

FACULTY SENATE AGENDA
Wednesday, Feb. 18, 2015, 3 p.m.
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. APPROVAL OF THE [MINUTES](#) OF THE JANUARY 21, 2015 FS MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

- A. Recognizing and Assisting Students in Crisis –
Melanie Tucker, Assistant Vice President for Student Affairs
Brooke Ruxton, Executive Director, Counseling & Student Development Center

V. ITEMS FOR FACULTY SENATE CONSIDERATION

- A. The Bob Lane Faculty Advocacy [Award](#) – page 4
Faculty Senate will vote on the recipient during the February 18 Faculty Senate Meeting. Recipient will be honored at the March 25 Faculty Senate meeting.
 - 1. Nomination of [George Slotsve](#) – Page 5

VI. CONSENT AGENDA

VII. REPORTS FROM ADVISORY COMMITTEES

- A. FAC to IBHE – Sonya Armstrong – no report
- B. University Benefits Committee – Brian Mackie, Faculty Senate liaison to UBC – report
- C. Computing Facilities Advisory Committee – George Slotsve – no report
- D. BOT Academic Affairs, Student Affairs and Personnel Committee –
Dan Gebo and William Pitney – no report
- E. BOT Finance, Facilities, and Operations Committee –
Jay Monteiro and Rebecca Shortridge – no report
- F. BOT Legislative Affairs, Research and Innovation Committee –
Deborah Haliczzer and Dan Gebo – no report

- G. BOT Compliance, Audit, Risk Management and Legal Affairs Committee – Deborah Haliczzer and Greg Waas – no report
- H. BOT Enrollment Ad Hoc Committee – William Pitney – [report](#) – Page 6
- I. BOT Governance Ad Hoc Committee – Deborah Haliczzer, Jay Monteiro and William Pitney – reports
[January 15, 2015](#) – Page 7
[February 5, 2015](#) – Page 8
- J. BOT – William Pitney and Greg Waas – no report

VIII. REPORTS FROM STANDING COMMITTEES

- A. Faculty Rights and Responsibilities – Richard Siegesmund, Chair –
 - 1. [Statement of Concern](#) related to State University Civil Service System and Academic Professional positions – Page 9
 - 2. [FMLA and Stopping the Tenure Clock](#) – Pages 10-11
- B. Academic Affairs – Sarah McHone-Chase, Chair
 - 1. [Classroom Recording Policy](#) – Page 12
- C. Economic Status of the Profession – George Slotsve, Chair – no report
- D. Rules and Governance – Gary Baker, Chair – no report
- E. Resources, Space and Budget – Stephen Tonks, Liaison/Spokesperson – report – walk-in
- F. Elections and Legislative Oversight – Stephen Tonks, Chair; Therese Arado, Alternate
 - 1. Nomination for Executive Secretary of University Council/ President of Faculty Senate – See [list](#) of University Council members eligible for election – Page 13

Letters of acceptance are due in the Office of University Council and Faculty Senate by noon Friday, March 13, 2015, and will be included in The March 25 FS agenda packets. Election will take place at the April 22 FS meeting.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

XI. COMMENTS AND QUESTIONS FROM THE FLOOR

XII. INFORMATION ITEMS

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Admissions Policies and Academic Standards Committee
- C. [Minutes](#), Athletic Board
- D. [Minutes](#), Campus Security and Environmental Quality Committee
- E. [Minutes](#), Committee on Advanced Professional Certification in Education
- F. [Minutes](#), Committee on the Improvement of Undergraduate Education
- G. [Minutes](#), Committee on Initial Teacher Certification
- H. [Minutes](#), Committee on the Undergraduate Academic Experience
- I. [Minutes](#), Committee on the Undergraduate Curriculum
- J. [Minutes](#), General Education Committee
- K. [Minutes](#), Honors Committee
- L. [Minutes](#), Operating Staff Council
- M. [Minutes](#), Supportive Professional Staff Council
- N. [Minutes](#), Undergraduate Coordinating Council
- O. [Minutes](#), University Assessment Panel
- P. [Minutes](#), University Benefits Committee
- Q. [Annual Report](#), Undergraduate Coordinating Council

XIII. ADJOURNMENT

Bob Lane Faculty Advocacy Award

The Bob Lane Faculty Advocacy Award recognizes an NIU faculty member for special service to the faculty.

Written letters of nominations, identifying the reasons why the nominee should receive the award, are to be submitted to Faculty Senate President William Pitney no later than noon Monday, February 9, 2015. Those letters will be included in the February 18, 2015 meeting agenda packet and the Faculty Senate will vote on the recipient.

Award recipients are commemorated on a permanent plaque displayed in the Holmes Student Center which includes the names of all recipients.

Bob Lane Award Recipients

Dave Ripley – 1995-1996

Ken Bowden – 1996-1997

Lorys Oddi – 1997-1998

Sherman Stanage – 1998-1999

Herbert Rubin – 1999-2000

Robert Suchner – 2000-2001

James King – 2001-2002

David Wagner – 2002-2003

Elizabeth Miller – 2003-2004

Joseph “Buck” Stephen – 2004-2005

Rosemary Feurer – 2009-2010

Charles Cappell – 2011-2012

January 16, 2015

Faculty Senate
Northern Illinois University
DeKalb, IL 60115



**Northern Illinois
University**

*University Council
and Faculty Senate*

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Dear Faculty Senators,

It is my pleasure to nominate Dr. George Slotsve for the Bob Lane Shared Governance Award. In my time on faculty senate I have observed George continually engage in exceptional service, which is the essence of the award.

In the recent past, George has served as the vice president of faculty senate as well as the chair for the Committee on the Economic Status of the Profession. George has also served as my designee on the Computing Facilities Advisory Committee. Further, for many years George has also served on the University Benefits Committee. As an advocate for shared governance, George does not let his efforts stop there.

George has been instrumental in assisting other groups on campus with having a voice. As a great example of this, when the senate discussed the civil service exemption process, George was sure to raise the point that we must be mindful of the value that all of our staff have on this campus. He was also sure that the Administrative Professionals Advisory Council salary data was forwarded to the right administrative bodies for consideration this past year. Moreover, George has often raised a voice to say such things as "while this is an issue for faculty, we must not forget how this affects staff..." or "so if this change is made, how will this influence other groups on campus?"

At faculty senate we can always count on George to provide insightful reports, ask great questions, and offer important perspectives. Because shared governance is dependent on broad and continuous communication, as well as individuals who step up to make a difference, it is with conviction that I recommend George Slotsve for the 2015 Bob Lane Shared Governance Award.

Thank you for considering this nomination.

Sincerely,

William A. Pitney

-Executive Secretary of University Council
-President of Faculty Senate

Professor
Department of Kinesiology & Physical Education
Northern Illinois University
DeKalb, IL 60115

Learning Today, Leading Tomorrow

Northern Illinois University is an Equal Opportunity/Affirmative Action Institution.

Report on the NIU Board of Trustees Enrollment Ad Hoc Committee

January 16, 2015

The NIU Board of Trustees Ad Hoc Committee on Enrollment met on Friday, January 16, 2015 in DeKalb. Committee Chair Marc J. Strauss called the meeting to order at approximately 10:00 AM. The Ad Hoc Committee on Enrollment (CoE) was created so the BOT could possibly identify areas in which they could be change or create policy as it relates to the financial sustainability of NIU.

This was largely an information gathering meeting. The board received a report By Mike Mann trends and tuition and fees trends and comparisons. The tuition and fees at NIU were compared not only with in-state public institutions, but also MAC schools and other nearby state institutions Illinois students are thought to attend. Trended data included:

- In-state tuition pricing history FY 2006-FY 2015
- Fees pricing history FY 2006-FY 2015
- Tuition and fees history FY 2006-FY 2015
- Illinois Higher Education Appropriations FY 1995-FY 2015
- State General Funds Appropriations FY 2002-FY 2015
- FY 2013 Revenues and Revenue Sources

Vice President for Student Affairs & Enrollment Management, Dr. Eric Weldy presented information pertaining to NIU's financial aid packaging and scholarship information. There has been a shift at NIU to offering more 4 year scholarships. Each scholarship package and its associated criteria were explained.

Respectfully Submitted,

William A. Pitney
UAC Representative

Report on the NIU Board of Trustees Governance Ad Hoc Committee

January 15, 2015

The NIU Board of Trustees Ad Hoc Committee on Governance met on Thursday, January 15, 2015 in DeKalb. Committee Chair John Butler called the meeting to order at approximately 1:00 PM. The Ad Hoc Committee on Governance was created to recommend a set of comprehensive revisions to the BOT Bylaws, recommend a protocol for BOT self-evaluation, and establish BOT goals and policies related to BOT Member education and professional development.

The committee received proposed changes related to the BOT Administration from General Counsel Jerry Blakemore and/or Deputy General Counsel Greg Brady. The following items were reviewed and modifications/edits were identified:

1. Presidential Succession Policy
2. BOT Record and retention Policy
3. Indemnification Policy
4. Board and senior management professional development and travel and expense policy.
5. Officer election policy and procedure.

The meeting concluded at approximately 4:25 PM.

William A. Pitney
UAC Representative

**Northern Illinois University
Board of Trustees Ad Hoc Committee on Governance
Meeting Report: February 5, 2015**

The NIU Board of Trustees Ad Hoc Committee on Governance met on Thursday, February 5, 2015 in DeKalb. Committee Chair John Butler called the meeting to order at 2:05 p.m. No minutes were available from the last meeting as they had not been formatted yet for distribution, so no minutes were approved.

The committee was presented with some minor clarification/changes to proposed bylaw reforms that had previously been presented at the January 15, 2015 meeting. These were presented by Jerry Blakemore, General Counsel and/or Greg Brady, Deputy General Counsel. The following items were reviewed and were voted to be presented to the full Board of Trustees for a second reading:

1. Proposed Presidential Succession Policy
2. Retention of Board Records Policy
3. Proposed Indemnification Policy
4. Presidential Housing Policy (Service of the President on outside boards). It was suggested that this section be renamed and/or be moved as it has nothing to do with housing.
5. Office Election Policy and Procedure

The following items were discussed, but were not voted to be presented to the full Board of Trustees at this time:

1. Proposed Travel and Expense Reimbursement Policy
2. Conflict of Interest Policy for Trustees and Institutional Officers

In Other Matters, information on the progress of evaluation procedures of Board of Trustee members was presented. A system of Board Member to Board Member, and an outside the Board contacts to Board Member evaluation process will be considered and developed.

The meeting adjourned at 5:08 p.m.

Respectfully submitted,



Jay Monteiro
University Advisory Committee Representative

February 13, 2015

From: Faculty Senate, Faculty Rights and Responsibilities Committee
To: William Pitney, President, Faculty Senate
Re: NIU Faculty Senate Statement of Concern related to State University Civil Service System and Academic Professional positions

The Faculty Senate at NIU is well aware of the past statements that have raised State University Civil Service System (SUCSS) exemption process concerns, including, but not limited to, the 2013 FAC to IBHE memo to the executive director of SUCSS and the 2014 Council of Illinois University Senates Statement of Concern. In response, the NIU Faculty Senate affirms its respect for the specifications of the Civil Service System. At the same time, the punctual completion of funded research and special projects demand tractability in the prompt hiring of individuals qualified for specialized work. Without this, there may be a negative impact on external research funding and special projects opportunities.

Out of this concern, the Faculty Senate asserts the academic importance of the flexibility of the exemption process in order to maintain a competitive advantage in obtaining research and special projects funding. Such funding is critical to the mission of Illinois universities and serves the long-term interests of the citizens of Illinois. Moreover, professional staff serve supportive, specialized roles in administrative, research, and teaching not addressed by the civil service system.

Therefore, the Faculty Senate opposes attempts by SUCSS to convert Academic Professional positions to civil service classifications through a series of systematic program audits. Moreover, the Faculty Senate expresses concern over rigid exemption process imposed on universities and calls for a cooperative dialogue between Illinois universities and SUCSS that respects the Civil Service system and allows Illinois university researchers to robustly compete for research and special projects funding.

February 13, 2015

From: The Faculty Senate Faculty Rights and Responsibilities Committee
To: William Pitney, President Faculty Senate
RE: FMLA and Stopping the Tenure Clock

At the Faculty Senate meeting of October 1, there was a presentation on "Career Satisfaction and Gender Among NIU STEM Faculty." The first concern and action step from this report concerns the Family Medical Leave Act (FMLA):

FMLA leave, extension of probationary period, and faculty work plans.

Concern:

Faculty members report a lack of clarity about what constitutes an appropriate work plan for return from an FMLA leave and they express concerns about consistency in policy implementation. Some report that they have been discouraged from applying to "stop the tenure clock" by peers and unit administrators.

Action Steps:

1. University Council should develop clearer guidelines (or a template) for work plans to be included in the APPM.
2. HRS should offer on-line administrator training regarding these issues.

The Faculty Rights and Responsibilities Committee was charged to address this concern by drafting language for full Faculty Senate review.

During the Fall term, the Committee met and discussed large issues. Committee Chair Richard Siegesmund also met with stakeholders in this discussion. The Graduate Assistant assigned to Faculty Senate prepared a comparative analysis of Policy and Procedures around FMLA and stopping the tenure clock at 10 comparable institutions to NIU.

From this review the FRR recommends that the Faculty Senate affirm the following principle and actions.

PRINCIPLE

The FRR believes that FMLA's intent is to provide a general framework for a humane working environment of care and respect. It is impossible to write criteria and guidelines for every conceivable case that could be covered by FMLA. Therefore, in the spirit of joint governance, the FRR recommends that Faculty Senate affirm its commitment to a humane working environment of care and respect. Such an environment requires that institutional administration be mindful of its responsibilities to faculty and staff, and, in turn, faculty and staff be mindful of their responsibilities to support institutional operations to ensure the success of our students.

Furthermore, due to the sensitivity of FMLA matters, decisions regarding FMLA should be made at the employee's most immediate supervisory level. In general, the interpretation of FMLA should be a bottom-up process, not a top-down process. However, FMLA leave creates complex interrelations that may ripple

through an individual department, collaborative research teams, a college, or across the university. There are multiple stakeholders in FMLA decisions. A humane working environment of care and respect needs to attend to all stakeholders. These will vary by each individual case. FMLA leave, and approved work plans associated with it, should be subject to review and appeal at the department, college, and university level.

Beyond this general principle, there are two issues that FRR recommends for discussion and action.

AWARENESS

1) After review, it appears that the rights and limitations afforded both faculty, staff, and administration under FMLA are not well understood, resulting in cases where faculty and staff fail to understand their rights under the act, or misinterpret their rights. Similarly, administrators often struggle with or misinterpret the statute.

2) Therefore, the FRR recommends that Human Resources develop and implement an on-line training module that faculty and administrators must complete at appropriate intervals, to help build a mutual culture of understanding around requests for FMLA.

3) The committee is skeptical of the ability to create guidelines (or a template) for work plans related to FMLA. There is too much variation between individual cases. Therefore, training in the parameters of the law for administrators, faculty and staff would be preferable.

IMPLEMENTATION

1) FMLA is a complicated and nuanced law. The length of leave awarded may be variable from a few days to a year. When FMLA leave is significantly less than a year, issues around stopping the tenure clock may be contentious. This issue is exacerbated by the Board of Trustee's policy to only consider tenure applications once a year. FMLA leave for a short period of time may disadvantage a faculty member in an annual review cycle, and therefore justify a full one-year of stoppage of the tenure clock. However, awarding such a tenure clock stoppage may be perceived as unfair to someone who proceeds on a regular, uninterrupted tenure path. The guiding principle needs to be a commitment to a humane working environment of care and respect.

2) FMLA does not cover all legitimate requests for stopping the tenure clock. Should extraordinary circumstances arise that would prevent a faculty member from engaging in the professional development of the teaching, research, and/or service, then this instance could be grounds for stopping the tenure clock.

Classroom Recording Policy for Northern Illinois University

This policy governs all recordings of classroom lectures, discussions, presentations, simulations, and other course-related activity at Northern Illinois University. This policy acknowledges modern technological conveniences and recognizes the accommodations needed by students with disabilities, while also promoting student learning and diverse learning styles, creating a safe classroom and learning environment, discerning public from private space, respecting the privacy of all individuals within the classroom environment, providing for informed consent, and reflecting possible consequences, legal and otherwise, that may result from the distribution of recorded materials. The details of this policy follow. For the purposes of this policy, “recording” is defined as audio, still photo, or video, whether by audio, digital, or future recording devices.

Permission to record classroom or other learning activities must be granted by the instructor in the syllabus at the beginning of the semester. In so granting, the instructor is thereby notifying the students that recording may be occurring within the classroom at any time. Permission may also be denied in the syllabus. However, students may record classroom activity as an accommodation under the Americans with Disabilities Act, in which case the student(s) will need to present the requisite paperwork from the Disability Resource Center to the instructor. In such cases, the instructor must notify the classroom that a recording exemption has been made, although not identify the individual(s) making the request. The omission of a classroom recording policy in the syllabus shall be considered a tacit approval for recording. However, it is advised here that instructors definitively state in their syllabuses what the classroom policy is so as to avoid confusion.

It is understood that in a university environment that deals with a diverse learning population, there may be circumstances in which the use of technology to record in the classroom is desired by students for various reasons. Therefore, the allowing of recording in the classroom is recommended. Therefore, allowing recording in the classroom is urged. In those cases where an instructor chooses to prohibit recording but a student or students desire it anyway, respective dialogue and cooperation are strongly encouraged. An instructor retains the option of changing his/her mind regarding whether recording is allowed in the classroom at any point throughout the semester, for any reason. In this such case, all students in the class must be notified of the change both verbally and in writing.

Any recordings of instruction material made by a student is to be used for that student’s personal academic study and review only. All recorded instruction materials must be erased and deleted by the student at the end of each semester. Lectures and other classroom instruction are the sole intellectual property of the instructor. Therefore, sharing or distributing (electronically or otherwise) without the instructor’s expressed permission is prohibited and is subject to College disciplinary proceedings as described below.

Violations of any part of this policy will be subject to appropriate grade and non-grade sanctions, as deemed by the instructor. After determining the important details of the case, the instructor may choose to lower a student’s grade on an assignment if the situation warrants such an outcome. If the abuse were especially flagrant, the instructor could choose to fail the student in the course. Regardless of whether a sanction is grade or non-grade, all violations of the policy shall be documented by the instructor and communicated to the Provost, with a copy also going to the student. The Provost will keep such records until after the student graduates. The student retains the right to appeal an instructor’s sanction with the Provost. The Provost may uphold, modify, or reject the instructor’s original sanction, and this decision will be communicated back to the student and to the instructor. The student may appeal the Provost’s decision to the Office of Community Standards & Student Conduct.

**Faculty Eligible to Serve as
Executive Secretary, University Council/President, Faculty Senate
2015-16**

Chih-Chen Lee, Business
*Elisa Fredericks, Business
Mark Riley, Business
Cynthia Campbell, Education
Laura Hedin, Education
Bill Pitney, Education
Ibrahim Abdel-Motaleb, Engineering & Engineering Technology
Gary Chen, Engineering & Engineering Technology
Greg Long, Health & Human Sciences
Elvia Arriola, Law
Eric Mogren, Liberal Arts & Sciences
Sean Farrell, Liberal Arts & Sciences
Sien Deng, Liberal Arts & Sciences
Brad Sagarin, Liberal Arts & Sciences
Robin Moremen, Liberal Arts & Sciences
*Omar Chmaissem, Liberal Arts & Sciences
Helen Khoury, Liberal Arts & Sciences
Dhiman Chakraborty, Liberal Arts & Sciences
*Rosemary Feurer, Liberal Arts & Sciences
Doris Macdonald, Liberal Arts & Sciences
Virginia Naples, Liberal Arts & Sciences
Jana Brubaker, University Libraries
Janet Hathaway, Visual & Performing Arts
Billie Giese, Visual & Performing Arts
Barbara Jaffee, Visual & Performing Arts

**** If re-elected to University Council.***

An updated list per the results of the UC elections will be a walk-in item at the February 18, 2015 Faculty Senate meeting.