

# BRADLEY UNIVERSITY SENATE

## AGENDA

FIRST REGULAR MEETING OF THE 2004-2005 SENATE

3:10 P.M. SEPTEMBER 16, 2004

STUDENT CENTER BALLROOM C

- I. Call to order
- II. Announcements
- III. Approval of Minutes
  - A. Eighth regular meeting of the 2003-2004 Senate, May 5, 2004 ([pp. 5 - 9](#))
  - B. Special meeting of the 2004-2005 Senate, May 5, 2004 ([p. 11](#))
- IV. Call for Items to be added to the Agenda
- V. Reports from Administrators
  - A. President Broski
  - B. Provost Liberty
  - C. Vice President Anna
  - D. Assoc. Provost Roberson
- VI. Reports from Standing Committees
  - A. Committee on Elections
- VII. Reports from Ad Hoc Committees
- VIII. Unfinished Business
- IX. New Business
  - A. Ratifications of Appointments to Standing Committees
    - 1. Affirmative Action
    - 2. Contractual Arrangements
    - 3. Retirement Advisory
    - 4. University Resources
    - 5. General Education
  - B. Appointments and College Elections to Standing Committees
- X. Other Business
- XI. Adjournment

**2004-2005 University Senate Membership****FACULTY****FCBA**

Shyam Bhandari  
 Heidi Rottier (for Ed Bond, Fall '04)  
 Roy Schmidt  
 Joe Felder  
 Bernie Goitein\*  
 Donna Hill\*  
 Kevin O'Brien\*  
 Simon Petravick\*

**CEHS**

Fran Armmer  
 Molly Cluskey  
 Jean Marie Grant  
 Robert Wolffe  
 Chang-Ok Choi\*  
 Celia Johnson\*  
 Dawn Hall\*  
 Nancy Sherman\*

**CEGT**

In Soo Ahn  
 K. Krishnamoorthi  
 Paul Mehta  
 Robert Podlasek  
 Ahmad Fakheri\*  
 Gary Lin\*

Marty Morris\*

**LIBRARY**

Xiaotian Chen

**SCCFA**

Olatunji Dare  
 Stephen Heinemann  
 B. J. Lawrence  
 Gary Will  
 Kyle Dzapo\*  
 John Jost\*  
 Jim Langley\*

**CLAS**

Heather Fowler-Salamini  
 Janet Gehring  
 Zeev Gorin  
 Mike Greene  
 John Haverhals  
 Henry Helenek  
 Kristina Mao  
 Leslie Sconduto  
 Vladimir Uskov  
 Brad Andersh\*  
 Martha Craig\*  
 Charles Dannehl\*  
 Sam Fan\*  
 Kevin Kimberlin\*  
 Mike McAsey\*  
 Wendy Schweigert\*  
 Marjorie Worthington\*

\*First Year of the Two-Year Term

**EX-OFFICIO**

President: David Broski  
 Provost and Vice President for Academic Affairs: Stan Liberty  
 Vice President for Business Affairs: Gary Anna  
 Vice President for Advancement: William Engelbrecht  
 Associate Provost for Student Affairs: Alan Galsky  
 Dean of the Graduate School: Conley Stutz  
 Associate Provost for Information Resources and Technologies: Chuck Ruch  
 Associate Provost for Enrollment Management: Nickie Roberson  
 Registrar: Kathie Beaty  
 Dean, Foster College of Business Administration: Robert Baer  
 Dean, Slane College of Communications and Fine Arts: Jeffrey Huberman  
 Dean, College of Education and Health Sciences: Joan Sattler  
 Dean, College of Engineering and Technology: Richard Johnson  
 Dean, College of Liberal Arts and Sciences: Claire Etaugh  
 Director of the Library: Barbara Galik  
 Immediate Past-President of University Senate: Mary Jo Mays  
 Editor, Faculty Handbook: Sandra Perry  
 Parliamentarian/Archivist: Larry Aspin

**STUDENTS**

Jason Pikscher

## MEETING SCHEDULE AND DUE DATES FOR THE 2004-2005 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 changes to the initial schedule will be indicated in RED on the Senate web page.

September 16, 2004	S/C Ballroom C
October 21, 2004	S/C Ballroom C
November 18, 2004	S/C Ballroom C
December 8, 2004 (Study Day)	S/C Ballroom C
February 17, 2005	S/C Ballroom C
March 24, 2005	S/C Marty Theater
April 21, 2005	S/C Marty Theater
May 4, 2005 (Study Day)	S/C Alumni Dining Room

The Executive Committee of the Senate will meet on the following dates in Bradley Hall 451 at 3:10 p.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 2, 2004  
 October 7, 2004  
 November 4, 2004  
 November 23, 2004  
 February 3, 2005  
 March 3, 2005  
 April 7, 2005  
 April 28, 2005

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:

September 7, 2004  
 October 12, 2004  
 November 9, 2004  
 November 30, 2004  
 February 8, 2005  
 March 8, 2005  
 April 12, 2005  
 April 26, 2005

## Eighth Meeting of the 2003-2004 University Senate Attendance May 5, 2004

### Faculty (Please Initial)

Ahn, In Soo		Fowler-Salamini, Heather	HSS	Morris, Marty	MM
Andersh, Brad	BA	Fuessle, Bob		O'Brien, Kevin	KS
Armmer, Fran	FA	Gehring, Janet	JG	Podlasek, Robert	NP
Beck, Dennis	DB	Goitein, Bernie	BG	Prasad, Vinod	
Bhandari, Shyam	SB	Gorin, Zev	ZG	Rottier, Heidi	HR
Bond, Ed	EB	Greene, Mike		Schmidt, Roy	RS
Brown, George		Haverhals, John	JH	Sconduto, Leslie	LS
Chen, Xiaotian		Heinemann, Stephen	SH	Skaggs, Jobie	JS
Choi, Chang-Ok		Helenek, Henry		Stalling, Richard	
Cluskey, Molly	MC	Kimberlin, Kevin	KK	Sloan-Huser, Mindy	MS
Craig, Martha	HSC	Krishnamoorthi, K.	KK	Uskov, Vladimir	UV
Dannehl, Charles	CD	Lawrence, B. J.	BJ	Walters, Kerry	
Dare, Olatunji	OD	Mao, Kristina		Wilcox, William	WW
Fan, Sam	FS	Mays, Mary Jo	MM	Will, Gary	EW
Felder, Joe		McAsey, Mike	MM	Wolffe, Robert	RW
Flannigan, Peggy		Mehta, Paul		Worthington, Marjorie	WW

### Ex-Officio (Please Initial)

Anna, Gary	GA		Huberman, Jeffrey	
Aspin, Larry			Johnson, Richard	
Baer, Robert			Roberson, Nikie	
Beaty, Kathie	KB		Liberty, Stan	SL
Broski, David			Perry, Sandra	SP
Engelbrecht, William			Quigg, David	DQ
Etaugh, Claire			Sattler, Joan	JS
Galik, Barbara	GA		Stutz, Conley	CS
Galsky, Alan				

### Students (Please Initial)

Milanovic, Nevena			Thompson, Steve	ST
Cole, Mason	MSC		Cavanah, Scott	

BRADLEY UNIVERSITY SENATE 2003-2004  
MINUTES  
EIGHTH REGULAR MEETING, MAY 5, 2004

I. CALL TO ORDER

The meeting was called to order in Student Center Ballroom C at 3:13 PM.

II. ANNOUNCEMENTS

University President Mays greeted the newly elected senators. She also reported that some graduate school items would be added to the agenda.

III. MINUTES

Assoc. Provost Galsky made a motion to approve the April minutes. B.J. Lawrence seconded the motion. The motion was approved.

IV. CALL FOR ITEMS TO BE ADDED TO THE AGENDA

These were reported under announcements.

V. REPORTS FROM ADMINISTRATORS

A. President Broski was not present.

B. Provost Liberty

Provost Liberty stated that internet access would be upgraded. The increase in bandwidth would not increase costs but would be paid with cost-efficiencies in communication services. He also reported that the e-mail policy was revised and that a new virus protection will be announced and implemented this month. In relation to the latter, IT security has been an issue particularly given the recent problems with viruses. IT staff has been working hard to get the system back up. Provost Liberty commented that computer security will be a complicated problem for a wireless system. This is especially true given the privacy issues in an academic environment. Provost Liberty provided information on the fall enrollment situation. Deposits were down 139 from last year even though there were a record number of applications. He traced this decrease in deposits to an increase in enrollments for Illinois residents at the University of Illinois. Lastly, Provost Liberty stated there were still negative implications in the upcoming year for Bradley from state budget cuts to higher education..

VI. REPORTS FROM STANDING COMMITTEES

A. C & R Subcommittee on Curriculum

1. Foster College of Business: Course additions & modifications in Accounting
2. College of Engineering: Course addition in Mechanical Engineering

These first two items were listed for informational purposes only.

3. College of Liberal Arts and Sciences

- a. Modification of the African-American Studies minor

Dean Etaugh made a motion to approve the modification. Dean Sattler seconded the motion. Dean Etaugh explained that the modifications were designed to make the minor more interdisciplinary and put less emphasis on history. These modifications were also being implemented to attract more students. When making the modifications, the Women's Studies Program was used as a model. The motion was approved.

- b. Course additions, modifications and deletions in Chemistry
- c. Course modifications in International Studies

These last two items were included for informational purposes only.

#### 4. Slane College of Communications and Fine Arts

##### a. Curriculum revision for Department of Communication

Ali Zohoori reported that the revisions were a reflection of efforts to redesign the program in response to changes in the communications field over the last two decades. The revisions better integrate the professional world with academia. The photography concentration has been deleted and speech communication has been replaced with organizational communications. Revisions have also been made in the various concentrations offered by the department. These revisions were being made as the department applies for accreditation. B.J. Lawrence made a motion to approve the revisions. Assoc. Provost Galsky seconded the motion. The motion was approved.

### B. Subcommittee on academic Regulations and Degree Requirements

#### 1. Policy on Auditing Courses

Dean Etaugh reported there was one basic change in the policy from the last time the issue came before the Senate: no fee structure was attached to the new policy. It was felt that fees were not under the purview of the committee and should be left to the Provost. The basic policy was unchanged and consisted of the following: if a student sits in on a class, he or she must audit the class. Joe Felder asked if the original policy allowed faculty to audit a course for free. Dean Etaugh replied that it did not. Brad Andersh raised the issue of occasional attendance of a class by former students who were preparing to take entrance exams. Dean Etaugh stated that while she understands the hardships imposed on faculty, no exceptions should be made to the policy. Dean Stutz suggested that this issue could be handled through the fee structure and he made the following proposal: no fee for auditing if you have already completed the course. Sam Fan made a motion to replace the last sentence of the first paragraph of the policy with the following: regular class attendance by persons not officially on the class roster is not permitted. Zeev Gorin seconded the motion. Dean Etaugh asked what is regular attendance. Sam Fan stated that the last sentence of the policy precludes any attendance. Ed Bond stated that some ambiguity in the policy was good. The amendment was approved. Sandy Perry asked this question about the policy: how will the terms unsatisfactorily or satisfactorily be determined? There was also a comment about the fee structure. The Provost replied no fee structure had yet been determined. The policy as amended was approved.

#### 2. Policy on IN and IP

Dean Etaugh stated that the subcommittee was asked to review the existing policy because of current problems with the policy. The subcommittee proposed to eliminate the permanent IN. In place of the permanent IN, a student would receive an F if he or she did not complete the IN or IP in the time period determined by the contract between the student and the professor. Courses on a non-standard schedule were exempted. Dean Etaugh made the motion to approve the policy. Zeev Gorin asked that if a grade were changed to a B under the policy, would the students transcript read B(IP)? Dean Etaugh replied that it would appear as a B only. There was a comment that since the current policy already allowed for an IN or IP to be changed to an F, why change the policy? Kathy Beatty stated that since an IN can stay on a transcript indefinitely, the present policy was being abused. Bob Podlasek commented that some IP's have lasted 5-6 years and the professor who issued the IP may no longer be present at Bradley. Fran Armmer stated that since a permanent IN results in no credit for the student, there was no problem with the present policy. Joe Felder commented that a professor currently has to fill out a contract and wondered if contracts were not getting to the registrar. Dean Stutz replied that many professors leave the contract blank. Joe Felder stated that these forms should not be accepted. Dean Etaugh commented that under the present policy failing student are being given IN's and IP's without any intention of the student finishing the course. Bob Podlasek asked how is enforcement done without a policy. He also commented that students are given complex tasks for a three-hour course and that IP's can go on indefinitely. B.J. Lawrence stated that since the current contract does not go to the registrar, what is needed is not a new policy but a new form that goes to the registrar. Dave Quigg said that if someone is ill, he or she cannot sign a contract. However, the present policy says that the IN has to be taken care of in the next semester enrolled, not

the subsequent semester. Dean Hubermann stated that there is no support for the new policy in the College of Communications and Fine Arts. The problem was with the enforcement of the contract. In addition, an IN should not turn into an F because of an illness or family tragedy. Dean Etaugh replied that the policy was sent to the committee for revisions because of problems with the current policy. Dean Stutz stated there was a problem with IP's at the graduate level. The contracts were not working and that professors were keeping students for inappropriate times. Dean Stutz gave some positive effects of the new policy: it reaffirms the necessity of the contract, it restricts IP's for graduate classes, it discourages IN's being given to students with low grades and it discourages faculty members from giving students extra work. Ed Bond made a motion to remand the policy to the subcommittee. He gave several problems with the policy: the current contracts are not routed to the registrar, the policy does not give due regard to research classes and an F grade can be an egregious penalty for a student. The motion was seconded by B.J. Lawrence. Bob Podlasek asked how contracts were to be enforced and Ed Bond replied that they could be enforced by the registrar. Dean Stutz stated that the new policy cleans up the IN/IP language and specifies the courses to be eligible for IP's. Sam Fan stated that the IN was for regular course work whereas the IP was for research course work. The policy did not seem to be able to handle both issues at the same time. Bernie Goitein commented that there were serious concerns about abuse of the current policy. The motion to remand the IN/IP policy back to the subcommittee was approved.

### 3. Academic Calendar AY 07-08

Dean Etaugh made the motion to approve the academic catalog. The motion was approved.

## C. General Education Subcommittee of C&R

### 1. Description of Human Values Category of General Education

Assoc. Dean Hahn stated this was the second version of the policy presented to the Senate. There was no change in the academic requirements. The revision was only made in the description of the category. The motion to approve the new description was made by Sam Fan. The motion was seconded by Brad Andersh. The motion was approved.

## D. Graduate School

### 1. Foster College of Business Administration: Program modification and course modifications to MBA

Four prerequisite courses were eliminated as requirements for the MBA. In addition, prerequisites were changed for ATG 604, ECO 606, ECO 608, BMA 620 and MTG 624. Ed Bond noted an error in the prerequisites for MTG 624. In the modifications, there is no prerequisite for MTG 624. The motion was approved.

### 2. College of Education and Health Sciences

#### a. Course modifications in Nursing (NUR 698, 699)

These modifications were listed for informational purposes only.

#### b. Program modification for Curriculum and Instruction Master's Degree Program

Dean Sattler reported that the master's degree program was being repackaged with a reconfiguration of concentrations, an addition of two course (ETE 618, 620), a modification of one course (ETE 698) and the deletion of two courses (ETE 652, 668). These modifications were keeping with best practices in the field and were designed for teachers who already had a master's degree but wanted a new concentration. Bob Wolffe commented that the modifications were suited for students who wanted to add a teaching certificate. The motion was approved.

### 3. Processes for approving changes in postbaccalaureate course and programs

Compared to degree programs, Dean Stutz explained that there was a different process for adding, modifying and deleting certificate programs. He then explained the process according to the chart on p. 28 of the meeting packet. Senate President Mays asked if completion of a postbaccalaureate degree would be reflected on a

student's transcript. Dean Stutz replied that the degree would be on indicated on the transcript. Senate President Mays then asked why C&R and University Senate were involved in the process for informational purposes only. Dean Stutz replied that this was the same process used for 600-level courses. Provost Liberty commented that we needed an agile process that could react quickly to the market for postbaccalaureate degrees. Sandy Perry noted the process originated with department/unit graduate faculty and asked if this represented a change in the process. Dean Stutz replied that while the process originated with graduate faculty (maybe even one faculty member), no separate vote by the graduate faculty was required. The motion was approved.

#### E. Annual Reports from Standing Committees

No verbal reports were given by any of the committees. All the written reports were included in the meeting packet.

#### F. Contractual Arrangements Committee: Intellectual Property (IP) Policy

Bob Wolffe stated there were two sparsely attended meetings to discuss the policy. He explained that IP policies ranged from those where the inventor receives all the revenue from their creation to those policies where the university receives all the revenues. The IP policy developed for Bradley University was designed to strike a balance between the faculty and the university. The traditional areas were exempted from the policy. Senate President Mays announced there would be two more open forums in the fall to discuss the IP policy. She explained that the faculty had conflicts with this semester's forums and that the forums were late in the semester.

### VIII. Unfinished Business

#### A. Revision of policies on Use of Human Subjects in Research

Joe Felder was concerned that the appeal process in the proposed policy bypassed the normal grievance procedure that faculty should have access to. Jackie Ruthman replied that the policy followed the process stipulated by Federal regulations. Joe Felder stated that the issue was similar to that for research improprieties. In these situations, faculty had access to the grievance procedure. Jackie Ruthman replied that the grievance procedure cannot be used to approve or disapprove a study. Provost Liberty commented that this issue was a different creature from those covered by the normal grievance procedure and was needed to bring the university in compliance with Federal regulations. Sam Fan stated that there were three different types of reviews but this was not clear from the text of the policy. Jackie Ruthman explained that the three different levels of policy reviews were noted in the text. Sandy Perry was also concerned that if a faculty member was not treated fairly in the process, he or she did not have access to the grievance procedure. Provost Liberty stated he believed that a faculty member always had access to the grievance procedure if he or she has been discriminated against. The motion was approved.

#### B. Modification to Faculty Handbook concerning library faculty

There was no discussion and the modification was approved.

### IX. New Business

#### A. Election to General Education Subcommittee of C&R

Molly Cluskey and Ali Zohoori were nominated by the Senate Executive Committee as recommended by their colleges and Andrew Kelly was nominated by the Provost to the General Education Subcommittee of C&R. Dean Etaugh made a motion to approve their election to the subcommittee. Fran Armmer seconded the motion. The motion was approved.

#### B. Election to Handbook Editor

Sandy Perry was nominated to be Handbook Editor. Joe Felder made a motion to approve her election. Larry Aspin seconded the motion. The motion was approved.

## X. Other Business

### Report from Student Senators

Student Senate passed fourteen resolutions for the 2003-2004 academic year. Student Senator Jason Pikscher will be the new representative to University Senate for the 2004-2005 academic year.

## XI. Adjournment

The meeting was adjourned at 4:50.

## Special Meeting of the 2004-2005 University Senate Attendance May 5, 2004

### Faculty (Please Initial)

Ahn, In Soo		Gehring, Janet	<i>AG</i>	Mays, Mary Jo	<i>MM</i>
<i>Brad Andersen</i>	<i>BA</i>	Goitein, Bernie	<i>BF</i>	McAsey, Mike	<i>MA</i>
Armmmer, Fran	<i>FA</i>	Gorin, Zev		Mehta, Paul	
Bhandari, Shyam	<i>SB</i>	Greene, Mike	<i>MG</i>	Morris, Marty	<i>MM</i>
Bond, Ed	<i>EB</i>	Hall, Dawn		O'Brien, Kevin	<i>KB</i>
Chen, Xiaotian		Haverhals, John	<i>JH</i>	Petravick, Simon	<i>SP</i>
Choi, Chang-Ok		Heinemann, Stephen	<i>SH</i>	Podlasek, Robert	<i>RP</i>
Cluskey, Molly	<i>MC</i>	Heleneck, Henry		Rottier, Heidi	<i>HR</i>
		Johnson, Celia		Schmidt, Roy	<i>RS</i>
Dannehl, Charles	<i>CD</i>	Jost, John	<i>JD</i>	Sconduto, Leslie	<i>LS</i>
Dare, Olatunji	<i>DO</i>	Kimberlin, Kevin	<i>KK</i>	Sloan-Huser, Mindy	<i>MS</i>
Dzapo, Kyle	<i>KD</i>	Krishnamoorthi, K.	<i>KK</i>	Uskov, Vladimir	<i>UV</i>
Fakheri, Ahmad	<i>A.F</i>	Langley, Jim			
Fan, Sam	<i>FS</i>	Lawrence, B. J.		Will, Gary	<i>GW</i>
Felder, Joe		Lin, Gary	<i>GL</i>	Wolffe, Robert	<i>RW</i>
Fowler-Salamini, Heather		Mao, Kristina		Worthington, Marjorie	<i>MW</i>

### Ex-Officio (Please Initial)

Anna, Gary			Huberman, Jeffrey	
Aspin, Larry	<i>LA</i>		Johnson, Richard	
Baer, Robert	<i>RB</i>		Roberson, Nikie	
Beaty, Kathie	<i>KB</i>		Liberty, Stan	<i>SL</i>
Broski, David			Perry, Sandra	<i>SP</i>
Engelbrecht, William			Quigg, David	<i>DQ</i>
Etaugh, Claire	<i>CE</i>		Sattler, Joan	
Galik, Barbara	<i>GB</i>		Stutz, Conley	<i>CS</i>
Galsky, Alan	<i>AG</i>		<i>George Jesuit JMJ</i>	

### Students (Please Initial)

Milanovic, Nevena			Thompson, Steve	
Cole, Mason	<i>MC</i>		Cavanah, Scott	

BRADLEY UNIVERSITY SENATE  
MINUTES  
SPECIAL MEETING OF THE 2004-2005 SENATE  
MAY 5, 2004

I. Call to Order

The meeting was called to order at 4:51PM.

II. Announcements

There was a focus visit concerning the Doctorate in Physical Training (DPT) Program. The visit team recommended that Bradley proceed in the approval process. There are still two more levels in the approval process.

There was concern expressed about the long lead time for the undergraduate catalog. The catalog should be more timely and should come out just before the academic year. To achieve this, a better informational flow must occur. The on-line version of the catalog will appear June 6<sup>th</sup>.

III. Call for Items to be Added to the Agenda

No items were added.

IV. Ratification of Members to Committee on Elections

Dean Etaugh made a motion to ratify Charles Dannehl and Shyam Bhandari as members to the Committee on Elections. Joe Felder seconded the motion. The motion was approved.

V. Election of Officers

Gary Will presided over the election of officers for the 2004-2005 academic year. Bob Podlasek nominated Marty Morris and Steve Heineman nominated Kyle Dzapo for the At-large Representatives for the Executive Committee. Dean Stutz made a motion to close nominations and unanimously approve their election. Joe Felder seconded the motion. The motion was approved. Simon Petravick nominated Kevin O'Brien as Secretary of the Senate. Sandy Perry seconded the motion. The motion was approved. John Jost nominated Sam Fan as Vice-President of the Senate. Gary Linn seconded the motion. The motion was approved. Charles Dannehl nominated Mike McAsey as President of the Senate. The motion was seconded by Dean Stutz. The motion was approved.

VI. New Business

There was no new business.

VII. Adjournment

The special meeting was adjourned at 4:59.