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Faculty Senate

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## FACULTY SENATE MINUTES FOR September 7, 2004 (Vol. XXXIII, No. 3)

The 2004 – 2005 Faculty Senate minutes and other information are available on the Web at <http://www.eiu.edu/~FacSen> The Faculty Senate agenda is posted weekly on the Web, at Coleman Hall 3556 and on the third-level bulletin board in Booth Library. Note: These minutes are not a complete verbatim transcript of the Senate meeting.

**Call to Faculty: The Senate invites comments from all faculty concerning vehicles on campus sidewalks. Please see IV. I.**

**Call to Faculty: The Senate invites comments from all faculty concerning Eastern Illinois University's vision for the next 5 – 10 years. Please see VI. A. for discussion.**

**Notice to Faculty: The Luis Clay Mendez Distinguished Service Award is still accepting donations to the fund.**

- I. Call to order by Chair David Carpenter at 2:00 p.m.** (Library Conference Room, Booth Library)  
Present: J. Allison, J. Ashley, R. Benedict, A. Brownson, D. Carpenter, L. Comerford, B. Fischer, A. HaileMariam, J. Kilgore, J. Pommier, J. Stimac, B. Wilson, and J. Wolski. Excused: M. Monipallil. Guests: B. Lord (Provost and VPAA), J. Johnson (Dean, CAH), J. Peryam (reporter, *Daily Eastern News*), D. Miffler (VPAA, Student Government), J.C. Miller (student).
- II. Approval of Minutes of 31 August 2004.**  
Motion (Comerford / Allison) to approve the Minutes of 31 August 2004. Yes: J. Allison, J. Ashley, A. Brownson, D. Carpenter, L. Comerford, B. Fischer, A. HaileMariam, J. Kilgore, J. Pommier, J. Stimac, B. Wilson, and J. Wolski. Abstain: R. Benedict.
- III. Announcements**
  - A. New Faculty Reception at the Tarble Arts Center on 14 September from 4 – 5:30 PM. Faculty Senate will attend.
  - B. “Some new ideas for designing your courses differently” – a workshop sponsored by the Faculty Development Committee. Workshop is being held in the Charleston-Mattoon Room of the University Union on 30 September from 1 – 4 PM. Contact Bud Fischer (581-2817 or [cfruf@eiu.edu](mailto:cfruf@eiu.edu)) for details.
  - C. The workshop “Finding grant opportunities with electronic searches” is being sponsored by the Faculty Development Committee and the Office of Grants and Research on 16 September in the Paris Room in the University Union from 1 – 2 PM.
  - D. Two additional members of the Institutional Review Board (IRB) are J. Wolski (Theater Arts for CAH) and C. Eckert (Sociology for COS).
  - E. Additional contributions to the Luis Clay Mendez Distinguished Service Award are still being accepted.
- IV. Communications**
  - A. Proposed Academic Calendar was sent from VPAA Lord. See VI. B for discussion.
  - B. Message of 1 September from Britto Nathan re: CGS election / members. After a brief discussion on the memo, Senator Wolski informed the Senate that the Elections Committee has an updated list of eligible voters and that a special election will be held within the next few weeks to fill the vacant CGS positions.
  - C. President's Council will attend the Senate meeting on 14 September.
  - D. R. Sailors and J. Owens will attend the Senate meeting on 14 September to discuss WEIU's Radio programming. R. Murray and J. Heumann have also been invited to attend. Senator Fischer asked if the Radio and TV Board had already voted on the change in programming. Senator Allison responded that even if the Radio and TV Board had voted for the change that there is precedent for asking a committee to reconsider its position if the Senate wishes. During the discussion it was pointed out that R. Murray, who will attend the next Senate meeting, is on the board.
  - E. Board of Trustees of Eastern Illinois University Minutes of 21 June 2004.

- F. Board of Trustees of Eastern Illinois University Minutes of 2 August 2004.
- G. Board of Trustees of Eastern Illinois University Agenda for 10 September 2004.
- H. Report to the Board of Trustees by Eastern Illinois University
- I. Senator Allison reported that members of his constituency have expressed concern over the increasing number and types of vehicles using the sidewalks on campus. This poses a potential safety concern to pedestrians as well as a concern for the potential hazards produced by sidewalks that cannot handle the loads. After a brief discussion it was decided that it would be difficult to mandate common sense since there is no regulation forbidding this necessary action to occur.  
**The Senate invites additional comments on this issue from faculty members.**
- J. Council of Chairs Minutes for 5 May by G. Foster.

## V. Old Business

- A. Committee Reports
  - 1. Executive Committee: no report
  - 2. Nominations Committee: Senator Pommier has asked that the contact person on the following appointed boards and councils please contact him:
    - Academic Tech Advisory Committee (ATAC),
    - Achievement and Contribution Award Committee,
    - Apportionment Board (AB),
    - Council on Teacher Education (COTE),
    - Distinguished Faculty Award Committee,
    - Enrollment Management Advisory Committee,
    - Environmental Health & Safety Committee,
    - Financial Aid/Grants Committee,
    - Health Services Advisory Board,
    - IBHE Faculty Advisory Committee,
    - Judicial Board,
    - Library Advisory Board,
    - Parking Advisory Committee,
    - Publications Board,
    - Records and Registration Advisory Committee,
    - Technology Enhancement And Management (TEAM) Grants Council,
    - Textbook Rental Advisory Committee,
    - Tuition and Fees Review Committee, and the
    - University Union Advisory Board.
  - 3. Elections Committee: There will be a special election for Council on Graduate Studies to be held in the University Union within the next few weeks.
  - 4. Faculty – Student Relations: D. Miffler (VPAA, Student Government) informed the Senate that by next week the Student Government representatives to Senate will be appointed.
  - 5. Faculty – Staff Relations: Senate Ogbomo is chair of the Faculty – Staff Relations Committee, not Senator Wilson as erroneously reported in last week’s Senate minutes.
  - 6. Luis Clay Mendez Distinguished Service Award Committee: Senator Pommier reported that an article describing the Luis Clay Mendez Distinguished Service Award and the nominations forms will be ready shortly and will be posted on-line. **Additional contributions to the award are being accepted.**
  - 7. Other Reports: none
- B. Proposed Evaluation of Administrators: after additional fine-tuning by senators Fischer and Kilgore the Recommended Changes to IGP 31 document was approved. See appended document. Senator Comerford thanked senators Fischer and Kilgore for their efforts. After a brief discussion, VPAA B. Lord informed the Senate that provisions in the recommended changes requiring notification of participants that the evaluation has been completed (item #5) should not be too difficult. Participants could be notified by listserv or in some cases in writing as is currently being done by some deans in the colleges. Motion that was on the table to approve the Recommended Changes to Eastern Illinois University IGP Policy 31, Performance Evaluations of Administrative Staff, Yes: J. Allison, J. Ashley, R. Benedict, A. Brownson, D. Carpenter, L. Comerford, B. Fischer, A. HaileMariam, J. Kilgore, J. Pommier, J. Stimac, B. Wilson, and J. Wolski.

C. Other

**VI. New Business**

- A. Eastern' Vision of Itself – Present and Future: Senator Fischer posed the questions to the Senate: What will Eastern Illinois University be like in 5 – 7 years; what is our product; and in our slow growth to 15,000 students, how can we create a better atmosphere on campus? Senator Allison further asked if our Master Plan included just physical facilities; is the Master Plan fixed; and is enrollment management being addressed? Senator Fischer said that we should set our goals over the next 5 – 10 years, then look at the Master Plan. VPAA Lord stated that he has tried to be clear in his vision based on the enrollment trends and needs of Eastern Illinois University. He also believes that we are as large as we should get and that enrollment isn't driven solely on the budget, but on other factors as well. Only small growth is seen in the future. Senator Wilson said that the technological vision of Eastern Illinois University should also be addressed.

Senator Kilgore asked about the impact the proposed Nursing Program would have on enrollment and facilities. VPAA Lord stated that the proposal to look at a possible Nursing Program is only in its infancy and that the program itself would be a baccalaureate-completion program enrolling less than 100 students per year. If the program was approved it would take at least 2 years to implement. Funding for the program would ideally come from external sources or cooperative programs such as the one Eastern Illinois University currently has Lakeview College of Nursing.

Enrollment management goals were then discussed. VPAA Lord stated that in terms of recruitment, Enrollment Management is aware of the limits that some programs have in terms of resources. Since applications have increased (over 10,600 last year), the admissions program has been able to be slightly more selective. Our average ACT scores have increased, but they are already the second highest in the state, after the University of Illinois. Tenth-day enrollment figures haven't come out yet, but it is projected that we should have ~120 – 150 more students than last year's 11,551. Senator Comerford indicated that he was pleased with the changing admissions policies (higher standards versus first-come, first-admitted). One of the reasons that applications have increased is the fact that Eastern Illinois University is becoming a very good value for the cost. VPSA-Student Government Miffler asked about the role budget cuts will have on tuition increases. VPAA Lord responded that with the new 4-year frozen tuition program for freshman, entering freshman have their tuition set at that level for four years. This places additional importance on state budget cuts. Rather than small tuition increases each year, as has been the case in the past, much larger increases for each freshman class are expected in order to distribute the increased costs over four years.

Senator Fischer asked the Senate what the entering freshman class should look like. Even though we may be resource limited, with over 10,000 applications, we can begin to direct our class, and university visions. VPAA Lord said that we can do this, but Eastern Illinois University also has a role to provide access to different groups, such as TRIO, Gateway, and Honors program students. Nearly half of all students currently enrolled come from first-generation college families and that nearly 40 percent of the new students are transfer. Our minority recruitment is also up, but we need to increase it to match the demographics. A general discussion followed in which that perhaps increased diversity among the faculty would help increase diversity among the students.

A general discussion followed in which it was suggested that the city should also get involved in directing the future vision of the university. Senator Benedict said that the Community Relations Committee has worked closely with the city for the last five years and has addressed many of these majors issues. Great strides have been made, many being lead by the students.

The final topic of discussion under the general topic of Eastern Illinois University's vision for the future concerned faculty representation on the next presidential search committee. The general consensus was that there should be a greater faculty role on the committee, but that it was too early to discuss this in detail.

- B. Academic Calendar for the 2006 – 2007 Academic Year: Motion (Benedict / Ashley) to approve the calendar. VPAA Lord informed the Senate that a number of years ago a Calendar Committee was charged with developing basic rules for the generation of academic calendars. Those rules are incorporated into the calendar being presented as well as suggested changes in the summer school schedule that will better serve the needs of students, faculty, and the university. Senator Comerford asked if there is some type of "reset" built into the calendar since it appears that it is creeping forward one day per year owing to the nature of the calendar. VPAA Lord replied that was a reset mechanism

and that he believed that it happened this year. In response to a question from Senator HaileMariam, VPAA Lord replied that although some schools start after Labor Day, Eastern Illinois University could not, since it would compress the fall semester to be under 15 weeks in length or would run into holidays at the end of the calendar year. The vote was taken. Yes: J. Allison, J. Ashley, R. Benedict, A. Brownson, D. Carpenter, L. Comerford, B. Fischer, A. HaileMariam, J. Kilgore, J. Pommier, J. Stimac, B. Wilson, and J. Wolski.

**VII. Adjournment at 3:45 p.m.**

**Future Agenda Items:**

Faculty Perception re: Awarding of CFR Grants; Direction of Office of Grants and Research; Board of Trustees' Visit To/With Faculty Senate; Faculty Representation on BOT; Community Service Programs and Opportunities; EIU Foundation; Faculty Participation in Establishing Fundraising Priorities

Respectfully submitted,

John Paul Stimac

PROPOSED

PROPOSED

**2006 – 2007 Academic Calendar**

Recommended Academic Calendar

**SUMMER 2006**

	Summer 4	Summer 6	Summer Flex-8
Late Registration	15-May	12-Jun	12-Jun
First Class Day	15-May	12-Jun	12-Jun
Memorial Day Break	29-May	—	—
July 4th Break	—	4-Jul	4-Jul
Last Class Day	9-Jun	21-Jul	4-Aug
Final Examinations	9-Jun	21-Jul	4-Aug
Term Closes	12-Jun	24-Jul	7-Aug
Grades Due	13-Jun	25-Jul	8-Aug

**FALL 2006**

Late Registration	18-Aug		
First Class Day	21-Aug		
Labor Day Break	4-Sep		
Mid Term	11-Oct		
Fall Break	13-Oct		
Thanksgiving Break	20-Nov	through	24-Nov
Last Class Day	8-Dec		
Final Examinations	11-Dec	through	15-Dec
Commencement	16-Dec		
Term Closes/Grades Due	17-Dec		

**SPRING 2007**

Late Registration	5-Jan		
First Class Day	8-Jan		
MLKing's Birthday Break	22-Jan		
Lincoln's Birthday Break	16-Feb		
Mid Term	1-Mar		
Spring Break	12-Mar	through	16-Mar
Last Class Day	27-Apr		
Final Examinations	30-Apr	through	4-May
Commencement	5-May		
Term Closes/Grades Due	6-May		

**SUMMER 2007**

	Summer 4	Summer 6	Summer Flex-8
Late Registration	14-May	11-Jun	11-Jun
First Class Day	14-May	11-Jun	11-Jun
Memorial Day Break	28-May	—	—
July 4th Break	—	4-Jul	4-Jul
Last Class Day	8-Jun	20-Jul	3-Aug
Final Examinations	8-Jun	20-Jul	3-Aug
Term Closes	11-Jun	23-Jul	6-Aug
Grades Due	12-Jun	24-Jul	7-Aug

## Recommended Changes to Eastern Illinois University IGP Policy 31, Performance Evaluations of Administrative Staff

In accordance with requests made by the faculty, the EIU Faculty Senate recommends the following changes to the policy. Overall, our hope and intention is to

- Clarify the policy.
- Ensure that the policy is followed by all administrative groups on campus.
- Create a more open, constructive evaluation process which involves the entire campus community.
- Give evaluators an assurance of anonymity where desired, and thus a comfortable setting in which to supply a true evaluation
- Encourage participants to approach the process as an opportunity to assist the maturation of the person being evaluated.
- Give persons being evaluated the benefit of direct feedback from constituents

### *Changes and Suggestions*

1. Ensure full compliance with the policy by all administrative units on campus.
2. Ensure that the evaluation process includes all constituents (administration, faculty, staff, and students) who have direct contact with the person being evaluated.
3. Ensure that the evaluations collected from constituents by the supervisor remain completely confidential, and give constituents the option of signing the evaluation form.
4. Schedule the evaluation so that the greatest number of respondents can participate. The process should be completed during the academic year, when all constituents are on campus, possibly with a deadline of May 15<sup>th</sup>.
5. After the evaluated person has had the opportunity for debriefing and written response (including discussion of goals and objectives) and the evaluation form with written comments included has been signed and placed in the personnel file, inform all constituents who have participated in the evaluation that the process has been completed.