

**Indianapolis Faculty Council (IFC)**  
**Minutes**  
**April 5, 2011 ~ CE 409 ~ 3:00 – 5:00 p.m.**

**Faculty and Guests Present:** Rachel Applegate, William Babler, Tina Baich, Sarah Baker, Trudy Banta, Barry Barker, Terry Baumer, Anne Belcher, Julie Belz, Ed Berbari, Brenda Blacklock, William Blomquist, David Bodenhamer, Jennifer Boehm, David Burr, Cathy Buyarski, Philip Cochran, Jan Cox, Andre de Tienne, Cornelis de Waal, Garland Elmore, Betsy Fife, Mary L. Fisher, Barbara Friesth, Janice Froehlich, Andy Gavrin, Mark Goebel, Clifford Goodwin, Richard Gunderman, John Hassell, Jennifer Hehman, Pamela Ironside, Richard Jackson, May Jafari, Kathy Johnson, Michael Justiss, Susan Kahn, Joan Kowolik, David Lewis, Tom Lipinski, Chris Long, Jane Luzar, Joyce MacKinnon, Brendon Maxcy, Anna McDaniel, Brenna McDonald, C. Subah Packer, Megan Palmer, Narayanan Perumal, Rebecca Porter, William Potter, Sherry Queener, AJ Rader, Stephen Randall, Dan Rives, Courtney Robertson, David Russomanno, Jyoti Sarkar, Alan Schmetzer, Bill Schneider, Amanda Shumaker, Jodi Smith, Uday Sukhatme, Kate Thedwall, Corinne Ulbright, Xianzhang Wang, Richard Ward, John Watson, Jeff Watt, Elizabeth Whipple (sub: Rick Ralston), Jack Windsor, Marshawn Wolley, Robert Yost, and Jeani Young

**Members Absent:** Ron Ackerman, William Agbor-Baiyee, Austin Agho, Stephen Allen, Simon Atkinson, Mark Bannatyne, Charles Bantz, Teri Belecky-Adams, Ben Boukai, D. Craig Brater, Marion Broome, Daniel Callison, Ellen Chernoff, Mary Ciccarelli, Edward Curtis IV, Todd Daniels-Howell, Stephen Downs, Nancy Eckerman, George Edwards, Valerie Eickmeier, Anthony Faiola, Vance Farrow, John Finnell, Mary M. Fisher, Jan Fulton, Jay Gladden, Linda Adele Goodine, Brad Hamm, Eyas Hattab, Sue Herrell, Allison Howland, Stephen Hundley, Sheila Kennedy, Carina King, Pam Laucella, Kathy Lay, Carmen Luca-Sugawara, Deanna Malatesta, Steven Mannheimer, James Miller, Mary Beth Minick, Mohamed Razi Nalim, Bart Ng, Bill Orme, Mathew Palakal, Michael Patchner, G. David Peters, Dawn Rhodes, Simon Rhodes, Kevin Robbins, Gary Roberts, Nancy Robertson, Patricia Rogan, David Sabol, David Stocum, G. Marie Swanson, Susan Tennant, Thom Upton, Marwan Wafa, Clark Wells, John Williams, Marianne Wokeck, William Wooden, Wanda Worley, Frank Yang, Hiroki Yokota, Jerry Young, and Ping Zhang

**Agenda Item I: Welcome and Call to Order**

IUPUI Faculty Council Vice President, Jeff Watt, called the meeting to order at 3:00 p.m.

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

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

**Agenda Item III: [Action Item] Approval of the IFC March 1, 2011, Minutes**

Hearing no objections, the IFC March 1, 2011, minutes stood as written and were entered into record.

([http://www.iupui.edu/~fcouncil/minutes/Minutes\\_IFC-3-1-11.pdf](http://www.iupui.edu/~fcouncil/minutes/Minutes_IFC-3-1-11.pdf))

**Agenda Item IV: IUPUI Academic Plan – Major Initiatives and Outcomes**

Uday Sukhatme, Executive Vice Chancellor and Dean of the Faculties

PowerPoint: <http://www.iupui.edu/~fcouncil/documents/pps/sukhatme4-5-11.pdf>

Sukhatme highlighted the initiatives highlighted in the PowerPoint presentation. The process of the academic plan has worked well and the campus is promoting these initiatives out in the community.

**Agenda Item V: Updates/Remarks from the IFC President**

L. Jack Windsor, President

President Windsor gave the following report:

- 2012 Reaccreditation Town Hall meetings:

- Criterion 5: Engagement and Service, Wednesday, March 30, 2011, 3:30 – 5:00 p.m., Ruth Lilly Auditorium (UL)
- Criterion 4: Acquisition, Discovery and Application and Knowledge, Wednesday, April 13, 2011, 3:30 – 5:00 p.m., Ruth Lilly Auditorium (UL)
- Criterion 3: Student Learning and Effective Teaching, Thursday, April 14, 2011, 10:30 a.m. – 12:00 p.m., Ruth Lilly Auditorium (UL)
- Criterion 1: Mission and Integrity and Criterion 2: Preparing for the Future, Monday, April 18, 2011, 3:30 – 5:00 p.m., Ruth Lilly Auditorium (UL)
- Windsor will address the Purdue Board of Trustees on April 8, 2011.
- The Undergraduate Student Government (USG) would like to remind the faculty to adhere to the final exam policy. Windsor asked Karen Lee to send the policy to the IFC members to distribute to their faculty.
- The new web-based version of the Academic Handbook can be found here:  
[https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main\\_Page](https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main_Page)

### **Agenda Item VI: Report from the Super Bowl 2012 Group**

Marshawn Wolley, Director of Emerging Business and Community Outreach

PowerPoint: [http://www.iupui.edu/~fcouncil/documents/pps/super\\_bowl\\_4-5-11.pdf](http://www.iupui.edu/~fcouncil/documents/pps/super_bowl_4-5-11.pdf)

Wolley shared the following information on the upcoming 2012 Super Bowl.

- Indianapolis is the first city to propose hosting a Super Bowl fully funded.
- Three city blocks will host a large party atmosphere for attendees.
- The NFL experience is a ticketed event that showcases all the “toys” the NFL has. This is a family friendly event.
- The Legacy Project will help the eastside neighborhoods establish a Quality of Life plan which includes renovated or new houses, a food coop, street improvements, and youth education center
- 2,012 trees will be planted on the near eastside. Grant funds will be sought to plant more trees throughout the entire city.
- 1<sup>st</sup> and Green effort to impact the environment.
- Super Scarves: Initiative to make scarves for the 8,000 volunteers during the event.
- Emerging Business Initiative
- Super Service: Initiative to train hospitality workers to have a “super” experience. Encourage people to say, “Have a super day.”
- 8,000 volunteers are needed to hold the Super Bowl events. To date, 12,000 people have registered to help.
- Super Bowl Village
- Concerts / Entertainment
- Private parties and events
- Diverse leadership in the Super Bowl preparation
- Question was raised about translators. IUPUI has some unique languages to use if needed for this service. Wolley said there is a committee planning this.

### **Agenda Item VII: [Information Item] Early Retirement Incentive Plan**

Dan Rives, Associate Vice President, University Human Resources

<http://www.indiana.edu/~uhrs/erip/index.html>

Rives reported on the following:

- The early retirement plan is a voluntary separation plan and is to help reduce expenses. The university will redirect resources to other programs and it will be used to minimize involuntary reductions in personnel.
- The program is not an entitlement. The program is a one-time application and is not necessarily an entitlement. The application must be approved and are for those who are eligible who see retirement in their future. The cost of this is all borne by the department.
- The separation date is June 30 so that departments can move into the new fiscal year with an accurate picture. There are two alternative separation dates. August 31 applies to all appointed staff so that departments can reclassify positions or move staff around and must be in the universities best interest. December 31 is only eligible to academic employees. There will be no other separation dates.
- To be eligible, you must be in retiree status. When your age and time meets a certain service requirement, you are considered in retiree status. An eligibility chart can be found on the website.
- Incentives:
  - Six months of pay will be given to staff in a lump sum to help with retirement income. For tenured faculty, clinical faculty, and librarians, there will be a ten-month lump payment.
  - Healthcare will be affordable for five years through a health reimbursement account. A lump sum will be put into the account every year for five years to help pay for COBRA, Medicare supplements, and copays. The balance will carry forward year to year. If the retiree dies before the fifth year, their spouse may use the plan.
  - Age 60 and ten years will be in a healthcare plan until they are eligible for Medicare.
- If you have retirement status, there are additional benefits such as fee courtesy, IU-sponsored e-mail, and voluntary benefits that are still available.
- For staff only, you will be paid for your unused PTO vacation, income protection, etc.
- If you have already signed a separation agreement or are technically separated from the university while using PTO time, you are not eligible for this plan.
- There are 2,500 employees who are eligible for this plan. Information was sent to their home addresses on March 15. Deans and Chancellors have received a list of those eligible employees.
- Individuals who are eligible and want to apply will apply on the website. Applications are open April 18 and closes May 13. Reviews will take place after that. Approval will be sent to the employee one week after May 13.
- This is a separation from the university. The retiree cannot come back to work in thirty days and cannot reapply to work at the university until after five years. A document is signed stating that you are voluntarily leaving the university and that you will not sue the university. The statement is mandatory. You are eligible to seek employment outside IU; even apply at IU Health.

Questions:

- Why would a dean not approve a voluntary retirement and if a person is not accepted, is it possible they will be involuntarily cut the following year? Rives responded that employees are protected while in the process; there should be no fear of repercussion for applying. For an application to move forward, the dean will need to show that the cost is not detrimental to the department.
- Where is reduction in force occurring on this campus? Rives said units are downsizing and upsizing all the time, but in very small numbers. Unfunded grant positions are an example.
- There is a school-level concern regarding filling faculty-level positions. If a hiring freeze occurs, is there assurance that the funds remain in the school so that a faculty member can be hired? Because the plan does not say anything about a hiring freeze, it is feared there will be one. Rives said the *Indianapolis Star* reported inaccurately that there will be a hiring freeze or withholding money.

**Agenda Item VIII: [Information Item] Principles of Graduate and Professional Student Learning**

Sherry Queener, Associate Dean, IU Graduate School

Attachment: [http://www.iupui.edu/~fcouncil/documents/principles\\_grad\\_prof\\_learning.pdf](http://www.iupui.edu/~fcouncil/documents/principles_grad_prof_learning.pdf)

Queener reported on the following:

- The principles came from the Graduate Affairs Committee explaining that there were well defined principles for undergraduates, but not for graduates. It was a good time to make the existing implicit principles, explicit for the upcoming 2012 Reaccreditation.
- The principles shown are very close to what the Purdue University guidelines are.
- There are four principles:
  - Demonstrating mastery of the knowledge and skills expected for the degree and for professionalism and success in the field.
  - Thinking critically, applying good judgment in professional and personal situations.
  - Communicating effectively to others in the field and to the general public.
  - Behaving in an ethical way both professionally and personally.
- There will be a yearly review to review the outcomes of the principles.
- The Graduate Affairs Committee does not feel the principles should be “keyed” into individual courses, but be used for all courses.

A motion was made and seconded to endorse the principles. There was no discussion. The principles were passed as written.

**Agenda Item IX: [Action Item] Proposal for the Revision of the “Earlier-than-Normal Tenure Recommendations”**

Andre De Tienne, Chair, Faculty Affairs Committee

Attachment: [http://www.iupui.edu/~fcouncil/committees/faculty\\_affairs/early\\_tenure\\_secondread.pdf](http://www.iupui.edu/~fcouncil/committees/faculty_affairs/early_tenure_secondread.pdf)

De Tienne presented the proposal:

- A new item was added under policy under Section C. It was moved to Item 3 and reads: Candidates for early tenure must discuss the request for early review with their mentors, the department chair, or the appropriate dean to ensure that they understand the process and realize that the review may result in a notice of non-reappointment.
- It was moved and seconded to amend A. Definition and Applicability to remove the statement “and will not be conducive to an “early” request.” Discussion was that “early” meant before seven years. The motion was approved.
- Have we assessed if the three-year review has been successful; should there be a review? Fisher said a formal study has not been conducted but reviews have been good. Watt said the IFC-EC will add a review of the Three-Year Review policy to its next agenda.

As the proposal came out of the committee, a motion is not needed. The proposal to be voted on would be with the previous approved amendment. A vote was taken and the proposal was approved.

**Agenda Item X: [First Reading] Board of Review Procedure Change**

Cornelis de Waal, Chair, Constitution and Bylaws Committee

de Waal discussed the following change in Section F.6. in the Board of Review procedures as outlined in the Bylaws. As it is a change in the Bylaws, a two-thirds majority vote is needed.

### **Section F. Procedures for Beginning a Formal Board of Review Hearing**

1. A faculty member or librarian desiring a formal review of administrative action shall submit to the President of the Faculty a specific written request for review stating:
  - a) the category or categories of the grievance actions involved (dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and/or nature and conditions of work);
  - b) the nature of the grievance in a concise summary of the grievance scenario;
  - c) the steps taken to have the grievance redressed prior to contacting the President; and
  - d) the redress of the grievance sought.
2. The Dean of the Faculties of IUPUI shall immediately be informed of the request. If discrimination or sexual harassment is alleged in the complaint, a copy of the complaint shall also be sent to the IUPUI Office of Equal Opportunity.
  - a) The determination of whether discrimination or sexual harassment has occurred is in the purview of the Director of the Office of Equal Opportunity. The Board of Review shall not render an opinion concerning the existence of discrimination or sexual harassment.
  - b) The Board of Review can proceed, however, with a formal hearing concerning the conditions of work, essential fairness of treatment, and other aspects of the grievance generally in the purview of Boards of Review. A simultaneous investigation of charges of discrimination or sexual harassment by the Director of the Office of Equal Opportunity shall not delay the Board of Review process.
  - c) A faculty member or librarian may not file a Board of Review grievance against the Director of the Office of Equal Opportunity. Rather, any faculty or librarian complaint concerning the Office of Equal Opportunity may be brought to the Executive Committee of the IUPUI Faculty Council, which shall gather appropriate information and advise the Chancellor.
3. If the Dean of the Faculties of IUPUI is unable to resolve the problem to the satisfaction of the faculty member or librarian within two weeks, the President of the Faculty shall submit the grievance to the Faculty Council Executive Committee to determine that:
  - a) administrative reviews have been completed;
  - b) the complaint was brought within one year, for good cause; and
  - c) the complaint falls within the purview of a Faculty Board of Review.
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).
5. Disqualification
  - a) A potential member of a Board of Review who is a member of a department (or a school which is not departmentalized) from which a case arises is disqualified from considering that case.
  - b) A member of a Board who believes that he/she may not be impartial shall disqualify himself or herself, and a replacement shall be appointed by the Executive Committee provided that the formal hearing has not yet been initiated.
6. ~~The Grievant may withdraw a complaint at any time.~~ The Grievant may withdraw a complaint at any time. If the complaint is withdrawn prior to the appointment of a Board of Review, the grievant has up to one year to ask for the complaint to be reopened. If the complaint is withdrawn after the appointment of a Board of Review, it is up to that board to determine at that time whether a future request by the grievant to reopen the case will be considered. If so, the grievant will have up to one year from the date of the appointment of the Board of Review to ask for the complaint to be reopened.
7. Among other things, Boards may be asked to review cases of Dismissal and Non-Reappointment
  - a) Dismissal shall mean the involuntary termination of a tenured faculty member's or librarian's appointment prior to retirement or resignation, or the termination of the appointment of a non-tenured faculty member or a librarian prior to the expiration of his or her term of appointment. Dismissal shall be deemed legitimate only by reasons of:
    - (1) incompetence,
    - (2) serious personal professional misconduct, or
    - (3) extraordinary financial exigencies of the University.
  - b) Non-reappointment shall mean the involuntary termination of a non-tenured faculty member or librarian at the time of the expiration of his or her term of appointment.

A question was asked if a complaint is withdrawn, can the complaint be rewritten for a new request. Fisher said the current practice is that a grievant can rewrite the complaint but if it brings up a new complaint, it becomes a new case.

A vote will be taken on this proposal at the next IFC meeting.

### **Agenda Item XI: Report from the Staff Council**

Amanda Shumaker, First Vice President,

Shumaker reported on the following:

- The Legacy Project has been completed for the spring. Flowers have been planted at both portals.
- The Race for the Cure team is sixty members strong.
- March was the Staff Council Awareness Week.
- At the March meeting, Maggie Stimming spoke to the staff about flex schedules.

### **Agenda Item XII: Call for IFC or UFC Standing Committee Reports**

- Handbook Committee: Perumal reported the committee has created a timeline to keep the supplement to the handbook up-to-date. Most updates to the committee should be received by January 31, but updates will be accepted as needed after this date. The committee will then meet to review the updates and place them into the supplement. The committee would approach the IFC for approval of the handbook in March with vote in April. The handbook would be archived in July of each year. A working draft is proposed for inclusion on the web for review throughout the year.
- Research Affairs Committee (RAC): McDaniel reported on issues coming out of the Vice President for Research and the implications they have for the faculty on this campus. The issues are listed below and details can be found here:

[http://www.iupui.edu/~fcouncil/committees/research\\_affairs/report\\_4-5-11.pdf](http://www.iupui.edu/~fcouncil/committees/research_affairs/report_4-5-11.pdf)

- Policy on Research Centers and Institutes
- Centralizing the Institutional Review Boards
- Limited Submission Policy

McDaniel asked the IFC to review the policies and give her feedback by April 22. Faculty governance was not a part of the discussion of the creation of the policies. The RAC believes that the new policies put this campus in jeopardy. They believe a broader discussion should be held before implementation. The RAC has a meeting on April 19 with Vice President Jose about these proposals.

- Schneider felt these concerns should be brought to the University Faculty Council.
- Packer said that item three is a threat to the whole university.

### **Agenda Item XIII: Question and Answer Period**

No questions were asked.

### **Agenda Item XIV: [Information Item] ePort Update**

Susan Kahn, Director, Office of Institutional Effectiveness

Cathy Buyarski, Assistant Dean, University College

PowerPoints: [http://www.iupui.edu/~fcouncil/documents/pps/buyarski\\_4-5-11.pdf](http://www.iupui.edu/~fcouncil/documents/pps/buyarski_4-5-11.pdf)

[http://www.iupui.edu/~fcouncil/documents/pps/kahn\\_4-5-11.pdf](http://www.iupui.edu/~fcouncil/documents/pps/kahn_4-5-11.pdf)

Kahn reported on the following:

- The software for the project – Presentation Maker – makes the e-port document look like a website without the use of html.

- ePort has three uses (1) teaching and learning, (2) self-representation and identity development, and (3) accountability and assessment.
- ePort can be assessed; teachers and others can provide feedback.

Watt noted that the meeting had gone past 5:00 p.m. A motion was made to extend the meeting by ten minutes. The motion was seconded and passed.

Buyarski reported on the Personal Development Plan (PDP):

- The PDP has a focus on learning through Liberal Education and America's Promise (LEAP) of the Association of American Colleges and Universities (AACU)
- It is a process of learning as students complete the ePortfolio. It is designed to be used across the student's academic career.
- Students who complete the PDP have higher GPAs than those who do not.
- Moving forward, there is a joint project with the Center for Service and Learning to integrate the ePDP and service learning in Themed Learning Communities. This would allow for the student to complete one portfolio instead of two.

#### **Agenda Item XV: Unfinished Business / New Business**

No Unfinished or New Business.

#### **Agenda Item XVI: Adjournment**

A motion to adjourn was made and seconded. The motion carried and Watt adjourned the meeting.

#### **Report on Council Actions (per Bylaws Article 1. Section C.3):**

##### Items to be Completed:

- Unit Representatives: Inclusion of the Columbus Campus
- Faculty Board of Review: Ability to request a Board of Review after employment ends.

##### Items Completed:

- Student Disciplinary Procedures for the Indianapolis Campus (approved 1-11-11)
- Endorsed the Principles of Graduate and Professional Student Learning (endorsed 4-5-11)
- Proposal for the revision of the "Earlier-than-Normal Tenure Recommendation" (approved 4-5-11)

Minutes prepared by Faculty Council Coordinator, Karen Lee  
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