

1-22-2014

## FS Agenda Packet 2014-01-22

Northern Illinois University

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**FACULTY SENATE AGENDA**  
**Wednesday, January 22, 2014, 3 p.m.**  
**Holmes Student Center Sky Room**

**I. CALL TO ORDER**

**II. ADOPTION OF AGENDA**

**III. APPROVAL OF THE [MINUTES](#) OF THE NOVEMBER 20, 2013 FS MEETING**

**IV. PRESIDENT'S ANNOUNCEMENTS**

- A. Pension Reform – Steve Cunningham, Vice President for Administration

**V. ITEMS FOR FACULTY SENATE CONSIDERATION**

- A. The Bob Lane Faculty Advocacy [Award](#) – call for nominations – Page 4  
Written letters of nomination should be submitted to Faculty Senate President Alan Rosenbaum no later than noon Monday, February 10, 2014.

**VI. CONSENT AGENDA**

**VII. REPORTS FROM ADVISORY COMMITTEES**

- A. FAC to IBHE – Sonya Armstrong – reports:  
[December 13, 2013](#) – Pages 5-6  
January 17, 2014 – walk-in  
  
IBHE Faculty Fellows Program [information](#)
- B. Student Association – report
- C. University Benefits Committee – Deborah Haliczzer, Chair;  
Therese Arado, FS-Committee on the Economic Status of the Profession Liaison  
– no report
- D. Computing Facilities Advisory Committee – George Slotsve – no report
- E. BOT Academic Affairs, Student Affairs and Personnel Committee –  
Dan Gebo and Andy Small – no report
- F. BOT Finance, Facilities, and Operations Committee –  
Alan Rosenbaum – no report

- G. BOT Legislation and External Affairs Committee – Deborah Haliczzer and Rosita Lopez – no report
- H. BOT Compliance, Audit, Risk Management and Legal Affairs Committee – Deborah Haliczzer and Alan Rosenbaum – no report
- I. BOT Ad Hoc Committee on Sponsored Research Activity and Technology Transfer – Greg Waas – no report
- J. BOT – Alan Rosenbaum – [report](#) – Page 7

### **VIII. REPORTS FROM STANDING COMMITTEES**

- A. Faculty Rights and Responsibilities – no report
- B. Academic Affairs – Sarah McHone-Chase, Chair – report
  - 1. [Revisions](#) to “Repeating a Course” policy in the NIU Academic Regulations – Pages 8-9
- C. Economic Status of the Profession – George Slotsve, Chair – no report
- D. Rules and Governance – Robert Schneider, Chair – no report
- E. Resources, Space and Budgets – Jim Wilson, Liaison/Spokesperson – [report](#) – Pages 10-12
- F. Elections and Legislative Oversight – Stephen Tonks, Chair
  - 1. Selection of a committee for the evaluation of the Executive Secretary of University Council and President of Faculty Senate – see Faculty Senate Bylaws, [Article 7](#) and NIU Bylaws, [Article 13.6.3.10](#) – Pages 13-14
  - 2. Selection of a committee for the evaluation of the Faculty and SPS Personnel Advisor – see Faculty Senate Bylaws, [Article 7](#) and NIU Bylaws, [Article 13.6.3.10](#) – Pages 13-14

### **IX. UNFINISHED BUSINESS**

### **X. NEW BUSINESS**

### **XI. COMMENTS AND QUESTIONS FROM THE FLOOR**

## **XII. INFORMATION ITEMS**

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Admissions Policies and Academic Standards Committee
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Campus Security and Environmental Quality Committee
- E. [Minutes](#), Committee on Advanced Professional Certification in Education
- F. [Minutes](#), Committee on the Improvement of Undergraduate Education
- G. [Minutes](#), Committee on Initial Teacher Certification
- H. [Minutes](#), Committee on the Undergraduate Academic Experience
- I. [Minutes](#), Committee on the Undergraduate Curriculum
- J. [Minutes](#), General Education Committee
- K. [Minutes](#), Honors Committee
- L. [Minutes](#), Operating Staff Council
- M. [Minutes](#), Supportive Professional Staff Council
- N. [Minutes](#), Undergraduate Coordinating Council
- O. [Minutes](#), University Assessment Panel
- P. [Minutes](#), University Benefits Committee

## **XIII. ADJOURNMENT**

EXECUTIVE:	01/15/14
STEERING:	
FACULTY SENATE:	01/22/14
UNIVERSITY COUNCIL:	
REFER TO:	

## **Bob Lane Faculty Advocacy Award**

The Bob Lane Faculty Advocacy Award recognizes an NIU faculty member for special service to the faculty.

Written letters of nominations, identifying the reasons why the nominee should receive the award, are to be submitted to Faculty Senate President Alan Rosenbaum no later than noon Monday, February 10, 2014. Those letters will be included in the February 19, 2014 meeting agenda packet and the Faculty Senate will vote on the recipient.

Award recipients are commemorated on a permanent plaque displayed in the Holmes Student Center which includes the names of all recipients.

### **Bob Lane Award Recipients**

**Dave Ripley – 1995-1996**

**Ken Bowden – 1996-1997**

**Lorys Oddi – 1997-1998**

**Sherman Stanage – 1998-1999**

**Herbert Rubin – 1999-2000**

**Robert Suchner – 2000-2001**

**James King – 2001-2002**

**David Wagner – 2002-2003**

**Elizabeth Miller – 2003-2004**

**Joseph “Buck” Stephen – 2004-2005**

**Rosemary Feurer – 2009-2010**

**Charles Cappell – 2011-2012**

## **Report on the IBHE-FAC Meeting, December 13, 2013**

The Illinois Board of Higher Education (IBHE) Faculty Advisory Council (FAC) met on December 13, 2013, in Springfield with the IBHE staff and several guests.

### **FAC Updates**

FAC Chair Abbas Aminmansour led introductions of all participants and guests. He reported that the 2014 IBHE meeting schedule has been released (available for those interested at <http://www.ibhe.org/aboutIBHE/calendars.htm>).

FAC Vice Chair Marie Donovan provided an update from the last Performance-Based Funding meeting. She noted that the discussion included how to include quality measures, and reported that there will be IBHE grant opportunities in early childhood education.

FAC Secretary Steve Rock noted that the Lieutenant Governor will join the FAC for lunch at the January meeting at John A. Logan College.

FAC Member John Bennett reported that there were eight semifinalists for the IBHE Executive Director position. This was narrowed down to four, who were invited to Springfield for extensive interviews. The chosen candidate, **Dr. James Applegate**, had been a vice president at Lumina and most recently an educational consultant. His start date is to be determined.

### **IBHE Updates and Discussions**

IBHE Staff Member Ocheng Jany thanked Candace Mueller for her work that led to legislative resolutions recognizing the FAC for its 50<sup>th</sup> anniversary. He also thanked the Illinois Association of School Boards (IASB) for providing the venue for the meeting.

IBHE Deputy Director Jonathan Lackland provided a quick rundown on highlights of the pension legislation. He expects legislation to be advanced relative to institutions accepting AP credit.

IBHE Executive Director Harry Berman reported that two faculty fellows (both from UIC) have been selected for the faculty fellowship. Application due dates for the next round of fellowships will be announced shortly.

### **Guest Discussion**

Dr. Karen Hunter-Anderson, Executive Director of the ICCB, and Roger Eddy, Executive Director of the IASB provided an overview of their respective work and possibilities for collaboration with one another, with the FAC, and with the IBHE.

### **Panel Discussion**

IBHE Executive Director Harry Berman convened a panel reflecting on the FAC at 50. Participants included Kathleen Kelly, John Hunter, Ed Hines (who was on FAC from 1989 to 1997 and served one year as chair), Tom Layzell, and Bill Feurer. Each panelist provided background, insights, and reflections on their connections with the FAC and IBHE.

## **IBHE Updates**

After lunch, IBHE Deputy Director of Academic Affairs Dan Cullen indicated that staffing in Academic Affairs is close to full. There is an initiative to streamline granting authority for Illinois institutions to offer distance education to out of state students, involving state authorization reciprocity agreements. They are also working on Common Core State Standards-PARCC assessment, IAI (which needs to be faculty driven from all sectors), college credit transfer initiatives, transitioning from the military to higher education (credit transfer possibilities), and streamlining the process of meeting new rules for licensing elementary education students (being broken into two degree programs).

The meeting adjourned at 1:42 p.m.

Respectfully submitted,

Sonya L. Armstrong  
Associate Professor in the Department of Literacy Education  
NIU Representative to the IBHE Faculty Advisory Council

*NOTE: This report is based on the minutes taken at that meeting by IBHE FAC Secretary, Steven Rock (WIU). Full meeting minutes can be accessed at <http://www.ibhe-fac.org/Meetings.html>.*

*ALSO NOTE: I welcome any questions, comments, or requests for clarification at [sarmstrong@niu.edu](mailto:sarmstrong@niu.edu).*

EXECUTIVE: <u>01-15-14</u>
STEERING: <u>01-15-14</u>
FACULTY SENATE: <u>01-22-14</u>
UNIVERSITY COUNCIL: <u>01-29-14</u>
REFER TO:

## Report on the NIU Board of Trustees Meeting, December 5, 2013

The NIU Board of Trustees met on Thursday, December 5th at DeKalb. Chair Butler called the meeting to order at 9:05 AM. The BOT immediately went into executive session until 10:50 and then reconvened. The agenda included 15 action items and 16 informational items. A number of the action items were placed on the consent agenda.

Among the items approved by the Board, the following are of interest:

- Authorization of the hiring of an executive search firm for the position of associate vice-president for student affairs and enrollment management
- Spending authority to President Baker for anticipated bowl game expenses
- The purchase of a used bus to replace a recently deceased bus. This bus is used primarily by athletics to transport teams to games and is not part of the Huskie Bus system
- Refinancing of two revenue bonds which will result in an interest saving to NIU of approximately \$1 million.
- Approval of the appointment of Nancy Sutzenfield as the interim CFO.

There was also a discussion of an item relating to possible salary increments for employees. Both the president and the Board expressed support for the importance of improving employee salaries. President Baker stated that salaries and wages are not where they need to be in order for us to be competitive in attracting and retaining quality faculty. He also emphasized the need to provide salary relief to our lower paid employees. He suggested that he and the Board revisit this issue at (or before) the next BoT meeting, as the financial status of the university becomes clearer from the perspective of our internal resources, enrollment/retention progress, and the state appropriation. There was no further action on this item.

The Board heard presentations updating the status of the Vision 20/20 initiative, the pension reform package passed by the General Assembly, and the effects of the Test of Academic Proficiency on our education (teaching) students. Dean Neale made the TAP presentation and presented data indicating that the TAP had negatively impacted the number of our students, and especially the number of minority students, qualifying but also that we have instituted remedial actions that have improved the pass rate since the dip following the imposition of the TAP requirements.

The Board set the meeting schedule for 2014 (March 27, June 19, September 18, December 4).

Respectfully submitted,

Alan Rosenbaum  
UAC Representative



*Excerpted from:*  
**Northern Illinois University**  
**2013-14 Academic Regulations**

## Grading System

### **Repeating a Course**

The policy outlined here pertains only to courses taken at and repeated at NIU. Repeating a course taken at another college or university is governed by the policy on repeated courses in the section on transfer credit. The opportunity to repeat a course under this policy will end with the awarding of a degree. The NIU transcript will reflect the GPA as specified in the following policy. However, students should be cautioned that some limited admissions programs recognize all attempts for admission purposes and that when students apply to professional schools and/or graduate schools, all attempts at courses could be considered in that application process.

A student may repeat any course in which a grade of ~~D or F~~ **lower than a C** was received. The grade which the student earns in the repeated **course** will replace the original grade in the GPA calculation, but both grades will always appear on the student's official transcript. In all cases, the permanent record of a student repeating a course will report each enrollment in the course. (A course withdrawal does not count as a repeat.)

A student may not repeat a course taken at NIU in which a grade of C or better was earned, unless the contrary is stated in the catalog description of the course.

A student who does not earn a C or better after two (or more) attempts in a course may petition to retake the course. The student must secure permission of the dean of his or her major college and of the chair of the department in which the course is offered.

All grades received in the course will appear on the transcript. Credit may be earned only once unless the course description in the catalog states otherwise. Exceptions to this policy may be granted only by the dean of the student's major college. In all cases, third or subsequent enrollments in a course may be allowed only if the department in which the course is taught agrees to permit enrollment. In approved third or subsequent enrollments the grade earned during the last enrollment will be used in the GPA calculation.

## Transfer Credit

### **Repeated Courses in Transfer**

The calculation of the GPA for admission will not count repeated courses for which the student received a grade of C or better in the first attempt, nor will such courses be accepted for transfer credit. In those situations where a student has repeated a course for which a ~~D or F~~ grade **lower than a C** was previously earned, the second attempt only will be utilized for the above purposes.

The evaluation of transfer credit will give the student the benefit of the doubt in identifying repeated courses. Courses will be identified as repeats only if they fall into one of the following categories.

The same course (by title or number, or both) has been taken twice at the same institution.

A course for which a student has been granted transfer credit is later taken at NIU. (See "Forfeiture of Credit.")

Two courses, taken at two different institutions besides NIU, are obviously identical. If a credit evaluator designates two such courses as repeats, and the student disputes the ruling, the student is responsible for providing evidence that the courses were different in content. The chair of the appropriate NIU department or a designated representative will be the final judge in any disputed cases.

When a grade of ~~D~~ **lower than a C** is earned in a course taken at NIU, an equivalent course taken at another institution cannot be transferred to NIU for credit because previous credit has been earned at NIU.

## **Committee on Resources, Space, and Budgets**

### **Meeting with Interim CFO**

Friday, December 6<sup>th</sup>, 2013

09:00 - 10:00 Altgeld 225

### **Meeting with the President and The Provost**

Wednesday, December 11<sup>th</sup>, 2013

14:00 - 15:00 Altgeld 225

This report summarizes two meetings both focused on a draft document from the interim CFO, Nancy Suttentfield, on "Policies and Guiding Principles for Annual Budget Development and Multi-year Financial Planning".

1. Nancy Suttentfield provided an overview of the draft document and the review process as well as the time line for completion of the document.
  - a. Key goals of the policy and principles is to link resource allocations explicitly to goals and priorities; partnership and shared responsibility between the Provost and CFO; significant opportunities for input in the decision making process; long term fiscal equilibrium; and new reporting formats for transparency and accountability.
  - b. It was expressed that input was welcomed into the content of the document. Nancy also indicated that it was a plus that a committee such as RSB already existed as a mechanism for input on budget issues.
  - c. The goal is to create a culture of fiscal transparency and engage stakeholders in the budget process. The policy needs to be academically and fiscally responsive.
  - d. The draft had already been reviewed by the Provost and will be reviewed shortly by the Deans and the President's cabinet. This meeting was an opportunity for the RSB committee to provide input.
  - e. The goal is to finalize the plan by the end of the calendar year and work on implementation in January 2014.
2. The floor was then opened up for the committee to raise questions, seek clarification, and make suggestions for changes.
  - a. The committee thanked Nancy for her work on the proposal and the overall consensus was that the document reflected an important step forward in making the budget process more transparent and allowing input. There was little issue with the general policy and guiding principles.
  - b. Many of the issues raised by the committee also emerged at the Deans meeting as well as the overall positive tenor regarding the proposed policies and principles.

- c. Many of the questions that arose were related to clarification of some of the principles as well as questions about implementation. In many cases these questions will become clearer as the process of implementation unfolds.
- i. It was felt that the document would be improved by including a definition of terms (e.g., to clarify the use of terms such as ‘fees’ and ‘programs’).
  - ii. What is meant by to the “extent possible” with respect to the implementation of the policies and procedures?
  - iii. Questions about the need for training for staff and workload requirements.
  - iv. Timeline for implementation – plan in place early January with plan implemented during the Spring semester.
  - v. The new policies and procedures will be phased in. Once the plan is in place, can start to look 5 – 10 years out.
  - vi. Reviewing business practices will involve a collaboration between business managers and the budget office.
  - vii. A data warehouse will be designed to inform budget decisions and transparency.
  - viii. Question of position control – President currently approving all hires. Process looking to systematize hiring by determining need for position through budget hearings. At local unit level will need to document budget source and need and then move through hearings. Funds may be moved based on university wide demand. If a unit ‘loses’ a position it may seek to refill or repurpose, but depending on university wide need funds may be reallocated. Conversation ensued about the ‘unit of analysis’ – department, college, program? Questions also arose around how temporary funds used for hiring instructors would be treated as these do not typically have a position number.
  - ix. Move to using restricted and non-appropriated funds first to allow for greater budget flexibility. This implies that the CFO will have budget control of Foundation funds. This also inverts the current practice of holding back non-appropriated funds for greater local flexibility by spending appropriated funds first.
  - x. Who will define performance and benchmark metrics that will be part of the budget hearings? RSB committee involved?
  - xi. In developing budgets, recurring costs will be populated first: all positions and operating costs. It was felt more clarity on what these were exactly was needed.
  - xii. It was explained that the budget model would be a partnership – a triad between CFO, Provost, and President with broad input from across the university. The CFO is a supporting role in finding money to fund academic priorities and the entire core mission.
  - xiii. Contingency fund planning to cover unexpected expenses would be built into the model.

- xiv. It was stressed that estimating costs correctly was critical. Questions about what defines a program in terms of establishing a unit of analysis (degree, administrative unit, initiative?).
  - xv. Stability issues – recurring costs against which funds. Looking for stability – enrollments key: \$2.3m lost per 100 students not enrolled.
  - xvi. Institution designed for 24K students but currently only 21K.
  - xvii. Steve Cunningham presented information on SURS and potential impact of proposed changes on budget.
  - xviii. Find ways to incentivize good budgeting. Questions about rewards/penalties in place for poor estimates. Avoid padding by overestimating costs to prevent asking for more than needed in order to get something. Need for budget planning to be accurate.
  - xix. Dashboard and metrics for reporting – it was felt that these needed to be drilled down to program and department level for greater transparency as well as to help the budgeting process.
  - xx. Role of summer budget process in proposed budget model changes – not part of the plan. Looking to simplify formulas; maximize enrollments in terms of how monies are spent across the fiscal years rather than worry about individual fiscal years. More discussion about how to increase summer enrollments.
  - xxi. On line funding model being revised.
  - xxii. A conversation ensued about the role of the RSB committee in terms of its statement of budget priorities; comment on priorities as process unfolds, comments on process itself.
  - xxiii. Reviewed process to hire new CFO using the Parker Executive Search Firm. Timeline for announcement of hire is April.
- d. It was noted that the President was looking to find common ground with other universities about state budget funding, forming coalitions around budget issues and presenting a united front.
  - e. Issue of graduate student fees came up along with assistantships, income tax on graduate assistants and compliance with Federal rules on internships.

EXECUTIVE: <u>01/15/14</u>
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## Bylaws of Northern Illinois University

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### ARTICLE 13: UNIVERSITY FACULTY SENATE

**13.6.3.10** To evaluate annually the services of the faculty and SPS personnel advisor and the president of the Faculty Senate/executive secretary of the University Council. Three faculty members from the Faculty Senate shall constitute the evaluation committee for the faculty and SPS personnel advisor. Two faculty members of the Faculty Senate who are not elected faculty members of the University Council, two faculty members from the University Council and one student member from the University Council shall constitute the evaluation committee for the president of the Faculty Senate/executive secretary of the University Council. All members shall be voting members of either the University Council or the Faculty Senate. The members shall be selected by lot at the September or January meetings of the Faculty Senate and University Council depending on the evaluation period. If any member so selected cannot serve, another member who meets the same criterion shall be selected by lot. These evaluations shall constitute one-half of the personnel rating of the faculty personnel advisor and the total personnel rating of the president of the Faculty Senate/executive secretary of the University Council for those portions of each year during which they held those offices. These evaluations shall be forwarded to the executive vice president and provost who shall determine the annual salary increment for each individual. In so doing, the executive vice president and provost shall consult with each affected faculty member's department regarding the evaluation to be given to that faculty member's other professional activity;

# FACULTY SENATE BYLAWS

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## **ARTICLE 7: PERSONNEL REVIEW RESPONSIBILITIES**

The Faculty Senate under the provisions of University Bylaws 13.6.3.10 has the responsibility for annual reviews of the Executive Secretary of the University Council and the Faculty Personnel Advisor. In the case of the Executive Secretary the Senate evaluation shall constitute the total personnel rating for that portion of the year the position is held. In the case of the Faculty Personnel Advisor the Senate evaluation shall constitute one-half of the personnel rating for that portion of the year the position is held. These evaluations shall be forwarded to the executive vice president and provost who shall determine the annual salary increment for the Executive Secretary and who shall determine the salary increment for the Faculty Personnel Advisor after receiving the evaluation given for other professional activities by the Faculty Personnel Advisor's academic department.

**7.1** The annual evaluation of the services of the Faculty and SPS Personnel Advisor shall be conducted by a committee composed of three members of the Faculty Senate chosen by lot. The annual evaluation of the services of the President of the Faculty Senate and Executive Secretary of the University Council in performance of that role shall be conducted by a joint committee composed of five members of the Faculty Senate and University Council chosen by lot; two (2) will be faculty members from the Faculty Senate who are not members of the University Council, two (2) faculty members from the University Council, and one (1) student member from the University Council. The committee is empowered to seek and receive individual recommendations from the members of the Senate and University Council, and to seek such other information as it may find necessary in order to complete its task. The completed evaluation shall be presented to the Faculty Senate for its endorsement, and then it shall be forwarded to the executive vice president and provost of the university for appropriate action as provided in the university Bylaws Section 13.6.3.10.