

Faculty Senate Meeting

16 September 2022

Senators present: Kim Delaney, Kyle Mara, Rob Dickes, Jason Hardgrave, Matt Hanka, Brandon Field, Stephanie Young, Xavia Burton, Curt Gilstrap, Paul Arthur, Erin Reynolds, Nicholas Rhew, Shane White, Amy Wilson



Additional attendees: Nick LaRowe, Wes Durham, Gary Black, Shelly Blunt, David Hitchcock, Anne-Chaire Limon-Lewis, Ian Young

Held in BEC Boardroom

- Called to order: 2:30pm
- Draft minutes from April meeting approved unanimously with no changes.
- Draft minutes from August 16 Retreat approved unanimously with no changes.
- Senate Chair report from Kim:
 - Addressing some of the old charges with administration
 - Grade deadline charge: Shelly worked with the Registrar's Office to make the normal grade deadline 10am on the Tuesday after Finals are over. Some fall semesters it will need to be earlier, because of how the closing of the University for when Christmas falls during that week.
 - The grants/IRB aspects of OSPRA will be run by Amy Chan Hilton (while she remains Director of CETL).
- Report from the Provost by Shelly:
 - On November 9th and 10th, the Indiana Commission for Higher Ed will be holding their meeting on campus.
 - HLC reaccreditation visit will be in 2026. The Quality Initiative is part of that review, and we are looking into what our Quality Initiative should be; to improve one aspect of life on campus. Darrin Sorrells is leading that committee; there will be a representative from each College, and one selected by Faculty Senate. Last visit's Quality Initiative was the Core curriculum.
 - Several searches going on: Dean of NHP, Online Learning, Chief Data officer, VP of Enrollment, Executive Director of HR. There will be public presentations for each of the candidates.
 - Every program on campus will be submitting a program review this year. They will be due in the departments by May 5th. The suggestion was made that Assessment Committee review each of the reports by the end of May.
 - CRM reviewed by Undergraduate and Graduate Admissions for use in admissions. Software selected and project will be moving forward this year.
- New Business:

- Charge 2022-12: Replacement IDS for Faculty and Staff.
 - Steve Bridges thought there was already some discretion being used about when to charge Faculty for replacement cards. There is a \$25 replacement fee, because of the embedded chip.
 - Shelly thought the policy was that if you have your current card, it was supposed to be a free replacement; that's what Trent had originally thought.
 - It would appear that a replacement card should be available for any card that isn't working according to Sodexo's FAQ
 - The charge requests that Sodexo modify their agreement with USI to allow Faculty and Staff to have replacement cards at no cost once every five years. This was passed unanimously. Kim will talk with Steve Bridges about this.
- Charge 2022-13: Final Exam Schedule for MW classes.
 - It is not yet known how many classes are affected by this problem. Kim reached out to the Registrar's Office and they said they can determine the number of classes that could be affected. They weren't able to get the information for today.
 - Charge tabled until Kim finds out how many classes are affected by the current policy and by the suggested policy.
- Old Business:
 - University Promotions Committee Final Report, 2021-22, included a comment that they were concerned how many times the UPC decisions were overturned. Kim was able to get historical data on the UPC from the Provost's Office.
 - It was determined that we should propose a modification to the Senate Bylaws in a charge. The verbiage of the previous charge and the proposed charge will be circulated to sitting Senators next week. This was approved unanimously.
 - Economic Benefits Committee 2021-22 Annual Report was accepted.
 - They recommended a change to the per diem rate to Federal GSA rates. Senate voted unanimously to pass along the charge, and Kim will speak with Steve Bridges on this topic.
- Meeting adjourned 3:57pm.

Name: Trent Engbers (Optional)

Date of Submission: 8/11/22

Name of Faculty Senate Representative:

1. Robert Dickes
2. Jason Hardgrave
3. Stephanie Young

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

1. **Charge Title:**

Replacement ID's for Longer Term Faculty and Staff

2. **Background:**

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

I was surprised when I went to replace my faculty ID after 9 years and was told there was a \$25 charge for something that I needed as a term of my employment. While it makes sense to charge a fee for individuals who lose their card regularly, it seems fair to provide long-term faculty and staff a replacement ID without charge on a periodic basis.

3. **Action Requested and Desired Result:**

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

A request that faculty and staff who wish to update their ID or lose their ID receive a new ID without charge every 5 years. It seems like this would be a low cost gesture of good will given stagnant wages and uncertain economic conditions.

4. **Potential Resources:**

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

Items 5-7 are to be completed by Senate Chair or Secretary:

5. Senate Comments:

6. Action Taken by the Faculty Senate:

Charge passed by senate. Chair will contact Steve Bridges to discuss changes to policy.

7. Action Taken by the Administration:

Name: _____ (Optional)

Date of Submission: 8/26/2022

Name of Faculty Senate Representative:

1. Curt Gilstrap
2. Nick Rhew
3. Gary Black

Complete the following items and submit this form to either your Faculty Senate Representative or to the Faculty Senate Chair for consideration by the Faculty Senate.

1. Charge Title:

Final Exam Schedule Issue - M/W 3:00PM-4:15PM

2. Background:

Provide an explanation of the background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge?

I wouldn't submit this change if the fix wasn't straightforward.

I currently teach a course that meets M/W from 3:00PM-4:15PM. According to the final exam schedule, my exam is scheduled for Friday (12/16) at 3PM. USI final exams are scheduled to meet on the same day that the course meets (M/W 4:30PM has a final at 4PM) - except for M/W at 3PM.

While I can manage this issue fine (I'll deal with students asking for different arrangements, often because of work schedules), there is a simple solution to this issue that keeps exams on the same meeting DAY as the class. In presenting this issue to the registrar, I received a response along the lines of "we've always done it this way" and that if I wanted to change something, I needed to go through senate. In keeping with that, here is my charge. The final exam schedule can be set with all exams meeting on the same days as the classes. I'm not happy that it may take this many steps to get there, but I want to start the process if that's what has to happen.

3. Action Requested and Desired Result:

Specifically state what action you would like the Senate to take and the desired outcome that you would like to see.

For 2023 onward, finals meet on the same day as the regular class meeting.

4. Potential Resources:

Provide any information that can help Faculty Senate fully address the charge. Attach additional documents if necessary.

Please see my attached email chain.

Items 5-7 are to be completed by Senate Chair or Secretary:

5. Senate Comments:

6. Action Taken by the Faculty Senate:

Senate tabled this charge until data about the number of impacted classes can be collected by the Registrar's office.

7. Action Taken by the Administration:

Fertig, Jason

From: Registrar
Sent: Friday, August 19, 2022 9:42 AM
To: Fertig, Jason
Cc: Khayum, Mohammed; Delaney, Kimberly J
Subject: RE: Final Exam Schedule

Dr. Fertig,

I just wanted to clarify that the final exam schedule is on a rotation, so the Monday/Wednesday 3pm classes are only assigned the Friday final exam time every third term. This rotation has been the same for the 6 years that I've had this position for creating the class schedule and I have documentation showing that it goes back to at least 2012 (but I believe it has been the standard practice since before then).

The final exam schedule is published with the class schedule, so the fall 2022 final exam information has been published since the end of February and cannot be changed at this late date. If you wish to request a change to your scheduled final exam, you would have to contact Scheduling Services for a new time and room for the final exam, if available. However, you will also need to verify that the change will not cause a conflict for students enrolled in your course (ex: any student taking a MWF 2pm course will already have a final schedule on Wed from 2-4pm).

If you wish to pursue this issue further for future terms, then you are correct for including the Provost's Office and Faculty Senate on the email as that would be where to start. The Provost Office would work with our office for review of the existing practice and determine if any changes to the existing practice are needed.

Please let us know if you have any additional questions or concerns. Thanks.

Melissa A. Miller

Assistant Registrar
Registrar's Office

University of Southern Indiana

8600 University Boulevard
Evansville, IN 47712
812-461-5263 (office)
812-464-1911 (fax)
mamiller@usi.edu | www.usi.edu



Confidentiality Statement: This email message, including any attachments, is for sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), any unauthorized review, use, disclosure, or distribution is prohibited. If you receive this message in error, or are not the intended recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately.

From: Fertig, Jason <jfertig@usi.edu>
Sent: Thursday, August 18, 2022 12:49 PM
To: Registrar <Registrar@usi.edu>

Cc: Khayum, Mohammed <mkhayum@usi.edu>; Delaney, Kimberly J <kdelaney1@usi.edu>

Subject: RE: Final Exam Schedule

Thanks for the reply...

Forgive me for pushing back, but it seems like there is an easy fix here to prevent the M/W 3PM class from having a final exam on Friday at 3PM.

My understanding of the Monday schedule is that there are 50-minute classes up until 3PM, and then 75-minute classes at 3PM and 4:30PM. A quick shuffle allows all classes to have a final exam that meets on the same day as the regular class. USI does not have a culture of holding final exams on days different than the class meetings. When I was a student at Rutgers, this was common. But, our students are not accustomed to this and I'm going to wind up with students wanting accommodations. I'd be tougher on the students if this was something that affected everyone, but I think this is a fixable problem.

Current		
7:00 a.m.	Monday, Dec 12, 2022	7:00-9:00 a.m.
8:00 a.m.	Wednesday, Dec 14, 2022	8:00-10:00 a.m.
9:00 a.m.	Friday, Dec 16, 2022	9:00-11:00 a.m.
10:00 a.m.	Monday, Dec 12, 2022	10:00-Noon
11:00 a.m.	Wednesday, Dec 14, 2022	11:00-1:00 p.m.
Noon	Friday, Dec 16, 2022	Noon-2:00 p.m.
1:00 p.m.	Monday, Dec 12, 2022	1:00-3:00 p.m.
2:00 p.m.	Wednesday, Dec 14, 2022	2:00-4:00 p.m.
3:00 p.m.	Friday, Dec 16, 2022	3:00-5:00 p.m.
4:30 p.m.	Monday, Dec 12, 2022	4:00-6:00 p.m.

Revised		
7:00 a.m.	Wednesday, Dec 14, 2022	7:00-9:00
8:00 a.m.	Friday, Dec 16, 2022	8:00-10:00
9:00 a.m.	Monday, Dec 12, 2022	9:00-11:00
10:00 a.m.	Wednesday, Dec 14, 2022	10:00-Noon
11:00 a.m.	Friday, Dec 16, 2022	11:00-1:00
Noon	Monday, Dec 12, 2022	Noon-2:00
1:00 p.m.	Wednesday, Dec 14, 2022	1:00-3:00
2:00 p.m.	Friday, Dec 16, 2022	2:00-4:00
3:00 p.m.	Monday, Dec 12, 2022	3:00-5:00
4:30 p.m.	Wednesday, Dec 14, 2022	4:00-6:00

Jason Fertig, Ph.D.

Associate Professor of Management – Romain College of Business

“Your paper has tweaked me in about 15 different ways and caused considerable thought and some consternation. Thank you.” –
Anonymous reviewer of my manuscript

University of Southern Indiana

8600 University Boulevard

Evansville, IN 47712

812-461-5255

jfertig@usi.edu | www.usi.edu



From: Registrar <Registrar@usi.edu>

Sent: Thursday, August 18, 2022 8:20 AM

To: Fertig, Jason <jfertig@usi.edu>

Subject: RE: Final Exam Schedule

Jason,

Yes, this is correct. Because final exams are allotted a 2 hour period, periodically the final exam rotation will result in the MW 3:00 class having its final exam on a Friday. This avoids overlap with the MWF 2:00-2:50 class period (which has a final exam time of 2:00-4:00) and the MW 4:30 class period (which has a final exam time of 4:00-6:00, as to not overlap with an evening course).

The Registrar's Office

University of Southern Indiana

8600 University Boulevard

Evansville, IN 47712

812-464-1762 (office)

812-464-1911 (fax)

registrar@usi.edu | www.usi.edu/registrar



TS

Confidentiality Statement: This email message, including any attachments, is for sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), any unauthorized review, use, disclosure, or distribution is prohibited. If you receive this message in error, or are not the intended recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately.

From: Fertig, Jason <jfertig@usi.edu>

Sent: Wednesday, August 17, 2022 9:59 AM

To: Registrar <Registrar@usi.edu>

Subject: Final Exam Schedule

Hi,

Hope you're having a great day. I have a question about the posted final exam schedule. I teach a class on M/W from 3-4:15PM. According to the final exam schedule, my final exam is on Friday. Is this correct?

Best,

Jason

Jason Fertig, Ph.D.

Associate Professor of Management – Romain College of Business

"Your paper has tweaked me in about 15 different ways and caused considerable thought and some consternation. Thank you." – Anonymous reviewer of my manuscript

University of Southern Indiana

8600 University Boulevard

Evansville, IN 47712

812-461-5255

jfertig@usi.edu | www.usi.edu



Appendix 3

UNIVERSITY PROMOTIONS COMMITTEE, END-OF-YEAR REPORT 2022

The following individuals were members of the University Promotions Committee for the spring 2022 review of faculty portfolios:

David Hitchcock—Liberal Arts (at-large member) (chair)
Julian Davis—Pott College (at-large member)
Wesley Durham—Liberal Arts
Jennifer Greene—Rice Library
Ramadan Hemaida—Romain College of Business
Emily Holt—Nursing and Health Professions
Nicholas LaRowe—Liberal Arts
Brent Summers—Pott College
Provost Khayum—ex-officio member

A total of twenty-one (21) candidate promotion portfolios were reviewed by the committee. The breakdown of the portfolios by college was as follows:

College of Liberal Arts—5
Pott College—8
Romain College of Business—4
College of Nursing and Health Professions—4

Of these portfolios, thirteen (13) were related to promotion to Associate or Clinical Associate Professor, while the remaining eight (8) were for promotion to Full Professor.

Reflection on Promotion Policies

The committee discussed the usefulness of the committee's work, with some wondering about the frequency with which its recommendations are overturned, although there was not a groundswell of support for the committee's dissolution. A second and significant point of discussion was the apparent disparity in the standards for research maintained by the various Colleges of the university. It was suggested that further discussion—perhaps through a faculty poll or within the work taken up by the Faculty Senate—would serve to gauge perceptions about a possible trend toward the institution becoming more research- than teaching-based. The UPC members recognized the need for building consensus among the Colleges about expectations for the number and types of publications to be included in reviews at the various level of promotion. Members suggested as well the need for greater clarity in all of the following: the distinction between statewide and national recognition as criteria separating the full and associate levels, the policy regarding publication completion dates, the suitability for review of accepted versus in-press publications, and the determination about what materials are to be reviewed at each promotion level—specifically, what should be excluded for promotion to full professor in that it might have been provided as portfolio material for promotion to associate.

All meetings were conducted via Zoom. There were no issues encountered with this format.

Appendix 4

Template for Committee Reports (to be submitted to Senate)

Use the following outline in the preparation of the annual report due to Senate at the end of the term.

I. Committee Name: Economic Benefits Committee

II. Academic Year: 2021-2022

III. Current Committee Chair: Sally Vogl-Bauer

IV. Chair Selected for Upcoming Year: Sally Vogl-Bauer

V. List of Committee Members

Ryan Butler
Robin Carroll
Cindi Clayton
Jennifer Evans
Jenna Kloosterman
Denise Lynn
Sally Vogl-Bauer
Jinsuk Yang

VI. List of Meeting Dates During Current Academic Year

Wednesday, September 29, 2021
Friday, October 29, 2021
Friday, November 19, 2021
Friday, December 3, 2021
Wednesday, March 2, 2022

VII. Results of Standing Charge (if applicable)

Unknown

VIII. Results of New Charges (if applicable)

See Recommendation Summary for "Change Travel Per Diem Rate to Federal GSA Rates"

IX. Charges that will be Addressed in the Upcoming Year

Unknown

X. Actions Requested of Senate (i.e., Policy recommendations)

See Recommendation Summary for "Change Travel Per Diem Rate to Federal GSA Rates"

Brief Summary of Charge

In the charge “Change Travel Per Diem Rate to Federal GSA Rates” submitted on August 26, 2021, the primary issue highlighted was the current per diem rate for meals at USI. It noted that the current allocation of \$32.00/day makes it difficult to cover the cost of meals when engaged in professional development activities. The current per diem rates also impacts grant writing efforts, and makes it difficult to accurately address the costs associated with meals.

Work Completed by Committee

The Economic Benefits Committee gathered data from 15 academic institutions often serving as the comparative pool for USI to gain a greater understanding of what are affiliated institutions provide for meal per diem rates for both In-State and Out-of-State expenditures (see table).

This is a brief summary of meal per diem rates for out-of-state travel.

- Five (5) institutions explicitly state that they use GSA rates – for 2022 that range is \$59-\$79 (for meals and incidental expenses)
 - Three institutions are in Indiana (Indiana University South Bend; Indiana University Southeast; IUPUI Fort Wayne)
 - Two institutions are in Tennessee (University of Tennessee-Chattanooga; University of Tennessee-Martin)
- Three (3) institutions provide a similar range for out-of-state per diem rates: \$28-\$54/day
 - All three institutions are in Kentucky (Morehead State University; Murray State University; Northern Kentucky University)
- Three (3) institutions have their own rates, that tend to fall between \$45-\$69/day
 - Western Kentucky University has a range of \$51-\$64/day
 - Southeast Missouri State University has a range of \$45-\$69/day
 - University of Central Missouri has a per diem rate of \$57/day
- Four (4) institutions provide similar overall out-of-state per diem rates of \$32.00/day.
 - Two institutions are in Indiana (Purdue North Central; Ball State University).
 - Two institutions are in Illinois (Eastern Illinois University; Southern Illinois University-Edwardsville).

In sum, the University of Southern Indiana is in the lower 1/3 of institutions in this comparative pool in regard to meal per diem rates used.

Committee Recommendation

After reviewing the meal per diem rates from 15 academic institutions that often serve as the comparative pool for USI, it is the Committee’s recommendation that USI move to the GSA rates for meals and incidental expenses. These rates make it more manageable for individuals when traveling as well as when writing grants that include meal per diems as part of their overall expenditures.

Economic Benefits Committee
Meal Comparisons
Fall 2021

		Meal Per Diem: In-State			Meal Per Diem: Out-of-State		
Institution	Location	Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner
IU Southbend	South Bend, IN	GSA Rates	Standard \$59		GSA rates		
IU Southeast	New Albany, IN	Same			Same		
IUPUI Fort Wayne	Fort Wayne, IN	Same			Same		
Purdue North Central	Westville, IN		\$26 per day		\$32 per day		
Ball State U.	Muncie, IN		\$26 per day			\$32 per day	
Morehead State U.	Morehead, KY	\$8 - \$10	\$10 - \$11	\$18 - \$23	\$8 - \$10	\$10 - \$11	\$18 - \$23
Murray State U.	Murray, KY	\$8 - \$10	\$10 - \$11	\$18 - \$23	\$8 - \$10	\$10 - \$11	\$18 - \$23
Western Kentucky U.	Bowling Green, KY	\$10-\$15	\$15-\$22	\$26-\$37	\$10-\$15	\$15-\$22	\$26-\$37
Northern Kentucky U.	Highland Heights, KY	\$8-\$10	\$10-\$11	\$18-\$23	\$8-\$10	\$10-\$11	\$18-\$23
Eastern Illinois U.	Charleston, IL	\$5.50	\$5.50	\$17.00	\$6.50	\$6.50	\$19.00
Southern Illinois U. - Edwardsville	Edwardsville, IL	\$5.50	\$5.50	\$17.00	\$6.50	\$6.50	\$19.00
U. of Tennessee - Chattanooga	Chattanooga, TN	Links to GSA website/uses GSA rates			Use GSA Rates		
U. of Tennessee - Martin	Martin, TN	GSA Rates			GSA Rates		
Southeast Missouri State U.	Cape Girardeau, MO	For per diem meals on or after July 1, 2017, will remain the same. The standard daily rate for overnight stay for all cities is \$45, with exception to the specified high cost cities at \$69.					
U. of Central Missouri	Warrensburg, MO	\$12.00	\$17.00	\$28.00	\$12.00	\$17.00	\$28.00