

BRADLEY UNIVERSITY SENATE

AGENDA

FIRST MEETING OF THE 2000-2001 SENATE

SEPTEMBER 21, 2000

3:10 P.M.

STUDENT CENTER MARTY THEATRE

- I. Call to order
- II. Announcements
 - A. University Senate Membership 2000-2001 (p.2)
 - B. Meeting schedule and due dates for the 1999-2000 University Senate (p.3)
 - C. Presidential action on 1999-2000 University Senate Action Items
- III. Approval of Minutes
 - A. Ninth regular meeting of the 1999-2000 Session, May 3, 2000 (pp.4-7)
 - B. Special meeting of the 2000-2001 Session, May 3, 2000 (pp. 8-9)
- IV. Call for Items to be added to the Agenda
- V. Reports from Administrators
 - A. President Broski
 - B. Provost Liberty
- VI. Reports from Standing Committees
- VII. Old Business
 - A. Faculty Handbook, Chapter 5, Section H (p. 10-12)
- VIII. Reports from Ad Hoc Committees
- IX. New Business
 - A. Ratification of Executive Committee Appointments to Standing Committees
 - 1. Admissions and Retention
 - 2. Affirmative Action
 - 3. Contractual Arrangements
 - 4. Honorary Degrees
 - 5. Retirement Advisory
 - 6. University Resources
 - B. Notification of election results, Mr. Wolffe
 - 1. Tenure, Promotion and Dismissal
 - 2. Faculty Grievance
 - 3. Contractual Arrangements
- X. Other Business
 - A. Report to the Commission on Institutions of Higher Education of the NCACS
- XI. Adjournment

2000-2001 University Senate Members Faculty

Ahn, In Soo	Gillespie, Oscar	Prasad, Vinod
Armmer, Fran	Goitein, Bernard	Roberts, Dawn (Dee Montgomery)
Aspin, Larry	Goldbaum, Howard	Sattler, Ed
Berry, Kevin	Greene, Mike	Skaggs, Jobie
Collins Nina	Haverhals, John	Stephens, Robert
Craig, Martha	Heinemann, Steve	Sterling, Mary Jane
Cram, Elizabeth	Helenek, Henry	Tarzi, Shah
DeJoice, Mary Jo	Hill, Donna	Tayyari, Fred
Dille, Glen	Jost, John	Templeton, Rosalyn
	Kimberlin, Kevin	Tiernan, Karni
Fan, Sam	Lawrence, B. J.	Trezza, Frank
Felder, Joe	Leathers, Gay	Webster, Allen
Flannigan, Peggy	Mays, Mary Jo	Williams, John
Flint, Edward	Mehta, Paul	Wolffe, Robert
Fuessle, Bob	Nikolopoulos, Christos	Zietlow, David
Gardner, Lisa	Podlasek, Robert	Zosky, Diane

Ex-Officio

Anna, Gary			Huberman, Jeffrey
Baer, Robert			Johnson, Richard
Beaty, Kathie			Liberty, Stan
Broski, David			Perry, Sandra
Etaugh, Claire			Sattler, Joan
Field, Kurt			Shorrock, John
Friedhoff, Scott			Stalling, Richard
Galik, Barbara			Yost, John
Galsky, Alan			

Students

Falter, Tarra			Glessan, Gary
Lyons, Amber			Graduate Student

MEETING SCHEDULE AND DUE DATES FOR THE 2000-2001 UNIVERSITY SENATE

The University Senate will meet at 3:10 P.M. on the following dates in the locations indicated below. If there is no important business to be brought forward, meetings may be canceled. There will be the traditional reception following the December and May meetings. Any and all changes in the schedule will be posted on the web page. (<http://www.bradley.edu/academics/senate/>)

September 21, 2000	S/C Marty Theater
October 19, 2000	S/C Marty Theater
November 16, 2000	S/C Marty Theater
December 6, 2000 (Study Day)	S/C Ballroom C
February 15, 2001	S/C Marty Theater
March 15, 2001	S/C Ballroom C
April 19, 2001	S/C Ballroom C
May 9, 2001 (Study Day)	S/C Ballroom C

The Executive Committee of the Senate will meet on the following dates in the Brune Conference Room in Bradley Hall at 3:10p.m. Any business that must be considered by the Executive Committee must be submitted to the President of the University Senate prior to these dates:

September 7, 2000
 October 5, 2000
 November 2, 2000
 November 28, 2000
 February 1, 2001
 March 1, 2001
 April 5, 2001
 May 1, 2001

All items that are to be distributed as part of the Agenda must be in the hands of the President of the University Senate by noon on the following dates:

October 9, 2000
 November 6, 2000
 November 27, 2000
 February 5, 2001
 March 5, 2001
 April 9, 2001
 April 30, 2001

**BRADLEY UNIVERSITY SENATE 1999-2000 SESSION
MINUTES
NINTH REGULAR MEETING, MAY 3, 2000**

I. CALL TO ORDER:

The meeting was called to order in the Marty Theater of the Robert Michael Student Center at 3:14 P.M.

II. ANNOUNCEMENTS

A. The first regular meeting of the 2000-2001 will be September 21, 2000 in the Robert Michael Student Center. Meetings will occur on the third Thursday, except at the end of the semester when the meetings fall on Study Day. Next year the meeting time will not need to be adjusted due to Fall Break or Spring Break.

B. In terms of voting during this meeting, only the "old" senators may vote.

When the first meeting of the new Senate is called to order, the new Senators will vote.

C. Joe Felder has agreed to run for Faculty Ombudsman Update. A ballot will be sent by the end of this week and will need to be returned the following week. Tenured faculty will vote for the Faculty Ombudsman.

D. Kurt Field reviewed the process for determining the number of senators a college may have. Both LAS and EHS added one senator for the new Senate.

E. Faculty who are retiring this year include:

Linda Anglin, Associate Professor of Nursing

William Bowers, Professor of History

John DePinto, Professor of Biology

John Fendrich, Associate Professor of Computer Science

Don Glover, Professor of Chemistry

Mohamed Najmi, Professor of Sociology

Harold Nix, Professor of Accounting

John Sathoff, Professor of Physics

Ron Wasden, Professor of Psychology

Kiyohisa Okamura, Mechanical Engineering

Billy Mathis, Professor of Biology

Billy Mathis served as President of the University Senate 1982 - 1984. During his tenure the first major Strategic Plan was developed. There was also extensive program evaluation and resource re-allocation during his Presidency.

III. APPROVAL OF MINUTES

Claire Etaugh moved approval of the minutes as corrected by changing "bytes" to "bits" in the second paragraph under Provost Liberty's report. Alan Galsky seconded the motion. The minutes were approved as corrected.

IV. CALL FOR ITEMS TO BE ADDED TO AGENDA

Item IX. B. Student Senate President Report - Aaron Freeman, was added.

V. REPORTS FROM ADMINISTRATORS

A. Interim President Anna - The Olin Hall renovation will begin soon. The low bid was Williams Brothers.

They have worked previously on campus on Jobst and Baker Hall renovations. Fund raising is critical to the success of this project. Interim President Anna stated that the \$25 million in bonds, issued for three academic projects, Olin Hall, Bradley Hall, and Westlake Hall will need to be supplemented. The three projects will easily total \$30 - \$35 million. Cost containment on Olin and success in raising external funds are important to the success of the three projects.

The second phase of St. James is underway. Six of seven units are under construction. During the summer the open recreation space for the site will be developed.

The Foster College of Business and Development worked together to receive \$400,000 Microsoft gift.

Bradley received \$360,000 from an Illinois First Grant. The connection of the funding to campus needs is related to the technology plan and the residence hall facilities and their academic delivery systems. Other initiatives include the faculty salary initiative and focusing on correcting the library deficiencies.

Interim President Anna encouraged faculty to work with students at risk and reminded us of the importance of retention through our formal and informal interactions with all of our students.

The non-union staff were thanked via a luncheon format. We were reminded of the work they will be doing during the next few days and that our interactions with them should reflect our gratitude and appreciation of their work.

The Senators and faculty were thanked for service to the University through the Senate and Committees.

- B. Provost Liberty - Letters were sent to all units with tenure track faculty sharing information regarding equity increases. A similar analysis will be done for tenure track lecturers and library faculty in the upcoming academic year. They also received letters. Revised contracts for those receiving an adjustment will be hand delivered on Friday of this week.

Tomorrow the Emeritus Faculty Committee will be meeting. On Friday recommendations will be made to Interim President Anna.

Dean James Lumpkin will be leaving to go to Oklahoma State. He was thanked by the Provost for his work at Bradley University. The Search Committee for his replacement will be set-up in the near future.

VI. REPORTS FROM STANDING COMMITTEES

A. Curriculum and Regulations

1. Subcommittee on Curriculum

Claire Etaugh moved approval of the major program modification for the Bachelor of Arts Degree with a Major in Art History. Jim Langley seconded the motion. The motion passed.

B.J. Lawrence moved approval of the Concentration Modification in Communication - Radio/Television. Howard Goldbaum seconded the motion. The motion passed.

Claire Etaugh moved approval of the Physics major and minor modification. Alan Galsky seconded the motion. The motion passed.

2. General Education Subcommittee

Claire Etaugh moved to accept the report from the General Education subcommittee. Joan Sattler seconded the motion. The motion passed.

B. Committee on Contractual Arrangements Annual Report

VII. Old Business

There was no old business.

VIII. New Business

A. Alan Galsky moved to ratify the following persons for the new Senate:

Foster College of Business Administration - Joe Felder, Ed Sattler, Donna Hill, Kevin Berry, & Bernard Goitein

College of Education and Health Sciences - Nina Collins, Mary Jo Mays, Jobie Skaggs, and Peggy Flannigan

College of Engineering and Technology - Vinod Prasad, David Zietlow, and Bob Fuesle

Slane College of Communication and Fine Arts - Howard Goldbaum, John Jost, and Frank Trezza.

College of Liberal Arts and Science - Gay Leathers, Edward Flint, Larry Aspin, Mary Jane Sterling, Kevin

Kimberlin, Dawn Roberts (Dee Montgomery will fill her slot next spring when Dawn is on sabbatical), Martha Craig, and Sam Fan at-large.

From the library - Mary Jo Dejoice

Joan Sattler seconded the motion. The motion passed.

B. Faculty Handbook, Chapter 5, Section H - Discussion occurred on the changes recommended by BTRAC

which is the advisory board to the Associate Provost of Research and Dean of Graduate School. The recommendations were brought forth for information purposes, not for action by the Senate. The following issues were raised: 1. How will the recommendations change the procedures? 2. Will the green sheet be changed since there is now a request for a support statement by the Chair and Dean from which a request is forwarded? 3. Will this not become burdensome to especially Deans? 4. What criteria will be used in selecting directors, now that the Associate Provost for Research and Dean of the Graduate School shall appoint? 5. The wording "Director(s)" appears more confusing than helpful. Are there two directors or more than two directors?

Changes have occurred with regard to changing one position into two. Kurt Field indicated that one would deal with external activities and one would deal with on-campus activities. There has been a change in title from manager to Director of Sponsored Programs to match the typical title used across the country. Changes in Chapter V of the Faculty Handbook were determined last year to need review by the appropriate advisory committee. In this instance it was BTRAC. Approving internal policies was approved over a year ago. With respect to the routing policies it is an example of the fact Chapter V is a living document and may come forward for further discussion. Provost Liberty indicated that it is important to avoid placing in the Faculty Handbook details of how Directors will be selected or how procedures such as routing will be done.

A suggestion was made to decrease the number of persons on BTRAC by having those selected for the awards, which places the persons on BTRAC, be those selected in the last three or four years. Kurt Field stated that the criteria used should not be placed in the Handbook.

Kurt Field will ask the Senate Executive Committee to look, in the Fall, at the issue of staffing the BTRAC committee.

Related to the issue of wording, "Director(s)," it was intended to permit flexibility and not have to return to the Senate each time a variation occurred. These are not budgeted positions. Rarely can one person serve to meet the needs of the position of Director of Teaching and Learning Excellence or Director of Research and Sponsored Programs. The persons in these positions serve at the pleasure of the Administration. They are not faculty positions.

Kelly Roos, a senator and a member of BTRAC, stated that the spirit of the recommendations was to facilitate external grants.

Bernard Goitein suggested that on page 23 of materials attached to the minutes that the word "involving" be replaced by the word "for."

Sam Fan indicated that the acronym TEC would need to be changed to TLEC.

Kurt Field indicated that the concerns and suggestions would be reviewed by the Executive Committee.

C. Ratification of Appointments to General Education Subcommittee

Alan Galsky moved ratification of Eugene Rebholz and Demetrice Worley to be appointed to the General Education Subcommittee. Fred Tayyari seconded the motion. The motion passed.

IX. OTHER BUSINESS

A. Report from Faculty Handbook Editor - No further comment was added to the report.

B. Student Senate Report - Aaron Freeman

Aaron Freeman introduced Matt Morris, Vice President of the Student Senate and Tara Falter, new student senator representative to the Bradley University Senate.

He is looking forward to the Student Senators and Bradley University Senate working closely together.

Aaron Freeman announced that the Student Senate won Organization of the Year for the second year in a row.

The Student Senators have made a recommendation to have one of the general education courses be required in a cultural diversity course rather than adding another course requirement.

X. ADJOURNMENT

A motion for adjournment was moved by John Haverhals and seconded by Alan Galsky. The meeting adjourned at 4:40 P.M.

Respectfully submitted,

Mary Jo Mays, Secretary
Bradley University Senate

OLD

OLD

University Senate Attendance 1999-2000

Date: May 3, 2000

Faculty (Please Initial)

Ahn, In Soo	ISA		Lawrence, B. J.	BLJ
Armmer, Fran	FA		Leathers, Gay	GL
Aspin, Larry	A		Mays, Mary Jo	MGJ
Brill, Susan de Ramirez	BR		Mehta, Paul	
Chapin-Russell, Lori			Nikolopoulos, Christos	NC
Collins, Nina			Podlasek, Robert	RJP
Cram, Elizabeth	EC		Prasad, Vinod	
Dille, Glen	GD		Roberts, Dawn	
Dzapo, Kyle	KD		Roos, Kelly	KR
Felder, Joe	F		DeJoice, Mary Jo	MSDJ
Field, Kurt	FL		Stephens, Robert	RS
Fuessle, Bob			Sterling, Mary Jane	MSJ
Gardner, Lisa	LD		Strasma, Linda	LS
Gillespie, Oscar			Tarzi, Shah	
Goitein, Bernard	B		Tayyari, Fred	BS
Gorin, Zeev	ZG		Templeton, Rosalyn	RAT
Greene, Mike	MG		Tiernan, Karni	MSJ
Haverhals, John	JH		Troutman, Coleen	CT
Goldbaum, Howard	HG		Webster, Allen	AW
Helenek, Henry			Williams, John	
Hill, Donna			Wojcikewych, Ray	
Langley, Jim	WL		Wolffe, Robert	RW
			Zietlow, David	

Ex-Officio (Please Initial)

Anna, Gary	A		Liberty, Stan	SL
Beaty, Katherine	KB		Lumpkin, James	
Etaugh, Claire	CE		Mordosky, Anthony	AM
Friedhoff, Scott			Perry, Sandra	SP
Galik, Barbara			Sattler, Joan	JS
Galsky, Alan	AG		Shorrock, John	
Huberman, Jeffrey			Stalling, Richard	
Johnson, Richard	JR		Yost, John	JY

Students (Please Initial)

Harris, Meghan			Moroz, Judith	JM
Lyons, Amber			Weidner, Brian	

BRADLEY UNIVERSITY SENATE 2000-2001
MINUTES
SPECIAL MEETING, MAY 3, 2000

I. CALL TO ORDER

The meeting was called to order in the Marty Theater of the Robert Michael Student Center at 4:41 P.M.

II. ANNOUNCEMENTS

Kurt Field thanked all individuals who assisted him as President of the Bradley University Senate. He especially thanked the office assistants and associates to the Deans and individuals in Swords Hall who helped him put the agenda together. He stated that working with the Board of Trustees was enjoyable. He found them very supportive of Bradley University. In addition he stated that Interim-President Gary Anna, Provost Liberty, and Vice President for Advancement John Shorrock to believe in shared governance and to practice it.

He thanked Gary Anna for his service as Interim-President.

III. CALL FOR ITEMS TO BE ADDED TO THE AGENDA

No items were added to the Agenda.

IV. RATIFICATION OF MEMBERS TO COMMITTEE ON ELECTIONS

Michael Green and Nina Collins are returning to the Committee. The Executive Committee nominated Edward Flint and Robert Wolffe. Robert Wolffe was appointed Chair. Joan Sattler moved to approval Edward Flint and Robert Wolffe to the Committee on Elections. Claire Etaugh seconded the motion. The motion passed.

V. ELECTION OF OFFICERS & EXECUTIVE COMMITTEE MEMBERS

Robert Wolffe conducted elections. Howard Goldbaum and Fred Tayyari were elected Senators-at-large. Mary Jo Mays was elected Secretary. Donna Hill was elected Vice President. Larry Aspin was elected President.

V. OTHER BUSINESS

Donna Hill thanked Kurt Field.

VI. ADJOURNMENT

The meeting was adjourned at 4:50 P.M.

Respectfully submitted,

Mary Jo Mays, Secretary
Bradley University Senate

NEW

University Senate Attendance 2000-2001

Date: May 3, 2000

NEW

Faculty (Please Initial)

Ahn, In Soo	IA		Lawrence, B. J.	
Armmer, Fran	FA		Leathers, Gay	GL
Aspin, Larry	LA		Mays, Mary Jo	MM
Craig, Martha			Mehta, Paul	
Skaggs, Jobie	JS		Nikolopoulos, Christos	NK
Collins, Nina			Podlasek, Robert	PP
Cram, Elizabeth	EC		Prasad, Vinod	
Dille, Glen	GD		Roberts, Dawn	DR
Jost, John			Kimberlin, Kevin	KK
Felder, Joe	F		DeJoice, Mary Jo	
Flint, Edward	EF		Stephens, Robert	ES
Fuessle, Bob			Sterling, Mary Jane	MS
Gardner, Lisa	L/G		Goldbaum Howard	
Gillespie, Oscar			Tarzi, Shah	
Goitein, Bernard	GC		Tayyari, Fred	FT
Gorin, Zeev	Z/G		Templeton, Rosalyn	RT
Greene, Mike	MG		Tiernan, Kami	KT
Haverhals, John	HA		Berry, Kevin	KB
Heinemann, Steve			Webster, Allen	AW
Helenek, Henry	HE		Williams, John	
Hill, Donna	HL		Sattler, Ed	
Trezza, Frank	FT		Wolffe, Robert	WR
			Zietlow, David	
EHS At Large			LAS At Large	LA

Ex-Officio (Please Initial)

Anna, Gary	GA		Liberty, Stan	SL
Beaty, Katherine	KB		Lumpkin, James	LL
Etaugh, Claire	EC		Mordosky, Anthony	MM
Friedhoff, Scott	FF		Perry, Sandra	PP
Galik, Barbara	GA		Sattler, Joan	SA
Galsky, Alan	GA		Shorrock, John	SS
Huberman, Jeffrey	HA		Field, Kurt	KA
Johnson, Richard	JA		Yost, John	YA
			Stalling, Richard	SA

Students (Please Initial)

Jobie Skaggs

Revisions to Chapter 5 of the Faculty Handbook

Legend

Changes Announced at the May, 2000 Meeting

Bold signifies new language

~~Strikethrough signifies deleted language~~

Revisions

Italic & Underline signifies new language

~~Double Strikethrough signifies deleted language~~

Faculty Handbook Ch 5, H, 2, a

The Changes Announced at the May, 2000 Meeting

- a. **The Associate Provost for Research and Dean of the Graduate School** shall appoint the BTRAC members, ~~is composed of~~ **selected from** previous recipients of the Rothberg, Putnam, and Caterpillar Inc. New Faculty Achievement Awards for Teaching and Research and First Year Faculty Awards.

Revisions Made in Response to the Discussion at the May, 2000 Meeting

- a. ~~The Associate Provost for Research and Dean of the Graduate School~~ shall appoint the BTRAC members, ~~is composed of~~ ~~selected from~~ previous *BTRAC will have a rotating membership composed of the past three years'* recipients of the Rothberg, Putnam, and Caterpillar Inc. New Faculty Achievement Awards for Teaching and Research and First Year Faculty Awards.

Faculty Handbook Ch 5, H, 5, a, b, and c

The Changes Announced at the May, 2000 Meeting

- a. University approval is required prior to submission of any request or proposal for external support for research, creative production or sponsored programs involving University personnel. The following procedures are to be followed:
- 1) An Extramural Funding Transmittal Form, including all appropriate signatures, is to be completed in full. **The Office of Teaching Excellence and Faculty Development** provides these forms.
 - 2) A completed form and two copies of the proposal are to be submitted to the Office of Sponsored Programs prior to submission to the external funding agency.
 - 3) Proposals involving requests from corporations or foundations should be shared with the University Advancement Office to avoid possible conflicts in University priorities for fund raising on the one hand, and grant seeking on the other.
 - 4) Faculty members should discuss proposals with their department chairpersons and with the Office of Sponsored Programs as early as possible before submission deadline dates.
- b. **A statement of support by the department chairperson and the dean of the college in which the applicant is employed or their designees/representatives must be obtained prior to submitting any** proposal involving University matching fund commitments, faculty release from teaching responsibilities, or less than full indirect cost reimbursement. **In addition, the proposal must also** receive approval from:
- 1) ~~_____ The department chairperson.~~
 - 2) ~~_____ The dean of the college.~~
 - 3) ~~_____ The Director of Sponsored Programs and Associate Provost for Research prior to submitting the proposal to the external funding agency.~~
- 1) **The Director of Sponsored Programs.**
 - 2) **The Associate Provost for Research and Dean of the Graduate School. ~~prior to submitting the proposal to the external funding agency.~~**

Revisions Made in Response to the Discussion at the May, 2000 Meeting

a. University approval is required prior to submission of any request or proposal for external support for research, creative production or sponsored programs involving University personnel. The university has approved the proposal when all appropriate individuals have signed the Sponsored Program Transmittal Form. The following procedures are to be followed:

- 1) An Extramural Funding Transmittal Form, including all appropriate signatures, is to be completed in full. **The Office of Teaching Excellence and Faculty Development** provides these forms.
- 2) A completed form and two copies of the proposal are to be submitted to the Office of Sponsored Programs prior to submission to the external funding agency.
- 3) Proposals involving requests from corporations or foundations should be shared with the University Advancement Office to avoid possible conflicts in University priorities for fund raising on the one hand, and grant seeking on the other.
- 4) Faculty members should discuss proposals with their department chairpersons and with the Office of Sponsored Programs as early as possible before submission deadline dates.

~~b. A statement of support by the department chairperson and the dean of the college in which the applicant is employed or their designees/representatives must be obtained prior to submitting any proposal involving University matching fund commitments, faculty release from teaching responsibilities, or less than full indirect cost reimbursement. In addition, the proposal must also receive approval from:~~

- ~~1) — The department chairperson.~~
- ~~2) — The dean of the college.~~
- ~~3) — The Director of Sponsored Programs and Associate Provost for Research prior to submitting the proposal to the external funding agency.~~
- ~~1) The Director of Sponsored Programs.~~
- ~~2) The Associate Provost for Research and Dean of the Graduate School, prior to submitting the proposal to the external funding agency.~~

[Section c. will be relabeled as b.]