

1-22-2009

## AY 08-09 Meeting 2009-01-22

Faculty Senate

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**Governors State University  
Faculty Senate  
Minutes January 22, 2009**

**Senators (Present = X):**

<u>X</u> N. Adam	<u>X</u> H. Heino	<u>X</u> B. Parin
<u>X</u> E. Alozie	<u>X</u> M. Kasik	<u>      </u> L. Proudfit
<u>X</u> R. Bell	<u>X</u> T. Kelly	<u>X</u> W. Rudloff
<u>X</u> P. Blobaum	<u>      </u> T. Kim	<u>      </u> A. Sanders
<u>X</u> M. Bruce	<u>X</u> J. Klomes	<u>X</u> J. Simon
<u>X</u> B. Essex	<u>X</u> C. Luo	<u>X</u> E. Wignall
<u>X</u> S. Gandy	<u>X</u> G. Lyon	<u>      </u> B. Wilson
<u>X</u> D. Green	<u>X</u> R. Muhammad	<u>X</u> B. Winicki
<u>X</u> P. Guimond		

**Guests:** Provost Jane Hudak, Executive Vice President Gebe Ejigu, Colleen Rock, Greg Johnson

**Call to Order**

Blobaum called the meeting to order at 1:05 p.m.

**Announcements**

Blobaum introduced Najma Adam, a Senator, and Greg Johnson, new Unit A member in the University Library.

**Minutes**

The Senate discussed the December 18, 2008 meeting minutes. A few typos were noted and will be corrected. Winicki moved to approve the minutes. Muhammad seconded the motion. The motion was approved by unanimous voice vote.

**Administration Reports**

**Provost Report**

Hudak reported that, in December, the Illinois Board of Higher Education (IBHE) approved the change from a BA in Art to the BFA and the addition of a post-baccalaureate certificate in mathematics secondary education. GSU's request for an off-site/out-of-region offering at Triton College's University Center will be reviewed at the next IBHE meeting.

Hudak thanked the EPC committee for its work in submitting the revised *Honors Policy* and the new *Volunteer Emergency Worker Policy*. Both were approved. Sandy Paszczyk, Assistant to the Provost, will upload the policies into the GSU Policies Manual, which is located on the Provost's Office webpage.

HLC is moving along. Tom Houlihan, Office of Advancement, and Professor Bill Wilkinson have joined the writing team. The criteria teams are meeting. The Provost will establish a steering committee to discuss and address faculty development issues. She would like the Senate to appoint or elect someone to that steering committee. GSU continues to be very active in

outreach to the community colleges. The President and Provost plan to meet with administrators from the City Colleges of Chicago.

The Graduate Council is being reconfigured. It will consist of three faculty representatives from each college (one elected by the college faculty and two appointed by the appropriate dean), three representatives from the Faculty Senate, and three people appointed by the Provost. Members will have two or three year terms. The Provost does not envision the Graduate Council's making curricular decisions. The Council will be advisory to the Provost. There was some discussion as to whether the members of the Graduate Council should be Unit A or Unit B. A Senator suggested, that in the future, if membership to a committee or task force is to be limited to tenured/tenure track faculty, that the term "Unit A" be used to prevent confusion.

### **Executive Vice President Report**

Ejigu stated that he attended the presidential inauguration and that he had visited Ethiopia over the break.

Enrollment seems to be tracking fairly well, with a little over 3% growth. Ejigu identified three trends: 1) the full-time undergrad student enrollment is up; the full-time graduate enrollment is down; it appears the largest decrease is in the College of Education; 2) there is a dramatic decline in foreign students; about a 30% decline; and 3) enrollment of Hispanic students is down about 8%. An *Enrollment Issues Work Group* has been established, with Linda Buyer as senior staff to the group. A Senator stated that faculty in her college were asked to review and revise the AODs, which might result in a decline in enrollment. Ejigu confirmed that enrollment growth is a goal stated in the Strategic Plan. Buyer added that one can reduce the number of sections without reducing enrollment. Hudak stated that she did ask to deans to look at the issue of low-enrollment classes, which disadvantage the students and are not cost effective. In response to a question about whether there are GSU minimum and maximum sizes for classes, Buyer stated that individual programs can set caps or minima. She also stated that the CUE guidelines define how classes are categorized and compensated for. The CUE guidelines are in the online Faculty Handbook, located on the documents page at the Provost's Office webpage.

### **Attribution of Student Credit Hours (SCH) to Programs**

Buyer prepared a two-page handout to answer some of the questions regarding the classification of certificate-seeking students. It described the three formal ways in which SCH are attributed to programs at GSU: 1) GSU enrollment reports, which report credit hours by major, by certificate, and by which program offered the course; 2) the IBHE cost study, which is based entirely on the majors in a program; and 3) the National Study of Instructional Costs and Productivity (Delaware study), which is based on the CIP codes faculty are assigned. She explained that when students are admitted, they have a choice of being degree-seeking or non-degree seeking; they also have a separate choice of being in a certificate program. Students can be in just a major, or a major and a certificate program, or just a certificate program. Only certificate students who are also majors in a degree program are counted as majors in the program. Table 13 of the weekly enrollment report shows the SCH and headcounts for all certificates. Enrollment reports are available on the GSU intranet. Buyer pointed out that there is no formula relating SCH or headcounts to the allocation of program dollars at GSU (or in the state of Illinois).

A Senator stated that the APRC does two types of program reviews every year that are based on quantitative data. The data the reviews are based on is the fall to fall comparative data. Weekly enrollment data is not practical or useful for the reviews. Every program is reviewed every year using a criteria approved by Faculty Senate and based on criteria used by the IBHE at one time or another. Also, every year the APRC reviews programs based on a 5-8 year (BOT requires 5 year cycle and the IBHE requires maximum 8 year cycle) cyclical review of programs and certificates. New certificate programs are required by Policy (#58) on Certificates to be reviewed the first time 3 years after the certificate has been initiated. The review schedule is developed by the Provost office. This cyclical review is also based on quantitative data included in the Academic Profiles report of 3-6 year averages and comparative state level data. The review is driven by IBHE criteria and reports written by each program faculty. If the certificate students are not included in the total headcount for a program, the program does not get “credit” for teaching the certificate students. Many programs serve more students than those in the major, yet the programs do not seemingly get those credit hours documented. Buyer responded that the information about the certificate students is readily available by special request and the APRC can consider it when making their recommendations. Buyer referred to Table 13 of the weekly enrollment reports.

Buyer stated that for the IBHE cost study, GSU is mandated by the State to only count majors. GSU has **no** control over the cost study. Ejigu stated that GSU is mandated to submit reports to the State, including the cost study; however, that report has nothing to do with how the administration looks at resources at GSU. He added that, at this stage, there is no relationship between institutional load, college credits generated, and the resources allocated. Resources are, by and large, increased incrementally. This may change in the future. A Senator stated that at one time class lists indicated which students were certificate students only because they were listed as having a “major” of CERT, but they no longer are. Buyer suggested that the Senator contact Carol Cortilet-Albrecht to request that certificate information be added to the class lists.

Buyer also described the National Study of Instructional Costs and Productivity (Delaware study) that GSU participates in. This study requires that all data be organized by Classification of Instruction (CIP) codes. Faculty members are each assigned a CIP code (by their Dean or Chairperson). SCH are attributed to the CIP code the faculty member who taught the class belongs to; so are costs.

If the Senators have requests for specific data that is not included in the weekly enrollment reports, they should email Buyer and/or Ejigu with the specific request and a suggested format. Essex added that Policy 58, Certificates, was reviewed, revised, and submitted to the Faculty Senate Executive Committee. The FSEC held the policy because they had questions about the status of certificate students and about IBHE’s review process for certificates.

## **Faculty Reports**

### **University Curriculum Committee (UCC)**

Parin stated that if anyone finds typos in the catalog copy, he/she should send an email to her detailing the error (s). Parin needs that information as soon as possible so that the errors can be fixed before the next catalog is printed.

A Senator stated that his division was directed to add the GSU mission statement to the first page of each syllabus. Since none of the other Senators received that request, it was recommended that the faculty in that division ask if the request to add information to the syllabi was presented to the UCC.

#### **Academic Program Review Committee (APRC)**

Blobaum announced that J. Elder resigned from APRC and R. James offered to complete Elder's term (at-large, 2007-09). Essex moved to approve the appointment of R. James to the APRC to complete the term of J. Elder. Wignall seconded the motion. The motion was approved by unanimous voice vote.

#### **Educational Policies Committee (EPC)**

Essex, EPC Chair, welcomed Greg Johnson to the committee. C. Sori, College of Education, resigned from the EPC. Anyone interested in filling the vacancy should contact Essex. EPC worked with the Provost's Office to revise the policy signature/approval form. If anyone wants a copy of the form, he/she should send an email request to Essex.

#### **Graduate Studies Council**

There was no report.

#### **IBHE Faculty Advisory Committee (IBHE FAC)**

There was no report. The next meeting of the IBHE FAC is January 23, 2009.

#### **Bargaining Unit**

There was no report.

#### **University Safety Committee**

There was no report.

#### **Executive Committee**

There was no report.

#### **Old Business**

Blobaum asked for volunteers for the Senate Bylaws Task Force. If anyone is interested, contact Blobaum.

#### **New Business**

Blobaum's term as the UL/DLMD representative on the Copyright Committee expired. Johnson is interested in serving on that committee. Wignall moved to approve the appointment of Johnson as the UL/DLMD representative to the Copyright Committee. Guimond seconded the motion. The motion was approved by unanimous voice vote.

The Senate discussed the appointment of Faculty Senate representatives to the Graduate Council. It was decided to wait to make the appointments until after the colleges have completed their elections and appointments. Nomination should be brought to the next Senate meeting.

**Announcements**

Blobaum announced that he will invite Dianne Kronika, Assistant to Legal Counsel, to the next Senate meeting so that she can be formally recognized for her past service on the EPC.

Blobaum attended a commencement planning meeting. There is a change this year: the students will not process out of the large room at the convention center; only the platform guests and faculty will process out. If faculty members want to meet with individual students, they can go back to the student seating area after the procession of platform guests and faculty.

**Adjournment**

The meeting adjourned at 3:15 p.m.

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