



# *Academic Notes*

SEPTEMBER 3, 2002

AIN 2002-2003

## **\*\*SPECIAL NOTICES\*\***

### **CHANGES IN ACADEMIC NOTES**

Academic Affairs would like to make *Academic Notes* more user-friendly and useful.

On a pilot basis, proposals for new courses and course modifications in course descriptions are being sent to Publications for copy editing prior to publication in *Academic Notes*. This should make catalog revisions easier for departments and lead to more consistent course descriptions.

In the next issue of *Academic Notes*, two improvements will be piloted:

1. An index of curriculum proposals and approvals to make it easier to identify and find changes of interest.
2. Streamlined information. Complete proposals will be available in Academic Affairs to anyone who would like a copy and will be posted on the web. The primary criticism of *Academic Notes* has been that it is difficult to read because there is too much information. Therefore, old catalog copy will no longer be included, as it can be looked up in the catalog.

Your reactions and suggestions would be appreciated. Please send them to Tiffany Trass, Office of Academic Affairs, email address: [aaftras@isugw.indstate.edu](mailto:aaftras@isugw.indstate.edu).

### **COLLEGE OF ARTS AND SCIENCES DEAN'S FALL ADDRESS**

Dr. Diane Michelfelder, Dean of the College of Arts and Sciences, will be presenting her 2002 Dean's Fall Address, "Coming to the Crossroads", on Wednesday, September 4, at 3:30 p.m. in HMSU Dede I. New full-time and one-year faculty will be introduced following the address. The event will be immediately followed by a reception. Everyone is invited to attend.

### **ACADEMIC NOTES PUBLICATION SCHEDULE** **FOR FALL 2002**

Below is the circulation schedule for the hard copy of *Academic Notes* through December 9, 2002. An asterisk (\*) indicates a curricular issue. **All submissions for inclusion in *Academic Notes* are due in the Office of Academic Affairs no later than 10:00 a.m. on the Wednesday<sup>a</sup> prior to the distribution of *Academic Notes* on the following Monday, along with an E-Mail or a diskette**

**with the same information in Microsoft Word format. Failure to submit a diskette containing this information will delay publication.** An electronic version of *Academic Notes* is available using Acrobat Reader via the ISU Web Page at – <http://web.indstate.edu/acadnotes/> –.

**ACADEMIC NOTES PUBLICATION SCHEDULE**  
**FOR FALL 2002**

<b><u>Deadline for Items</u></b>	<b><u>Issue Date</u></b>	
September 4	September 9*	
September 11*	September 16	
September 18	September 23*	
September 25*	September 30	
October 2	October 7*	
October 9*		October
October 16		October
October 23*	October 28	
October 30		Novemb
November 6*	November 11	
November 13	November 19*	
November 20*	November 26	
November 26 <sup>a</sup>	December 2*	
December 4*	December 9	

<sup>a</sup> Due to holiday's, the dates for submission and publication have been moved up or back a day.

## FACULTY GOVERNMENT

### **FACULTY SENATE EXECUTIVE COMMITTEE REPORT FOR** **AUGUST 27, 2002**

The Executive Committee met at 3:15 p.m. in Hulman Memorial Student Union (HMSU) 227.

PRESIDENT BENJAMIN REPORTED:

- 1) He will speak briefly at the fall Faculty Meeting Sept. 30. The Provost, VP Ramey and others will speak.
- 2) The United Way kickoff luncheon will take place Sept. 16.

3) Enrollment for the fall is up 3% over last year.

4) K. Snider will request Senate suggestions for implementation of ISU's distinguishing identity.

#### PROVOST PONTIUS ADDRESSED:

1) Library reserve policy: He has spoken to Betsy Hine about the need for hard copy and backups for materials on electronic reserve.

2) Sweeping accounts and carry forward funds: Deans assured him department chairs were aware of sweeps ahead of time. \$300,000 of the moneys have been moved back into accounts. Faculty have been asked to submit for proposals for high priority initiatives to use the remaining funds. Focus groups will help to determine 5 year budget plan priorities.

#### CHAIR CERNY REPORTED

1) The Sabbatical Leaves Task Force has met and will be gathering further information before proceeding.

2) He would like suggestions for more efficient ordering of the Ex. Comm.. and Senate agendas.

3) Plans for the Senate Newsletter are proceeding.

4) He has met with Kelly Thomas about seating students on standing committees and SAC representation at SGA

5) A draft of the Faculty Workload Policy is complete. It was distributed to the Ex. Comm..

#### 15-MINUTE OPEN DISCUSSION PERIOD -- items addressed

1) Pay for Performance: The evaluation process is incomplete when faculty get no feedback. The Provost noted that this was a factor in several appeals. The President said the process should be formative as well as evaluative; faculty should set goals in conversations with their chairs. Discussion centered on the substantial differences between units in the percent of increases for top performers and in the openness of the process

## COMMITTEE ACTIONS

- 1) Approval of SAC motion on additions concerning plagiarism to Student Code of Conduct.
- 2) Clarification of ITLOC's jurisdiction in selecting instruments to test out of requirements and affirmation of its policy for seating members.
- 3) Approval of adjustments to Senate standing committee slates.
- 4) Development of Senate standing committee charges.

The meeting adjourned at 6:30.

## **FACULTY SENATE STANDING COMMITTEES**

### **CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE (CAAC)**

The Curriculum and Academic Affairs Committee will meet at 3:15 p.m. on Thursday, September 5, 2002, in Family and Consumer Sciences (FCS), room 110.

#### **AGENDA**

- I. Approval of the minutes #29
- II. Chairperson's Report
- III. Executive Committee Report
- IV. Finalization of a regular meeting time
- V. Ratification of officers for 2002-2003
- VI. Old Business
- VII. New Business
- VIII. Adjournment