

**IU School of Social Work
Faculty Senate
October 22, 2004
Meeting Minutes**

In Attendance: Lisa McGuire, Margaret Adamek, David Westhuis, Bob Bennett, Barry Cournoyer, Bill Barton, Marion Wagner, Irene Queiro-Tajalli, Eldon Marshall, Sherry Gass, Carolyn Black, Hea-Won Kim, Bob Vernon, Theresa Roberts, Gail Folaron, Cathy Pike, Mary Stanley, Phil Ouellette, Erika Galyean, Carol Satre, Dwight Hymans, Pat Sullivan, Kathy Byers, Sabrina Williamson, Paul Newcomb, Bob Weiler and Joann Beathea.

I. Approval of September 17, 2004 minutes

Pat Sullivan called the meeting to order at 9:30 am and asked for a motion to approve the September 17, 2004 minutes. Marion Wagner motioned to approve the minutes; David Westhuis seconded the motion – Minutes approved.

II. P & T Committee

Barry Cournoyer noted that there were some changes in the P & T committee which impacts how the committee completes their work but does not change the dates for when candidates must submit materials.

III. Graduate Faculty Status

All tenure track faculty now automatically “regular” members of the Graduate Faculty - Each unit is now responsible for developing criteria for once was referred to as Full Faculty Status – but now referred to as “Endorsed to Chair Doctoral Dissertation Committees”. Margaret offered the following proposal: Graduate faculty members with endorsement to chair dissertation committees (formerly designated as “Full” members) will serve as the advisory committee for the School of Social Work that makes determinations about Graduate Faculty status.” Bob Vernon made a motion to approve the proposal and Irene seconded the motion. The motion was passed.

As more members are granted endorsement that become a part of the review committee for subsequent applications.

IV. Submission of Grades

Beginning this Fall on the Indianapolis campus faculty will be required to submit grades electronically through Oncourse although the exact nature of this process is still unknown. The days of the paper grade roster are over. This developed provoked significant grumbling – but appears to be inevitable.

Following is a summary of Final Grade Roster Processing as decided in the last APPC meeting:

At the last APPC meeting a decision was made regarding processing Final Grade Roster beginning the end of Fall 2004 semester.

It has been suggested that Faculty members enter student's final grades using one of the following two methods via Oncourse by entering the grades and uploading to the SIS system or using the "On-line PeopleSoft Grade entry.

- i. The Office of the Registrar will no longer supply paper copies of the final grade roster beginning Fall 2004 semester.
- ii. A list of acceptable entries for grades will provided.
- iii. Greater care will need to be taken in reviewing the grades before posting grades.
- iv. Once the grades are submitted on line, any changes after that will go through the Office of the Registrar.
- v. Faculty will only be able to enter grades for sections in which they are the faculty of record. Although another faculty member may become the grade proxy for a colleague with appropriate approval.
- vi. The Office of the Registrar will have staff available in a computer cluster/lab setting as well as on the phone to assist with the process if needed.
- vii. Trainings will be offered throughout this semester to assist faculty with learning this new process. The Office of the Registrar is working on a simplified step-by-step instruction handout that can be distributed to faculty via email.
- viii. Grade entry other than end of semester grades will be handled "the old fashioned way" for example Removal of Incomplete forms, grade change forms, etc.

Other suggestions were:

Grade Proxies

A Grade Proxy could be designated and granted authority to EITHER enter grades only OR to both enter and approve/post grades. A formal process for this has not yet been decided by the Office of the Registrar.

Staff Assistance

It was also suggested that school staff should be trained on the process so they might assist the faculty in the process even if they are not designated as grade proxies.

All of the details have not yet been ironed out regarding this new process but hopefully we will have more information in the near future.

V. Site Visit

The site visitors will arrive on November 15, and will be here all day on the 16-18. You must keep your calendars open. The Dean noted that we are truly breaking new ground, that our school is seen as a model for assessment, and that all of us should be thinking about the notion of the scholarship of assessment and how we bring that alive when queried by the site visitors. The necessary materials have been sent to Commission on Accreditation.

VI. The next meeting of Faculty Senate will be November 12 – it will be an important meeting to prepare for the visit.

Minutes submitted grudgingly by Patrick Sullivan