

**IOWA STATE UNIVERSITY FACULTY SENATE
FACULTY SENATE MEETING MINUTES
APRIL 3, 2012 – 3:30–5:00 P.M.
GREAT HALL, MEMORIAL UNION**

Present: Agarwal, S.; Amidon, K.; Anderson, C.; Anderson, D.; Arndt, G.; Baldwin, C.; Beattie, G.; Beell, T.; Blevins, J.; Bowler, N.; Bruning, M.; Chaudhuri, S.; Clough, M.; Cooper, E.; Cunnally, J.; Daniels, T.; Dark, V.; Essner, J.; Fei, S.; Freeman, S.; Greenlee, H.; Harding, C.; Hendrich, S.; Herrmann, P.; Hochstetler, A.; Hoff, S.; Horwitz, J.; Hostetter, J.; Jackman, J.; Janvrin, D.; Jurenka, R.; Keren, N.; Koziel, J.; Kuo, M.; Kushkowsky, J.; Loy, D.; Loynachan, T.; Luecke, G.; Maitra, R.; Martin, M.; Martin, R.; Matzavinos, T.; Miller, A.; Minion, C.; Napolitano, R.; Nelson, S.; Owen, M.; Pleasants, J.; Prieto, L.; Sapp, T.; Schaefer, V.; Sherman, P.; Smiley-Oyen, A.; Stalder, K.; Strohhahn, C.; Sturm, J.; Thompson, L.; Torrie, M.; Townsend, T.; Tuckness, A.; Ware, W.; Williams, C.; Windus, T.; Zarecor, K.; Zhu, D.

Absent: Bhattacharya, J.; Butler, A.; Byars, J.; Dahlstrom, M.; Dell, B.; Eisman, A.; Geske, J.; Hill, J.; Manu, A.; McQueeney, R.; Schalinske, K.; Stevenson, G.

Substitutes: C. Post for Marquart, D.; M. Haddad for Taylor, G.

Guests: Hoffman, B. (Provost); Bratsch-Prince, D. (Associate Provost); Holger, D. (Associate Provost); Rosacker, E. (University Relations); Porter, M. (Parliamentarian); Burch, A. (ISU Daily); Furfaro, H. (Ames Trib); Boss, Z. (GSB); Rippke, S. (President's Office); Koehrsen, S.; Koehrsen, L.; Wallace, R.; Olson, J.

I. Call to Order

President Freeman called the meeting to order at 3:34 and seated the substitute senators.

II. Consent Agenda

A. Minutes of Faculty Senate March 6, 2012 - [S11/M/7]

B. Agenda for April 3, 2012– [S11/A/8]

C. Calendar – [S11/C/8]

President Freeman proposed a change to the Agenda in which Item A of Old Business (Recommendations for Syllabus Inclusion – [S11-22]) be moved to the end of Old Business. The amount of email traffic regarding this item suggests there may be a lot of discussion. Moving to the end allows action on the other Old Business before the discussion begins. Past President Owen made a motion to move Item A to the end, second by Senator Smiley-Oyen. Motion passed without dissent.

Moved and second to approve the consent as amended. Motion passed without dissent.

III. Special Order: Election of Council Chairs and Secretary

President Freeman noted that four ballots had been passed out. He noted that nominations will be requested from the floor and therefore asked that ballots not be marked until nominations for each office are closed. The bylaws state that elections must be sequential, so the count for one office must be complete before the next begins. As is customary in senate elections, if there is only one person on the ballot and that person is a senator, then he or she will not speak. In contested elections, the nominees will have a chance to speak. Those elected will take office at the end of the May meeting.

President Freeman noted that Annemarie Butler was standing for election as Senate Secretary. He asked for nominations from the floor. There were none. He paused and asked again for nominations from the floor. There were none. Moved and seconded to close nominations. Motion passed. Senators marked their ballots, which were collected by Past President Owen and Senator Martin (JA Chair) for counting.

Business proceeded during the counting. The results of this and subsequent elections follow in italics at the point when they were announced.

IV. Announcements and Remarks

A. Faculty Senate President

President Freeman noted that the review of the Office of the Executive Vice President and Provost is nearing completion as is the Review of the Resource Management Model. Both should be finished by the end of the semester.

There are currently 130 nominees for provost, with 35 completed files. The search committee has started reviewing the candidates and is on track to have candidates on campus the weeks of April 16 and 23.

B. Faculty Senate President-Elect

President-Elect Hendrich presented a listing of the many responses she had received during the last meeting to the question of how each person was adding value to the Senate.

President-Elect Hendrich reminded senators that the Spring Conference on Wellness in the Workplace was this Friday.

President Freeman announced that Senator Butler was elected as Senate Secretary. The next election is for Chair of FDAR. Ann Smiley-Oyen, the current chair is standing for re-election. President Freeman asked for nominations from the floor. There were none. He paused and asked again for nominations from the floor. There were none. Moved and seconded to close nominations. Motion passed. Senators marked their ballots, which were collected by Past President Owen and Senator Martin for counting.

C. Provost

Provost Hoffman noted that there is still no new information about the budget. The House has passed a budget with cuts. The Senate is considering a budget with increases. Provost Hoffman hopes to be able to give a full report in May because the Legislature should have adjourned by then.

V. Old Business (in amended order)

A. Engineering Studies Minor Discontinuation – [S11-23]

Senator Zhu introduced the motion and asked if there were questions or concerns. President Freeman noted that the motion had been approved through the system and had received all necessary votes. There were no questions or concerns. President Freeman asked for a voice vote. Motion passed without dissent.

President Freeman announced that Senator Smiley-Oyen had been elected Chair of FDAR. The next election is for Governance Council Chair. John Cunnally is standing for election. President Freeman asked for nominations from the floor. There were none. He paused and asked again for nominations from the floor. There were none. Moved and seconded to close nominations. Motion passed. Senators marked their ballots, which were collected by Past President Owen and Senator Martin for counting.

B. Energy Systems Minor – [S11-24]-

Senator Zhu introduced the motion and asked if there were questions or concerns. President Freeman noted that the motion had been approved through the system and had received all necessary votes. There were no questions or concerns. President Freeman asked for a voice vote. Motion passed without dissent.

C. Revision of FH 3.1 Appointments of B-base Faculty – [S11-25]

President Freeman introduced the revision of FH section 3.1. He noted the email distributed yesterday that was designed to clarify just what was being proposed. The Executive Board did not originally include a rationale because they considered the proposal noncontroversial. But, sending out only the proposed change rather than the change embedded within the entire section caused confusion. Attached to yesterday's email was the entire section and not just the changed paragraph. He asked if there were questions or concerns. There were none. President Freeman asked for a voice vote. Motion carried without dissent.

President Freeman announced that Senator Cunnally was elected as Governance Chair. The final election is for Chair of Academic Affairs Council. Heather Greenlee and Rob Wallace are standing for election. President Freeman asked for nominations from the floor. There were none. He paused and asked again for nominations from the floor. There were none. Moved and seconded to close nominations. Motion passed. President Freeman invited the nominees to address the senate.

Heather Greenlee, Senator from Biomedical Sciences in Vet Med, has been at ISU since 2002. She noted that she is relatively new to senate, this being her second year, and she is currently active on AA Council. She spoke about her commitment to and involvement in teaching. She considers this an opportunity to communicate AA deliberations to the senate.

Robert Wallace is not currently on the senate but will begin a third senate term in May as LAS at large. He noted that he was previously LAS Caucus chair and that he has been doing curriculum at a number of levels. He led the reorganization of the biology curriculum a number of years ago and has been on the LAS College Curriculum Committee for 10 years, last 5 as chair.

Senators marked their ballots, which were collected by Past President Owen and Senator Martin for counting.

D. Recommendations for Syllabus Inclusion – [S11-22]

President Freeman made some opening remarks. This item was introduced at the February meeting, but there was no time for discussion and action at the March meeting. There has been much email traffic concerning the motion and several amendments offered that suggest faculty do not understand the nature of this item. It is the result of concerns brought by students from GSB to Academic Affairs. The concern is that information about the issues listed in the motion is difficult to find. They believe that including information about the issues in every syllabus will better serve students. They are not asking that the specific wording in the recommendation be included nor is there an expectation that the recommendation becomes part of the handbook. President Freeman gave the example that Associate Provost Holger sends out a request each semester to include information about accommodations in the syllabus. Faculty must follow the accommodations required by law, but they do not have to include specific wording in their syllabi.

President Freeman announced that Rob Wallace had been elected Chair of Academic Affairs. He thanked all who stood for election and said that he is looking forward to working with all those who were elected.

President Freeman noted that amendments will be considered in the order received. He asked if there were any general comments before consideration of the already submitted amendments.

Senator Zarecor commented that, especially given the rationale for the recommendation, what is really needed a document to link to in the syllabus. She noted concern with the length of the recommendation and considered it a waste of space. She indicated that she likely would not include so much in a syllabus but would include a link.

Senator Baldwin commented that whatever the nature of the motion (link or syllabus inclusion), we should support our students.

President-Elect Hendrich stated that she did not consider the full inclusion of the recommendation to be a waste of space and noted that the students wanted the information to be right there. If they have to take the extra step of going to a link, then the information is not as accessible.

Senator Maitra noted that it may take more effort to follow a link, but if that took the student to more comprehensive information, it would be good. He also noted that while faculty may look at much of the information (e.g., the dead week resolution) as being recommendations, from the student's point of view it may be considered a requirement.

Past President Owen asked to relinquish his time at the microphone to the GSB representatives, but President Freeman noted that senators needed to first be given a chance to make comments.

Senator Sturm stated that he supported a link, noting that if the information is online in a single place, it is very accessible.

Senator Prieto asked for clarification. If the amendments are considered in order the in which they were sent to senate office, does that disadvantage the later amendments? Should they be considered jointly? President Freeman responded that only two are on the same topic, so no one should be disadvantaged.

There were no other general comments from senators so President Freeman invited the GSB to speak. Zachary Boss, GSB Student Affairs, spoke to the issue from the students' perspective. They want to have transparency on various policies. They want to give students a clear idea of their rights.

Senator Smiley-Oyen asked if Mr. Boss could respond to idea of a link. He stated that he personally supported the idea, but that the motion on the floor was that the information be included in the actual syllabi.

President Freeman noted that the first amendment is from President-Elect Hendrich and that it had been distributed. It rewords the paragraph on disability accommodations. He asked if she still wanted to make the motion. She said yes and that it would include a link to the disability webpage. Senator Smiley-Oyen provided a second.

- Senator Minion said that the phone number needed to be checked because there were different phone numbers in different versions.
- Senator Smiley-Oyen stated that she supported the amendment because it makes clear that student needs a SAAR.
- Senator Maitra asked for a point of clarification--if this amendment is passed, is it still possible to consider the other amendment to this section? President Freeman noted that it was. Senator Maitra then said that he also supported this amendment.
- A modification suggested from the floor was to insert "first" before "obtain". This was accepted as a clarification.

The amended motion passed on a voice vote.

President Freeman noted that the second amendment is from Senator Smiley-Oyen and that it had been distributed. It rewords the final contact information statement. He asked if she still wanted to make the motion. She said yes. Senator Prieto provided a second. Senator Smiley-Oyen noted that the original statement is too broad in talking about rights of student. This is more specific.

- Senator Maitra expressed concern about the term "violation" asking what is a violation of a guideline?
- President Freeman noted that we do expect people to follow guidelines.
- Associate Provost Holger noted that the language is the prerogative of the senate but that the intent of this statement was to give the students a contact point if there were concerns. He noted that if a student brings up a concern, then there is a process that will be followed. He noted that violation may or may not be correct term, but the statement should describe the contact point if the syllabus is not followed. That is the issue.
- Senator Townsend noted that the guidelines vary. Guidelines with disabilities actually are legal rights but some of the others are not. We should not lump them together. Nondiscrimination and legal guidelines are different from dead week recommendations..
- Senator Prieto moved to replace the word "guidelines" with "issues". Past President Owen provided a second.
 - Senator Danielson noted that if this statement is going into the syllabus alongside the bullet points, then it needs to be clear to which issues it is referring to.
 - There was more discussion about whether the senate could actually vote on this amendment because it refers to the other parts which are not yet finalized.
 - There was a call for the question on the second order amendment to replace guidelines with issues. This amendment passed without dissent.
- Senator Clough noted a vagueness in the wording of the statement in that it suggests that the contact point should be used even if the issue was resolved.
- The Provost said that the first step is typically to contact the professor, who would say whether the issue is resolved.
- Senator Sherman asked whether the contact point referred to problems with anything in the syllabus or just the specifically listed things. President Freeman responded it was just to the issues listed.

There was no other discussion. The amended motion passed on a voice vote.

President Freeman noted that the third amendment is from Senator Maitra and that it had been distributed. It rewords the disability accommodations paragraph. He asked if Senator Maitra still wanted to make the motion. He said yes. Senator Sturm provided a second. Senator Maitra noted that the new wording provided more information about the Disability Act and that it makes clear the accommodations are not retroactive.

- Senator Sherman noted that the current wording makes clear that the accommodation could be requested when the person becomes aware of the need and not just in the first two weeks.

- Senator Maitra amended his motion to add "or as soon as you become aware of your needs" and Senator Sherman provided a second.
- The secondary amendment passed.

There were no further comments. A voice vote was too close to call, so a hand vote was taken. Past President Owen and President Freeman counted. The motion as amended carried.

President Freeman noted that the fourth amendment is from Senator Maitra and that it replaces the full description of the dead week resolution with a link to the resolution as printed in the catalog. He asked if Senator Maitra still wanted to make the motion. He said yes. Senator Sturm provided a second.

- Senator Smiley-Oyen noted that this is where we started. The whole point of the original request of the students was to put the dead week resolution in the syllabus. So if we replace the wording with a link, then we are defeating the purpose of the whole request.
- Senator Maitra noted that the entire resolution is not relevant to every syllabus on campus and that the dead week resolution is to provide guidelines to faculty, not students. It is not a policy. The syllabus should refer to what students need for this specific class.
- There was discussion of whether the link is to the handbook or the catalog. President Freeman noted that the dead week resolution is in the handbook. He was unsure about whether it was in the catalog. (Note: it is both places).
- President-Elect Hendrich deferred to the students.
- Mr. Boss stated that students report being abused during dead week by a small number of faculty. The hope is that inclusion of the dead week wording in the syllabus will address the bad apples.
- President Freeman noted that inclusion of the wording will make the recommendations more transparent to the students.
- Senator Zarecor noted that we are back to where we started today. Just putting a single line into the syllabus will acknowledge that the faculty are aware of the recommendations.
- Senator Stalder noted it actually would be better for transparency if all the needed information were gathered in one spot to which syllabi could be linked.
- Senator Sturm commented that we as a senate are devoting too much time word-smithing this document. The students simply want some nod from the faculty stating that they are aware of the dead week resolution.
- President-Elect Hendrich stated that the students would appreciate our including the whole resolution in our syllabi.
- Senator Smiley-Oyen recommended that even if the amendment fails, there should be a link to the resolution as part of what to include in the syllabus.
- President Freeman noted that she could make such a motion if the motion fails.

There was no further discussion. The motion carried on a voice vote.

President Freeman noted that the final submitted amendment is from Senator Maitra and that it combines the paragraphs on harassment and discrimination and religious

accommodation. He asked if Senator Maitra still wanted to make the motion. He said yes. Senator Minion provided a second.

- Senator Tuckness stated that he is puzzled that the amendment does not mention religious accommodations other than in the title. How does this make clear to students that they have the right to religious accommodations?
- Senator Maitra noted that it is clear on the HR website.
- President Freeman noted that the reason we have two sections is that the two Senate passed policies are different. In the religious accommodation, the opening sentence clearly refers only to academic work.
- Senator Ware noted that the link is incorrect. She noted that in the religious accommodation policy we passed, accommodation is up to the faculty member.
- Associate Provost Holger noted that we are not creating new policy here.
- President-Elect Hendrich noted that students brought the need for a religious accommodation policy to Academic Affairs a number of years ago.
- Senator Daniels stated that he prefers to keep them separate because they are different.
- Senator Pleasants agreed and spoke against the motion.

There was no other discussion. The motion was defeated.

Senator Stalder moved to extend five minutes. Senator Townsend provided a second. Motion passed.

President Freeman noted that we have amended the original motion four times. He asked if there were amendments from the floor. There were none.

Senator Smiley-Oyen asked if there were one place that is up to date about these issues that everyone could access. Associate Provost Holger replied no, but noted that sends out a request every semester to remind us about disabilities. If passed, he will include the recommendation.

President Freeman asked for a vote on the amended motion. Motion passed.

President Freeman noted that in the 3.5 minutes remaining in the extension, Senator Zhu would come forward to introduce the new business items.

VI. New Business

A. Wind Energy Minor – [S11-27]

B. Master of Design in Sustainable Environments – [S11-28]

C. Master of Urban Design – [S11-29]

D. Masters of Engineering in Engineering Management – [S11-30]

Senator Zhu briefly mentioned the four items noting that two are from engineering and two from design.

President Freeman noted that all of the approvals and votes have been taken. He asked senators to please take a look because they will be up for vote at the next meeting.

VII. Good of the Order

President Freeman thanked the senate for the work on the syllabus inclusion recommendation and noted that there was an Ames election today. He encouraged those who were eligible to vote if they have not already done so.

VIII. Adjournment

The meeting adjourned at 5:05 pm.

NEXT MEETING, TUESDAY, April 17, 2012 3:30-5:00 P.M., MU

Respectfully submitted,
Veronica Dark
Senate Secretary, April 12, 2012