

**BRADLEY UNIVERSITY SENATE**

**AGENDA**

**SEVENTH REGULAR MEETING OF THE 2007-2008 SENATE**

3:10 pm May 7, 2008

Michel Student Center Ballroom A

- I. Call to order
- II. Announcements
- III. Approval of Minutes
  - A. Sixth regular meeting of the 2007-2008 Senate, April 17, 2008. (p. 5)
- IV. Call for Items to be added to the Agenda
- V. Reports from Administrators
  - A. President Glasser
  - B. Provost Johnsen
- VI. Reports from Standing Committees
  - A. Committee on Curriculum and Regulations
    - 1. Subcommittee on Curriculum
      - Course Deletion** (p. 11)  
*College of Liberal Arts and Sciences*  
CS 615 – Software Engineering
      - Course Modifications** (p. 11)  
*College of Engineering and Technology*  
EE 381– Transmission Lines and Electromagnetic Fields  
EE 531 – Communication Theory I  
EE 532 - Communication Theory II  
EE 550 – Electromagnetic Theory  
ME 573 – Methods of Engineering Analysis
      - Foster College of Business Administration*  
BMA 315 – Risk and Insurance  
MKT 315 – Principles of Marketing
      - Course Additions** (p. 11)  
*College of Liberal Arts and Sciences*  
PHL 202 – Philosophy Proseminar II  
ACJ 330 – Advanced Computer Forensics  
CIS 330 – Advanced Computer Forensics  
CS 502 – Advanced Programming  
CS 590 – Fundamentals of Software Engineering

*College of Engineering and Technology*  
ME507 – Nuclear Energy

*Foster College of Business Administration*  
ASB 315 – Risk and Insurance

**Major Modification – College of Engineering and Technology (p. 12)**

**Civil Engineering**

**Associated Course Modifications**

- CE 100 – Introduction to Civil Engineering
- CE 124 – Emerging Technologies in CEC
- CE 150 – Mechanics I
- CE 206 – Surveying
- CE 210 – Numerical Methods in Civil Engineering
- CE 224 – AUTOCADD
- CE 270 – Mechanics of Materials
- CE 280 – Structural Materials Laboratory
- CE 304 – Fluid Mechanics
- CE 310 – Probability, Statistics and Decision Making in Civil Engineering
- CE 356 – Pavement Design
- CE 359 – Structural Mechanics
- CE 360 – Introduction to Environmental Engineering
- CE 380 – Geotechnical Engineering
- CE 403 – Reinforced Concrete Design
- CE 422 – Foundation Analysis and Design
- CE 442 – Design of Steel Structures
- CE 465 – Surface Water Hydrology
- CE 480 – Transportation Engineering
- CE 498 - Civil Engineering Design Project
- CE 541 – Transport Phenomena in Environmental Systems
- CE 542 – Physiochemical Process Design
- CE 543 – Biological Processes Design
- CE 546 – Groundwater Hydrology and Hydraulics
- CE 555 – Environmental Regulations and Policy
- CE 565 – Advanced Reinforced Concrete
- CE 567 – Prestressed Concrete
- CE 573 – Advanced Mechanics of Materials
- CE 580 – Highway Safety and Risk Management
- CE 585 – Advanced Pavement Design

**Associated Course Additions**

- CE 558 – Solid Waste Management
- CE 577 – Seismic Design
- CE 583 - Geometric Highway Design

**Associated Course Deletions**

- CE 320 – Introductory Soil Mechanics
- CE 522 – Advanced CADD
- CE 544 – Advanced Hydraulics
- CE 524 – Multimedia Applications in Civil Engineering and Construction
- CE 526 - Advanced Cost Estimating for Construction Projects

CE 528 – Advanced scheduling  
CE 529 – Construction Contract Administration  
CE 536 – TQM Principles in Construction  
CE 537 – Simulation in Construction

**Major Modification – College of Engineering and Technology (p. 14)**  
**Civil Engineering and Construction – Construction Program**

**Associated Course Deletions**

CON 124 – Emerging Technologies in CEC  
CON 224 – CADD in Construction

**Associated Course Modifications**

CON 132 – Construction Graphics  
CON 262 – Mechanical and Electrical Systems for Buildings  
CON 396 – Construction Estimating  
CON 498 – Senior Project

**Associated Course Additions**

CON 320 – Introductory Soil Mechanics  
CON 493 – Senior Project Planning  
CON 520 – Construction and Engineering Practice  
CON 522 – Advanced CADD  
CON 524 – Building Information Modeling  
CON 526 – Advanced Cost Estimating  
CON 528 – Advanced Scheduling  
CON 529 – Advanced Contracts  
CON 536 – TQM Principles  
CON 537 – Construction Simulation  
CON 540 – Project and Company Management

**Concentration Deletion – College of Engineering and Technology (p. 15)**  
**Civil Engineering – Environmental Engineering**

**Minor Modification – College of Education and Health Sciences (p. 15)**  
**Minor in Health**

**Major Modification – College of Education and Health Sciences (p. 15)**  
**Health Science**

2. Subcommittee on Regulations and Degree Requirements (p. 16)  
Academic Calendar 2011 - 2012

3. Executive Committee of the Graduate School  
Please refer to Handout.

**B. Committee on Contractual Arrangements**

Proposal to modify Handbook language on Tuition Exchange. (p. 16)  
Proposal to modify Handbook language on Tuition Remission. (p. 16)

These changes are by Process 2, and are provided for information purpose.

C. Annual Reports from Standing Committees (p. 19)

VII. Reports from *Ad hoc* Committees

A. Ad hoc committee to establish procedures for providing feedback for Bradley's President and Provost (p. 27)

B. Ad hoc Committee to Review the Curriculum and Regulations Processes (p. 29)

VIII. Unfinished Business

Committee on Utilization of Human Subjects in Research (CUHSR)

Proposal to redistribute Handbook content on CUHSR to Processes 2 and 3 for modifications (p. 34)

IX. New Business

X. Other Business

A. Report from Student Senator

XI. Adjournment

**BRADLEY UNIVERSITY SENATE 2007 – 2008  
MINUTES  
SIXTH REGULAR MEETING, APRIL 17, 2008**

I. Call to Order

Senate President Sam Fan called the meeting to order at 3:12 PM. The location was the Marty Theater.

II. Announcements

A. The heading on today's agenda should read Sixth, not Fifth, Regular Meeting.

B. There will be no report from President Glasser. She is away on University business.

C. The second item in the agenda from Contractual Arrangements (VI A., regarding handbook language on replacement teaching) is withdrawn.

D. A report from the Graduate Executive Committee is added to VI, Reports from Standing Committees. It is available as a handout.

E. You are invited to attend AAUP's Spring Soiree on Friday, April 18<sup>th</sup>, at 3:00 to 5:00 pm in the Michel Student Center Alumni Dining Room.

III. Approval of Minutes

On a motion by Nina Collins and a second by Paul Mehta, the minutes of the Fifth Regular Meeting were approved.

IV. Call for Items to be added to the Agenda

There was nothing to add to the agenda.

V. Reports from Administrators

A. President Glasser was away on university business.

B. Provost Johnsen reported that the North Central self study process continues. Several people recently attended a full day workshop in Chicago regarding the process for putting together a self study report. The final candidate for the position of Director of Institutional Improvement was recently on campus. The Provost expects to soon receive a recommendation from the search committee. The person filling this position will co-chair the North Central Reaccreditation self study with Dean Etaugh. A report on Centers of Distinction will soon be going to the President. We are beginning a salary initiative review process that will benchmark our salaries against other schools, determine what the budget implication are, and then look at a resource allocation strategy.

VI. Reports from Standing Committees

A. Committee on Curriculum and Regulations.

- The 600 level courses modifications listed in the handout from the Graduate Executive Committee ("handout") are for information only and do not require Senate action.

- The 500 level courses from Electrical Engineering listed in the handout require Senate approval. On a motion by Brian Huggins and a second by Alex Malinowski, the course modifications were approved. Brad Andersh asked if graduate students should register for zero credit hours when they have completed all hours for graduation but not yet completed their research thesis. Bob Bolla indicated that would be the best way to handle this situation.
  - Senate President Fan mentioned that the program addition on page 3 of the handout is a certificate program which does not require Senate action.
- B. Committee on Contractual Arrangements.
- Senate President Fan mentioned that there is a proposal to modify the Handbook language regarding the tuition exchange program. He would like to begin discussion this month and conclude at the May meeting. Jose Lozano commented on the wording regarding the minimum number of years of service needed by an employee to be able to receive a tuition exchange scholarship. Joe Felder mentioned that there are few slots available because a small number of students from other schools choose to come here. Sandy Perry commented on the removal of the language regarding a minimum of five years of required service in order to participate. Senate President Fan mentioned that the Tuition Exchange Program link in the handbook will be to the Bradley Tuition Exchange website. This site explains eligibility and that significant seniority is often needed to obtain a tuition exchange scholarship. The Bradley Tuition Exchange site will then link to the global Tuition Exchange website.

## VII. Reports from Ad Hoc Committees

- A. Ad Hoc Committee to Establish Procedures for Providing Feedback for Bradley's President and Provost
- Since this report involves a substantial change to the handbook, Senate President Fan said he would like to begin discussion this month and conclude at the May meeting. Joe Felder mentioned that the faculty role is limited to providing feedback every three years. There is no assurance that the President and Provost will be evaluated by the Board of Trustees every three years. Also, there is no role for faculty other than filling out a form. Senate President Fan mentioned that the language calls for the Senate President to begin the process. He also hopes that the evaluations of the President and Provost are continuous.
  - Ahmad Fakheri asked who are the full-time employees under the areas of the Provost's responsibilities (section c, iv, on page 8 of the agenda). Senate President Fan stated that this would include faculty and other areas such as IRT, Student Affairs, or Enrollment Management.
  - Joe Felder mentioned that the language to be deleted from the Handbook discusses putting procedures in place for the evaluation of the President. He stated that this proposal only calls for the questioning of the faculty not procedures for evaluation. Ahmad Fakheri asked if we were requested by the Board of Trustees to not put evaluation procedures in place. Senate President Fan stated that the Board of Trustees has made it very clear that they evaluate the President.
  - Mike McAsey mentioned that evaluation suggests the ability to drive hiring and firing while feedback does not make that suggestion.
  - Bob Fuller asked if other Board members besides Mr. Shaheen were aware of the proposed feedback process. Senate President Fan mentioned that the Board supports Mr. Shaheen.
  - Gary Anna stated that Senate President Fan did represent to the entire Board of

Trustees the desire of the Senate to be involved in the evaluation process. The Board will be very considerate of the input received from this process. However, the Board has authority over the President and will retain their responsibility for her evaluation. Alan Galsky stated that he was present during these conversations and Gary clearly articulated what happened.

- Wendy Schweigert asked about the President's position regarding the evaluation of the Provost. Does she also want the individual evaluation forms? Senate President Fan said that the President has resources available to reduce the data if she wants that to happen.
- Senate President Fan thanked the committee for their work and then discharged them.
- If anyone has additional comments, please send them to Senate President Fan or another member of the Senate Executive Committee.

B. Ad Hoc Committee to Review the Curriculum and Regulations Processes.

- Senate President Fan referred the Senate to this Committee's report in the agenda and accepted the report on behalf of the Senate. He opened the floor for discussion with the hope that a vote on the recommendations can be made at the May meeting. Four corrections to the report were included on the final page of the handout. Also, on page 13 of the Senate Agenda, item e, should state that there should be three members (not one) from the College of Liberal Arts and Sciences.
- The Provost said that he would be asking for the addition of an ex-officio member to the Subcommittee on Regulations and Degree Requirements in order to represent other aspects of the University such as Continuing Education.
- Sandy Perry asked about line 3.1.b on page 11 of the agenda. Are we proposing that this committee will make recommendations regarding course additions and the Senate will have to vote them up or down? Senate President Fan said that the Senate may choose to vote or may accept changes without a vote. Bernie Goitein asked if this is increasing the power of the Senate. Senate President Fan stated that the power has always been with the Senate.
- Ahmad Fakhri asked if the only approvals that will take place in the Senate are for 300 and 400 level courses. Senate President Fan mentioned that the Senate can always pull out an individual course for specific approval. There is an assumed "yes" vote if no one wishes to discuss a particular course.
- Rich Johnson asked about page 12, paragraph 4.a.1. He thought that the Subcommittee on Curriculum should recommend changes to the Committee on Curriculum and Regulations who then makes the final recommendation to the Senate. There is also similar wording on page 15. Senate President Fan agreed that the changes should be made and would do so for the next Senate meeting.
- Brad Andersh pointed out that on page 13 of the agenda, the language seems correct for item 6, The Subcommittee on General Education. It forwards its recommendations to the Committee on Curriculum and Regulations. The language regarding reporting recommendations for item 4, Subcommittee on Curriculum, and item 5, Subcommittee on Regulations and Degree Requirements seems incorrect. Senate President Fan thought the wording came directly from the charge of each committee.
- Bob Fuller asked for some clarification on the memberships of the various subcommittees. Mike McAsey mentioned a rotation that was developed several years ago. He stated that the report is just supposed to be a codification of what is actually happening. This rotation is now revealed for the very first time:

GENERAL EDUCATION SUBCOMMITTEE  
ROTATION OF NOMINATIONS

Two Deans each submit two names to Senate Executive Committee

To be elected in Spring	College	College
Year 1	CFA	EHS
Year 2	BUS	EGT
Year 3	LAS	CFA
Year 4	EHS	BUS
Year 5	EGT	LAS

Thereafter, repeat the sequence. Spring 2008 is year 5.

- Senate President Fan referred to page 15 of the agenda where it mentions that a third section, on the role of the Executive Committee of the Graduate School in matters related to regulation may be added at the next Senate meeting.
- Provost Johnson mentioned that the committee is also trying to move this to a paperless system. Appendix B on page 15 of the agenda shows a proposed timetable for when the various committees will meet.
- Senate President Fan mentioned that the Senate Executive Committee will be having a joint meeting with the Graduate Executive Committee.
- Wendy Schweigert asked why courses at or above the 600 level shall only be reported to the Senate. (See agenda, page 15. item 7.a.2.) Senate President Fan indicated that the Senate had abdicated authority over these courses a while ago since they can only be taken by graduate students.
- Provost Johnson and Senate President Fan thanked the committee for their work and discharged them.

VIII. Unfinished Business

There was no unfinished business to discuss.

## IX. New Business

### A. Committee on Utilization of Human Subjects in Research (CUSHSR).

- Currently all matters related to this committee are subject to Process 1. For the sake of timely response to government mandates, the committee has brought forth a proposal to redistribute Handbook content on CUHSR to Processes 2 and 3. This is explained on page 17 of the agenda.
- Wendy Schweigert asked for an explanation of Processes 1, 2, and 3. Senate President Fan explained that Process 1 requires full Senate approval, Process 2 requires Senate Executive Committee approval, and Process 3 does not require Senate or Senate Executive committee approval.
- Bernie Goitein mentioned that he had a problem with changing many parts of the handbook to Process 3.
- Senate President Fan received permission for Ross Fink to address the Senate. Ross is the incoming chair of CUHSR. Ross explained that the primary reasons for proposing the handbook changes are to allow CUHSR to respond promptly to changes in federal regulations and maintain Federal Wide Assurance (FWA).
- Bob Bolla mentioned that FWA is needed to apply for NIH or NSF grants. The Department of Health and Human Services can release regulations on a Monday and expect you to be in compliance by Wednesday.
- Bernie Goitein pointed out there is lead time before a federal regulation becomes effective. The Senate does meet monthly and would have time to respond to changes in federal regulations.
- Bob Bolla pointed out that we would not be able to submit a grant request until we became compliant with new federal regulations.
- Bernie stated once again that he would be reluctant to relinquish Senate control over changes to the handbook.
- Wendy Schweigert mentioned that future committees may not be as transparent as the current committee regarding procedures.
- Bob Fuller asked if changes could be made and reported to the Senate. This gives the committee flexibility while allowing the Senate to maintain review and control.
- Charles Dannehl pointed out that, according to the faculty handbook, Process 3 involves a special advisory committee. CUHSR is not one of those committees.
- At this point discussion concluded. Senate President Fan stated that he would meet with Ross and Bernie to further discuss this issue.

## X. Other Business

### A. Report from Student Senator

Eric Swanson reported:

- The Student Senate approved a resolution calling for post secondary prep courses. This was outlined in the e-mail sent last month.
- Jordan Ticaric was re-elected Student Body President and Ben Koch was elected Student Body Vice President. After run-off elections, Owen Irwin was elected Treasurer and Lisa Beltrame was elected Secretary.
- Three candidates are running for the University Senate positions. Senate President Fan pointed out that the Handbook provides for three student positions.

## XI. Adjournment

On a motion by Bob Bolla and a second by Shyam Bhandari, the meeting was adjourned 4:22 pm.

**Sixth Meeting of the 2007-2008 University Senate  
Attendance April 17, 2008**

*Faculty (Please Initial)*

Andersh, Brad	BA	Ferolo, Jim		O'Brien, Kevin	
Arquette, Cecile	CA	Fuller, Bob	BF	Petravick, Simon	PS
Banning, Steve	SB	Goitein, Bernie	BG	Podlasek, Robert	RP
Bedenikovic, Tony		Gorin, Zeev		Post, Scott	SP
Bhandari, Shyam	SB	Hall, Dawn	DH	Quigg, David	
Brubaker, Cindy	CB	Hill, Donna	DH	Risen, Mike	MR
Cady, Craig		Huggins, Brian	BH	Rosson, Doug	DR
Carlson, Randy		Johnson, Celia	CJ	Schmidt, Roy	RS
Cluskey, Molly	MC	Johlke, Mark	MJ	Schweigert, Wendy	
Collins, Nina	NC	Kelly, Todd	TK	Snyder, Steve	SS
Craig, Martha		Kuester, Deitra	DK	Spires, Todd	
Dannehl, Charles	CD	Krishnamoorthi, K.	KK	Tarzi, Shah	
Dolins, Steve	SD	Lozano, Jose	JL	Vickroy, Laurie	
Fakheri, Ahmad	AF	Malinowski, Alek	MA	Walker, Bill	WB
Fan, Sam	FS	McAsey, Mike	MA	Williams, John	AW
Felder, Joe	FF	Mehta, Paul	PM	Young, Margaret	AY

*Ex-Officio (Please Initial)*

Anna, Gary	GA		Glasser, Joanne	
Aspin, Larry			Huberman, Jeffrey	
Baer, Robert	RB		Johnsen, Peter	
Beaty, Kathie	KB		Johnson, Richard	
Bolla, Robert	RB		McAsey, Michael	MA
Etaugh, Claire	CE		Perry, Sandra	SP
Galik, Barbara			Roberson, Nickie	NR
Galsky, Alan			Ruch, Chuck	CR
			Sattler, Joan	SA

*Students (Please Initial)*

Eric Swanson	ES		Jordan Ticarie	
Kolja Scepanik	KS			

TO: Sam Fan, Bradley University Senate President

FROM: Joe Emanuel, Chair  
Curriculum Subcommittee of C&R

DATE: April 30, 2008

RE: Course and Program Changes

The following course and program changes were approved yesterday by C&R and are forwarded to the Senate for final approval.

**Course Deletion**

*College of Liberal Arts and Sciences*

CS 615 – Software Engineering 3 s.h.

**Course Modifications**

*College of Engineering and Technology*

EE 381– Transmission Lines and Electromagnetic Fields 3 s.h.  
Change prereq from EE206 to EE 205 or equivalent with grade of C or better.  
Change in course description.

EE 531 – Communication Theory I 3 s.h.  
Change title from Communication theory to Communication Theory I  
Change prereq from EE3881 to EE381 or equivalent with grade of C or better  
Change in course description

EE 532 - Communication Theory II 3 s.h.  
Change in Title from Information Theory to Communication Theory II  
Change in prereq from EE530 to EE531  
Change in course description

EE 550 – Electromagnetic Theory 3 s.h.  
Change in prereq from EE381 to EE381 with a grade of C or better  
Change in course description

ME 573 – Methods of Engineering Analysis 3 hrs  
Change in prerequisites from ME341; MTH202, MTH224 to ME341; ME273;  
MTH224

*Foster College of Business Administration*

BMA 315 – Risk and Insurance (crosslisted as ASB 315) 3 s.h.  
Change in description to include cross listing with ASB315

MKT 315 – Principles of Marketing 3 s.h.  
Change in prereq from ECO221 or ECO100 to Junior Standing

**Course Additions**

*College of Liberal Arts and Sciences*

PHL 202 – Philosophy Proseminar II 3 s.h.  
ACJ 330 – Advanced Computer Forensics (crosslisted CIS 330) 3 s.h.  
CIS 330 – Advanced Computer Forensics (crosslisted ACJ 330) 3 s.h.  
CS 502 – Advanced Programming 3 s.h.  
CS 590 – Fundamentals of Software Engineering 3 s.h.

*College of Engineering and Technology*

ME507 – Nuclear Energy –

3 hrs

*Foster College of Business Administration*

ASB 315 – Risk and Insurance (crosslisted as BMA315)

3 s.h.

**Major Modification – College of Engineering and Technology**

**Civil Engineering**

Two semester senior capstone design project is added

CE303 (new number CE280) changed from 2 to 3 hrs with experiments done in CE308 and CE356 included in the course.

CE356 will have additional design coverage for both rigid and flexible pavements

CE480 added to the core curriculum

CE310 will be replaced as a requirement by IME311

CE304 increased from 3 to 4 hours to provide for additional topical and laboratory coverage

For CE360, prereq is changed from coreq of CHM112 to Prereq of CHM110 and CHM 111.

CHM112 is replaced in the program with a biology or geology basic science elective

Three areas of Emphasis have been created: Sustainability, infrastructure, and internationalization. Details on each area are provided in the submitted material.

**Associated Course Modifications**

CE 100 – Introduction to Civil Engineering 1 s.h.

Change in prereq from freshman standing or consent of instructor to none

Change in course description removing cross-listed as CON100

CE 124 – Emerging Technologies in CEC 2 s.h.

Change in course description adding Cross-listed as CON124

CE 150 – Mechanics I 3 s.h.

Change in prereq from C or better in MTH121. Corequisite of MTH122 to C or better in MTH121 or MTH119 or MTh115

Change in course description

CE 206 – Surveying 2 s.h.

Change in prereq from CON132 to None

Change in course description

CE 210 – Numerical Methods in Civil Engineering 3 s.h.

Change in prerequisite from MTH 223 to Corequisite of MTH 224

CE 224 – AUTOCADD 3 s.h.

Change in description removing Cross listed with CON224

CE 270 – Mechanics of Materials 3 s.h.

Change in number from CE 301 to CE 270

CE 280 – Structural Materials Laboratory 3 s.h.

Change in course number from CE 302 (2 hrs) to CE 280 (3 hrs)

CE 304 – Fluid Mechanics 4 s.h.

Change in prereq from C or better in CE250, MTH223 to C or better in CE250

Change in course description

Change in credit hours from 3 to 4 to increase coverage of topics given in course description and increase number of experiments in the laboratory

CE 310 – Probability, Statistics and Decision Making in Civil Engineering	3 s.h.
Change in Prereq from Coreq of MTH224 to C or better in MTH 122	
CE 356 – Pavement Design	3 s.h.
Change in prereq from CE303, CE308 or CE320 to CE280, CE380 or CON320	
Change in course description	
CE 359 – Structural Mechanics	4 s.h.
Change in prereq from CE301 to C or better in CE270	
CE 360 – Introduction to Environmental Engineering	4 s.h.
Change in prereq from Coreq of CHM112 to Prereq of CHM110 and CHM111	
CE 380 – Geotechnical Engineering	3 s.h.
Change in prereq from CE301, CE304 or concurrent enrollment to CE270, CE280, CE304 or concurrent enrollment	
Change in course number from CE308 to CE380	
CE 403 – Reinforced Concrete Design	3 s.h.
Change in prereq from CE359 to C or better in CE359 , CE280	
CE 422 – Foundation Analysis and Design	3 s.h.
Change in prereq from CE308, CE403 to CE 380, CE403	
CE 442 – Design of Steel Structures	3 s.h.
Change in prereq from CE359 to C or better in CE359	
CE 465 – Surface Water Hydrology	3 s.h.
Change in prereq from CE304, CE 310 or consent of instructor to CE304, CE310 or IME311	
CE 480 – Transportation Engineering	3 s.h.
Change in prereq from CE310 to IME311 or CE310	
From: CE 498 - Civil Engineering Design Project	3 s.h.
To: CE 498 – Civil Engineering Design Project II	3 s.h.
Change in prereq from senior standing and consent of department chair to CE493, senior standing and consent of Department Chair	
Change in course description	
From: CE 541 – Transport Phenomena in Environmental Systems	3 s.h.
To: CE 541 - Pollution Modeling	3 s.h.
From: CE 542 – Physiochemical Process Design	3 s.h.
To: CE 542 - Advanced Water Treatment	3 s.h.
From: CE 543 – Biological Processes Design	3 s.h.
To: CE 543 - Advanced Wastewater Treatment	3 s.h.
From: CE 546 – Groundwater Hydrology and Hydraulics	3 s.h.
To: CE 546 Groundwater Hydrology	3 s.h.
From: CE 555 – Environmental Regulations and Policy	3 s.h.
Prerequisite: CE 360	
To: CE 555 - Sustainability and Environmental Regulations	3 s.h.
Prerequisite: Senior or graduate student	
From: CE 565 – Advanced Reinforced Concrete	3 s.h.
To: CE 565 - Advanced Concrete Design	3 s.h.
From: CE 567 – Prestressed Concrete	3 s.h.
To: CE 567 - Prestressed Concrete Design	3 s.h.
From: CE 573 – Advanced Mechanics of Materials	3 s.h.

Prerequisites: CE 301; senior or graduate standing	
To: CE 570 - Advanced Mechanics of Materials	3 s.h.
Prerequisites: CE 270	
From: CE 580 – Highway Safety and Risk Management	3 s.h.
To: CE 580 - Highway Safety	3 s.h.
From: CE 585 – Advanced Pavement Design	3 s.h.
To: CE 585 - Advanced Pavement Design	3 s.h.

#### **Associated Course Additions**

CE 558 – Solid Waste Management	3 s.h.
CE 577 – Seismic Design	3 s.h.
CE 583 - Geometric Highway Design	3 s.h.

#### **Associated Course Deletions**

CE 320 – Introductory Soil Mechanics	3 s.h.
CE 522 – Advanced CADD	3 s.h.
CE 544 – Advanced Hydraulics	3 s.h.
CE 524 – Multimedia Applications in Civil Engineering and Construction	3 s.h.
CE 526 - Advanced Cost Estimating for Construction Projects	3 s.h.
CE 528 – Advanced scheduling	3 s.h.
CE 529 – Construction Contract Administration	3 s.h.
CE 536 – TQM Principles in Construction	3 s.h.
CE 537 – Simulation in Construction	3 s.h.

#### **Major Modification – College of Engineering and Technology**

##### **Civil Engineering and Construction – Construction Program**

- Add CON493 – Senior Project Planning
- Move CON492 one semester earlier
- Change three CON electives from Construction to Choice of “Construction Science “ or “Construction”
- Change required GES101/102 to Fundamental of Since elective chosen from GES101/102 with Laboratory, CHM110/111 with Laboratory, or Physics 108
- Change BMA342 from an elective to a required course
- Add elective choice of three possible areas of emphasis: Internationalization, Sustainability, Infrastructure.
- The details of each area are defined in the material submitted

#### **Associated Course Deletions**

CON 124 – Emerging Technologies in CEC	2 s.h.
CON 224 – CADD in Construction	3 s.h.

#### **Associated Course Modifications**

CON 132 – Construction Graphics	2 s.h.
Change in prereq from one unit of high school or college technical drafting or consent of instructor to None	
CON 262 – Mechanical and Electrical Systems for Buildings	3 s.h.
Change prereq from PHY107 or 110, CON132 to CON132	
CON 396 – Construction Estimating	3 s.h.
Change in prereq from Junior standing in College of Engineering and Technology to CON132	

CON 498 – Senior Project 3 s.h.  
Change prereq from senior standing in construction; consent of Department Chair to CON493

**Associated Course Additions**

CON 320 – Introductory Soil Mechanics 3 s.h.

Course Addition – previously taught as CE320, but only taken by CON majors

CON 493 – Senior Project Planning 1 s.h.

Course addition to allow students taking the 3 hr design course that follows to have time to review the design process, select a design project and initiate the planning process for the project

Following are all courses that were previously taught as CE courses and are being changed to CON courses. The corresponding CE courses were deleted above under Civil Engineering.

CON 520 – Construction and Engineering Practice 3 s.h.

CON 522 – Advanced CADD 3 s.h.

CON 524 – Building Information Modeling 3 s.h.

CON 526 – Advanced Cost Estimating 3 s.h.

CON 528 – Advanced Scheduling 3 s.h.

CON 529 – Advanced Contracts 3 s.h.

CON 536 – TQM Principles 3 s.h.

CON 537 – Construction Simulation 3 s.h.

CON 540 – Project and Company Management 3 s.h.

**Concentration Deletion - Civil Engineering – Environmental Engineering**

**Minor Modification – College of Education and Health Sciences**

**Minor in Health**

NUR333 – International Health- and FCS301 – Nutrition Today added to list of Group C courses for Health Sciences Minor in Health. Changes initiated by Nursing and FCS.

**Major Modification – College of Education and Health Sciences**

**Health Science**

Modification of Business Requirement from BUS100 to BUS100 for freshmen or sophomores OR BMA352 for juniors or seniors. Students will have an option of which to take. No increase in number of hours.

## Committee on Contractual Arrangements

### Proposed Changes to Handbook on Tuition Exchange Program

#### l) Tuition Exchange Program

Bradley University participates in the Tuition Exchange Program along with a number of other colleges and universities. A ~~limited~~ small number of dependents [defined in II.B.3.d.1)k)1))] of full-time employees may be able to receive a tuition exchange scholarship at one of these participating institutions. The number of tuition exchange scholarships available in a given year is small and has varied from zero to about five (rarely more). They are awarded mainly on the basis of the full-time employee's seniority, with the number of years required having varied from fifteen to twenty five, or more. Eligibility for participation is determined by years of service. A minimum of five years of continuous, full time service is required for participation. ~~For more information contact the~~ The Office of Financial Assistance. Requests for an application must be received by the Office of Financial Assistance must receive application requests no later than October 1<sup>st</sup> of the year prior to the intended use of the scholarship.

The link to Tuition Exchange Program to be changed from the umbrella tuition exchange website to the Bradley University tuition exchange program website.

## Committee on Contractual Arrangements

### Proposal to modify Handbook language on Tuition Remission.

#### k) Tuition Provisions for Faculty and Administrative Staff (Revised April 15, 1999)

1)) Those eligible for tuition remission include:

a)) Employees classified as *Regular Full-time Employees* (defined as employees who work a minimum of nine (9) months per year and 30 hours per week) who have completed 365 calendar days of service in the classification, are on the active payroll, and are performing their positions satisfactorily. This definition of employee is referred to in the following sections (k1 through 11).

b)) The spouse of the employee who is married to the employee on the first day of the academic term for which benefit is being requested;

c)) The dependent(s) of the employee who qualifies for admission to Bradley University. Dependent is a natural child, adopted child, stepchild, or legal ward of an eligible employee who was claimed as a dependent on the employee's most recent federal tax return. Otherwise eligible children of eligible employees not claimed on the

employee's most recent federal tax return due to divorce or legal separation agreements are considered eligible dependents.

2)) The employee may take a maximum of 6 semester hours of undergraduate and graduate courses per session at \$5.00 per semester hour. Courses may be taken during one's scheduled work period with supervisor's approval.

3)) The spouse of an employee may take graduate courses at \$5.00 per semester hour if classroom space is available.

4)) The employee's dependents and spouse are eligible for tuition remission for undergraduate courses based on the following number of years of full-time service:

During 1st year: 0% During 2nd year: 25% During 3rd year: 50% During 4th year: 75% After 4th year: 100%

5)) The employee's dependents are eligible for graduate course tuition remission of 50% if classroom space is available.

6)) Tuition remission for all personnel shall be on the same basis during the summer and interim sessions as for the regular school year. Tuition remission participants may not be counted as part of the required number of students to begin a class.

7)) A deceased employee's dependents will be eligible for undergraduate and graduate course tuition remission based upon the number of years of full time service as defined in subpart II.B.3.d.1)k)4).

8)) The employee's dependents at the time of retirement or University-initiated release from the University (except for cause) will be eligible for undergraduate and graduate course tuition remission if the employee served the University full-time for 10 years or more.

9)) Employees and their spouses and dependents shall pay 2/3 of the fee for Applied Music.

10)) Part-time faculty members, their spouses and dependents may receive remission of tuition on the basis of one hour of undergraduate credit for each semester hour taught, and one hour of graduate credit for each two semester hours taught. The privilege of accumulating tuition remission credit will commence after a part-time faculty member has taught nine semester hours. Tuition remission records for part-time faculty are maintained in the Office of the Provost and Vice President for Academic Affairs.

11)) No application fees shall be required for those who are eligible for tuition remission.

## Reports from Standing Committees

### Committee on Continuing Education

Date: April 17, 2008

To: Dr. Sam Fan, President  
University Senate  
From: Janet Lange, Chair  
Senate Committee on Continuing Education  
Re: Annual Report

The committee had no business this year and did not meet.



### Committee on Contractual Arrangements

To: Sam Fan, President of the University Senate

From: Committee on Contractual Arrangements (Jan Gehring, Chair; John Haverhals; Pratima Gandhi; Shyam Bhandari)

Re: Annual Report (2007-08 academic year)

Date: 29 April 2008

The following items were discussed or acted upon by the Committee on Contractual Arrangements (CCA) during this past academic year.

1. Last year's (2006-07) CCA suggested changes to the Faculty Handbook language regarding the "Tuition Exchange Program." The goal of the suggested changes was to ensure that the limited nature of the Tuition Exchange Program is clearly communicated to all fulltime employees. This year's Committee made further revisions in response to comments from the Senate Executive Committee. A final version of the proposed changes has been submitted to the University Senate.
2. Last year's CCA also proposed revising the Faculty Handbook section on "Tuition Provisions for Faculty and Administrative Staff" (i.e., tuition remission). The goal of these changes were to clarify the definition of fulltime employee. In response to comments from the Senate Executive Committee, this year's committee slightly altered the proposed handbook language. The final version of the revision has been submitted for consideration by the University Senate.
3. The Committee discussed the pay level for summer and interim teaching with John Neidy, the Director of Interim and Summer Sessions. Mr. Neidy shared some of the factors that influence the reimbursement rate for summer and interim teaching. He pointed out administrators at other institutions envy the diversity of contracts available

for summer and interim teaching here at Bradley. He also noted that other institutions regularly cancel classes when minimum-enrollment levels are not met. The Committee and Mr. Neidy discussed the advisability and feasibility of enrollment-based reimbursement (i.e., individuals teaching large classes receiving a higher pay rate). We asked Mr. Neidy to conduct a survey on the policies and reimbursement rates for summer teaching at our peer institutions.

4. The Committee met with Gary Anna, Vice President of Business Affairs, to discuss our retirement benefits. Mr. Anna unequivocally stated that a survey of retirement benefits at our peer institutions was unnecessary because he already knows that Bradley's retirement benefits are among the worst of our peer institutions. It is Mr. Anna's opinion that a process of continually evaluating faculty salaries must be in place before he will consider an increase in retirement benefits. Without an ongoing process of salary adjustment, Mr. Anna stated that he could not accurately project the cost of increasing retirement benefits. Mr. Anna reported that an assessment of faculty salaries was initiated by the Provost's office during this current academic year. This year's CCA urges future committees to press the administration to focus on an increase in retirement benefits as soon as the current evaluation of salaries is completed.
5. The Committee also discussed with Mr. Anna the need for administration to communicate with the CCA over the summer in regard to potential changes in Bradley's health insurance or other contractual issues. Mr. Anna agreed to contact the committee during the summer when appropriate.
6. The Committee discussed the lack of a policy for reimbursement for faculty acting as replacement teachers. Our discussions of this issue are still ongoing.

### **Committee on Elections**

Date: April 29, 2008

To: Sam Fan, President, University Senate

From: Committee on Elections

Subject: Annual Report

During the Fall Semester, the Committee conducted the required elections for membership on the Faculty Grievance Committee; Committee on Tenure, Promotion, and Dismissal; Committee on Contractual Arrangements; and the Strategic Planning Committee.

During the Spring Semester, the Committee conducted special elections to fill vacancies on the Contractual Arrangements Committee.

Respectfully submitted,

David L. Quigg, Chair  
Todd Kelly  
Kevin O'Brien

# Memo

To: Sam Fan, President University Senate  
From: Steve Tippett, Chair Senate Faculty Grievance Committee  
Date: 5/1/08  
Re: Annual Report

---

Please accept this memo as the annual report for the Faculty Grievance Committee of the Bradley University Senate for academic year 2007-2008.

The Faculty Grievance Committee convened on November 15, 2007 to discuss a grievance brought forth by a faculty member. Additional materials were sought from the petitioner, were subsequently received, and the Committee met again on November 29, 2007.

On November 30, 2007 the petitioner was informed that after careful consideration and discussion of the information provided, it was the unanimous decision of the Committee that the issue brought forward did not constitute a faculty grievance on which the Committee should act upon. The Committee recommended that the parties involved in the grievance meet as a group to discuss and resolve this issue.

This was the only issue brought before the Faculty Grievance Committee this academic year.

Thank you for the opportunity to serve the University in this regard.

## **Retirement Advisory Committee**

The Retirement Advisory Committee met on Monday, April 21, 2008. Provost Johnsen addressed two issues raised by the committee:

- 1) The prospect of increasing matching percentage for TIAA-CREF contributions

Provost Johnsen indicated that a faculty salary initiative has been commenced as the result of a perceived salary compression at Bradley. The compression probably does not have the same level of severity across all academic units. The plan for implementation has not yet been determined, but initial gathering of data for establishing ranking criteria, assessing the cost to the university, and for effective planning of the program should be completed by the end of the fall semester of 2008. TIAA-CREF contributions will be increased as a result of increased salaries due to the eventual implementation of the salary initiative. The Provost also suggested that another way to maximize retirement benefits is the education of young

faculty regarding the importance of managing retirement accounts along the way towards retirement.

2) The prospect of establishing a phased retirement program at Bradley

Provost Johnsen indicated that the administration is looking into how a phased retirement could be structured. The prospect of creating a phased retirement program is currently in the discussion stage, and there is no information yet available regarding when such a program could be implemented.

Kelly Roos, Chair  
Retirement Advisory Committee  
Bradley University

**Sabbatical Leave Committee**

Date: April 22, 2008

To: Dr. Sam Fan

From: Mathew Timm, Chair, Sabbatical Leave Committee

Re: Sabbatical Leave Report

The continuing members of the committee would like to make the following observation: Taken as a group, the proposals this year were of much higher quality than were those seen by the committee the past few years.

The criteria the current committee chose to apply to the current proposals are:

- (1) The proposal should indicate that the applicant will engage in an activity that provides significant faculty development (with respect to either the teaching or research/creative component of our faculty responsibilities).
- (2) The proposal, and supporting documents from the others involved in the review process, should indicate that the applicant will be engaged in activities of value to the individual, their department, the university and their discipline.
- (3) The scope of the proposed activities should be such that the faculty member can reasonably be expected to complete the activities within the time frame laid out in the proposal.
- (4) The proposal should be well written. This includes, but is not limited to, the requirement that the proposal should be written in a manner that makes it accessible to individuals outside the area of expertise of the applicant. Additionally, the proposal should show some

knowledge of and connection to the current state of the art in the area proposed for investigation during the sabbatical.

(5) The applicants should adhere to the contractual obligations of the Sabbatical Leave Program, e.g., those applicants who have had a prior sabbatical should file their Sabbatical Leave Report for the early sabbatical before being approved for a subsequent sabbatical.

We note that 5 individuals did not file reports after their previous sabbaticals. A majority of the committee thought that failing to include these reports is an important omission and should be noted.

Based on the evaluations by each committee member and subsequent discussion by the committee, the applications divided naturally into three groupings. Reflecting the over-all high quality of the proposals, our top group contains a majority of the proposals. In this group are 12 proposals that the committee unanimously agreed met the criteria in (1), (2), (3), and (4) above. These proposals have our unqualified support.

The individuals whose proposals fell into the second category are those that four members of the committee felt deserved our unqualified support and the fifth ranked as deserving of "qualified support." Please note that the committee is still unanimously of the opinion that these proposals should be supported. In each case, the dissenting voice had only minor concerns. Only one of these concerns is worth mention: it appeared that one of these proposals was overly focused on activities that would primarily benefit the University and as such might be better supported via some means other than the Faculty Sabbatical Leave Program.

The remaining category contains two proposals. A majority (three or more) of the committee felt that these proposals deserved at most qualified support. One committee member indicated that one of the proposals should not be supported. There were several concerns about the proposals in this group. First, and most importantly, these proposals were simply not as well developed as the proposals that fell into the first two groups. Each of these proposals had at least two of the following sorts of problems:

1. Only slight mention was made of current work in the area proposed for study during the sabbatical.
2. The proposal was primarily focused on development of a single new course.
3. The sabbatical appeared to be a venue for the applicant to retrain, thereby becoming eligible to change jobs.
4. It is difficult to compare a proposal written by someone at the Lecturer rank to those written by people in the professorial ranks. People in the professorial ranks, because of their training in their research areas, have a broader perspective of their discipline. They have the ability to integrate this broader perspective into their proposals.

## **Tenure Promotion and Dismissal Committee**

Annual Report—2007-08 Academic Year

Tenure, Promotion, and Dismissal Committee

The Tenure, Promotion, and Dismissal Committee received one case from the University Ombudsman during the 2007-08 academic year. The case involved the nonrenewal of a probationary faculty member. The committee was able to accomplish its investigation and deliberation within a four-week period during the spring semester and issue its report to the President.

Committee Members:

Bob Fuller, Chair  
Randy Carlson  
Jannett Highfill  
Mike McAsey  
Jim Miller

### **Committee on University Resources**

TO: Sam Fan  
FROM: Committee on University Resources  
Heather Brammeier

#### **Brian Huggins, Chair**

Celia Johnson  
Allyn Kosenko  
Joe Nixon  
Mary Jane Sterling  
Bob Wolffe

DATE: 5/1/08

RE: Report from the Committee on University Resources

The Committee on University Resources met three times during the Fall 2007 semester and four times during the Spring 2008 semester. Six individuals were invited to these meetings to discuss a variety of resource issues. In the fall semester, the committee met with Controller Pratima Gandhi and Vice President Gary Anna. In the spring semester the committee met with Provost Peter Johnsen, Financial Assistance Director David Pardieck, Associate Provost Nickie Roberson, Vice President Gary Anna, and President Joanne Glasser. The issues discussed are summarized below.

Fiscal Year 2006-07 Annual Financial Report: The financial statements for FY 2006-07 are probably the best that will be seen for awhile. It was a good year.

Fiscal Year 2007-08: The current credit crunch and downgrades in bond insurers caused problems for Bradley's variable rate bonds. The variable rate bonds adjust every week and started to move up fast in early 2008 and went to about 9% due to the credit problems in the U.S. Bradley reissued the bonds and costs moved back to normal rates (about 3%) even without insurance. Northern Trust is backing the bonds. Bradley's debt is high quality and, in fact, it was recently upgraded by S&P. Much of this is due to Bradley's good relation with Northern Trust and Bradley's good financial position. Bradley has bucked the trend in the current credit market.

Future Budgets: Though FY 2006-07 was good and FY 2007-08 should be comfortable, it is expected that following fiscal years will not be so robust due the following needs.

Postretirement benefits are a significant and a real liability that has a potential to increase in the future based on current benefits to retirees.

Bond debt will increase due to the new construction. The bond proceeds will not cover the total cost of construction.

Initiatives to vigorously recruit students from outside the region, such as the Northeast and Pacific Northwest, will have significant costs.

The salary initiative will require funds on top of merit raises.

The cost of health care will continue to increase.

Salary Initiative: Provost Johnsen discussed the salary initiatives currently in the planning stage. Some disciplines have serious inversion problems. The first initiative is expected to be university wide and then, possibly, followed with yearly adjustments cycling through the colleges. Benchmarking will occur with similar or peer institutions and salary targets determined for rank and discipline. Then each individual faculty will be evaluated for what increment they deserve.

Timeline:

VPAA and President seriously discussed problem with the board in January, 2008.

The process will start in SP08 semester and be completed by September, 2008. The hope is that the contracts for 2009-2010 will show some increments due to the initiative beyond the normal merit raise.

Enrollment and Financial Aid: The discount rate remained at 30% for AY 2007-08 and controllable assistance increased about 4.8% from AY 2006-07 to AY 2007-08. Additional costs will be incurred in the future if BU vigorously pursues out of state students.

Deposit numbers for FA08 are weak with freshmen deposits down 100 or 10.1% despite an increase in applications of 3.9% (as of 4/28/08.) The budget for FY 2008-09 was projected to be built on a class of 1080 freshmen and 350 transfer students.

The credit crisis has impacted the availability of credit for student loans in the U.S. However, Bradley will be fine since it is a direct lending school through the Federal Direct program. Furthermore, most of the families with students attending Bradley have good credit ratings and are successful in obtaining loans from private lenders.

#### Renaissance Campaign

The Renaissance Campaign was publicly launched on Thursday, 4/24/08, with a goal of \$150 million. Bradley is well on its way in receiving donations with \$104 million raised to date. This is despite waiting too long since the last capital campaign as well as the departure of former president David Broski after the start of the “quiet” phase of the Renaissance Campaign. President Glasser has put in significant time and effort in connecting to Bradley alumni.

March 31, 2008

TO: Sam Fan  
President, Bradley University Senate

FROM: Ad hoc committee to establish procedures for providing feedback for  
Bradley's President and Provost

This ad hoc committee was formed at the beginning of spring semester 2007. The purpose of this committee was to establish a recurring procedure through which Bradley University faculty and staff could provide feedback regarding their perceptions of the University President and Provost and Vice President for Academic Affairs. The committee's deliberations were based on the assumption that any recommended process would provide useful information.

Members of the committee contacted other private universities in order to increase our awareness of strategies for providing feedback regarding senior administrators. In addition, we gathered a number of articles exploring the value of faculty feedback of senior administrators, a list of which was given to the Executive Committee of the University Senate. Although the results were mixed, those universities lauding a commitment to shared governance seem more likely to embrace some form of formal feedback

The following proposal is a result of the committee's review and discussion. This proposal is an amended one following input from Gerald Shaheen, Chair of the Board of Trustees, in late 2007. We believe this proposal is congruent with Bradley University's commitment to continuous improvement, and respectfully submit this for approval by the University Senate.

Martha Craig  
Jon Neidy  
Charles Stoner  
Margaret Young  
Nina Collins, Chair

### **Proposal**

Regarding the performance of Bradley University's President and Provost

- a. Feedback shall be solicited every three years.
- b. Initiation of feedback for the University President
  - i. The Senate President shall contact the Chair of the Board, or his/her designee, of Trustees in January of the University President's third year, and every subsequent third year, to initiate the feedback process.

- ii. The Board shall construct appropriate feedback survey questions and return them to the Senate President no later than March 1.
  - iii. The Senate President, in conjunction with the Chair of the Board of Trustees, shall determine an appropriate time period for responses.
  - iv. The Senate President shall distribute the survey to all full-time employees of the university.
  - v. Individual responses shall be returned directly to the Chair of the Board of Trustees.
  - vi. These responses should be considered in the evaluation of the University President
- c. Initiation of the feedback for the Provost and Vice-president for Academic Affairs of the university
- i. The Senate President shall contact the University President in January of the Provost's third year, and every subsequent third year, to initiate the feedback process.
  - ii. The University President shall construct appropriate feedback survey questions and return them to the Senate President no later than March 1.
  - iii. The Senate President, in conjunction with the President of the university, shall determine an appropriate time period for responses.
  - iv. The Senate President shall distribute the survey to all full-time employees under the areas of the Provost's responsibilities.
  - v. Individual responses shall be returned directly to the University President.
  - vi. These responses should be considered in the evaluation of the Provost.
- d. Suggested survey questions to elicit feedback:
- 1. What is the President (Provost) doing that the President (Provost) should keep doing?
  - 2. What is the President (Provost) doing that the President (Provost) should stop doing?
  - 3. What is the President (Provost) not doing that the President (Provost) should be doing?
  - 4. Additional Comments

The President or Provost shall be invited to propose additional question(s).

Proposed placement in the *Bradley University Faculty Handbook*: Chapter 3, Sec. D, immediately preceding the "Procedures for evaluation of the deans," which is the current Section D. The committee proposes that the deletion of this sentence on page 7: "It is strongly recommended that procedures be established for the formal evaluation of the President by the academic community at least every four years."

## APPENDIX A COMMITTEE ROLES AND MEMBERSHIP

### FACULTY HANDBOOK (from the Handbook)

#### 3. The Committee on Curriculum and Regulations

1. The function of the Committee on Curriculum and Regulations shall be:
  - a. To review periodically, making recommendations when appropriate:
    - 1) The standards of all academic programs in the University as they are affected by or related to such matters as the goals of the University, quality of courses, facilities, grading practices, faculty loads, faculty evaluation procedures, and degree requirements;
    - 2) All academic regulations;
    - 3) Procedures for review at the University level of college or departmental programs to ensure that they are fulfilling University objectives;
    - 4) Other associated areas within the University that have direct or indirect bearing on academic standards and programs.
  - b. To ~~approve~~ evaluate and recommend changes to the University Senate regarding additions, deletions, and modifications of all programs and courses.
2. The Committee on Curriculum and Regulations shall consist of the following:
  - a. Ex officio members:
    - 1) The Provost and Vice President for Academic Affairs who shall serve as Chairperson;
    - 2) The Registrar;
    - 3) The Deans of the Colleges and of the Graduate School.
  - b. Faculty members elected from and by the full-time faculty of their respective units for three-year terms:
    - 1) One member from the College of Business Administration;
    - 2) One member from the College of Communications and Fine Arts;
    - 3) One member from the College of Education and Health Sciences;

- 4) One member from the College of Engineering and Technology;
- 5) ~~One~~ Three members from the College of Liberal Arts and Sciences;
- c. Two undergraduate student members recommended by the Student Senate;
- d. One graduate student recommended by the Graduate Student Advisory Council;
- e. Membership on the General Education Subcommittee of the Committee on Curriculum and Regulations shall be approved by the Senate.

3. There are ~~four~~ three standing subcommittees of the *Committee on Curriculum and Regulations Committee*:  
the Subcommittee on Curriculum; the Subcommittee on Regulations and Degree Requirements; the Subcommittee on General Education; and  
In matters related to curriculum and regulations, The Executive Committee of the Graduate School shall function as a subcommittee of the Committee on Curriculum and Regulations.

#### 4. The Subcommittee on Curriculum

a. The function of the Subcommittee on Curriculum shall be:

- 1) To evaluate and recommend changes to the ~~University Senate~~ *Committee on Curriculum and Regulations* regarding all additions, deletions, and modifications of majors, minors, and concentrations.
- 2) To evaluate and recommend changes to the ~~University Senate~~ *Committee on Curriculum and Regulations* regarding all undergraduate course additions, deletions, and modification.
- 3) To evaluate and recommend changes to the ~~University Senate~~ *Committee on Curriculum and Regulations* regarding all 500-level course additions, deletions, and modifications.

b. The Subcommittee on Curriculum shall consist of the following:

- 1) Ex officio members:
  - a) The Registrar
  - b) Publications Director
  - c) Library Director

2) Faculty members elected from and by the full-time faculty of their respective units for three-year terms:

- a) One member from the College of Business Administration;
- b) One member from the College of Communications and Fine Arts;
- c) One Member from the College of Education and Health Sciences;
- d) One member from the College of Engineering and Technology;
- e) One member from the College of Liberal Arts and Sciences;

3) The Chair of the Committee shall be appointed by the Provost from the faculty members serving on the Committee.

#### 5. The Subcommittee on Regulations and Degree Requirements

a. The function of the Subcommittee Committee on Regulations and Degree Requirements shall be:

1) To review periodically, making recommendations *to the Committee on Curriculum and Regulations* when appropriate:

a) The areas described in the University Catalog in the section on Academic Regulations;

2) The Committee shall construct and propose the academic calendar.

b. The Subcommittee on Regulations and Degree Requirements shall consist of the following:

1) One dean selected by the *Committee on Curriculum and Regulations Committee* for a term of five years.

2) The Registrar

3) One faculty member from each of the colleges to serve terms of five years. The terms should be staggered to ensure continuity on the committee.

4) The faculty members on the committee shall be appointed by the dean of the college in consultation with the executive committee of the college.

*((5) An ex officio appointment from Continuing Education, pending from the Provost.)*

## 6. The Subcommittee on General Education

### a. The function of the General Education Committee shall be:

- 1) To evaluate all course proposals according to the letter and spirit of the concepts and guidelines contained in the General Education Program Statement and forward its recommendations to the Committee on Curriculum and Regulations for action;
- 2) To urge upon faculty or departments the need for courses in certain areas;
- 3) In consultation with the appropriate departments or divisions, to determine the level of proficiency in basic skills, and whether departments or divisions offering courses in basic skills have adequate testing procedures to measure proficiency;
- 4) To establish policies for transfer credit for basic skills and the general education Requirements;
- 5) To develop a schedule for periodic review of all courses that have been accepted For general education;
- 6) To publish its specific operating procedures and norms of evaluation for the guidance of the faculty and administration.

### b. The General Education Committee shall consist of the following:

- 1) The Associate Dean of the College of Liberal Arts and Sciences, who shall serve as ~~director~~ chair, and who shall administer the General Education Program;
- 2) Nine faculty members who shall serve for three-year terms;
- 3) 6) One student appointed each year by the Student Senate who shall serve a one-year term, and who shall be submitted to the full membership of the University Senate for confirmation;
- 4) 3) Two deans of the undergraduate colleges, after consultation with the chairmen or directors of their colleges, shall each forward to the ~~Chairman~~ President of the University Senate the names of two nominees from among the full-time faculty of the University for membership on the Subcommittee.
- 5) 4) The Executive Committee of the University Senate will select two names from from those nominated by the deans and will submit those names to the full membership of the University Senate for confirmation as members of the subcommittee;

6) 5) One member appointed each year by the Provost and Vice President for Academic Affairs from among the full-time faculty of the University and submitted to the full Membership of the University Senate for confirmation;

7) Vacancies on the Subcommittee may be filled by *ad hoc* appointment by the person or body who forwarded the name for Senate confirmation. The appointment shall be for the remainder of the vacated term and shall be subject to confirmation by the full membership of the University Senate.

7. The Executive Committee of the Graduate School (Link to the Executive Committee of the Graduate School Constitution)

a. In matters related to curriculum and regulations, the Executive Committee of the Graduate School shall function as a ~~standing~~ subcommittee of the Committee on Curriculum and Regulations.

1) It will evaluate and recommend to the ~~University Senate~~ *Committee on Curriculum and Regulations* changes regarding all additions, deletions, and modifications of graduate degree programs.

2) It will evaluate and recommend to the ~~University Senate~~ *Committee on Curriculum and Regulations* changes regarding additions, deletions, and modifications of graduate courses. Courses at the 500 level must also be reviewed by the subcommittee on curriculum. Courses at or above the 600 level shall be reported to the University Senate for information purpose only.

3) It will review periodically, making recommendations to the University Senate when appropriate, areas described in the Graduate Catalog in the section on *Academic Regulations*. Modifications to degree requirements shall be reported to the University Senate for information purpose only.

## **Proposals from the Committee on the Use of Human Subject in Research (CUHSR)**

A. To redistribute Handbook content on CUHSR to Processes 2 and 3 for modification.

These redistributions require Senate approval, and the section titles are summarized here.

1. Institutional Authority – Process 2
2. Definition and Purpose – Process 2
3. Principles – Process 3
4. Authority – Process 2
5. CUHSR's Relationship to BU – Process 2
6. Membership – Process 2
7. Management of CUHSR – Process 3
8. Conflict of Interest – Process 3
9. Functions – Process 3
10. Operations of the CUHSR – Process 3
11. IRB records – Process 3
12. Information the Investigator provides CUHSR – Process 3
13. Prospective Review – Process 3
14. Emergency Review – Process 3
15. Process for Changing Policies and Procedures – Process 3