

MINUTES OF THE UNIVERSITY SENATE

The April 18, 1978 meeting of the University Senate was called to order by Chairman Dale Landon at 3:20 p.m. in Pratt Auditorium.

On a motion by Senator Kofoid, seconded by Senator Johnson, the minutes of the March 14, 1978 meeting were approved, as published.

Chairman Landon announced that the Board of Trustees, at its meeting on February 24, 1978 approved those actions of the University Senate which were brought before it.

Chairman Landon recognized Ken Griffith, I.U.P. Coordinator for the Commonwealth Association of Students, who spoke briefly to the Senate about the referendum newsbrief. He talked briefly on the purposes of the organization, the purpose of the referendum, etc. He urged the students to study the matter and vote in support of C.A.S. on May 3; this vote is being held in conjunction with Student Government Association elections.

The following Senators were excused from the meeting: Senators Andrew, Dakak, Gaylor, Park, Shirey, Brown, Corle.

In addition, the following Senators were absent from the meeting: Senators Baker, Bilicic, Bowes, Bright, Chambers, Cunningham, DeGeorge, Dock, Ferguson, Fry, Garvin, Glott, Kistner, Klein, Knowlton, Lauda, Lenglet, McFeely, McNamara, Murdoch, J. R. Murray, Nold, Pesci, Rizzo, Rupert, Russell, Simkins, Sledzik, W. Smith, Stonebraker, Suhrie, Swauger, Walz, Warren, Wilburn, Wiley, Wilson, Buckley, Oparah, Bowers, Cegelis, Ferguson, Fine, Goshorn, Griffie, Kaminski, Lamm, McGinty, Mandell, Power, Sabol, Sands, Taylor, Whited, and Bock.

Committee A (Rules) made the following announcements:

1. Next Senate meeting: May 9, 1978
2. Tentatives date for meetings for 1978-79:

September 19, 1978	February 6, 1979
October 17, 1978	March 6, 1979
November 14, 1978	April 3, 1979
December 12, 1978	May 8, 1979

3. Senate Election Results:

Student Co-op Board of Directors: Louis L. Gold and Donald Walker

Foundation of I.U.P. Board of Directors: John E. Frank and Alexander Garvin

Editorial Board, I.U.P. Imprint Series: John Merryman, Daniel Mattox, Augusta Syty, and Jerry Pickering.

Faculty At-Large: James L. Gray, Joseph Costa, Stanford Tackett, Helena Smith, Gary Buterbaugh, Richard E. Wolfe, Donald McClure, George Walz, Ron McBride, Richard Chamberlin, Diane Duntley, William Rettig, Maher Shawer, Donna Graham, William Forbes, Marilyn Sternglass, Janis Lesneskie, Bernard Moreau, Andrew Browe, Margaret Bellak.

4. Student elections and elections to committees will be conducted shortly.
5. Senator Benz presented for information the revision of the Constitution and Bylaws of the University Senate. He briefly outlined some of the major changes and requested that Senators study this and make recommendations to him by May 1, so that this can be ready for action by the Senate at its May 9 meeting.

Committee B1 (Academic Procedures) withdrew its recommendations on Departmental Diagnostic Testing.

Committee B1 presented the following Revised Policy on Emeritus Status to the Senate for approval; following much discussion, a motion by Senator Goodrich, seconded by Senator Buterbaugh, returned this item to the committee for a full statement of policy:

REVISED POLICY ON EMERITUS STATUS:

Procedures: Nominations for Professor Emeritus should be initiated by the individual department or management unit. A letter citing the significant contributions made by the nominee should be forwarded to the appropriate Dean or Vice President for his/her recommendation. The Dean/Vice President shall submit these letters of nomination to the Academic Vice President's office, and he in turn shall send them along with his/her recommendation to Committee B1 of the University Senate for consideration. Final approval will be given by the President of the University and the Board of Trustees.

Nominations may be made by any person familiar with the nominee's professional contributions. For persons who do not fall within the usual administrative structure, the procedure should be initiated by the individual's immediate superior, and then proceed through the normal channels of that office.

Criteria: All candidates for Professor Emeritus Standing must have been a full time faculty member for at least 15 years. Only in exceptional cases may Emeritus Status be granted to individuals who have been associated with the University for less than 15 years.

In addition, nominees must have made a significant contribution while at the University in two or more of the following areas:

1. Exceptional teaching/managerial/administrative performance
2. Active participation in departmental/administrative unit affairs
3. Active participation in University affairs
4. Scholarly growth through research and publications
5. Active participation in community affairs.

Nominations for Emeritus Status with supporting evidence should be sent to the Dean/Vice President of the individual nominated within two years after retirement.

If available, office space should be provided and the opportunity given to purchase an I.D. card for University activities.

Nominations for Professor Emeritus, with supporting evidence, should be processed through the appropriate channels to reach the office of the Academic Vice President by November 1.

The following Policy Defining the Role of Academic Discipline Subcommittee with Respect to Final Grade Grievances, as presented by Committee B1, was rejected by the Senate, by a vote of 24 Yes, 35 No, and 5 Abstentions. (78 in attendance)

A student wishing to appeal a final grade will first speak to the instructor involved. If the issue is not settled, then the student may present his case to the chairperson of the department which the class is considered part of. Finally, the student may appeal to the Academic Discipline Subcommittee within 30 working days into the next semester after the final grade was given.

The subcommittee will conduct a hearing with the instructor and student present. The subcommittee will then decide on a recommendation that will be sent to the instructor, with a copy to the student, within 10 working days after the hearing.

The optional attendance policy exception, which applies only to Basic English, EN 100, was accepted, as listed:

Students will be permitted a maximum of three unexcused absences during the semester. At the discretion of the individual instructor, students who exceed 3 unexcused absences could receive a grade penalty up to and including failure in the course.

Committee B1 recommended adoption of a class schedule as follows, providing 15 minutes between classes:

8:00-9:00; 9:15-10:15; 10:30-11:30; 11:45-12:45;
1:00-2:00; 2:15-3:15; 3:30-4:30.

Discussion followed on the effect of this on evening class schedules, the desire for having such a schedule, its effect on laboratory schedules, etc. A substitute motion made by Senator Buterbaugh and seconded by Senator Kofoed endorsed the idea that all class breaks be fifteen minutes in length, with the complete schedule of classes on this basis being determined by the Academic Vice President and the Scheduling Office before implementation. This motion was passed by the Senate.

As recommended by Committee B2, Curriculum, the following new courses were approved by the Senate:

- BA 459 - Seminar in Accounting Standards, 3 cr.
- BA 458 - Accounting for Government and Non-Profit Organizations, 3 cr.
- GS 440 - Subsurface Geology, 3 cr.
- GS 436 - Geology of the Northern Rockies, 3 cr.
- CH 499 - Internship in Chemistry, 4-9 cr.
- CH 230 - Physical Concepts for Biochemistry, 3 cr.
- CS 363 - Modern Interiors, 3 cr.

The Graduate Committee (Committee D) presented the following for Senate information:

1. Descriptive Statement, Graduate Studies Coordinator (Attachment #1)
2. Descriptive Statement, Thesis/Dissertation Advisor (Attachment #2)
3. The Graduate Council gave approval to the workshops, tours, institutes and similar special offerings for Summer 1978 listed on the last page (p. 19) of the Summer 1978 Graduate Schedule.

Upon the recommendation of Committee D, the Senate approved the Policy on the Allocation of Graduate Assistantships, as detailed in Attachment #3.

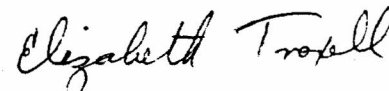
The Senate also approved the Policy on Graduate Course Repeating as shown in Attachment #4.

Committee D recommended approval of the Graduate Internship Policy as shown in Attachment #5. There was discussion as to why such a policy is needed, as it appears that most internships would fall into the "exceptions" to the general policy statement. A motion was made by Senator Kofoed, seconded by Senator DiCarlo, to change "must have been in full-time enrollment" to "must be a continuing student"; there was further discussion of the policy and the proposed amendment, but no vote was taken as there was no longer a quorum present at the meeting.

Senator Landon announced that nominations for the awards for achievement in Creative Arts and achievement in Research must be made by May 1, 1978, to Alex Garvin, Economics Department. These awards are presented at Commencement.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Elizabeth Troxell
Secretary

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(NOTE: The University Senate will convene at 3:00 p.m. on Tuesday, April 25, 1978 in order to complete the items of business on the April 18 agenda and to hold an open hearing on the Revised Constitution and Bylaws of the Senate.)

GRADUATE STUDIES COORDINATOR

The Graduate Studies Coordinator is the departmental liaison linking the academic department offering graduate work at Indiana and The Graduate School. Upon selection by the department and concurrence by the Graduate Council, the Coordinator's duties include the following: He/she is responsible for the processing of departmental recommendations concerning admission of prospective graduate students to the department's graduate program(s); in departments where an admissions or advisory committee passes upon admission qualifications, the Coordinator serves as committee chair. It is a Graduate School responsibility to inform the Coordinator of Graduate School policies, rules and procedures; the Coordinator is responsible for informing both the department's graduate faculty and its graduate students of same, and also of departmental graduate policies, rules, and procedures. The Coordinator is responsible for the academic advisement of graduate students until a thesis/dissertation adviser is assigned; the Coordinator resumes exercise of these responsibilities when the student applies for graduation. The Coordinator oversees all departmental advisory service to graduate students including thesis/dissertation assignments; also recommends to the Graduate School departmental graduate faculty appointments to thesis and dissertation reading committees and advisory and examining committees as appropriate. The Coordinator recommends through the chair graduate students for assistantships, fellowships, and special awards if any, and monitors and periodically evaluates performance of assistants and fellows. The Coordinator makes the arrangements necessary for comprehensive examinations when such are required, and reports the results of same to The Graduate School. The Coordinator will transmit all new course and program graduate proposals to the Graduate Council, and the Coordinator shall provide data as requested by local, state, and federal agencies to the Graduate School when needed. In coordination with and under the guidance of the chair, the Coordinator shall be the chief spokesman for all departmental graduate programs both within and outside the department.

Submitted to the University Senate for information on April 18, 1978.

THESIS/DISSERTATION ADVISER

A thesis adviser must be a full or associate member of the University's graduate faculty. A dissertation adviser must be a full member of the University's graduate faculty.

The Adviser is responsible for the following: (a) assisting students in the formulation of their program of graduate studies; (b) guiding students through their research (c) requesting the Graduate Studies Coordinator to schedule oral and written examinations when required; (d) insuring that students submit appropriate applications and other communications to The Graduate School; and (e) keeping the Coordinator informed of the advisee's degree progress. Central to the Adviser's responsibilities is supervision of the students' methodology, organization and clarity in presentation of material, sufficiency of data, and accuracy and appropriateness of analysis, as well as correct grammar, spelling, and stylistic conformity. The adviser must be prompt in alerting the students to thesis/dissertation deficiencies requiring correction, and verify that all such corrections have been made before approving the thesis/dissertation for submission to The Graduate School.

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POLICY ON ALLOCATION OF GRADUATE ASSISTANTSHIPS

Assistantships are awarded at I.U.P. to full-time graduate students (those enrolled for at least 9 semester hours of graduate credit) who have been admitted to degree programs. They are awarded on an annual basis, with no guarantee of renewal, and the accompanying waiver of tuition during a summer session applies only to those assistants who hold awards for the entire academic year. The assistantship is regarded as encouragement and/or reward for academic excellence rather than a means to relieve financial need.

An initial award of one graduate assistantship will be made to each department through which at least three graduate degrees have been awarded during the previous academic year plus summer sessions. Further awards will be made by the Dean of The Graduate School after consideration of departments' requests and the justification of those requests. In order to aid the Dean in determining the priorities of departments' requests the deans of the undergraduate schools shall review and endorse their departments' requests before they are forwarded to The Graduate School. The allotment of assistantships will be made on an annual basis, rather than on the basis of past assignments; previous commitments shall not be considered justification for current awards. Special consideration will be given to requests from departments with doctoral programs in order to attract candidates and to express a commitment to the scholarly atmosphere and student apprenticeship features involved in those major programs. Other awards will be made to departments--including departments which have no graduate degree programs--which offer planned educational experiences suited to graduate students' studies. Three basic justifications for awarding assistantships are:

- (1) to reward and encourage better qualified students to enter I.U.P.'s graduate programs
- (2) to recruit full-time students in order to maintain and strengthen programs, especially new programs and particularly successful programs
- (3) to provide student experience in the academic and/or professional environment in which the student plans to work, teach, or conduct research

The duties performed by graduate assistants must be related to academic and/or professional experiences, either in or closely related to the discipline in which the student is pursuing a degree. Assistantship performance will be monitored regularly. As one monitoring means, and in order to evaluate requests over time for the assignment of graduate assistants, The Graduate School and the Coordinators of Graduate Study in the respective departments shall conduct "exit interviews" of assistants to determine the appropriateness of the experience they acquired.

The foregoing policy statement applies to all I.U.P. graduate assistantships, teaching and research, funded by the University. It does not apply in its allocation aspects to assistantships funded by external sources such as certain vocational assistantships and graduate assistantships integral to research grants. Departments and faculty members are encouraged to use the services of the Associate Dean for Research in the acquisition of assistantships through external proposal submission, particularly research assistantships, as supplements to the University-financed positions focused upon herein. Successful departments have, of course, a proprietary interest of sorts in assistantships acquired in this manner.

Approved by the University Senate on April 18, 1978.

GRADUATE COURSE REPEAT POLICY

Under University policy no graduate credit is recognized for courses completed with grades of "F", and graduate grading policy does not permit the award of "D". A student receiving a "C" or "F" grade may request through his/her advisor or coordinator of graduate studies approval to repeat the course to a maximum of two repeats. Each such course repetition must receive final approval from the Dean of The Graduate School.

The semester hours for repeated courses shall be counted only once for all attempts made and, should there be a difference in hours because of a course hours change, the hours and quality points earned by the course when last taken shall be those used for quality point average (QPA) computation.

Credits earned in only one repeated course may be applied to an I.U.P. graduate degree.

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GRADUATE INTERNSHIP POLICY

To qualify for a graduate internship the applicant must have a minimum of 12 I.U.P. graduate credits earned and a minimum of 3.0 G.G.P.A.; must have been in full-time enrollment (nine graduate credits or more) during the semester or summer session (the latter taken as a whole) immediately preceding the academic period for which the internship is requested; and must meet departmental criteria. No more than six internship credits may apply to a graduate degree unless advance written approval of the student's departmental graduate studies coordinator and the Dean of The Graduate School is obtained. Program exceptions to this policy can be made with the approval of the Graduate Council. Continuation in an internship by a given graduate student is contingent upon the student's maintenance of satisfactory performance in all aspects of the degree program.