University Senate Minutes for December 16, 2010
Names in italic represent senators who were present:

**Biological Science**
E. L. Beard (Janna Saslaw, proxy)

**Business (College of)**
Wing Fok
Pat Lynch
Karen Arnold
Jerry Goolsby

**Chemistry**
Joelle Underwood

**Classical and Modern Languages and Cultures**
*Blanca Anderson*
Bob Dewell
Nathan Henne

**Criminal Justice**
*Dee Harper*

**English**
*Robert Bell*
*Barbara Ewell (Robert Bell proxy)*
Mark Yakich
Janelle Schwartz

**History**
*Robert Gerlich, S. J.*
*Maurice Brungardt*

**Law (College of)**
*Lawrence Moore, S. J.*
*Markus Puder*
*Andrea Armstrong (Isabel Medina proxy)*
*Johanna Kalb*
Luz Molina
Steve Singer
Karen Sokol
Irme Szalai
*Steve Higgison (Etheldra Scoggin proxy)*

**Law Library**
*Etheldra Scoggin*

**Mass Communication (School of)**
David Zemmels
*Larry Lorenz*

**Monroe Library**
*Teri Gallaway*
*Ria Newhouse*

**Mathematical Sciences**
*Ralph Tucci*

**Ministry (Institute for)**
*Kathleen O’Gorman*

**Music**
Alice Clark
Meg Frazier
*James MacKay*
John Murphy
Janna Saslaw
John Snyder (sub for Alice Clark)

**Nursing (School of)**
*Kim Brannagan*
Lisa Linville
*Mary Oriol*

**Philosophy**
*Joe Berendzen*
*Jon Altschul*

**Physics**
*Patrick Garrity*

**Political Science**
*Conrad Raabe*

**Psychology**
*Evan Zucker*
*Erin Dupuis*
Religious Studies
Sr. Terri Bednarz
Boyd Blundell

Sociology
Marcus Kondkar

Theater Arts and Dance
Geoffrey Hall

Visual Arts
Nancy Bernardo
Bill Kitchens

Guests:
Ed Kvet, Provost
Elizabeth Kordahl, Exec Asst to Provost
Maria Calzada
CALL TO ORDER: 3:30 pm

INVOCATION: Father Robert Gerlich

November 2010 minutes approved

REMARKS FROM CHAIR:

Dr. Raabe stated that at the recent Board of Trustees meeting Dr. Kvet presented an excellent report on the language of academia. This report included an explanation of academic ranks, ordinary and extraordinary faculty and tenure. It has been part of our mission to break down barriers between business and academia.

Dr. Raabe reported that student tuition will go up 5.9% next year. This will be predicated on an 81% retention rate and 925 new students, including transfers. Also, 1.5 merit increases are slated for the upcoming academic year.

The Board of Trustees and members of the Executive Committee are in the process of having luncheon meetings. These meetings were designed to benefit The Board of Trustees and the university as a whole.

REPORTS:

Vendor contracts review committee – Joe Berendzen

Dr. Berendzen stated that the Contract Review Committee is scheduled to meet on January 14, 2011 from 12-5 pm. This meeting is scheduled to complete a draft of the policy for review.

Senate Awards – Joe Berendzen

Due to the high number of nominations for senate awards Dr. Berendzen is requesting volunteers to assist the committee. The committee received over 100 emails with nominations. There are approximately two dozen nominees for each award. The awards will be presented at the January 21, 2011 Convocation. Note: Supporting materials are due by January 12th.
Dr. Tucci stated that the committee met with Dr. Kvet on Friday to discuss technical issues in determining an aggregate dollar amount. Currently the committee is working on finalizing a reasonable dollar amount. Dr. Tucci will keep senators updated on progress.

Dr. Harper discussed the proposals for three committees: Affirmative Action and Diversity Committee, Chapter 17- Internationalization Review and Advisory Committee, and Enrollment Management Committee. Two of these proposals have already been presented (Affirmative Action and Diversity, Internationalization Review and Advisory).

Dr. Harper referred to the handouts containing corrections.

Dr. Harper stated that The Enrollment Management Committee is a combination of three committees. This committee will review enrollment - including scholarships, financial aid policies and retention. This is a chapter 16 committee. The specifics on this committee will be distributed at the next meeting.

Diversity Committee Protocol:

- Motion approve protocol and its operations
- Open for discussion
- Dr. Harper explained that these committees are only advisory committees
- Procedural motion:
  - Move for Faculty Handbook Committee to re-examine the proposal with specific view determining the articulation of anti-discrimination and harassment. Clarification should state that this committee does not have a role to play in harassment and anti-discrimination.
  - (Dr. Saslaw stated that the handout described the definition of diversity – harassment is different and they do not seem to have an overlap).
- Dr. Raabe requested that the motion be re-stated:
- Motion was re-stated
- Discussed diversity hiring – this committee reviews diversity hiring.
- Request to Table to January, 2011
- Motion to Table
- Motion Seconded
- None opposed
- No abstentions
  - Diversity Committee protocol tabled to January, 2011 meeting

Dr. Harper stated that sabbatical and academic leaves are under review. This will be moved to new business for a later date. Working on eligibility.
SCAP report – Marcus Kondkar

Early Warning System

SCAP members stated that it would be helpful if the faculty knew the EWS procedures of the colleges and other university departments. It was stated that some faculty members might not respond because it comes so early in the semester and they don’t have any grades yet. Working on revising the EWS.

Proposal to Discontinue BBA in the Business of Music

The Associate Dean of the College of Business and the Dean of the College of presented a proposal to discontinue the BBA in the Business of Music. Students currently enrolled in the would have the option to complete this program or change to other major/minor combinations offered by the College of Business and the College of Music and Fine Arts.

Proposed Revision to SCAP Bylaws

The revised bylaws were approved. With respect to the matter of conflict of interest, the proposal states that if a SCAP member brings a proposal to be voted on by SCAP, that person shall recluse him or herself from voting and voting shall be by secret ballot.

More detailed information on all SCAP meetings can be found on the Academic Affairs website.

SCAP – Senate Joint Committee on Pathways Review – Marcus Kondkar

The Joint SCAP committee is in process of discussing pathways. Beginning in Spring, 2011 new templates for syllabi will be in place.

The draft for the SCAP Criteria for Evaluation of New Academic Program Proposals, Periodic Program Reviews, and Program Discontinuances was distributed. Note: periodic program review is currently a working document. Dr. Maria Calzada presented the criteria for program evaluation, program discontinuation and new programs at the April, 2010 senate meeting and it was tabled for this year.

Dr. Calzada noted that the faculty handbook states that these program reviews are required every five years.

Dr. Raabe stated that the SCAP Criteria for Evaluation of New Academic Program Proposals, Periodic Program Reviews and Program Discontinuances report will receive a final vote at the January, 2011 senate meeting.
There was question posed as to whether the program criteria process applies to the Law School. Dr. Kvet stated that all new programs require program criteria review. Dr. Kondkar stated that a faculty member from the Law School is a member of SCAP.

Provost report – Ed Kvet

Dr. Kvet stated that the Board of Trustees includes faculty members to represent education venue. This is an asset to the Board of Trustees and the University to have faculty representation for academic issues.

SCAP approved, with the amendment, the revised common curriculum. Details will need to be finalized in the near future. Dr. Kvet thanked everyone on this committee of their hard work.

AAUP – A meeting will be set up in the beginning of the year for The Executive Committee to discuss the role of the sanctions, etc.

Facilities – Dr. Kvet stated that the transition of offices in Monroe Hall during renovations would be finalized at a later date. The current plan will allow us to build out new spaces and move people to the new spaces during construction. We will be going through the first costing of the project in 2011. Dr. Kvet and Vice Presidents will be putting together different options regarding costs.

Searches – Two Dean searches are currently progressing for the Law School and Monroe Library. Also, advertisements are in place to hire an Honors Program Director and Grants and Research.

The resolution regarding sustainability has moved forward to the ad-hoc Sustainability Committee. They will also begin addressing a green fund regarding investments within our endowment, plastic or no plastic determinations, etc.

A question was posed regarding the 1.5% merit increase. Dr. Kvet stated that the 1.5% merit increases are in place this year due to the importance of new faculty hiring, monies for start up funds in the sciences and enrollment. Also, this is the first year that it is imperative that we balance the budget post Hurricane Katrina.

Building renovations/priorities – Costs and priorities will be discussed in mid January 2011 to February and the President will make final decision on building priorities.

OLD BUSINESS

None
NEW BUSINESS

Grants, Sabbaticals, and Leaves successor committee(s) substance and process – Isabel Medina

Due to time restraints Dr. Medina moved to present at the January, 2011 meeting.
  o Unanimously agreed – tabled to January, 2011 meeting

Proposal for Internationalization Review and Advisory Committee

The Internationalization Review and Advisory Committee has been meeting regularly for the past five years. This committee began as a task force and it is important that it become a formal committee. Internationalization is a goal of the University. This committee evaluates study abroad programs working with risk management and working with the Center for International Education. These programs need to be reviewed, discussed and approved. This committee is to be included in the Faculty Handbook.

Dr. Raabe stated that the proposal is for this committee to be included in the Faculty Handbook as defined.
  o Motion
  o Motion Seconded
  o Tabled to January, 2011 meeting for vote

Protocol for the Affirmative Action and Diversity Committee

Dr. Raabe stated that this committee had no representative present at the meeting; therefore the protocol will be discussed at the January, 2011 meeting.

Dr. Raabe announced that refreshments will be served at the January 13, 2011 meeting to welcome back senate members.

ADJOURNMENT: 5:00pm