Indiana University-Purdue University Indianapolis  
Indianapolis Faculty Council (IFC)  
Minutes  
November 3, 2015 ~ CE 405 ~ 3:00 – 5:00 p.m.

**Faculty and Guests Present:** Gregory Anderson, Rafael Bahamonde, Tina Baich, Julie Belz, Ed Berbari, Camy Broeker, Angela Bruzzaniti, Andrea Copeland, Tim Corson, Thomas Davis, Joseph Dynlacht, Nancy Evans, Jan Froehlich, Andy Gavrin, Gina Gibau, Anita Giddings, Philip Goff, Claudia Grossman, Pamela Ironside, Kathy Johnson, Josette Jones, Mark Kaplan, James Klenner, Sarah Koskie, Daniella Kostroun, Joan Kowolik, Melissa Lavitt, Catherine Lemmer, David Lewis, Joyce Mac Kinnon, Steve Mannheimer, Marc Mendonca, Robert Minto, Wendy Morrison, Miriam Murphy, Bethany Neal-Beliveau, Jere Odell, Bill Orme, Kristi Palmer, Amir Pasic, Nasser Paydar, Christine Picard, Barbara Pierce, Lynn Pike, William Potter (alt: Vance Farrow), William Schneider, Saba Siddiki, Jodi Smith, Margie Smith-Simmons, Peggy Stockdale, Kate Thedwall, Thomas Upton, John Watson, Ron Wek, Elizabeth Whipple, L. Jack Windsor, Marianne Wokeck, and Ayoung Yoon


**Agenda Item I: Welcome and Call to Order**  
IUPUI Faculty Council Vice President Ed Berbari called the meeting to order at 3:00 p.m.

**Agenda Item II: Adoption of the Agenda as the Order of Business for the Day**  
The Agenda was adopted as the Order of Business for the Day.

**Agenda Item III: Updates/Remarks from the Chancellor**  
Nasser Paydar, Chancellor

Paydar reported on the following:

- **Rodrick Perry** has been appointed athletic director and will begin on January 1, 2016. Perry comes from Wright State University with over 20 years of experience.

- **Executive Search Updates:**
  - Vice Chancellor and Dean at IUPUC: The search committee has been appointed. The IFC provided names for the committee.
  - Executive Vice Chancellor/Chief Academic Officer: The search process has started, and the committee has met for the first time. The IFC provided names for the committee.

- **Support of Talks/Discussions on Campus:** Departments bring in speakers for talks/discussions but do not always support the speaker’s view. Paydar brought the following statement to the council. He believes it is good to be open to all ideas whether we are for or against it and to engage students in the discussions.

**A Place for All Voices at IUPUI**

IUPUI is committed to provide forums for the free expression and exchange of ideas, including those we may not condone. Even when we vehemently disagree, we should strive...
to do so with mutual respect and civility. Open dialogue is central to academic freedom and our educational mission.

While the university provides a forum for the free discussion of ideas, it abhors all forms of racism, bigotry and discrimination, including anti-Semitism.

- November 17, 2015, is the installation of the chancellor. The State of the Campus address will also be given at this function. All are invited. 2 p.m. in CE 450.

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

Marianne Wokeck, IUPUI Faculty President

Wokeck reported on the following:

- Open Discussion of Opposing Beliefs: The Faculty Affairs Committee is working on a statement that underscores academic freedom and freedom of expression.

- Report from the University Faculty Council (UFC) (Tuesday, October 27, 2015):
  - Student Code of Conduct Compliance: Because of laws passed, sometimes our policies and language needs to be changed to reflect the laws. The code will be changed accordingly.
  - The report from the presiding officer of the UFC was very brief. She hopes the meeting in February is more substantive in that regard.
  - The UFC Executive Committee asked for a report from Human Resources for the reason, and hopefully the correction, of why IU does not have 10-month salaries paid out over 12 months. Joan Hagen, associate vice president and university controller, explained the way the university handles that kind of request. The expediency of the work on the request is based on how much time it will take, how much it will cost, etc. There are many requests to be considered. Until it can be addressed, the university will provide a tool for faculty to figure out how much money they will need to put aside to allow for pay in June and July. Wokeck was disappointed in that what the UFC asked for will have to be handled by the faculty themselves. She stated that it has been over 20 years that she has been asking the question of why the university does not allow payment in this manner, and she hopes to have that solved before she retires. She will be asking the IFC later if they used the tool and if it was effective.
  - The most frequent question she gets is regarding the status and value of tenure in the School of Medicine. She wants to be able to give answers in the future that are beneficial as she is not able to answer well at this time. The IFC-EC will look into this further.
  - IU Online: The university will have the opportunity to create and brand a degree programs. The question occurs – what is the prerogative of the faculty to address curriculum in online programs? We know this is in our purview of responsibilities but we do not have a body or group that handles this across the system. We need to find a way to discuss this and a way for faculty to handle this across the system. The ICHE sets a framework from which we need to work which is curriculum based. The IFC-EC will address this issue.
  - Another question she receives is regarding the role of the Office of Equal Opportunity. The lines are not always easily drawn and is something we need to discuss. She said it is a good time to do that as the OEO is under administrative review.
  - She thanked those who attended the meeting, but noted there are deans in the academic units who are not attending as they used to. She asked schools to talk with deans to encourage attendance to take part in the discussion of faculty issues that are important and engage all faculty on campus.
Agenda Item V: [Information Item] The Mentoring Exchange
Steve Mannheimer, Associate Dean for Faculty Affairs, School of Informatics and Computing
https://comet.soic.iupui.edu/mentor/

Mannheimer gave the following information from a handout:

- The IUPUI Faculty Mentoring Exchange is a simple-to-use website that matches faculty looking for mentors (mentees) with faculty offering to be mentors. The Exchange facilitates this connection by offering mentees a list of likely mentors. After that, it is up to the mentees and mentors to work things out. The whole process is completely voluntary.
- The Exchange is open to any member of the IUPUI faculty. To explore the Exchange, go to https://comet.soic.iupui.edu/mentor/ and use your university login to enter the website.
- You will be asked to create a personal profile, which is a checklist that describes your academic identity, experience and collegial interests. You can provide as much or as little information as you choose. The more information you provide, the better the chances you will be matched with someone with corresponding interests. Both mentees and mentors fill out the checklist, and can be listed as either a mentee or mentor or both.
- Once you create your profile, the Exchange recognizes you as a set of categorical qualities, to be matched with the qualities of a potential mentee or mentor. The matching process is automatic and straightforward.
- When a potential mentee uses the Exchange to find mentoring and innovative research, your profile appears in the list of potential mentors. It is up to the mentee to make the first contact through regular email or by phone.
- After establishing the human-to-human communication, the mentee and mentor can decide if this is a good match and if they want to continue, and what they expect from this mentoring relationship.
- You can use the Exchange as often as you like to find one or 100 mentors – for research, teaching, and/or civic engagement. You can update your profile whenever you choose. For mentees, every adjustment to your search checklist will produce a different list of potential mentors. For mentors, every adjustment to your profile may change how often your name appears in different searches.
- The Exchange is sponsored by the IUPUI Office of Academic Affairs and the Office of the Senior Associate Vice Chancellor for Academic Affairs Melissa Lavitt. We consider the Exchange to be a living, evolving platform. Its primary purpose is to help faculty achieve their professional goals. To do that, the Exchange must be responsive to faculty needs and preferences.
- Comments and questions should be addressed to Mannheimer at 278-4913 or smannhei@iupui.edu.
- We are the only, as far as he can tell, large campus with this kind of tool.

Questions:

- Stockdale asked if it is possible to find certain groups/types of people for mentoring. For example, can you search for women, women/men by social identity, interest, etc.? Mannheimer said that suggestion has been made; however, the tool will not do it at this time.
- Gavrin said the privacy notice link on the website does not work and there should be a privacy notice. The university has a privacy policy that tells you what kind of data is being stored, etc. Mannheimer said data is not being stored to a long-term database, but data about yourself is being stored.
- Murtadha said finding a mentor with social identity is hard to do. It is often a challenge to find the same kinds of social identities you have also paying attention to interests in research, teaching, and service. She hopes this gets worked on soon.
- Windsor said his mentees want to go to dental schools. It was noted the tool is for faculty, not students.
- Schneider asked about storage and access; whose idea is this? Mannheimer said it grew out of a conversation with Lavitt, and he had then further discussed it with the Mentor Academy. It is a very
low level tool that helps you find a mentor/mentee. The Mentoring Academy comes out of the Office of Academic Affairs. He said there are schools that have mentoring processes and the Exchange should take that into account.

- Are there any results? Is anyone using it? Any success stories? Mannheimer said no data has been collected at this time. The idea was not to feel that the site is being watched, but to provide comments at this time. The tracking will come once the Exchange is further revised.

**Agenda Item VI: [Action Item] Determination of “N”**

Marianne Wokeck

Circular 2015-09 (appended to minutes): Chart showing council representation depending on “N”

Wokeck reviewed the handout appended to the minutes and discussed the following:
- “N” determines the number of unit representatives and at-large representatives allowed on the Faculty Council.
- “N” has changed from two years ago because two schools have had zero faculty since dissolution and the School of Medicine faculty count has changed.
- The recommendation from the Executive Committee is to appoint N as 50-51 which makes the number of representatives 38 and provides one more representative than from the previous N. This would be in effect for the next two years.

The motion came out of the Executive Committee; therefore, it did not need to be seconded. A vote was taken and “N” was passed as 50-51.

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

Budgetary Affairs Committee (BAC): L. Jack Windsor, committee chair, reported on the following:
- Congratulated Camy Broeker for her interim position as vice chancellor for finance and administration.
- The committee will be working on RCM proposal, banded tuition, and assessment drivers.
- Cluster conversations are moving to the fall instead of the spring due to the change in budgeting practice. The conversations are used by the Budgetary Affairs Committee and Campus Planning Committee to meet with the deans.
- Parking revenue: how are we doing with managing parking ourselves?

**Agenda Item VIII: Question / Answer Period**

There were no questions.

**Agenda Item IX: Unfinished Business**

There was no Unfinished Business.

**Agenda Item X: New Business**

Lewis said recently, there was notification of the retirement of a publication. He encouraged the members to think about what they do with their scholarship and be wary of positioning it in the best interest of the academy. If you want to look at alternative journals, the library has a tool that can help with that. They would be happy to talk with anyone interested – Kristi Palmer, David Lewis, or Jere Odell.
Agenda Item XI: Report from the IUPUI Staff Council
Jim Klenner, President

Klenner reported on the following:

- At the last meeting, Camy Broeker and Juletta Toliver, the new interim AVC for Human Resources.
- Following the model of the IFC, the Staff Council has opened time on the agenda for questions. Questions need to be submitted in advance. New Business can be submitted in advance by members as well.
- Klenner wants to begin the process to form a University Staff Council.
- The Faculty and Staff Relations Committee, from both the IFC and SC, has met and will begin work.
- The Staff Affairs Committee is working with the campus to find a way to do away with the taxing of the fee benefit for graduate students. Currently, the $5,200 graduate fee benefit is taxed unlike the undergraduate tuition benefit.
- The Staff Council hears complaints from staff across the campus. Recently, the council sent out postcards to our constituents from each unit representative to reach out and introduce ourselves. One complaint was received about the usage of the cards in that it cost too much. Another employee felt the council was not doing enough to help to change the parking situation. Klenner responded to both complaints saying that the postcards did not cost that much and the response to them was really good. He also said the council was doing all it could to help with the parking situation and works very closely with Parking Services.

Paydar said the search for the executive director of HR has been suspended as the campus looks at the way we do HR-related work. He has asked Juletta Toliver to look and study this.

Agenda Item XII: Final Remarks and Adjournment
With no further business appearing, a motion was made and seconded to adjourn. The motion passed and the meeting was adjourned.

Minutes prepared by Faculty Council Coordinator, Karen Lee
AD 5002S / 274-2215 / fcouncil@iupui.edu / http://www.iupui.edu/~fcouncil

Report on Council Actions 2015-16 (per Bylaws Article 1. Section C.3)

**Committee Assignments**

**Academic Affairs Committee**
- Campus Policy on Limits in Withdrawal: Policy to be voted on by AAFC, EC, and IFC fall 2013. (Oct. 2013: The AAC agreed that the policy was too restrictive. They agreed that students should not be allowed to enroll and withdraw (or fail) a given course numerous times. Perhaps an alternative solution is to block registration for such students, initiated at the unit level. The registrar will investigate creating lists of students who enroll repeatedly in the same course. These lists could be provided to the appropriate unit for action (registration block), if the units choose to do so. Annual Report 2014: The proposed policy was put on hold pending further fact-finding and deliberation.)
- Grade Forgiveness Policy (Annual Report 2014: Carried over from 2012-2013. Should this assignment be eliminated?)
- Investigate what, if any, “University Sanctioned Events” should be included in the Registrar’s list of Course Policies (Annual Report 2014: Committee added this assignment for the 2014-15 AY.)
- IUPUI Policy on International Teaching Assistants
- Potential Policy on Credit Hour Overlap Between Minor to Major or Major to Second Major (Porter email of 5-14-14) (Reported at February 3, 2015, IFC Meeting: The committee concludes that the academic units should have such policies and is generating a draft.)
- Evaluation of IUPUI Withdrawal Deadlines
For Approval: 2-2-16

- For 2015-16: Decide whether or not common questions should be adopted for course evaluations at IUPUI. Determine how common questions should be handled within core schools at IUPUI.
- Best Practices for Accelerated Programs

**Budgetary Affairs**
- Assessments (School of Medicine)
- RCM Review/Banded tuition
- Cluster Conversations
- Monitor parking revenue / parking in general

**Campus Planning Committee**
- Cluster Conversations
- Review IUPUI Strategic Plan including performance indicators and identify important goals and formulate priorities recommendation from the faculty’s point of view. (Update: review ongoing.)
- Review and comment on National Survey of Student Engagement (NSSE) survey and other tools that gather information about students and faculty. (May 2014/May 2015: No action taken due to priority given to other action items.)
- Review and comment on PULSE surveys; the data gathered by these surveys may be reviewed by this committee; examples: campus safety; diversity; common theme. (May 2014/May 2015: No action taken due to priority given to other action items.)
- Review and comment on Continuing Student Campus survey (first and second years – in house); (every third year NSSE is administered) (May 2014/May 2015: No action taken due to priority given to other action items.)
- Advise IUPUI Administration: Planning and Institutional Improvement Administrative Liaison on outcomes. (May 2014: Ongoing.)
- Monitor parking on campus. Is the current plan working?
- Monitor crosswalk document in regard to IUPUI Strategic Plan and Bicentennial Strategic Plan.

**Constitution and Bylaws Committee**
- Verbatim Minutes: Review proposal to exclude notation of taking verbatim minutes if a recording is being made during council meetings. (Committee discussed this item; will suggest wording.)
- Nominations Committee: Review and change bylaws so that the Nominations Committee is made up of faculty governance leaders of the schools. (Update 7-10-14 and 6-10-15: keep on agenda.)
- Review and rewrite the charge to the Constitution and Bylaws Committee. (Update 7-10-14 and 6-10-15: keep on agenda.)
- Recognition of Honors College (Update 7-10-14 and 6-10-15: Recognition was discussion, but until the school submits a constitution and bylaws for review, no action is taken. Keep on agenda until C&B submitted by Honors College.)
- FGAP Bylaws revision (problem raised by Handbook Committee/Faculty Affairs Committee in 2013-2014). (Update 7-10-14 and 6-10-15: keep on agenda.)
- Undergraduate Curriculum Advisory Committee: (Update 2-25-14: With the Strategic Plan, this committee is under review by the Academic Affairs Committee and Faculty Affairs Committee as they determine whether the IFC should endorse an Undergraduate Curriculum Committee. The Constitution and Bylaws Committee will be asked to make a motion to remove the UCAC from the IFC Bylaws should the IFC endorse the new committee. The committee has been endorsed, so a motion is needed.)
- Limit the amount of time a Board of Review can be heard before time runs out once it has been assigned by the IFC-EC. (Motion made by IFC-EC on March 27, 2014.) (Update 7-10-14 and 6-10-15: keep on agenda.)
- Metropolitan Affairs Committee: The committee has been inactive for several years and no member appointed. Does it still need to be a committee of the IFC?
- Add the usage of Senior Academy faculty when considering composition of Boards of Review (Assigned per IFC-EC at 5-21-15 meeting).
- Look at coordinating with IUB the University Policies and how they interact with each other. (Also assigned to Faculty Guide Committee.)

**Distance Education Committee**
- Continue work to include IUPUI’s voice in decision making at the university/system level
- Canvas transition
- IU Online Updates
- Follow-up on policies related to online testing and pilot software
- Review of video technologies utilized in distance education
- Connect with CTL on faculty development related to online education
- Replacement of Oncourse Project Sites

**Faculty Affairs Committee**
- “Term Contracts” in the School of Medicine for faculty not complying with standards set by the school. (Update from annual report: Committee not able to identify the problem to be addressed during 2014-15.)
For Approval: 2-2-16

- School of Medicine policy issued for compensation guidelines for tenured faculty. *(Update from annual report: Lengthy discussion eventually foundered on the question of academic freedom. Is the SoM required to bow to the university in deciding standards?)*
- How is tenure viewed in the School of Medicine and how is it tied to the practice plan?
- Review draft Adjunct Faculty Policy/Procedures for Promotion *(On 4-21-14 committee agenda. Lavitt gave to Koskie on 2-2-15 by email. Will be addressed at the September 2015 meeting.)*
- Definition of Tenure Status *(Update from annual report: Not able to identify the problem to be addressed.)*
- Report from the Task Force on Non Tenure Track Faculty *(The task force will be asked to report to the FAC on its report; the FAC will also be asked to look into the role of “academic specialists” and “full-time academics” and then prepare a proposal for voting by the IFC.)*
- What does the word “faculty” mean in policies in the Faculty Guide? Who are the policies for? (“Faculty” appears to mean something different depending on the policy.)
- How can we involve more faculty in faculty governance (who can serve, who can vote, Faculty Guide, develop new faculty to serve in governance as the more senior faculty retire)?

**Faculty Guide Committee**
- Archive Faculty Guide on July 1, 2016.
- Look at coordinating with IUB the University Policies and how they interact with each other. *(Also assigned to Constitution and Bylaws Committee.)*

**Fringe Benefits Committee**
- Benefits: Keep pushing to get the message out about benefits in a timely manner.
- Get the word out to faculty: Clinical Care Services at IUPUI *(http://hr.iu.edu/benefits/CCServices/index.html)*
- Comparison of benefits for IUPUI and IUB faculty.
- Maternity and Family leave
- Benefits for part-time faculty
- How does the IUPUI benefits plan compare to other institutions?

**Library Affairs Committee**
- Monitor Open Access – Better way to upload articles. Communication.
- Role of online journals – How do librarians judge the quality of journals? Legitimate/non-legitimate guide to reputable journals. Evaluation of reputable journals.
- Library resources for students their faculty member has. They are not the same within Oncourse or Canvas.

**Research Affairs Committee**
- New research policy that took effect August 2015: Dual Use Research of Concern: [http://policies.iu.edu/policies/categories/research/IU-Research-Policies/durc.shtml](http://policies.iu.edu/policies/categories/research/IU-Research-Policies/durc.shtml)
- Biomedical Research Institute
- Policy on Centers and Institutes
- Animal safety
- Update on the transparency and funding of programs
- Presentation of the Indirect Cost Recovery guidelines to the IFC.
- Return of NIH funds from the administrators to the PI.
- Other study approvals – especially biosafety approvals and IACUC as centralization of oversight continues.
- Center designation process – inventory of active/inactive centers as a first fact-finding step.
- IUCRG Program – faculty input into future directions/funding priorities if the program continues.
- Monitor aspects of compliance across the university
- Purchasing and expenses on grants – detailed reporting
- Administrative burden on signature centers.

**Staff Relations Committee**
- “Guidelines on Use of Legal Credentials by Professional Staff” *(JD Degree)*
- TIME Timekeeping System
- Health Insurance Rates
- Performance Management
- Service with Distinction
- Intergroup Dialogue and Campus Civility
- Campus Safety / Emergency Planning
For Approval: 2-2-16

**Student Affairs Committee**
- Academic Misconduct
- Student Wellness
- Sexual Assault and Prevention / Title IX
- Awareness of students living on/off campus (Title IX and other issues)
- Climate Survey and LGBTQ Students

**Technology Committee**
- How does the committee become informed about policies, guidelines, recommendations, proposed technologies, etc., and how can it provide input before a decision is made? *(Discussed, concerns expressed to various administrators about the lack of input until it is too late and the decisions about technology are already made. Same issue was discussed by the IFC Distance Education Committee. Continue discussion in 2015-2016.)*
- Blue course evaluation system *(Continue discussion in 2015-2016.)*
- FAR system *(Continue discussion in 2015-2016.)*
- Oncourse project sites – what do we use now?
- One place to find a myriad of information. Communication. One.IU is not the answer.

**Items Completed:**

**Academic Affairs Committee**
- Interpretation of “first undergraduate degree” in the Grade Replacement Policy *(10-14-15: Reported on and approved by the IFC. The interpretation is to mean “first baccalaureate degree” The clarification is effective fall 2015.)*
The determination of N for 2015-2017

Number of unit representatives for each school is determined by the number of faculty in that school as a multiple of "N" rounded UP to the next whole number.

<table>
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<th>Year</th>
<th>Total # of Faculty</th>
<th># of Unit Reps.</th>
<th>Number of Unit Representatives based on various values of &quot;N&quot;</th>
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<td>N=50-51</td>
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<tr>
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<td>Education*</td>
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Size of Faculty Council (# of Unit Reps. + An Equal # of At-Large Reps. + Ex-Officio Members*)

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<th>MINIMUM Size with 31 Ex-Officio Members</th>
<th>MAXIMUM Size with 46 Ex-Officio Members</th>
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<tr>
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* Ex-Officio Members include: Chancellor, 2 Chancellor's designees, 16 Deans of Schools, Dean of the Division of Undergraduate Education, Dean of Honors College, Chancellor of IUPUC, IFC President, Vice President and Parliamentarian, 9 IFC Executive Committee Members, 7 UFC Members, Staff Council President, Undergraduate Student Government President, Graduate Student Organization President, and Senior Academy Chair. 15 of the 46 Ex-Officio Members could already be Unit or At-Large Members of the IFC. Hence, there can be a minimum of 31 and a maximum of 46 Ex-Officio Members.

** The counts for Business, E&T, Education, Liberal Arts, Library, Nursing, and Science does not include faculty/librarians from these units at IUPU Columbus.

*** The count for librarians under University Library does not include those in the Columbus, Dentistry, Law, and Medical Libraries.

# Does not include NTTF. They are allowed ten representatives no matter what their total faculty count is.

10/30/2015