

**IOWA STATE UNIVERSITY FACULTY SENATE  
FACULTY SENATE MEETING MINUTES  
OCTOBER 12, 2010 – 3:30–5:00 P.M.  
GREAT HALL, MEMORIAL UNION**

**Present:** Amidon, K.; Anderson, D.; Anderson, P.; Arndt, G.; Baker, R.; Beattie, G.; Blevins, J.; Bracha, V.; Butler, A.; Chaudhuri, S.; Clough, M.; Cooper, E.; Dahlstrom, M.; Daniels, T.; Dark, V.; Dell, B.; Fei, S.; Freeman, S.; Geske, J.; Harding, C.; Hochstetler, A.; Hoff, S.; Hostetter, J.; Jackman, J.; Jurenka, R.; Katz, A.; Koziel, J.; Kuo, M.; Kushkowsky, J.; Levis, J.; Loy, D.; Loynachan, T.; Maitra, R.; Manu, A.; Martin, R.; Matzavinos, T.; Mayfield, J.; McQueeney, R.; Muench, J.; Nelson, S.; Owen, M.; Palermo, G.; Pleasants, J.; Porter, M.; Sapp, T.; Selby, M.; Smiley-Oyen, A.; Stalder, K.; Strohhahn, C.; Taylor, G.; Thompson, L.; Torrie, M.; van der Valk, A.; van Leeuwen, H.; Wallace, R.; Walter, S.; Windus, T.

**Absent:** Agarwal, S.; Beell, T.; Bruning, M.; Byars, J.; Day, T.; Hendrich, S.; Huffman, W.; Janvrin, D.; Luecke, G.; Martin, M.; Napolitano, R.; Prieto, L.; Schalinske, K.; Sherman, P.; Stevenson, G.; Sturm, J.; Tuckness, A.;

**Substitutes:** B. Shrader for Herrmann, P.; A. Clapp for Hillier, A.; S. Mickelson for Keren, N.; G. Beattie for Miller, A.; Q. Zhang for Minion, C.; B. Mennecke for Townsend, T.

**Guests:** Hoffman, E. (Executive Vice President and Provost); Bratsch-Prince, D. (Provost Office); Holger, D. (Provost Office); Rosacker, E. (University Relations); Kane, K. (P&S Council); Brown, T. (GSB); Jones, K. (Registrar's Office); Bystrom, K. (University Relations)

- I. Call to Order.** President Owen called the meeting to order at 3:32 p.m. and seated substitute senators.  
Motion by Mayfield to accept the consent agenda; Katz second. Motion passed.
- II. Special Order** – Kathleen Jones, Associate Vice President of Student Affairs and University Registrar

President Owen introduced Kathleen Jones, who, as the ISU designated person on confidentiality issues, should be able to address the many questions regarding confidentiality that were generated in response to Vice President Hill's presentation at the last meeting of the Faculty Senate (FS). Registrar Jones introduced Keith Bystrom, University Counsel, and together they presented information FERPA, which is an educational records law rather than a privacy law. The PowerPoint slides are posted on the FS website. Basically, an educational record is any written information that is available to more than the person who generated the record. Faculty may talk about an incident with appropriate others and receive advice; the information does not become a record until it is written. Students have access to all FERPA records as do parents of dependent children. The dependent status must be established. Judy Minnick handles this. Information especially relevant to faculty: a) Hard copies of grades should not be posted unless using a code known only to the student and the instructor. The middle four digits of the student ID

is not acceptable. b) Before writing a letter of recommendation, faculty should get written permission to discuss FERPA records (e.g., grades). Templates for permission are available from the Registrar's Office. c) If one receives a subpoena, Keith Bystrom should be contacted because over half are invalid. d) Faculty should not answer questions from the FBI or security unless they produce a FERPA waiver. e) In-class procedures in which other students can see a student's grade, such as handing back papers with grades on the front, should not be used. Students MAY comment on/correct other students' papers in class. Until such comments are translated into a grade, the information is not an educational record. f) TAs, graduate and undergraduate, should be FERPA trained. g) There should be someone in the department who handles parent questions in order to head off complaints.

### **III. Special Order [S10-2]**

President Owen named the members of the FS Committee to Review the Office and Vice President of Student Affairs and read the resolution asking for FS endorsement. Palermo moved that the resolution be accepted; Katz second. Motion approved.

### **IV. Announcements and Remarks**

#### **A. President Owen**

1. Introduced Trevor Brown, GSB representative to FS
2. FS has been asked to "vote" on the 5 paintings in the Great Hall. President Owen asked that members send him their vote.
3. Discussion of the revision of FH 2.7 continues in Governance Council.
4. Discussion of the B.E.T. degree continues.
  - Have met with the MIS faculty – they will develop a document of their specific concerns
  - Have met with the “Computer Coordinating Committee”
  - Scheduling a meeting with Computer Science facultyA comment by Geske on such degrees at other institutions was ruled out of order. President Owen noted there will be time for discussion and comment should the degree come back to the Senate floor.
5. Smiley-Oyen and Owen have talked with the Dean's Council about Post-Tenure Review and NTE Faculty Percentage Limits.
6. An overview of the questions discussed at the FS Executive Board Retreat with the Provost and President in the summer is posted on the FS website.

#### **B. President-Elect Freeman**

There will be no faculty retreat in the spring. It will be every other year.

#### **C. Provost Hoffman**

There is good news from the revenue estimating conference, which met yesterday. Revenues appear to be up 2%, which may mean that there is no mid-year budget cut.

### **V. Old Business**

There was none.

## **VI. New Business**

- A. Stalder introduced the relatively minor changes to FH section 5.7 [S10-1] which a) update the handbook to reflect a change in the name of the Provost's office to Executive Vice President and Provost, b) add the Offices of the Vice Presidents of Research and Economic Development and of Extension and Outreach, and c) removes the phrase "establishing a five-year cycle for the review of all offices". A vote is planned at the November meeting.

## **VII. Good of the Order**

There was none.

Senator Wallace moved to adjourn; van der Valk second. The meeting was adjourned at 4:32p.m.

**NEXT MEETING is TUESDAY, NOVEMBER 9, 2010 -- 3:30-5:00 P.M.**

Respectfully submitted,  
Veronica Dark  
Senate Secretary  
November 4, 2010