**Minutes**

**Faculty Assembly, School of Liberal Arts**

**2:00–4:00 p.m. Friday, November 8, 2019 Room LE 105**

Faculty Attendees: Marta Anton, Jason Aukerman, Emily Beckman, Julie Belz, Jonas Bjork, Maria Brann, Herbert Brant, Marilee Brooks-Gillies, Andy Buchenot, Jennifer Bute, Mary Ann Cohen, David Craig, Tom Davis, Andre De Tienne, Cornelis De Waal, Aaron Dusso, Estela Ene, Steve Fox, Beth Goering, Sara Harrell, Kelly Hayes, Katharine Head, David Hoegberg, Lynn Jettpace, Sumana Jogi, Samuel Kahn, Elizabeth Kryder-Reid, Chris Lamb, Kathryn Lauten, Pamela Laucella, Sarah Layden, Vijay Lulla, Tim Lyons, Enric Mallorqui-Ruscalleda, Tom Marvin, Amira Mashhour, Kate Miller, Leslie Miller, Kenzie Mintus, Malcolm Moran, Anita Morgan, Wendy Morrison, Megan Musgrave, Elizabeth Nelsen, Nichole Neuman, Deborah Oesch-Minor, John Parrish-Sprowl, Josh Prada, Rob Rebein, Nancy Robertson, Ron Sandwina, Lois Silverman, Michael Snodgrass, Elizabeth Thill, Jennifer Thorington Springer, Peter Thuesen, Joseph Tucker Edmonds, Thom Upton, Wendy Vogt, Jing Wang, Scott Weeden, Jeff Wilson

Guest Attendees: Jon Greenhoe, Matthew Hume, Merle Illg, Emilio Robles, Candy Smith, Haixia Zhao

1. David Craig called the meeting to order at 2:02 p.m.
2. Minutes from the September 20, 2019, Faculty Assembly meeting were approved as distributed.
3. President's remarks
   1. David Craig offered a moment of silence in remembrance of Erik Lindseth, senior lecturer in history
   2. David offered a Roberts’ Rule Tidbit for today. Last time we learned that there can only be one question (motion) on the floor at a time. The things that can be done to the question are to vote on it, amend it, table it, postpone it, object to the consideration of the question, or divide the question. David reiterated that it is important that we follow these rules.
4. Dean's remarks – Interim Dean Rob Rebein provided an update on progress related to the leadership initiatives announced at the Fall Convocation.
   1. Goal 1: Increase credit hours in SLA. Emails were sent to students who did well in select SLA classes in the Gen Ed core. This effort has been quite successful, with a high rate of students opening the email, and some setting up appointments with SLA advisors.
   2. Goal 2: Diversity, equity and inclusion. The new committee is working very hard and making progress on developing training and reviewing hiring processes.
   3. Goal 3: Revitalize research mission of the school. Working on a Research Summit in January.
   4. Goal 4: Increasing interdisciplinary collaboration. The Pathway Minors program is the biggest interdisciplinary initiave we have in the school. Special thanks to Marta, David, the Steves (Steve Fox and Steve Overbey) and the UCSC for moving this initiative forward.
   5. Goal 5: Increase market awareness – First steps include new signage which lets everyone know what we have to offer. Dean Rebein thanked Jon Greenhoe and Sherry Minton for their work with marketing.
   6. Goal 6: Make progress on balancing the budget. We are making progress; exploring ways to reduce space-related assessments.
5. The Office of International Affairs (OIA) team provided an overview of the resources available through that office and identified ways in which SLA could collaborate with OIA.
   1. Hilary Kahn, Associate Vice Chancelor for International Affairs, introduced the team. OIA has a tremendous number of resources related to study abroad, institutional partnership, curriculum internationalization, international admissions, and international student and scholar services. Faculty are encouraged to make use of these resources.
   2. Stephanie Leslie, Director of Study Abroad, noted that interest in study abroad is growing on campus. More than 50% of entering students express intent to study abroad, but only 9% actually do. Subsidized programs are particularly popular. Study abroad is a “high impact practice” that facilitates career and professional growth, personal growth, and increased cultural understanding. OIA is interested in working with faculty to promote study abroad and develop additional study abroad opportunities. Emphasis is being placed on integrating study abroad into curricula and on achieving equity in study abroad. Scholarships are important in study abroad. SLA has a range of scholarships, and faculty should encourage students to use them.
   3. Leslie Bozeman, standing in for Ian McIntosh, Director of International Partnerships, explained that IU has partnerships all around the world. Faculty are encouraged to consider creating innovative ways to engage with our international partners. The IUPUI-Kenya partnership is one of the oldest international partnerships. IU also has Gateway offices in 6 countries (China, India, Thailand, Germany, South Africa, Mexico). The International Partnership office is here to help faculty find ways to connect with the world.
   4. Leslie Bozeman, Director of Curriculum Internationalization, explained that the focus at IUPUI is internationalization at home: adding a global perspective to courses and co-curricular activities. Resources overseen by this office include the Global Learning track of the Assessment Institute, Diplomacy Lab (state department initiative that provides students opportunities to engage in addressing real-world issues), and Fulbright. IUPUI is one of 10 institutions participating in the World 101 pilot project. Faculty are encouraged to consider participating in this initiative designed to use globally-focused content to improve global civic literacy among undergraduates.
   5. John Mann, Director of International Admissions explained the role his office plays in the admission of international students at both the undergrad and graduate level. He encouraged faculty who are planning on traveling abroad to contact his office to get materials and/or presentations they can use to spread the word about programs at IUPUI.
   6. Aliza Frame, Director of International Students and Scholar Services, reported that IUPUI is in line with national trends in terms of international enrollments. Her office focuses on adjustment, retention, and success of international students. This office also provides visa advising. She also encouraged faculty to use the Global Voices program which arranges for international students to visit classes and share their perspectives and experiences on topics related to course content.
   7. For more information about these resources, see the attached PPT.
6. New business: Undergraduate Curriculum and Standards Committee Action Items. Liz Thill introduced two proposals for discussion and a vote.
   1. Minor in Arabic Culture and Public Health Proposal
      1. Liz presented the proposal and opened the floor for discussion. Michael Snodgrass asked if the list of electives would be amended over time. Amira Mashhour explained that new courses will be considered.
      2. The proposal passed unanimously.
   2. Structure of Pathways Minors Proposal
      1. Liz explained the rationale behind the Pathways Minors, which are interdisciplinary minors designed to introduce students to Liberal Arts. They target incoming students because they build off of the Gen Ed core. The goal is to guide students to make meaningful choices in their course selection.
      2. The floor was opened for discussion.
         1. Herb Brant asked for clarification about whether we were only voting on the structure of the minors. Liz explained that only the general structure and guiding principle of what we want the minors to be was under consideration today. Specific minors will be brought to this body as they are developed.
         2. David Craig recommended a friendly amendment to change the wording requiring “9 additional credit hours of approved credit from each of the following categories” to “3 additional credit hours of approved credit from each of the following categories.” Liz explained that the committee would not accept that wording because they wanted to build flexibility into the minor, allowing students to take two intermediate level classes if they chose. In the end, the wording was changed to remove the phrase “each of” so the sentence now reads “9 additional credit hours of approved credit from the following categories.”
         3. Wendy Vogt asked a question about students who have already taken the foundational courses. Liz explained that one foundational course (R110 or W131) could be transfered into the minor if the student also completed the required Canvas modules.
         4. David Craig asked for clarification on the statement, “If students opt to take all 15 credit hours in thematic concentration courses, they will be required to take at least two courses at the 300/400 level and complete at least one Pathway Minor module.” Liz explained that the committee wanted to allow students to not use either of the foundational courses in the minor. She proposed a friendly amendment to clarify that “Students who opt not to apply foundational courses to fulfill their 15 credits towards their minor must still complete a Pathways module.”
         5. Steve Fox offered a friendly amendment to add W140, the Honors version of W131, to the list of foundational courses. The friendly amendment was accepted.
         6. A question was raised about whether students were required to include an engaged experience course. The following friendly amendment was offered to clarify that point: “Students are required to take 3 credits from the approved list of engaged experience courses, which will be 300- or 400-level and feature a high impact practice.” The friendly amendment was accepted.
         7. The proposal as amended passed unanimously.
7. New business: Bylaws Review Committee action and discussion
   1. Action Item 1: Proposal to Expand Faculty Membership in Faculty Assembly
      1. Scott Weeden presented a proposal for changing the wording in Article 1 Section 1 of the bylaws as follows: “The Faculty of the School of Liberal Arts shall consist of (1) all persons in the following full-time, non-visiting academic appointments, regardless of probationary status or rank: tenure-line, clinical-line, lecturer-line, research-line, academic specialists, and professors of practice; and (2) any persons whose membership is ratified by majority vote of those present and voting at a regular meeting of the Faculty Assembly.”
      2. Herb Brant noted we are one of the few schools on campus that does not define faculty membership this way. Making this change would align us with other Schools on campus.
      3. The proposal passed unanimously.
   2. Action Item 2: Proposal to Clarify Use of Proxy Votes
      1. Herb Brant presented a proposal to amend Article 3 Section 7.c of the bylaws as follows: Section 7.c: “A proxy vote shall be permitted those Faculty members unable to attend meetings of the Assembly due to documented professional activities related to teaching, research, and service that are in conflict with that meeting. 1. Prior to its exercise, the proxy vote must be registered in writing via e-mail at least 48 hours prior to the meeting with the Vice President of the Assembly, who will then present it for approval by a simple majority vote of the Executive Committee members. The Vice President will announce the approved proxy votes at the meeting for inclusion in the Secretary’s tally. 2. A proxy vote may not be used in the determination of a quorum.”
      2. Herb explained that this amendment arose out of some contention over situations that warrant a proxy vote. Prior language in the bylaws limited proxy voting to faculty who are teaching at the same time as Faculty Assembly. This amendment expands it to other professional activities related to teaching, research, and service and spells out the mechanism for proxy voting.
      3. Herb opened the floor for discussion.
         1. Nancy Robertson recommended that language be added that instructs the Secretary to report the number of proxy votes. She also raised concerns about how to deal with proxy votes for proposals that are radically changed through deliberation. Herb noted that we have not had a proxy vote in recent memory because no one has a scheduled class during Faculty Assembly. Thus, we do not have a process in place. David Craig noted that a “no” proxy vote probably would not be changed by modifications that might be made to the proposal during deliberation. Herb noted that the essence of the question is whether faculty should have a vote even if they are not here. The proposal suggests that faculty should have their voice heard if they have to miss for professional reasons.
         2. Thom Upton offered friendly amendment, rooted in concern that the Vice President might not be available for the 48 hour time frame in which a proxy vote could be cast. He suggested that the wording be changed as follows: “the proxy vote must be registered in writing via email at least 48 hours prior to the meeting with the Vice President and Secretary of the Assembly.” The friendly amendment was accepted.
         3. Wendy Vogt raised a question about whether the proxy vote could be extended to people who attend a Faculty Assembly meeting but have to leave the meeting for personal reasons before the vote on a certain proposal. Herb explained that limiting it to professional activities is important because allowing for personal reasons increases the risk of decreasing participation in Faculty Assembly.
         4. Steve Fox noted that proxy votes run counter to the idea of a “deliberative assembly.” He noted that we may need to come up with a procedure for how we deal with proxy votes for proposals that are considerably changed through deliberative process. Herb suggested that proposals are not likely to change significantly. If significant issues came up, the vote would probably be postponed. Peter Thuesen suggested that while this is a legitimate concern, it is a risk people take if they submit a proxy vote.
      4. The proposal, with the friendly amendment noted above, passed unanimously.
   3. Discussion Items
      1. Kate Miller explained that the Bylaws Committee is in the process of revising language in the bylaws (Article IV, Section 4.f.2) to clarify SLA Graduate Curriculum Committee membership on campus graduate committees. The Bylaws Review committee has questions about what is lost or gained by amending this section and requests comments or thoughts from the faculty.
      2. Julie Belz explained that the Bylaws Committee is working on revising the language in the bylaws related to evaluation of committee service (Article IV, Section 6). Currently committee chairs are required to write letters evaluating the service of every committee member. The Bylaws Committee is considering asking committee chairs to write letters only when they are requested. Email the committee your thoughts or recommendations related to this amendment.
      3. Herb Brant explained that the Bylaws Committee is working on amending the wording of Article IV, Section 2.c., that limits membership on committees. Herb noted that this limitation is becoming burdensome, and the Bylaws Committee is seeking feedback from the faculty on a possible amendment. He also emphasized that they are not trying to minimize breadth of representation on committees. David Hoegberg noted that program boundaries are not clearly defined and some faculty teach in multiple programs, which would also need to be taken into consideration.
      4. The Bylaws Committee requests faculty feedback on all three of these discussion items.
      5. David Craig thanked the Bylaws Committee for their continued work.
8. New business: Technology Committee report on transitions in computer support in SLA
9. Mike Scott introduced Kevin Steiner from TechSelect. He noted the changes in computer support in SLA with Mike Maitzen, Levi Osborn, and Bill Stuckey leaving. Joe Greenhoe is taking over what Mike Maitzen did, but replacing Bill Stuckey was not possible. The School decided to use TechSelect to augment the support Joy and Mike provide.
10. Kevin Steiner explained that in many ways, the support provided by TechSelect will be “business as usual.” Faculty will continue to contact Joy and Mike if things are not working right. As time passes, we will see more and more of TechSelect. TechSelect has office space in Cavanaugh.
11. Mike noted that some things will change. In the future, repairs on equipment will be through a ticketing system, not the “drop-in” model we have been used to. David Craig asked whether faculty will be able to make appointments. Kevin assured him that we would be able to. He explained that TechSelect is a team of technicians across IUPUI and IUB. There are 10-15 “boots on the ground” people on the IUPUI campus who will meet with faculty, and there are more techs in the background managing security, etc. Kenzie Mintus asked about when the ticketing system will start. Mike Scott said that for now, we should keep contacting him. Starting in the Spring semester, all new hires will be onboarded through TechSelect. Mike personally thanked Merle, Candy, and Connie Ely for “keeping him sane” during the start of the semester as they all have been trying to figure out how to adapt to this change.
12. Report on website and marketing updates for SLA department. Sherry Minton, Director, Marketing & Communications, SLA
13. Marketing & Communications has been working on the new websites for a long time. The template is almost complete, and they are ready to show the first department’s site (Political Science). This will be the prototype for all subsequent sites.
14. Sherry showcased some the features of the website:
15. Links to the most used links in the SLA website, links to all of the department’s social media, and a “give now” button for the department.
16. The template was designed with students in mind. It includes six buckets of information: prospective students, current students (which includes information about academic programs), get involved (which includes extra curricular activities), research, related programs, about us (faculty directory)
17. Opportunities for keeping the website content current
18. A blog; each department can decide who has access to it and how
19. The goal is to keep the departmental websites consistent across all programs and with the home site for SLA. Another goal is to bring departments and programs to life by integrating videos, alumni stories, etc.
20. This prototype should go live within a week or two. Departments are encouraged to start thinking about the content they want on their site.
21. Rob asked whether the prototype could be shared. Sherry explained that they are still working out some glitches. When those are worked out, they will share it.

10. Announcements

1. The Staff Appreciation Luncheon, Wed. Dec. 4, 11:00-1:30 pm, is being organized by the Departments of Communication Studies and Journalism & Public Relations. This is our chance as a faculty to say thank you to the staff for everything they do all year long.
2. The Nominating Committee is seeking nominees to run for election to University Faculty Council. If you are interested in university-level service, contact Steve Fox, the Nominating Committee Chair.
3. Updates from the IUPUI Faculty Council and IU Graduate Faculty Council were distributed with the agenda.
4. The school has adopted two families as part of the IUPUI Season of Giving Holiday Assistance Program. See the Nov. 8 email from Candy Smith for details.

11. The meeting was adjourned at 3:58 p.m.