional ornamentation must receive prior approval of the President's Committee on Commencement.

#### Ceremony Eligibility

Any student who has earned a degree and has not participated in a previous Drake Commencement ceremony for that degree is encouraged to participate.

*Beginning in December 2011, Drake University will hold two commencement ceremonies each year; one in December, the other in May.*

#### *December Ceremony Participation Eligibility:*

*Those who expect to complete all degree requirements in December (registered, with appropriate number of hours, adequate GPA, and all requirements met).*

*Those who completed their requirements the previous August, ~~had~~ have degrees awarded, but choose to participate in the December ceremony rather than the previous May.*

#### *December Ceremony Program Eligibility:*

Names to be included in the December Commencement Program are students who will be participating in that event. Students are expected to meet the stated Program preparation deadlines to ensure their name is printed. These dates are published at <http://www.drake.edu/studentrecords/commencement>.

#### *May Ceremony Participation Eligibility:*

*Those who graduated the previous December but did not participate in the December ceremony.*

*Those who expect to complete all degree requirements (registered with appropriate number of hours, adequate GPA and all requirements met) in either May or August are encouraged to participate in the May ceremony.*

#### *May Ceremony Program Eligibility:*

Names to be included in the May Commencement Program are students who are expected May or August graduates, previous December graduates who did not participate in the December Ceremony or students who will be participating in that event.

Students are expected to meet the stated Program preparation deadlines to ensure their name is printed. These dates are published at <http://www.drake.edu/studentrecords/commencement>.

#### Appeal

If a student desires to participate in a ceremony for which they do not meet the eligibility guidelines, the student may appeal to the Provost. The appeal must be in writing with supporting documentation attached 30 days prior to event. The Provost may consult an ad hoc advisory panel of Deans and/or Commencement officials prior to making a final decision.

#### Appeal Criteria

The following are the criteria for considering ceremony participation on the exception basis for students with a cumulative GPA of 2.0 or higher. The student must meet one of the following:

The student has only the student teaching requirement remaining to be completed during the upcoming semester, OR  
The student can document a serious hardship associated with participation in the commencement ceremony (ie. documented illness, religious observance, sports event, etc.) on the day established.

Complete information about commencement is available at <http://www.drake.edu/studentrecords/commencement>.

Senator Evans introduced the motion stating this proposed language will bring the General Catalog current with the reality of the creation of a December Commencement as of December 2011.

The motion passed on a voice vote.

Senators Gilbert and Schaefer moved and seconded motion **12:08**

*Accept UCC End of Year Report; May 2011*

Senator Gilbert noted that the UCC (University Curriculum Committee) had sent their 2010-2011 report to Senate in mid-May 2011. This report is being presented to Senate to be accepted as a consent agenda item. If any one item is to be discussed, then it can be requested to be separated. Otherwise the items in the report are accepted together without discussion via this consent agenda vote.

Two items were requested to be separated from the report. The MILS course and INTD 150.

The report was accepted minus the two items with a voice vote.

Senator Alexander asked about the number of MILS (Military Science) course credits and how that was determined. Margie Davidson, Director of Student Records, answered by stating that six credits were selected based on existing Drake MILS courses.

The MILS courses portion of the report was accepted with a voice vote.

Senator Gilbert requested a clarification of the INTD 150 course, specifically asking if all 150 courses would automatically receive the AOI designation. Senator Gilbert stated his core question was if the course was to be offered, with the exact same title, would it need to be reviewed again. Art Sanders, Associate Provost for Curriculum and Assessment, answered that no automatic approval would be appropriate for special topics courses. Mr. Sanders noted that all INTD courses need UCC approval, since it serves as their departmental approval.

Senator Chesnut reminded the body that special topics courses can be approved by an advisor to serve as an AOI. Senator B. Sanders asked if there is any reason where an INTD courses would be cross-listed thus going through a second department review. It was agreed this is possible.

The INTD course portion of the report was accepted with a voice vote.

Provost Wright began the discussion of the OIT proposed policies which she announced, via a link, in mid-September. She acknowledged to the body that she had not reviewed them as closely as she has before sending the message. To date, she has received three comments concerning the policies.

Ann Kovalchick, Chief Information Technology Officer, presented the group with a four-page handout. She outlined the creation timeline and noted the individuals involved. The policy review

was one outcome of the Board of Trustee directed technology audit. She noted that she believes (a) the documents are living documents which can be changed and (b) that having a policy, which is generally never perfect, is a guide and is aspiration. Ms. Kovalchick predicted that a total of five to eight documents will be created. No firm timeline exists for the total project.

Senator Gilbert asked if the charge of the ITSA (Information Technology Security A) empowers the group to make all these policies. Ms. Kovalchick noted that the group has drafted documents which are presented to the President's Cabinet. Senator Gilbert noted that the Acceptable Use Policy is a heavily curricular policy and thus should need broad faculty input. Senators Alexander and Gilbert both noted that Drake has used policy creation models in the past which are more inclusive of faculty. It was also noted that the student voice was also very limited in these proceedings.

Ms. Kovalchick received a few wording suggestions from Senator Cramer. These were agreed to be handled between them directly.

Provost Wright noted that some definite changes needed to be made in existing policies and this work was handled in an appropriate manner. She stated she would convene a small, sensitive group of faculty to review, with Ms. Kovalchick, the documents and then bring the appropriate topics back to a larger faculty group.

The meeting ended at 4:57 p.m.      Secretary Nancy Geiger