Indiana University-Purdue University Indianapolis

Indianapolis Faculty Council (IFC)

Minutes

May 2, 2017 ~ Campus Center Room 450 ~ 3-5 p.m.

Faculty and Guests Present: Gregory Anderson, Rachel Applegate, Leslie Ashburn-Nardo, Simon Atkinson, Tina Baich, Mark Bannatyne, Andy Barth, Ed Berbari, Amy Blevins, Ben Boukai, Boyd Bradshaw, Camy Broeker, Angela Bruzzaniti, Dwight Burlingame, Andrea Copeland, Thomas Davis, Gregory Druschel, Joseph Dynlacht, Rob Elliott, Jennifer Embree, Christine Fitzpatrick, Amanda Friesen, Janice Froehlich, Andy Gavrin, James Gladden, Charles Goodlett, Jennifer Herron, Robin Hughes, Stephen Hundley, Richard Jackson, Kathy Johnson, Josette Jones, Kevin Jones, Jim Klenner, Mark Kaplan, Leonidas Koniaris, Sarah Koskie, Joan Kowolik, Joyce Mac Kinnon, Lindsey Mayo, Robert Minto, Stacy Morrone, Miriam Murphy, Megan Musgrave, Megan Palmer, Nasser Paydar, Tod Perry, Lynn Pike, Rebecca Porter, William Potter, Stephen Randall, Taylor Rhodes, Li Shen, Jodi Smith, Deborah Stiffler, Peggy Stockdale, Sean Stone, Thomas Upton, Mark Urtel, Emily Walvoord, Amy Warner, John Watson, Jeff Watt, Ken Wendeln, Gail Williamson, Marianne Wokeck, Michael Yard, Michelle Yip-Schneider, and Domenick Zero

Members Absent: Doug Acheson, Kacy Allgood, Rafael Bahamonde, Robert Barr, Janice Blum, Terri Bourus, Ken Carow, Cornelis De Waal, Rebecca Dixon, Valerie Eickmeier, Anthony Firulli, Gina Gibau, Anita Giddings, Philip Goff, Claudia Grossman, Joan Haase, Raymond Haberski, Paul Halverson, John Hassell, Jay Hess, Reinhold Hill, Andy Hudmon, Erik Imel, Jeremiah Jaggers, Benjamin James, Andy Klein, Daniella Kostroun (alt: Amber Comer), Mosopefoluwa Ladapo, Alan Ladd, David Lewis, Wei Li, Chen Lin, Suzann Lupton, Jane Luzar, David Malik, Marc Mendonca, Willie Miller, Bethany Neal-Beliveau, Jim Nehf, David Nelson, Robin Newhouse, Bill Orme, Mathew Palakal, Kristi Palmer, Amir Pasic, Michael Patchner, Christine Picard, Rick Ralston, Simon Rhodes, Lilliard Richardson, Eva Roberts, David Russomanno, Dan Rusyniak, Jim Scheurich, Saba Siddiki, Ross Silverman, Robert Siwiec, David Stocum, Kate Thedwall, Joseph Unthank, Ruben Vidal, Diane Von Ah, Ron Wek, Clark Wells, John Williams, Jr., L. Jack Windsor, Frank Yang, Hiroki Yokota, and Ayoung Yoon

Agenda Item I: Welcome and Call to Order

IUPUI Faculty Council Vice President Jeff Watt called the meeting to order.

Agenda Item II: Adoption of the Agenda as the Order of Business for the Day

The Agenda was adopted as the Order of Business for the Day.

Agenda Item III: Memorial Resolution for William Reid (School of Science)

Circular 2017-11 appended to the minutes.

A moment of silence was given by the assembly, and the resolution was entered into record.

Agenda Item IV: Updates/Remarks from the Chancellor

Nasser Paydar, Indiana University Executive Vice President and Chancellor of IUPUI

Paydar reported on the following:

- The Naturalization Ceremony held on campus on April 27 was a great success. IUPUI is committed to diversity and our city, and it was important to make a statement about the importance of immigration.
- Simon Atkinson has been appointed Vice Chancellor for Research through June 2021. Atkinson's responsibilities include the goal of IUPUI moving to "highest research activity" in the Carnegie classifications.
- The Schools of Physical Education and Tourism Management and Health and Rehabilitation Sciences has formed a task force to consider the potential restructuring of the two schools into a larger unit. Marianne Wokeck will chair the faculty-driven task force.

- IPFW has announced its split forming Purdue Ft. Wayne and IU Ft. Wayne. Purdue will assume responsibilities for all programs except medicine, dentistry, nursing, and social work. This is analogous to Columbus 30 years ago. The Senate was responsive to the funding request of $4.8M in operating costs and $2.8M in transition costs.
- The legislature completed the review of the state budget. IUPUI will gain about 1.8 percent in state appropriation in year one and slightly more in year two. IUPUI did well due to performance-based funding.
- The Welcoming Campus Innovation Fund has received 57 proposals that have now been reviewed. Twenty-four were funded (approximately $500,000 in the upcoming year effective July 1). He thanked the schools for providing matching funds.
- He thanked all the members for their representation and work to support the IFC. He thanked the IFC Executive Committee for their collegial leadership. He hoped that everyone took some time off during the summer.

Agenda Item V: [Information Item] Expected Minimal Use of Canvas by Faculty
Jay Gladden, Dean, Division of Undergraduate Education

Gladden represented the Council on Retention and Graduation and the Enrollment Management Advisory Council of which both have endorsed statements regarding the expected minimal use of Canvas by faculty. They asked the IFC to endorse a similar statement of minimal use which translates to "posting a syllabus" to Canvas. The statements are as follows:

Expected Use of Canvas at IUPUI

Council on Retention and Graduation Statement (crg.iupui.edu)

The Council on Retention and Graduation has a mission of examining current activities, researching best practices, and developing plans to improve the retention and graduation rates of IUPUI students, particularly those from underrepresented groups. Since policy documents required by law or expected to be communicated to students through syllabi have now been embedded into Canvas, together with a directory of academic support service, it is essential that all faculty use Canvas, at a minimum, to post course syllabi. Canvas also captures data on student engagement (logins, page views, etc.) that may eventually help to inform early alert systems focused on student success.

The members of the Council on Retention and Graduation request the IUPUI Faculty Council to endorse the expectation that all IUPUI faculty utilize Canvas, at a minimum, for communicating course syllabi to our students every semester.

Unanimously endorsed by members of the Council on Retention and Graduation, 4/13/17

Enrollment Management Advisory Council Statement (http://www.iupui.edu/~enrlmgmt/emac)

The Enrollment Management Advisory Council (EMAC) serves in a consulting role for the Division of Enrollment Management, the schools and academic support units at IUPUI in the planning, implementation and assessment of activities directly related to student enrollment, retention, and success. The ultimate goal of these activities is to ensure satisfied, well-educated and influential graduates who contribute to the quality of life in Indiana and beyond.

Policy documents required by law or expected to be communicated to students through syllabi have now been embedded into Canvas, together with a directory of academic support service. As such, it is essential that all faculty use Canvas, at a minimum, to post course syllabi. Canvas also captures data on student

engagement (logins, page views, etc.) that can be used by faculty to submit student performance feedback. That same data may eventually be used to automatically inform early alert systems focused on student success. Key data available in Canvas can be used to verify student attendance, enrollment, financial aid compliance and administrative withdrawal requests.

The members of the Enrollment Management Advisory Council request that the IUPUI Faculty Council endorse the expectation that all IUPUI faculty utilize Canvas, at a minimum, for communicating course syllabi to our students every semester.

Unanimously endorsed by members of the Enrollment Management Advisory Committee, 4/19/17

Questions/Comments:

- Some faculty maintain very detailed websites that contain information that students may need down the road. Gladden said they are only asking that faculty cut/paste their syllabus content into Canvas.
- What policies are built in Canvas? Gladden said all mandatory policies are included.
- With so many things being required these days, is this so important that it should rise to the level of essential (e.g., upper level courses enrolling a handful of students – do we really want to add another mandate?). Gladden said everything that is mandated has been put into a Canvas supplement. They are trying to reduce the amount of work.
- Canvas is quite difficult to use. You need a one-page sheet of instructions or "quick start" page. Gladden said there is a how-to guide already posted. Another response was that we can put this support in the Center for Teaching and Learning resources.
- I like Canvas, but will there be a way to provide continuous review and enhancement? There are many glitches; using the help function gets you nowhere. Morrone responded that there is a Canvas Advisory Committee that has representatives from this campus. They are trying to get feedback on what faculty want.
- Do you know how many courses are affected by the mandate and not accessing Canvas? The response was "no."

It was moved and seconded to endorse the motion. The motion passed unanimously.

Agenda Item VI: Updates/Remarks from the IFC President
Rachel Applegate, IUPUI Faculty President

Applegate reported on the following:

- The Naturalization Ceremony was incredible and many IUPUI alumni were present.
- The IFC agenda was changed to include a brief report from Gail Williamson on the completed promotion and tenure process.
- The Faculty Affairs Committee will talk about options for moving ahead on the non-tenure-track faculty vote from the April meeting. We are very much searching for a simple solution that reflects roles faculty play. More information will come in the fall semester.
- The RCM Review Committee continues to meet. Reviews have been done at IUPUI, IUB, and in the School of Medicine. The committee has submitted a preliminary report. Respondents generally are in favor of how RCM is implemented at IUPUI; overall, there are strengths. Recommended changes include: 1) Resource Planning Committee should be expanded to include all deans; 2) Steps will be taken to improve orientation of new deans, administrators, and members of the Budgetary Affairs Committee; 3) Fiscal analysis needed to examine impact of shifting costs of central initiatives to state appropriation increase or "off the top" of tuition rather than assessments; and 4) Desire for more transparency/accountability of support units and university tax.

Agenda Item VII: [Information Item] Enrollment Management Update
Boyd Bradshaw, Associate Vice Chancellor for Enrollment Management

Bradshaw spoke to the appended presentation:

- African-American student beginner enrollments are down 9%; up 23% in Latino; biggest increase is non-resident domestic students because of MSEP.
- Challenges ahead for fall: Down in every category (485 students who have not submitted immunization records and cannot register; more students are graduating this May than in past; more freshmen are now sophomores because of banded tuition).
- Students Admitted With Expectations: 130 offers based on essay submissions; 51 have paid deposit, target = 75-100 students. These students are required to attend an early orientation, take a math course with peer assistance, attend bridge, and receive a personal success coach.
- Shared Application Update: Apply IU – student pays one application fee (domestic students only);
    - Launch date of August 1 – still on target at this time
    - Apply.iu.edu – can apply to multiple campuses
    - Schools listed in order on screen: IUB listed at top; IUPUI second (with IU FW and IUPUC listed below IUPUI)
    - One essay (shared by IUB and IUPUI)
    - International students need to pay fee to each campus
- Common Application – national application that students use to apply to multiple campuses
    - Recommended moving forward and implementing for Fall 2019, but there is a lot of technical work that must be done first
    - Exciting – new tool to recruit more diverse student population
    - Nonprofit organization – gives us another tool to market IUPUI outside of our region
    - International application – 5.4% of students in IL uses Common App, MI – 2.4% - will help with MSEP)
    - 33% of students are first generation; should help with diversity recruitment
    - What's the impact on international students? Bradshaw said the campus is up in deposit for undergraduates, but we do not know if they will show up. We have not seen a decrease in applications.
    - Do we know metrics for students who did not fill out essay? Bradshaw said they are going to look at that. This group is being heavily recruited, but did not finish application. The challenge is that the information is not complete and we cannot tell whether they meet our admissions criteria.
    - Why did you need to be adamant about the positioning of IUPUC? Bradshaw said IUPUC is IUPUI. The numbers of students matter. We are singly accredited via the Higher Learning Commission. Regional campuses did not know how to handle so it ended up at the bottom of the list. Moving to same application fee and IUPUC is adding enrollment deposit.
    - Who else is on Common App? IUB moved recently and Fort Wayne is already on it. Sounds like we just did something and now we are going to throw it away and do something else. Bradshaw said the common app will work in parallel; it can reach students not applying through the Apply IU portal.
    - Why not make the essay optional? We made decision to move forward to it in order to avoid having to accept a student denied admission to IUB. An essay forces a review.

Agenda Item VIII: [Information Item] MACH: Making Academic Change Happen
Kate Thedwall, Director, Gateway to Graduation IUPUI
Rob Elliott, Lecturer of Computer Information Technology, School of Engineering and Technology

MACH is "an interactive, participant-focused workshop to explore the processes and approaches necessary to introduce, promote, and implement innovative programs" (handout). Elliott spoke of the Gateway to Graduation Technology Community of Practice holding a three-day workshop at Rose Holman that runs during the summer. Having a group come together and spend three days workshopping a solution was valuable. They received many great tools to support problem-solving enterprise. On September 22, a one-day condensed workshop will be held. They will try to form teams of three or four people that share a common concern and that would like to work together on the problem together. The day will be dedicated to coming up with the tools to make the changes happen. The groups can be mixed (faculty, staff, and students). He encouraged the members to save the date.

Agenda Item IX: [Information Item] Board of Review Annual Report
Rachel Applegate

Applegate presented the following report noting an ombudsteam proposal was introduced and endorsed this academic year to help faculty through difficulties before they become grievances.

Annual Report on Board of Review Activity
Since May 2016

Rachel Applegate, President
IUPUI Faculty Council meeting
May 2, 2017

Total Number of Board of Review Cases: **4**
(Appointed in 2016-2017)
Total Number of Requests Denied: **2**

Number of Board of Review Cases (Approved) for:

- Dismissal
- Academic Freedom
- Non-Reappointment
- Tenure
- Promotion
- Salary Adjustment 1*
- Nature or Conditions of Work 2* (One case including fairness of treatment.)
- Office of Equal Opportunity 2

*Same case.

Cases Carried Over from 2015-2016:
These cases are not included in the count above.

Board of Review Case 16-01: A Board of Review was appointed, and a formal hearing was held on June 6, 2016, regarding a negative promotion and tenure decision. The board's recommendations did not fully support the grievant. The chancellor accepted the board's recommendations.

Complaint Case 16-02: A complaint case was appointed for review by the Faculty Council Executive Committee as per the bylaws of the Faculty Council regarding matters concerning the Office of Equal Opportunity. The EC's recommendations did not fully support the grievant. The chancellor accepted the board's recommendations.

Requests Approved 2016-2017:

Complaint Case 16-03: A complaint case was appointed for review by the Faculty Council Executive Committee (EC) as per the bylaws of the Faculty Council regarding matters concerning the Office of Equal Opportunity. However, after review of the materials presented by the grievant and the OEO director, the EC voted not to proceed with the case.

Complaint Case 16-04: A Board of Review was appointed, and a formal hearing was held on December 13, 2016, regarding the nature or conditions of work, fairness of treatment, and salary adjustment. The board's recommendations did not fully support the grievant. The chancellor did not accept the board's recommendations; however, he did encourage the school to consider suggestions made by the board for better communication and faculty consultation.

Board of Review Case 16-05: A board of review was recommended, but not appointed as the grievant did not pursue the grievance after assignment. Category: Nature or conditions of work.

Board of Review Case 17-01: A board of review was appointed, and a formal hearing was held on April 28, 2017, regarding the nature or conditions of work. A report has been submitted to the chancellor. The outcome of this case will be reported during 2017-2018.

Requests Denied:

A request for a Faculty Board of Review was received after a negative promotion and tenure decision. After negotiations, an administrative resolution was not achieved. The IFC Executive Committee did not agree to move the case forward to a formal review.

A request for a Faculty Board of Review was received concerning the nature or conditions of work. The IFC Executive Committee did not agree to move the case forward to a formal review.

Total Number of Grievances Referred to the Faculty Grievance Advisory Panel: 2
Members of the Faculty Grievance Advisory Panel reported three contacts by faculty members or librarians during the 2016-2017 academic year.

0 Grievances were resolved prior to any request for a Board of Review.
2 Grievance was sent to a Board of Review.
1 Grievances have not been referred to a Board of Review.

Agenda Item X: Call for IFC or UFC Standing Committee Reports

- Academic Affairs Committee: Mark Bannatyne, chair, presented the appended proposal on Faculty Sponsorship of Student Admission as a Beginning Freshman. The committee reviewed the current proposal and revised it to allow students to enroll in 12 credits (recommended not to enroll in 15 hours unless there are extraordinary circumstances). As this is a first read, the proposal will come back for a vote at the September IFC meeting.
- Faculty Affairs Committee: Marianne Wokeck, chair, reported on the following:
  - [Discussion Item]: Faculty Affairs Committee Report (unedited)

Recommendation to remove the "NOTE" and list of leaders at the end of the policy about the "Review Procedures for IUPUI Administrators" in the **IUPUI Faculty Guide** (p. 52)

> NOTE: The language of the introduction and of paragraph II.I. has been designed to mandate the periodic review of certain campus administrative officers while permitting flexibility in including other campus officers as circumstances warrant. The following list is *indicative* of officers who would be eligible for review under the procedures proposed for adoption. The chancellor and core school deans are already covered by university procedures and thus are not included. Administrative positions subject to periodical review under this policy are defined primarily by the extent of their responsibilities and the significance of their impact on the campus's research,

teaching, and service missions, not by the terminology or hierarchical level reflected in their titles. Individual titles that are listed may be combined for the purpose of a review at the discretion of the chancellor and the IUPUI Faculty Council Executive Committee.

Executive Vice Chancellor and Chief Academic Officer
Senior Associate Vice Chancellor for Academic Affairs
Assistant Dean of the Faculties
Associate Vice Chancellor for Lifelong Learning
Senior Advisor to the Chancellor for Academic Planning and Evaluation Vice Chancellor for Finance and Administration
Vice Chancellor for Research
Vice Chancellor for Student Life/Dean of Students, including Assistant Vice Chancellor for Student Life and Learning Assistant Dean of Students
Vice Chancellor for Diversity, Equity, and Inclusion
Vice Chancellor for Community Engagement
Associate Vice Chancellor/Executive Director, Enrollment Services
Deans of campus and system schools reporting to the Chancellor or to the Executive Vice Chancellor (including Associate Deans as appropriate)
IUPU-Columbus's Vice Chancellor and Dean
Associate Deans of the IUPUI branch of core schools whose Dean reports to the IUB Provost
Dean of the IUPUI University Library (including Associate Deans as appropriate)
IUPUI Associate Vice Chancellor for International Affairs/IU Associate Vice President for International Affairs Director, Office of Equal Opportunity
Director, Graduate Office/Associate Dean, IU Graduate School
Athletic Director

Revised 6/13/94; 01/20/2010
Approved by IFC, 2/2/2010
Editorial Changes made to some position titles; 6-29-15, 6-15-16

It was moved and seconded that the section above be struck from the Faculty Guide. The motion unanimously passed.

Wokeck continued the report (unedited). Since the task force for proposing new ways for the **representation of non-tenure-line faculty (NTTF) in IFC** was a working group of the FAC in 2014-2016, the members of this AY's committee want to go on record with their continued support of NTTF and the recognition of their contribution to the campus. Therefore, the FAC will review and discuss the proposal suggested in principle by the IFC EC early in fall 2017 for presentation to the IFC in a fashion timely for the election of IFC representatives for AY2018-2019. This proposal includes that all faculty, TTF as well as NTTF, can serve as Unit Representatives; only TTF as At-Large Representatives; and that 1 of the 4 seats on the IFC Executive Committee can be an elected NTTF. The particulars need to be worked out in order to be in line with the IFC.

The first reading concerning the **creation of the title and rank of Professor of Teaching** brought about a spirited discussion and led to a more systematic review of the already established specialized faculty. In light of this review it has become apparent that this issue warrants more work, which carries over into the AY 2017-2018.

A close reading of the policies governing the appointments of those NTTF revealed not only that interpretation and practices concerning the roles of those NTTF differ in the various academic units across campus. Before suggesting any changes, it is critical that each academic unit review the policies and procedures and report the relevant data to the IFC and the Office and the Chief Academic Officer (CAO). The FAC recommends that those reviews, including filing the requisite reports, be completed during the fall semester 2017. In the future, the reporting to the CAO and OAA should be coordinated with the reporting scheduled the EVC developed for deans.

The **academic policy framework**, including the role in faculty governance and the protection of academic freedom is the same for all of the appointments of clinical professors and lecturers; scientist/scholar; and professor of practice:

- The **academic unit determines** the minimum tenure-line FTE faculty (based on the total tenure-line and NTT faculty
  - the **dean of the academic unit files** the specification with the campus academic officer
- The **tenure-line faculty of each academic unit specifies** the courses and instructional tasks that shall be assigned to NTTF
  - the **dean of the academic unit reports** the courses (including headcount) and instructional tasks assigned to the NTTF annually
- The **CAO and the IFC review** all academic appointments and their use annually
- Participation in governance determined by Constitution of the IU and IFC constitutions
  - Within the academic unit: determined by tenure-line faculty

- If NTTF have voting rights, tenure-line faculty have at least 60% voting weight
  - **Faculty of each academic unit determine** rank of NTTF—based on experience
    - **Criteria for promotion** (written and available to faculty must be filed with the CAO)
  - **Long-term contracts** after probationary period offer protection of academic freedom
    - Long-term contracts are not more than 7 years and no less than 5 years (or rolling 3-year contracts)
      - Exact mechanism shall be determined by the dean and the faculty governance body within each school, approved by the chancellor/provost
    - The right to long-term contracts is on the basis of excellence only in those responsibilities that maybe assigned to NTTF
    - **Each school will establish** procedures and specific criteria for review of long-term contracts

Definitions and classifications:

Clinical professor (assistant, associate)
Contingent employment
Clinical setting
Performance in teaching and service
Probationary period = same as tenure-line faculty

Lecturer (senior lecturer)
Contingent employment
Primary responsibility = teaching; assigned responsibilities may include research and service only in support of teaching

Professor of Practice (in most aspects the same as ACA-18)
Primary responsibility = teaching; "may be assigned research and service responsibilities but these activities must be in support of teaching, student development and placement" (ACA-19)

> Restriction: "… achieved distinction in their chosen field of practice, and who bring to the university unique practical experience and talents that will benefit our students … terminal professional degree in the field or give evidence of equivalent capabilities by virtue of experience." (ACA-19)

Academic units that use this rank must develop policies that define expectations for "excellence in instruction." (ACA-19)

> Initial, 3-year appointment must be reviewed by academic unit faculty (majority vote is necessary); reviewed by chancellor
> Major performance review before end of 7-year probationary period (procedure and specific criteria established by school [available to faculty])

Scientist/Scholar (presumably comparable to clinical)
Contingent employment (tied to external grant funding0
Primary responsibility = research
Probationary period = same as tenure-line faculty

The FAC discussed and supports the **guidelines pertaining to faculty work arrangements** the SAVCAA presents at this meeting.

- [Action Item – Vote] Constitution and Bylaws Committee: Judy Wright, chair, presented the appended motions from the committee. A second was not needed. The motions were passed unanimously.

Agenda Item XI: [Action Item – Preparing to Vote] Election Slates for University Faculty Council, Executive Committee, and Nominating Committee
Marianne Wokeck, Co-Chair, Nominating Committee

Wokeck moved that the following slates be presented for electronic voting following the meeting. The motion passed. Results will be shared at the September IFC meeting.

IUPUI Faculty Council: Slate for Executive Committee
Term: June 2017 through June 2019
Number to Elect: 4; Number to Slate: 8

Last Name	First Name	Rank	School	Department Description
Berbari	Ed	Ten Professor	Engineering and Technology	Biomedical Engineering
Comer	Amber	TT Asst. Prof.	Health and Rehabilitation Sciences	Health and Rehabilitation Sciences
Goff	Philip	Ten Professor	Liberal Arts	Religious Studies
Haug	Steve	Ten Professor	Dentistry	Prosthodontics
Kowolik	Joan	Ten Assoc. Prof.	Dentistry	Pediatric Dentistry
Mayo	Lindsey	Ten Assoc. Prof.	Medicine	Pediatrics
Mendonca	Marc	Ten Professor	Medicine	Radiation Oncology
Murphy	Miriam	Ten Assoc. Libr.	Law	Library
Schild	John	Ten Assoc. Prof.	Engineering and Technology	Biomedical Engineering
Vidal	Ruben	Ten Professor	Medicine	Pathology and Laboratory Medicine
Windsor	L. Jack	Ten Professor	Dentistry	Biomedical and Applied Science

*****No two elected members of the committee shall be from the same academic unit, except from the School of Medicine, which may have two members: one each from the basic science and clinical departments.

IUPUI Faculty Council: Slate for Nominating Committee
Term: June 2017 through June 2019
Number to Elect: 3; Number to Slate: 6

Last Name	First Name	Rank	School	Department Description
Bourus	Terri	Ten Professor	Liberal Arts	English
Buse	Olguta	Ten Assoc. Prof.	Science	Mathematical Sciences
Idrees	Muhammad	Ten Assoc. Prof.	Medicine	Pathology and Laboratory Medicine
Li	Wei	TT Assist. Prof.	Health and Rehabilitation Sciences	Health and Rehabilitation Sciences
Lin	Jingmei	TT Assist. Prof.	Medicine	Pathology and Laboratory Medicine
Mendonca	Marc	Ten Professor	Medicine	Radiation Oncology
Vidal	Ruben	Ten Professor	Medicine	Pathology and Laboratory Medicine

IUPUI Faculty Council: Slate for University Faculty Council
Term: February 1, 2017, through January 30, 2019
Need to elect 3; number to slate 6.

Last Name	First Name	Rank	School	Department Description
Baich	Tina	Ten Assoc. Librarian	University Library	University Library
Jackson	Tambra	Ten Assoc. Prof.	Education	Education
Janga	Sarath	TT Assist. Prof.	Informatics and Computing	Informatics and Computing
Keith	NiCole	Ten Professor	Physical Education and Tourism Management	Physical Education and Tourism Management
Ladd	Alan	Ten Professor	Medicine	Surgery
Mesch	Debra	Ten Professor	Philanthropy	Philanthropy
Riner	Mary Beth	Ten Professor	Nursing	Nursing
Smith	Jodi	Ten Assoc. Prof.	Medicine	Neurological Surgery
Windsor	L. Jack	Ten Professor	Dentistry	Biomedical and Applied Dentistry

Agenda Item XII: [Information Item] IUPUI Guidelines for Faculty Work Arrangements
Margie Ferguson, Senior Associate Vice Chancellor for Academic Affairs

Ferguson presented the following proposed guidelines:

IUPUI Guidelines for Faculty Work Arrangements

Full time faculty members and other academic appointees typically have responsibility for research, teaching, and service. Much of this work necessarily involves being physically present on campus—in the lab, the classroom or the office. Service to the department, school and campus and mentoring of colleagues and students is dependent upon an active, engaged and present faculty. Moreover, the presence of the faculty is critical for the health and wellbeing of the campus community.

Exceptions to the general expectation of working ~~in Indianapolis~~ and living ~~in the surrounding area~~ WITHIN PROXIMITY OF ONE'S CAMPUS[1] will be rare, truly exceptional and entirely at the discretion of the dean. In such cases, there must be clear evidence of benefit to the school, program or department and their missions. Expectations as to teaching, research and service must be clearly delineated in writing. The burden will be on the faculty member to proactively demonstrate that they are contributing to the community of the school and campus. Faculty presence will continue to be employed as a factor in assessments of faculty performance for salary decisions, promotion and retention. Finally, such flexible work agreements must contain a plan and timeline for reexamination (at least once a semester) to assure that the faculty member is meeting the agreed upon expectations and the arrangement continues to serve the interests of the school, program or department. If at any time the faculty member fails to honor the agreed upon expectations, the dean may revoke the agreement.

Ferguson explained the clarifying language to be a negotiation between the dean and faculty member. The struck words were meant to honor the fact that some IUPUC, Social Work, and medicine faculty reside some distance from Indianapolis.

[1] Change recommended at 2:15 p.m., in advance of the IFC meeting on May 2, 2017.

Agenda Item XIII: Question / Answer Period

The following questions were asked:

- Simon Rhodes: What impact will Purdue's acquisition of Kaplan University have on IUPUI? Paydar said he is not clear on what the arrangements will be, but he doubts there will be an impact on this campus. They are going after older adults and students in other states that have some college, but no degree.
- Thom Upton: How will new faculty learn about the faculty work arrangement policy? Johnson said her office will get the word out through deans, chairs, and through new faculty orientation.

Agenda Item XIV: Unfinished Business
There was no Unfinished Business.

Agenda Item XV: [Information Item] Outcomes of Campus Promotion and Tenure Committee Work
Gail Williamson, Chair, Campus Promotion and Tenure Committee

Williamson reported on the following:

- The committee followed expedited review procedures that have been very productive.
- She met with the IFC Executive Committee to discuss changes and recommendations to the 2018-19 Promotion and Tenure Guidelines. All updates and changes will be posted this week to the Academic Affairs website.
- 94 cases were received. 60 for tenure track and 34 for non-tenure-track. 47 cases came from the School of Medicine. This number is slightly lower than last year's load of 126 cases.
- Primary area of excellence: Research (52 cases); Service (27 cases), Teaching (11 cases), and an increasing number of balanced cases. There was one librarian case. The overall success rate was 95% as is consistent with past years.
- This year, the campus moved to the eDossier platform with the School of Medicine transitioning in the 2018-19 cycle. A new librarian template will be implemented the next cycle in eDossier.
- Changes for 2018-19 include:
    - Adopted and refined language on public scholarships
    - Insist that in joint appointments there are letters from both deans
    - Approval of balanced case for clinical faculty. This was historically permitted at IUB, but not IUPUI; it is thought that this will permit more faculty in the clinical ranks to seek promotion.
    - A sample solicitation letter for clinical faculty will be provided going forward.
- She thanked everyone who has served on the campus committee for their hard work.

Agenda Item XVI: New Business
There was no New Business.

Agenda XVII: Report from the IUPUI Staff Council
Jim Klenner, President

Klenner reported on the following:

- The Executive Committee heard from Lorrie Brown on a concept paper related to staff community engagement. The goal is to promote volunteerism, but she first wanted to solicit staff interests in kinds of volunteer initiatives. They are requesting an eight-hour staff volunteer allotment annually. The staff would not have to take PTO to participate.
- IU Student Outreach Clinic: MSW students updated the council on the clinic. Students run the clinic in a neighborhood and it is run free of charge. Butler (Pharmacy), law, and social work are all involved. The clinic is open on Saturdays.

- Jennifer Boehm presented on the IUPUI Anchor Housing program (this was mentioned at the April IFC meeting).
- May 26 is the third annual staff mini-conference.
- Elections for the council are now being held. They will shift to electronic voting.
- The Faculty and Staff Relations Committee met. They are trying to reenergize the committee and address the needs of the committee (who can be a member, etc.). They want to work collaboratively on IT issues. There are some IUPUI staff employees that work in an IU Health Clinical Laboratory and cannot get to the Staff Council Box folder. IT professionals on both sides are needed to reduce barriers to communication across IUPUI and IU Health.

Agenda XVIII: Final Remarks and Adjournment
With no further business appearing, the meeting was adjourned.

Minutes prepared by Karen E. Lee, Director of Academic Affairs and Strategic Initiatives
INAD 5002/274-2215/fcouncil@iupui.edu/http://www.iupui.edu/~fcouncil

Memorial Resolution
On Behalf of
William Hill Reid

Prof. **WILLIAM HILL REID**, a prominent physical applied mathematician, passed away on January 31, 2016 at age 89 with his loving family by his side. Prof. Reid is recognized worldwide for his many lasting contributions to the fields of fluid dynamics and hydrodynamic stability, especially for his pioneering development of elegant asymptotic techniques for the analysis of the stability of shear flows. Prof Reid was a Fellow of the Cambridge Philosophical Society and the American Physical Society. He was also a life-long member of the Society for Industrial & Applied Mathematics, and a member of the editorial board of the *SIAM Journal of Mathematical Analysis* from 1973 to 1981.

Born on September 10, 1926 in Oakland, CA to the late William MacDonald and Edna (Hill) Reid, Prof. Reid graduated from the University of California, Berkeley in 1949 with a B.S. degree in Electrical Engineering. His undergraduate study was interrupted by his service in the Merchant Marine in the Pacific from 1945 to 1947. After receiving his M.S. degree in 1951 from Berkeley, he embarked on his doctoral study at Trinity College, Cambridge University, where he joined a group of young researchers and graduate students from all over the world doing research in the then emerging field of turbulence. He worked on the geometrical and statistical theories of isotropic turbulence under the direction of Ian Proudman.

After completing his doctoral thesis at Cambridge, and before he was formally awarded the Ph.D. degree in 1955, Prof. Reid was drafted by the U.S. Army in 1954 and spent the next two years at the Aberdeen Proving Ground in Maryland, where he continued his scientific research work "in between KP duty" and lecturing at Johns Hopkins University at the invitation of Stanley Corrsin. It was around this time that he also decided that there was no more theoretical advance he could help make in turbulence. As Keith Stewartson, one of the most distinguished British applied mathematicians of his generation, once remarked in 1980, "Bill Reid's work on isotropic turbulence dealt the field a body blow from which it never recovered." His last paper on the subject was the article "Turbulent flow, theoretical aspects" that he co-wrote with C. C. Lin for *Handbuch der Physik* (1963).

In 1958, Prof. Reid began his academic career at Brown University after spending the previous year as a NSF Postdoctoral Fellow at Yerkes Observatory, Williams Bay, WI. His interaction with S. Chandrasekhar at Yerkes marked the beginning of his work on hydrodynamic stability. In 1963, Prof. Reid was recruited to the University of Chicago with a joint appointment in the departments of Mathematics and Geophysical Sciences. Prof. Reid spent the next 26 years at Chicago where he did much of his pioneering research in the stability of shear flows.

The analytical study of shear flow stability has a long and illustrious history, beginning with Werner Heisenberg's 1924 doctoral thesis in which he attempted to obtain (for large values of the Reynolds number) asymptotic approximations to the solutions of the governing Orr-Sommerfeld equation. Subsequently, Heisenberg's work was improved upon by W. Tollmien (1929) and further clarified by C. C. Lin (1944). These analyses all share a significant limitation—the approximations they obtained lack uniformity which in turn led to considerable controversy on the validity of their use in stability calculations. Lin himself was well aware of this limitation and devoted a great deal of effort in the 1960s working on this problem. In a series of groundbreaking papers published in the 1970s, Prof. Reid developed a systematic approach to obtaining uniform asymptotic approximations to the solutions the Orr-Sommerfeld equation as

well as to the eigenvalue relation used in stability calculations. More importantly, his work provided an elegant framework for obtaining uniform asymptotic approximation to the solutions of a large class of higher-order ordinary differential equations of the hydrodynamic type of which the Orr-Sommerfeld equation is an important example. It also led to the development of the compound matrix method, now a widely used shooting technique for the numerical solution of unstable eigenvalue and boundary value problems.

During his career, Prof. Reid published more than 70 research papers. His book, *Hydrodynamic Stability* published in 1981 by Cambridge University Press, which he co-authored with the late P. G. Drazin of Bristol University, remains an authoritative classic of the subject.

Following his retirement from the University of Chicago in 1989, Prof. Reid accepted a position in the Department of Mathematical Sciences at Indiana University–Purdue University at Indianapolis where he continued his teaching and research. He remained in Indianapolis until his move to Jacksonville, FL in 2007.

Prof. Reid is survived by his wife of 53 years, Elizabeth, and daughter, Margaret F. Reid.

Adopted by the IUPUI Faculty Council at their meeting on May 2, 2017.

IUPUI Faculty Council Meeting – May 2, 2017

Division of Enrollment Management

Enrollment Update

BEGINNERS DEPOSITS FOR FALL 2017

Type	2016	2017	Change	%
Total Beginners	3,497	3,708	211	6.03%
Asian	148	165	17	11.49%
Black/African American	307	279	-28	-9.12%
Hispanic	290	358	68	23.45%
Female	2,070	2,234	164	7.92%
Male	1,427	1,474	47	3.29%
Indiana Residents	3,119	3,256	137	4.39%
Non-Resident Domestic	169	215	46	27.2%
International	209	237	28	13.40%

TOTAL ENROLLMENT FOR FALL 2017

Student Level	2016	2017	Change	%
Freshman	584	399	-185	-31.7%
Sophomore	2,546	2,519	-27	-1.1%
Junior	2,691	2,665	-26	-1.0%
Senior	4,476	4,365	-111	-2.5%
Undergrads	10,297	9,948	-349	-3.4%
UG Non-Degree	197	182	-15	-7.6%
Graduate	1,489	1,514	25	1.7%
Professional	592	628	36	6.1%
Grad Non-Degree	75	37	-38	-50.7%

TOTAL ENROLLMENT FOR FALL 2017

Resident	2016	2017	Change	%
UG Heads	9,607	9,271	-336	-3.5%
UG Credits	122,986	121,090	-1,896	-1.5%
Total Res Heads	11,636	11,255	-381	-3.3%
Total Res Credits	140,430	138,461	-1,969	-1.4%
Non-Resident	**2016**	**2017**	**Change**	**%**
UG Heads	646	677	31	4.8%
UG Credits	7,777	8,492	715	9.2%
Total NR Heads	1,014	1,053	39	3.8%
Total NR Credits	11,071	11,765	695	6.3%

Students Admitted with Expectations / Essay Impact

Students Admitted with Expectations / Essay Impact Update

- 197 Students Reviewed
- 130 Offered Admission
- 51 Paid Deposits

- Required:
  - Priority Date Orientation
  - Summer Bridge
  - Math Course with Peer Assistance at the MAC
  - Personal Success Coach

Shared Application - Apply IU

Key notes

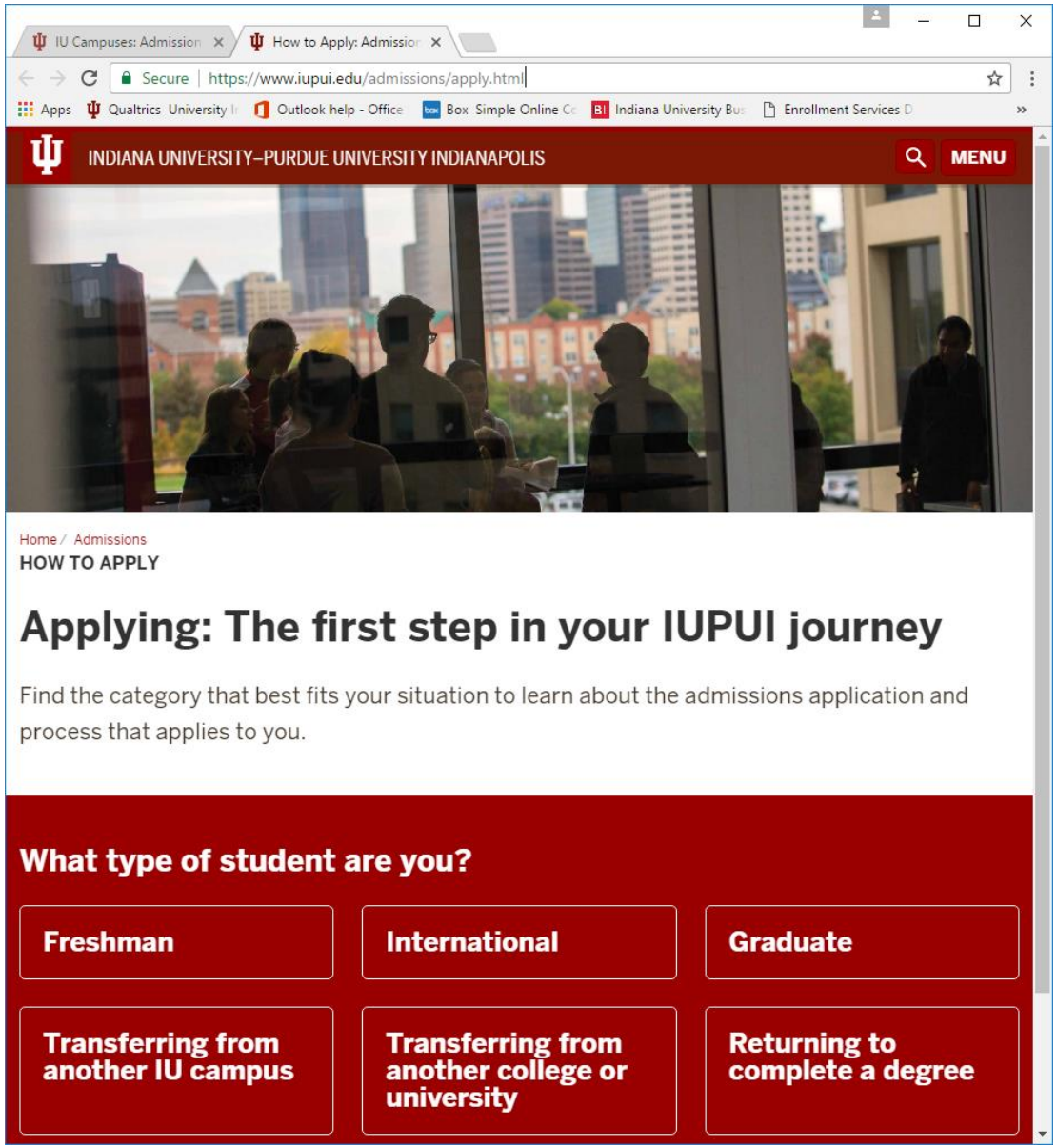
- August 1, 2017 launch date
- Online at apply.iu.edu
- Apply to multiply IU campuses at one time
  - IU Bloomington
  - IUPUI – IUPUC – IUFW
  - IU East
  - IU Kokomo
  - IU Northwest
  - IU South Bend
  - IU Southeast

Domestic first-time freshmen or transfer students

- One application, which can be directed to multiple campuses
- One fee (for each term the student wishes to be considered)
- One copy of the student's transcript and official test scores
- One essay (for IU Bloomington or IUPUI)

International students

- One application to one IU campus, which can then be resubmitted separately to another IU campus
- One application fee per campus (for each term the student wishes to be considered)
- One copy of the student's transcript and official test scores
- One essay (for IU Bloomington or IUPUI)


IU Campuses: Admission
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Box Simple Online Co
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Enrollment Services D
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MENU
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HOW TO APPLY
Applying: The first step in your IUPUI journey
Find the category that best fits your situation to learn about the admissions application and process that applies to you.
What type of student are you?
Freshman
International
Graduate
Transferring from another IU campus
Transferring from another college or university
Returning to complete a degree

THE COMMON APPLICATION

MISSION

The Common Application is a not-for-profit membership organization committed to the pursuit of **access**, **equity**, and **integrity** in the college admission process.

MEMBERS

Not for profit

Undergraduate degree granting

Properly accredited

Committed to access, equity, and integrity

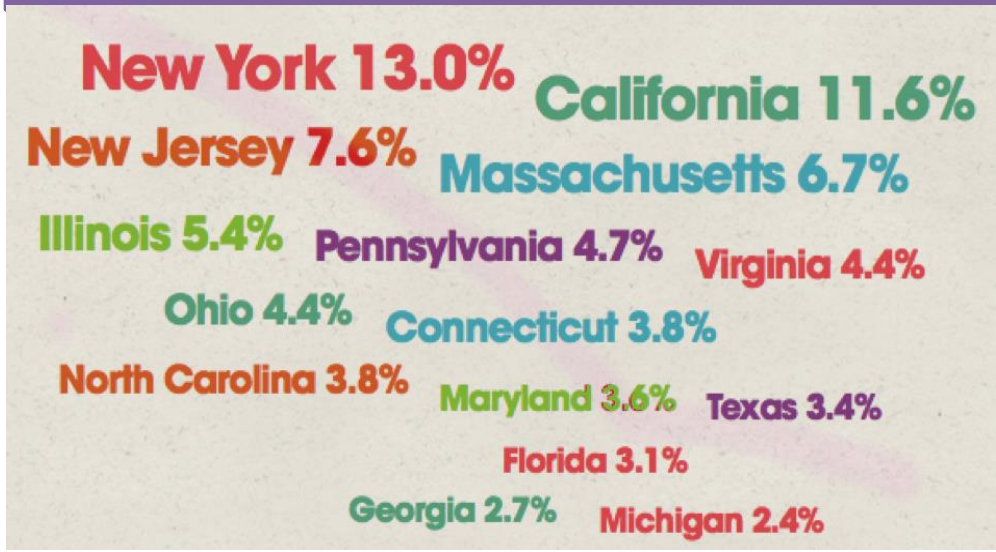
212

Countries & Territories

9.2%

International

Expanded Reach



Applicant Diversity

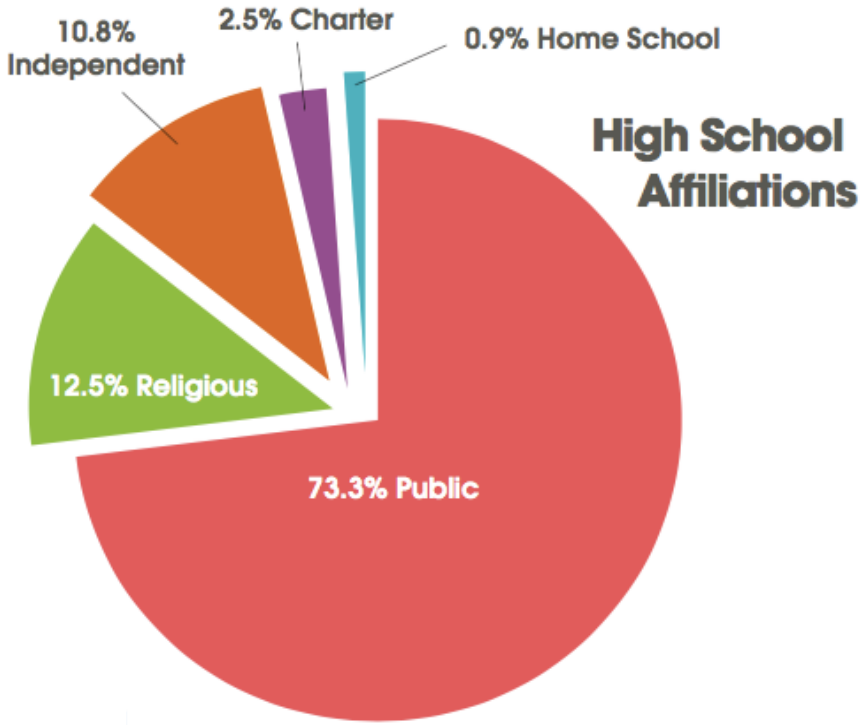
33%
First Generation

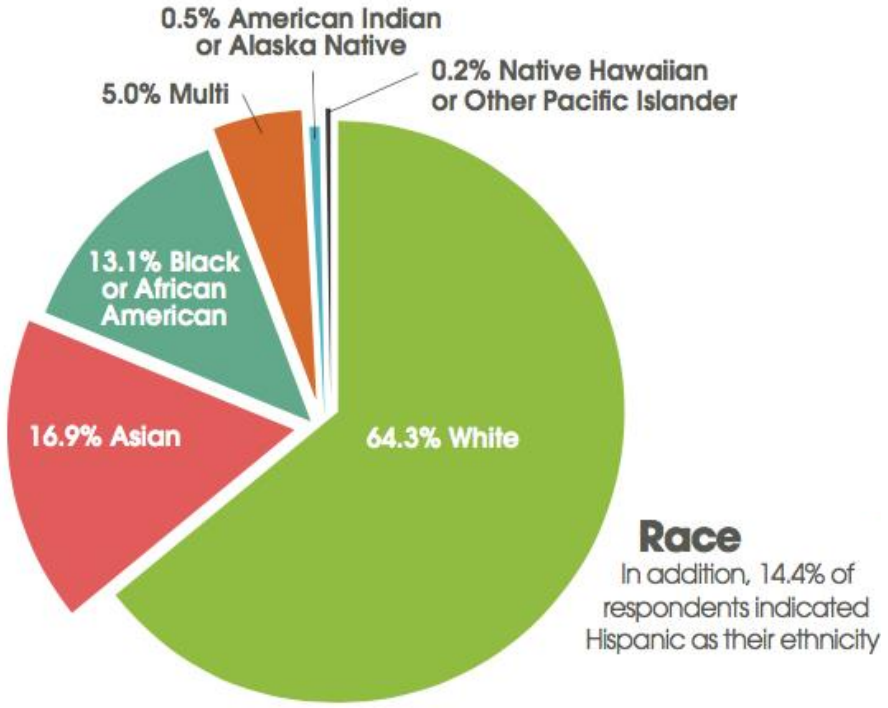
54%
Female

46%
Male

58%
Apply for Need-Based Aid

Applicant Diversity





THE COMMON APPLICATION

NEARLY 700 COLLEGES AND UNIVERSITIES. ONE IS RIGHT FOR YOU. **commonapp.org**

THIS IS THE LIST OF MEMBERS AS OF JUNE 2016.

GO TO **commonapp.org**

FOR THE MOST UP-TO-DATE LIST AND TO LEARN MORE ABOUT EACH INSTITUTION.

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Contact Information

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bobradsh@iupui.edu

IUPUI of Undergrad Admissions

Faculty sponsorship

Reviewed 7/07

Faculty Sponsorship of Student for Admission as a Beginning Freshman

"Each campus at its discretion may admit a student on a probationary basis and/or through faculty sponsorship." Academic Handbook 1997, p 115

An individual who has been denied admission to IUPUI based on academic performance in high school or performance on the GED may be conditionally admitted as a beginning freshman if a full time tenure track faculty member assumes the responsibility for sponsorship of the individual. To be considered for faculty-sponsored admission, the student and the faculty sponsor must complete and submit a "Petition for Sponsorship for Admission". This sponsorship is available in exceptional circumstances as determined by the faculty member. This policy does not apply to individuals who have been denied admission for reasons other than prior academic record, who have been previously enrolled at IUPUI and who have been dismissed, who have been dismissed from another IU campus or other academic institution, or who are attempting to transfer to IUPUI. This policy does not apply to international students.

An individual who is conditionally admitted via faculty sponsorship will be required to agree to comply with the stipulations for admission as determined by the individual's faculty sponsor and academic advisor. At a minimum, the individual will be required to

- Complete, with the faculty sponsor, a "Petition for Sponsorship for Admission".
- Meet program requirements set by the University for conditional admission
  - Require participation in a Priority Date Orientation session, Summer Bridge program or alternative program
  - Register in an appropriate Math course receiving peer assistance from the Math Assistance Center
  - Schedule regular meetings with a personal success coach through the first year of enrollment
  - Meet with the faculty sponsor monthly during the semester.
- Achieve a minimum GPA of 2.0 to enroll in the subsequent semester.
- Enroll in at least 12 credit hours. It is strongly recommended that students do not enroll in more than 15 credit hours.

If the individual successfully completes the stipulations in the admission contract, the individual can enroll in the subsequent semester under the same requirements as a conditionally admitted student. Failure to comply with the stipulations in the admission contract will result in the student being dismissed. The Director of Admissions will specify the stipulations for readmission.

Requests to review the stipulations for admission and readmission should be directed to the Chief Enrollment Officer. The “Petition for Sponsorship for Admission” is available from the Office of Admissions.

IUPUI of
Undergrad
Admissions

Faculty Sponsorship

Reviewed
7/07

Due to the faculty sponsorship being an exception to our current standards for admission, the requests for sponsorships should be kept at a minimum. Each year, the Chief Enrollment Officer will report to the Chief Academic Officer and to the University College Admissions Committee on the number of individuals who have enrolled on a sponsored basis and the success of those individuals.

A faculty member can sponsor only one individual per semester. The faculty member is responsible for overseeing the academic progression of the individual in partnership with the individual’s academic advisor.

Academic Affairs Committee February 21, 2003.
Revised April 2017

Motion to Amend the Bylaws of the IUPUI Faculty Council

Offered by: Judith Wright, Chair, Constitution and Bylaws Committee

The following six changes are submitted for approval by the Faculty Council:

- **Item 1: Bylaw Article III, Section B.11 is amended to remove Metropolitan Affairs as a standing committee of the council.**

Rationale: The council has not appointed a Metropolitan Affairs Committee and does not intend to so do in the foreseeable future.

The specific change to Bylaw Article III, Section B will remove the wording and renumber the remaining items accordingly:

BYLAW ARTICLE III. COMMITTEES OF THE FACULTY
Section B. Standing Committees
The standing committees of the faculty shall be:

~~11. Metropolitan Affairs. This committee shall monitor IUPUI's community service activities, identifying needs and stimulating interest in additional interaction. The Executive Committee of the IUPUI Faculty Council may appoint one or more students as non-voting members of the standing committee. The Executive Committee of the IUPUI Faculty Council shall make this appointment based on nominations submitted by the Undergraduate Student Government and Graduate Student Organization.~~
~~12.~~ 11. Research Affairs. This Committee shall periodically review research policies and procedures, draft revisions when necessary, and provide interpretations about those policies and procedures when questions arise. The Committee shall include faculty members from a broad range of schools across campus reflecting both faculty and student research interests and artistic/scholarly activities. The Committee shall coordinate its activities with other relevant committees with a goal of improving the environment for research at IUPUI. The Committee shall be responsible for continued communication with the administration through the IUPUI Vice Chancellor for Research.
~~13.~~ 12. Staff Relations. This committee shall be responsible for setting up the two Constitutionally-mandated annual joint meetings in conjunction with the Staff Council's Faculty Relations Committee. This committee shall serve in conjunction with the Staff Council's Faculty Relations Committee as a clearinghouse for information of common interest. The Committee shall, when necessary, meet independently to formulate faculty positions on faculty-staff matters.
~~14.~~ 13. Student Affairs. This committee shall review and make recommendations to the Council regarding matters involving student affairs. The committee shall provide advice and guidance to the Vice Chancellor for Student Life and to the Dean of Students in the areas of student administrative and campus life services. The committee shall maintain liaison with IUPUI student governing bodies. The committee membership shall include two full-time students: one enrolled as an undergraduate and one enrolled in either the Graduate School or one of the graduate professional programs. Appointments of student members will be made from nominations submitted to the Executive Committee of the IUPUI Faculty Council by the IUPUI Undergraduate Student Assembly and the Graduate Student Organization. Student members shall have the same responsibilities and privileges as the other members of the Student Affairs Committee.
~~15.~~ 14. Technology. This committee shall examine overall planning, use, and funding of technology at IUPUI; and advise and act as liaison with administration, as well as faculty and other technology

committees including those which are university-wide (e.g., University Faculty Council, University Information Technology Services). The Executive Committee of the IUPUI Faculty Council may appoint one or more students as non-voting members of the standing committee**.** Executive Committee of the IUPUI Faculty Council shall make this appointment based on nominations submitted by the Undergraduate Student Government and Graduate Student Organization.
~~16.~~ 15. Nominating.

- **Item 2: Bylaw Article III, Section D is removed in its entirety.**

Rationale: The former Undergraduate Curriculum Advisory Committee no longer exists and was replaced by the Undergraduate Affairs Committee of the Office of Academic Affairs of the university.

The specific change to Bylaw Article III, will remove Section D and reorder the remaining item accordingly:

BYLAW ARTICLE III. COMMITTEES OF THE FACULTY

~~**Section D. Undergraduate Curriculum Advisory Committee**~~

~~1. Composition.~~
~~a) The Undergraduate Curriculum Advisory Committee shall consist of the following members:~~
~~(1) nine tenured or tenure track faculty members constituting a representative group from across the campus, and serving three-year terms;~~
~~(2) one representative of the Academic Policies and Procedures Committee (preferably the chair or designee), who shall serve ex officio without vote; and~~
~~(3) the Dean of the Faculties, or the Dean's designee, who shall serve ex officio without vote.~~
~~b) The Chair of the Committee shall be elected from and by the members of the Committee.~~
~~c) At any time there may be no more than two committee members from any one school.~~
~~2. Election. Three members rotate off the Committee every year with three new members replacing them. Two of the three new members will be elected by the IUPUI Faculty Council from a slate of nominees prepared by the Nominating Committee; the third will be appointed by the Dean of the Faculties. Elections are held in the spring and new members begin their term in the fall. A member may serve consecutive terms.~~
~~3. Nomination.~~
~~a) Each school on campus with undergraduate programs will recommend to the Nominating Committee candidates for a slate to be prepared by the Nominating Committee. Preference is to be given to those who chair or serve on a school's curriculum committee or other appropriate committees. Associate deans or their equivalent from the different schools on campus may not be considered for this committee.~~
~~b) The Nominating Committee will slate candidates in such a way as to ensure balance across programs and schools on the IUPUI campus.~~
~~4. Responsibilities. The Undergraduate Curriculum Advisory Committee shall:~~
~~a) review all new campus undergraduate programs with particular consideration of proposed courses that may overlap with or duplicate existing courses or programs in other schools, and oversee the undergraduate course remonstrance process;~~
~~b) mediate and propose solutions to resolve curricular disputes between undergraduate programs, in particular when remonstrance cannot be resolved between units;~~

~~c) encourage interdisciplinary work in teaching, curriculum development, and research, particularly in the life sciences;~~
~~d) provide collaborative support for the development of IUPUI's general education program and its guiding Principles of Undergraduate Learning;~~
~~e) review changes in program requirements that have the potential to affect course enrollments in other schools and programs; and,~~
~~f) screen all activities involved in the creation, revision, and elimination of undergraduate degree programs with a view to upholding the integrity of the Mission and Vision of IUPUI, as well as the value of undergraduate degrees, certificates, and programs at IUPUI.~~
~~5. The Committee reports to both the IFC Executive Committee and the Dean of Faculties.~~
~~6. The Dean of the Faculties shall provide the administrative support necessary for the operation of the committee.~~

~~Section E.~~ Section D. Reports
Chairpersons shall supply the President of the Faculty the minutes of committee meetings on a continuing basis, and each committee shall make an annual report to the Council toward the close of the academic year.

- **Item 3: Bylaw Article IV, Section F.4 is amended to address the expectations for a reasonable time frame for completion of a Board of Review.**

Rationale: The change allows for timely completion of a grievance review by a Board of Review while acknowledging that some cases require a longer time period than others. For example, a longer period may be required if the Board of Review is appointed shortly before the summer break. The change provides for each Board of Review to be given an expected time frame for completion of the particular review.

The specific change to Bylaw Article IV, Section F.4 will add wording as follows:

BYLAW ARTICLE IV. FACULTY GRIEVANCES PROCEDURES
Section F. Procedures for Beginning a Formal Board of Review Hearing

4. If the conditions of Section F.3 have been met, the Executive Committee of the IUPUI Faculty Council shall constitute a Board of Review to consider the grievance (See Section E). In the motion approving the appointment of a Board of Review, the Executive Committee shall specify a reasonable time period during which the hearing should be conducted and the final report issued. The time period should allow for the timing during the academic year, but should not generally exceed six months.

- **Item 4: Bylaw Article IV, Section G.1.c. is amended by removing the previous eight-week timeframe.**

Rationale: The Executive Committee will now set expectations for completion of each Board of Review based on the individual case.

The specific change to Bylaw Article IV, Section G.1.c removes wording as follows:

BYLAW ARTICLE IV. FACULTY GRIEVANCES PROCEDURES
Section G. Board of Review Meetings and Reports
1. Before the first meeting
a) Upon notice that a Board of Review will be convened, the Dean of the Faculties of IUPUI shall have the appropriate administrator promptly furnish a written statement of the reasons for the action which led to the grievance. This document should be a concise narrative that provides pertinent background information and that addresses all of the points made in the Grievant's written request for review of administrative action.
b) The Grievant may provide for the Board of Review a written response to this statement of reasons.
c) In setting the date for a Formal Hearing, sufficient time must be allowed for the Grievant and other parties involved to prepare their case. ~~Boards should strive to finish each case in as timely a manner as possible, usually within eight weeks of the Board having been convened.~~

- **Item 5: Bylaw Article IV, Section G.4 is amended to require a grievant to appear in person at the meeting of a Board of Review.**

Rationale: The Executive Committee is clarifying that a grievant needs to appear in person when his/her case is heard before the Board of Review.

The specific change to Bylaw Article IV, Section G.4 adds a new subsection a) and reorders the remaining items accordingly:

Section G. Board of Review Meetings and Reports
4. At formal hearings before the Board of Review,
a) The Grievant shall be required to appear in person; video conferencing or other forms of electronic participation should not be used.
~~a)~~ b) Both parties shall have the right to counsel or a representative of their choice. If external or University legal counsel are present, they shall offer private advice to their clients but may not speak during the hearing unless special permission to do so is granted by the Chair of the Board of Review. If the Grievant wishes to have another faculty member or librarian present as a representative, that person may speak during the hearing to help the Grievant present his/her case effectively, as long as the Chair of the Board deems that the representative's participation is not disruptive to the Board of Review process.
~~b)~~ c) The faculty member or librarian and the administrative parties shall be permitted to present witnesses and other evidence relevant to the case, and to hear and question all witnesses who are called to appear before the Board. Witnesses shall not be present in a hearing during the presentation of other witnesses unless all parties concur.
~~c)~~ d) The faculty member or librarian making the complaint is responsible for stating the grounds upon which he or she bases the complaint.
~~d)~~ e) The hearing may also include observers, but observers will not be permitted to attend the hearing of the Board of Review if either the Grievant or the University Administration objects.

- **Item 6: Bylaw Article IV, Section G.4.c (as numbered above) is amended to allow for a witness to provide written answers to questions asked by a Board of Review.**

Rationale: To avoid delays in completion of a Board of Review, the Board will permit a witness to submit written answers to questions asked by the Board.

The specific change to Bylaw Article IV, Section G.4.c adds wording as follows:

Section G. Board of Review Meetings and Reports

4. At formal hearings before the Board of Review,
a) The Grievant shall be required to appear in person; video conferencing or other forms of electronic participation should not be used.
~~a)~~ b) Both parties shall have the right to counsel or a representative of their choice. If external or University legal counsel are present, they shall offer private advice to their clients but may not speak during the hearing unless special permission to do so is granted by the Chair of the Board of Review. If the Grievant wishes to have another faculty member or librarian present as a representative, that person may speak during the hearing to help the Grievant present his/her case effectively, as long as the Chair of the Board deems that the representative's participation is not disruptive to the Board of Review process.
~~b)~~ c) The faculty member or librarian and the administrative parties shall be permitted to present witnesses and other evidence relevant to the case, and to hear and question all witnesses who are called to appear before the Board. So that the hearing is not unreasonably delayed, a witness may reply in writing to questions drafted by the board if the witness is unable to attend the hearing. Witnesses shall not be present in a hearing during the presentation of other witnesses unless all parties concur.
~~c)~~ d) The faculty member or librarian making the complaint is responsible for stating the grounds upon which he or she bases the complaint.
~~d)~~ e) The hearing may also include observers, but observers will not be permitted to attend the hearing of the Board of Review if either the Grievant or the University Administration objects.

This completes the motion.