

The regular meeting of the 2007-2008 Faculty Senate was called to order at 3:30 p.m. by President LouAnn Simpson. The following senators were present for all or part of the meeting. Allen, Bohorquez, Conley, DeLaet, Esposito, Harvey, Houle, Keefer, Nelson, Parsa, Reincke, Sanders, Saylor, Swilky, Torry, Vitha, Walker, Younger
Absent: Dore, Simpson, Vandegrift

The March 2008 minutes were accepted.

Report from President Maxwell

- During Board of Trustees meeting next week, the Fiscal Year 09 Budget will be presented for tentative approval. It will be submitted in June 2008 for final approval. There are several outside factors, including the student loan uncertainty for continuing students and the unknown Fall 2008 new student numbers, which have brought us to this two step approval process.
- There will be a campaign case statement for the Board and a sample of the visual imagery of a campaign logo which will be used for the public component of the campaign.
- A Strategic Plan update will be made. They will be asked to approve a document in June. The Planning Council will meet soon to look at the draft of the current document.
- President Maxwell referenced a Board Retreat from several years ago where a set a list was generated of important higher education issues which would be incorporated into various Board meetings. The list is now in need of refreshing as the process has been well received.
- He commented on recent resignation of the men's basketball coach. Athletic Director Sandy Hatfield Clubb has begun the process to fill the position. President Maxwell and Ms. Clubb met with the players yesterday which went well.

- Senator DeLaet asked if the Board of Trustees agenda will include the Darfur investment question. President Maxwell indicated that next week that materials being re-prepared by Vice President Payseur will be reviewed. Board member Johnnie Carson has been quite persuasive and instructive for the Board on this issue. The question is to decide how we can have the most impact. Currently the plan is to include some Faculty, perhaps Senators, in the appropriate sessions.

Report from Provost Troyer

- May 17th will be a busy day on campus. Drake will be hosting the Iowa High School State Track championships. This three day event begins on Thursday of final exam week. Please be aware and begin to prepare for the extra time that a person may need due to this event drawing thousands to the campus area.
- The Fall 2007 entering first year class was large and changes were made in Admission procedures to decrease the number for Fall 2008. One of these measures was to stop admitting students earlier, yet at this time the rate of tuition deposit received is ahead of last year. He reminded the group of the May 1st (must be postmarked by) tuition deposit deadline. The campus may need to be ready to respond to the real possibility of a second large entering class.

Senator Reincke asked if the Provost could comment on the rate of continuing student retention based on the fact that Fall registration has begun. The Provost noted that it is too early to really know yet two groups are being watched closely, including the students eligible to register who have not selected any courses. He also noted that enrollments in courses which new students normally would take are being analyzed. He indicated it was too early to know if additional faculty will be hired. When asked about any data to know if the students have had a quality experience, he noted there has been a slight increase in the percentage of students signing up for

Fall 2008 housing. Senator Sanders indicated that the FYS evaluations were in line with other years.

Senator Vitha asked if the 09 Fiscal faculty and staff compensation pool increase is expected to move salaries to the stated goal. Provost Troyer stated her could not guarantee that as we do not know what our peer institutions will do.

Senator Allen asked what the hiring formula was concerning the additional faculty due to the new student numbers. The reply was that five visiting faculty were hired based on the courses needed for new students and the assumption was made that there was a two year need in some disciplines such as History.

When asked about the Arts & Sciences Dean Search, the Provost indicated that the committee was still meeting and candidates are being considered.

President Simpson Report – none presented

The Student Senate will soon be voting on their annual funding and their elections are in full swing with some positions yet to be filled. They are reviewing possible new projects including a Student Mentoring where middle or high school students would spend a day on campus shadowing a college student.

The Campus Council has been discussing two campus wide issues; the academic calendar and a possible campus wide smoking ban.

Old Business – none known

New Business:

An introduction was given by present Maria Valdovinos, current Chair of the Institutional Review Board (IRB). She stated that the new description would increase the faculty membership to handle, in a quality fashion, the number of reviews made each year. There was a question concerning the membership and the person's tenure status. Currently there is not a stated tenure or non-tenure status to be a member. This new description states more specifically what faculty qualifications are needed for service.

Motion was made and seconded for motion **08-04**

To approve committee description change for the Institutional Review Board

Institutional Review Board (at least ~~five~~ nine members, three-year terms)

This Committee is responsible for reviewing all research proposals involving human subjects in order to protect and assure the rights of research subjects as defined by ethical considerations and government guidelines. Members should have the professional competence and knowledge necessary to review and evaluate research proposals to determine compliance with federal standards and Drake University guidelines, and to evaluate proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional competence and practice.

The Committee shall consist of at least nine members, and shall meet the following specifications: (a) at least six faculty members including the chair at least four of whom shall be tenured; one shall have primary expertise in a nonscientific area; all except the member from the non-scientific area shall have expertise in conducting human subjects research; (b) at least one individual who is neither affiliated with, nor a member of the immediate family of anyone affiliated with, the institution; (c) at least one designee from the Office of the Provost who shall serve ex-officio.

The committee chair shall be appointed by the Provost and shall serve a two-year term. The Faculty Senate Executive Committee shall designate a Vice Chair from among the tenured faculty on the committee who will serve as chair when necessary, including situations in which the chair must step down due to conflict of interest.

The motion passed without further discussion.

Motion was made and seconded for motion **08-05**

to approve committee description change for the Admission & Financial Aid Committee

The Committee reviews the admissions and financial aid policies and practices of the University. It shall recommend change in these policies and practices when, in the Committee's judgment, such change is appropriate. The committee's broad-based membership shall consist of six members of the Faculty of Instruction appointed to two-year terms, three students appointed by the Student Senate, the Vice President of Admission and Financial Aid, the Director of Admission, the Director of Student Financial Planning, the Dean of Students, and one member representing the Council of Associate/Assistant Deans. The Chair is appointed by the Executive Committee from among the faculty members.

The motion passed without discussion.

Motion was made and seconded for motion **08-06**

to approve the 09-10 Academic Calendar and 12-13 Academic Calendar

A question was asked if it was ok to approve the 09-10 calendar without a Spring Break. It was noted that it was the appropriate method.

The motion passed without further discussion.

Motion was made and seconded for motion **08-07**

To approve 2009 Spring Break as March 16-20, 2009

The motion passed without discussion.

Motion was made and seconded for motion **08-08**

To approve the University Academic Integrity and Appeals Committee

These procedures apply only to undergraduate interdisciplinary courses taught in programs such as First Year Seminar, Honors, or the Drake Curriculum AOI's that are not housed within a particular school or college. When an instructor has a full or part-time appointment in one of the undergraduate academic colleges or schools at Drake, any academic integrity or grade appeal will be held under the procedures of the instructor's home college.

- When the instructor does not have a teaching appointment in one of the academic schools or colleges, as when the instructor is a librarian or has an administrative or staff appointment, or when the instructor has been hired as an adjunct directly into a cross-university interdisciplinary program, any academic integrity or grade appeal will be heard by the University Academic Integrity and Appeals Committee. This committee will be constituted on an ad hoc basis by the Associate Provost for the Curriculum (or the Director of the Drake Curriculum if the Director is a faculty member). The members of the Committee will be drawn using the existing procedures for establishing appeals committees in the relevant colleges or schools and will consist of three tenured faculty members, and three students. No more than two of the students or faculty members may be drawn from any one college or school. The Chair will be chosen by the committee from within its faculty members at its first meeting.
- The University Academic Integrity and Appeals Committee will use the definitions and follow the procedures and timelines as laid out in the Arts and Sciences Faculty Handbook (currently numbered section 4.6). The Associate Provost for Curriculum or the Director of the

interdisciplinary program if the Director is a faculty member will serve the same role as a department/program chair in the Arts and Sciences grade appeal procedures.

- Decisions of the University Academic Integrity and Appeals Committee on academic integrity cases may be appealed to the Provost or his/her designee under the same procedures as used for appealing to the Dean in 4.6.21 of the Arts and Sciences Faculty Handbook. Final and unappealable decisions on grade appeals will be made by the Provost or her/his designee following the same procedure as outlined in section 4.6.41c in the Arts and Sciences Faculty handbook.

Senator Sanders asked if this procedure would apply if a course is taught by more than one instructor from different academic units. He noted that the current language does not include that circumstance. Mr. Karl Schaefer offered as background that this motion was generated by the Library faculty so that they would have a policy for their courses.

An amendment was offered which would make the policy inclusive of courses instructed by persons in different units.

The motion passed as amended.

The Student Handbook and Academic Catalog recommendations as presented by Campus Council were discussed. There was concern if this was procedural or a set of policies, noting that this was a memo of recommendations. The desire was to gather support for the concepts presented. Senator Houle emphasized that accessing an archived document may be different depending on the web environment in which that document is kept. This is an important topic.

Motion was made and seconded for motion **08-09**:

*Endorse that the Campus Council is moving in the right direction
concerning the topics in the recommendations*

The motion passed.

It was noted that there has not been a Benefits Committee presented this spring. This will be investigated.

Senator Reincke invited persons to stay for a cash bar and socialize with friends.

Faculty Senate adjourned at 4:35 p.m. Nancy Geiger, Secretary