

UNIVERSITY REVIEW COMMITTEE
Illinois State University

Tuesday, August 21, 2018
2 p.m., Hovey 102

MINUTES

Members present: Angela Bonnell, Sam Catanzaro (non-voting), Kevin Edwards, Joe Goodman, Yoon Jin Ma, Nancy Novotny, Rachel Shively, Sarah Smelser

Members not present: Diane Dean

Others present: Bruce Stoffel (recorder)

Note: In these minutes “URC” refers to the University Review Committee at Illinois State University; “Caucus” refers to the Faculty Caucus of the Academic Senate at Illinois State University; “ASPT” refers to appointment, salary, promotion, and tenure policies of Illinois State University; “ASPT Policies” and “ASPT 2017” refer to *Faculty Appointment, Salary, Promotion, and Tenure Policies* effective January 1, 2017, Illinois State University; “CFSC” refers to college faculty status committee as provided for in ASPT Policies of Illinois State University; “Mennonite” refers to Mennonite College of Nursing at Illinois State University; “Milner” refers to Milner Library at Illinois State University; and “ad hoc equity review committee” refers to the Ad Hoc Committee for ASPT Equity Review established by the Faculty Caucus of the Academic Senate at Illinois State University.

Sam Catanzaro, Associate Vice President for Academic Administration, Policy, and Faculty Affairs, called the meeting to order at 2:00 p.m. Catanzaro explained that he would serve as meeting facilitator until the committee elects its 2018-2019 chairperson (scheduled for later in the meeting).

I. Welcome and introductions

Catanzaro provided a brief overview of the URC and its charge. Committee members then introduced themselves. New members Yoon Jin Ma, representing the College of Applied Science and Technology, and Nancy Novotny, representing Mennonite College of Nursing, were welcomed.

[Note: Committee member Diane Dean, representing the College of Education, is on leave from the University and is expected to resume her participation with URC upon her return. One additional URC member has yet to be elected, to represent the College of Arts and Sciences Social Sciences Division. A division election for that position is expected within the next two weeks.]

II. Review of URC work in 2017-2018 and overview of URC work anticipated in 2018-2019

Catanzaro reviewed a summary of activities undertaken by URC in 2017-2018 (see attached). In addition to information included in the written report, Catanzaro provided a brief history of URC involvement with development of the disciplinary articles and with the work of the Ad Hoc Committee for ASPT Equity Review organized by the Faculty Caucus to develop an equity review plan. Sarah Smelser noted that one significant issue discussed by URC in 2017-2018 regarding the equity review plan proposed by the ad hoc equity review committee was the duration of each component of the plan. She explained that URC discussed whether the five components of the proposed plan should be described as annual tasks, each to be completed within one academic year, or as stages, any of which might take more or less than one academic year to complete. Smelser noted that it was the consensus of 2017-2018 URC members to define the components as stages rather than as annual tasks, at least during the first equity review cycle.

Catanzaro then described work to be done by URC in 2018-2019. Initiatives identified by Catanzaro included consideration of any requests made by either Mennonite College of Nursing or Milner Library to the Caucus for exceptions to one or more provisions of the ASPT disciplinary articles; finalization of recommendations to the Caucus regarding an equity review plan; review of revisions to ASPT college standards necessitated by Caucus

approval of the disciplinary articles; and a series of workshops he is planning for ASPT committee members regarding issues such as the disciplinary articles, assessing teaching performance, assessing scholarship, and conducting equity review within departments. Catanzaro also noted annually recurring URC responsibilities, including review of CFSC reports, compiling the annual ASPT calendar, reviewing the annual Faculty Review Committee report, and review of university policies per the request of the Academic Senate.

Referring to URC activities beyond 2018-2019, Catanzaro noted that URC work to recommend revisions to the ASPT Policies will need to begin in fall 2019, since the next edition of the policies is scheduled to take effect January 1, 2022. Kevin Edwards asked how URC identifies provisions of the policies that may need to be changed. Catanzaro explained that it is the responsibility of the URC to initiate the review and gather suggestions for changes. Angela Bonnell noted that URC, in developing its recommendations to the Caucus for ASPT 2017, organized small working groups of its members. Each group was assigned sections of the ASPT document to review and identify provisions for discussion by the full committee.

Regarding possible requests from Mennonite or Milner for exceptions to ASPT disciplinary provisions, Bonnell reported that Milner faculty members discussed the disciplinary articles this past summer and continue to do so. Nancy Novotny said there has been mention of the articles among Mennonite faculty; she said she would inquire about the status of those discussions.

III. Election of officers for 2018-2019

Catanzaro opened nominations for the position of URC chairperson. He provided a brief overview of position responsibilities and the time commitment involved. Smelser nominated Joe Goodman for the position. Edwards seconded the motion. Goodman accepted the nomination. There being no further nominations, Catanzaro closed nominations and called for a vote. The motion carried on voice vote, all voting in the affirmative.

Catanzaro passed the role of meeting facilitator to newly-elected chairperson Goodman.

Goodman opened nominations for the position of URC vice-chairperson. Smelser said she would be willing serve in that position and moved her nomination. Novotny seconded the motion. There being no further nominations, Goodman called for a vote. The motion carried on voice vote, all voting in the affirmative.

Goodman opened nominations for the position of URC secretary. Smelser nominated Rachel Shively for the position. Bonnell seconded the motion. Shively accepted the nomination. There being no further nominations, Goodman called for a vote. The motion carried on voice vote, all voting in the affirmative.

IV. URC report to the Faculty Caucus of the Academic Senate for 2017-2018

Catanzaro explained that URC is an external committee of the Academic Senate charged with reporting its activities to the Faculty Caucus of the Academic Senate. He explained that the summary of activities that he reviewed earlier in the meeting and that was disseminated to committee members with the meeting agenda is a draft of the URC report to the Caucus for 2017-2018. He noted that the watermark needs to be removed from the draft document and he suggested changing the title to make it clearer that the document is a report to the Caucus. Edwards asked if there is a prescribed format for the document. Bruce Stoffel responded that the Academic Senate office does not prescribe or suggest a format. Shively moved to accept the report with the changes suggested by Catanzaro and to submit the revised report to the Caucus. Edwards seconded the motion. The motion carried on voice vote, all voting in the affirmative.

V. Committee meeting schedule for fall 2018

It was the consensus of committee members present to set meeting dates and times for fall 2018 as soon as possible due to the numerous tasks that need to be completed by the committee, rather than wait until all committee seats have been filled. It was agreed to have Stoffel poll committee members regarding their availability for meetings. Novotny asked if committee members are permitted to attend meetings virtually. Goodman responded that committee members may do so.

VI. Other business

Bonnell asked how her Milner faculty colleagues should proceed with any requests they might make to the Caucus for exceptions to provisions of the disciplinary articles. Goodman responded that the chairperson of the Milner CFSC should email any such requests to him at jgoodma@IllinoisState.edu, for review by URC.

Goodman expressed his thanks to members of the 2017-2018 URC for their considerable accomplishments during the past year.

VII. Adjournment

Smelser moved that the meeting adjourn. Shively seconded the motion. The motion carried on voice vote, all voting in the affirmative. The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Bruce Stoffel, Recorder

Attachments:

Summary of Activities, Academic Year 2017-2018, University Review Committee (Report to the Faculty Caucus of the Academic Senate), Draft, n.d.

**SUMMARY OF ACTIVITIES, ACADEMIC YEAR 2017-2018
UNIVERSITY REVIEW COMMITTEE
Illinois State University**

MEMBERS AND OFFICERS OF THE 2017-2018 UNIVERSITY REVIEW COMMITTEE

Member	Representing
Associate Professor Angela Bonnell	Milner Library
Dr. Michael Byrns	College of Applied Science and Technology
Dr. Sam Catanzaro*	Office of the Provost
Dr. Diane Dean (Chairperson)	College of Education
Dr. Kevin Edwards	College of Arts and Sciences, Sciences Division
Dr. Joe Goodman	College of Business
Dr. Doris Houston	College of Arts and Sciences, Social Sciences Division
Dr. Sheryl Jenkins (Secretary)	Mennonite College of Nursing
Dr. Rachel Shively	College of Arts and Sciences, Humanities Division
Professor Sarah Smelser (Vice-Chairperson)	College of Fine Arts

* Non-voting member, Provost's designee

MEETINGS OF THE 2017-2018 UNIVERSITY REVIEW COMMITTEE

Fall 2017

September 11, 2017
October 6, 2017
October 20, 2017
November 10, 2017
December 1, 2017

Spring 2018

February 1, 2018
March 1, 2018
March 22, 2018
April 12, 2018
April 19, 2018
April 26, 2018
May 3, 2018
May 10, 2018

ISSUES ADDRESSED BY THE 2017-2018 UNIVERSITY REVIEW COMMITTEE

ASPT disciplinary articles

A revised set of ASPT disciplinary articles compiled by the 2016-2017 URC was submitted by its chairperson, Dr. Diane Dean, to the Faculty Caucus in late summer 2017 for consideration by the Caucus in 2017-2018. The proposed articles were subsequently discussed by the Caucus in fall 2017 and again in spring 2018. Representing URC during those discussions were Chairperson Diane Dean and Dr. Sam Catanzaro. Joining them at one or more Caucus meetings were Dr. Nerida Ellerton (who served on URC in spring 2017) and Dr. Christopher Horvath (who served on URC in 2015-2016 and 2016-2017). The Caucus voted on each article individually and by the end of its March 7, 2018 meeting had approved all of them. Chairperson Dean and Dr. Catanzaro subsequently worked with Caucus Chairperson Susan Kalter to compile a plan for work by URC in fall 2018 to prepare for implementation of the new articles in advance of their January 1, 2019 effective date. The work plan for fall 2018 includes review by URC of changes made by colleges to their CFSC standards to accommodate the new articles and training sessions for ASPT committee members regarding the articles and other ASPT issues.

Equity review

Three URC members served on the Ad Hoc Committee for Equity Review in 2017-2018. The ad hoc committee had been established by action of the Faculty Caucus in spring 2016 to further implementation of Section II.D of ASPT policies effective January 1, 2017 (“ASPT 2017”). Dr. Dean served on the ad hoc committee in her capacity as URC chairperson and Dr. Sam Catanzaro served as an ex officio non-voting member in his capacity as Associate Vice President for Academic Administration, Policy, and Faculty Affairs. At the September 11, 2017 URC meeting, Dr. Doris Houston was elected by her URC peers to join Drs. Dean and Catanzaro on the committee. The ad hoc committee met during the fall 2017 and spring 2018 terms and submitted its final report to URC by early April 2018. URC then reviewed the report at its April 19, April 26, May 3, and May 10, 2018 meetings. URC will resume discussion of the report in fall 2018, with a goal of submitting its comments regarding the report to the Caucus early in the fall 2018 term.

Review of College CFSC standards

At its December 1, 2017 meeting, URC established the following schedule for review of CFSC standards during the 2017-2021 life of ASPT 2017, pursuant to Section II.C of those policies which requires such review.

- Review of all CFSC standards in spring 2018 for their alignment with ASPT 2017
- Review of all CFSC standards in fall 2021 for their alignment with the subsequent ASPT policies document (ASPT 2022)
- Review of any college ASPT standards on an as-needed basis if a college modifies its standards at some other point in the 2017-2021 cycle. (Note: Such review is expected in fall 2018, as colleges modify their standards to accommodate the newly-adopted disciplinary articles.)

To implement the spring 2018 review, URC asked each college to submit its ASPT standards to the committee by February 1, 2018. URC then worked in small groups to review each document. Each group reported to the full URC, which either approved the standards as submitted by the college, approved standards with minor editorial changes, or requested that the college revise and resubmit its standards. By the end of spring 2018, URC had approved standards for the College of Applied Science and Technology, College of Arts and Sciences, College of Business, College of Education, and Milner Library. URC requested changes to standards of the College of Fine Arts and Mennonite College of Nursing. At the end of the academic year, revised standards had not yet been submitted to URC by those colleges.

ASPT polices regarding teaching evaluations

At the October 6, 2017 URC meeting, the committee formed a working group to complete work started by a 2015-2016 URC working group. The latter group had been tasked with considering how student course evaluations should be referenced in ASPT policies and whether multiple methods of teaching evaluation should be weighted equally in faculty performance evaluations. Those issues had been raised by the Faculty Caucus during its discussion of ASPT policy changes in 2015-2016; the Caucus had asked URC to consider the issues and report back. At its November 10, 2017 meeting, URC approved a change recommended by the 2017-2018 working group to the “Criteria for the Evaluation of Teaching” section in Appendix 2 of ASPT 2017. Recommended rewording of that section and prior URC recommendations regarding references to course evaluations and weighting of multiple methods of teaching evaluation will be forwarded by URC to the Faculty Caucus at a time determined by the Faculty Caucus chairperson.

ASPT policies regarding service assignments

The 2015-2016 Faculty Caucus asked URC to review ASPT policies related to service assignments and to report to the Caucus any recommendations URC may have regarding changes to those policies. This matter was raised by the Caucus during its discussion of ASPT policy changes in 2015-2016. The 2016-2017 URC deferred discussing the issue due to its work on the disciplinary articles. The 2017-2018 URC also deferred the issue because the committee had more time-sensitive issues to consider (principally CFSC standards and equity review). Organizing a working group to study ASPT policies regarding service assignments will again be considered by URC in 2018-2019.

Review of university policies

Per the request of the Academic Senate Executive Committee, URC reviewed University Policy 3.2.4 (Salary Adjustments). At its December 1, 2017 meeting, URC approved a motion to communicate to the Academic Senate that URC has no comments or suggested changes regarding the policy. Per the request of Academic Senate Chairperson Susan Kalter, URC reviewed changes to University Policy 3.3.9 (Proceedings in Faculty Academic Freedom Suspension, Dismissal, and Non-reappointment Cases) suggested by Dr. Kalter. URC recommended approval of the policy as revised by Dr. Kalter with one friendly amendment.

Consideration of a faculty member inquiry regarding ASPT policies

At its March 1, 2018 meeting, URC considered an inquiry regarding ASPT policies submitted to URC by a faculty member. The inquiry related to DFSC/SFSC composition, approval and implementation of DFSC/SFSC guidelines, and salary allocation procedures. Chairperson Dean subsequently communicated URC guidance regarding the issues to the faculty member.

ASPT calendar for 2018-2019

At its December 1, 2017 meeting, URC approved an ASPT calendar for 2018-2019. The calendar was distributed to all colleges, departments, and schools on December 12, 2017. The calendar is posted online. See <http://provost.illinoisstate.edu/resources/tenure-promo/>.

CFSC annual reports for 2017-2018

In May 2017 URC reviewed annual reports submitted by each CFSC pursuant to Section IV.D.3 of ASPT 2017. URC accepted the reports on May 11, 2018. The URC recorder subsequently communicated that acceptance to each of the seven CFSC chairpersons.

Faculty Review Committee annual report to URC

On April 19, 2018, Dr. Tom Crumpler, chairperson of the 2017-2018 Faculty Review Committee (FRC), submitted to URC a summary of appeals considered by FRC during the academic year. Annual submission by FRC of such a report to URC is required by Section III.F. of ASPT 2017. URC accepted the report on May 11, 2018. The URC recorder subsequently communicated that acceptance to Dr. Crumpler and forwarded a redacted version of the report to the Academic Senate office.

MINUTES OF THE 2017-2018 UNIVERSITY REVIEW COMMITTEE

Minutes of the 2017-2018 URC meetings are available online (except minutes of the May 10, 2018 meeting, which are pending URC review in fall 2018). See: <https://provost.illinoisstate.edu/resources/tenure-promo/committee-minutes/>.

Approved for submission to the Academic Senate

DRAFT