



2020-2021

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9-30-2020

September 30, 2020

Faculty, Illinois Wesleyan University

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MEETING OF THE GENERAL FACULTY

Wednesday, September 30, 2020

11:00 am

Zoom conferencing [Link](#)

Passcode 193565

1. Call to Order
2. Approval of the [Minutes of the September 2, 2020 Faculty Meeting \(amended\)](#)
3. [Curriculum Council Consent Agenda](#)
4. Discussion of Transformation
5. Committee Reports
 - a. [CUPP \(written report\)](#) Professor A. Eckhardt
 - b. Curriculum Council (oral report) Professor D. Marvin
 - i. [Motion 1: Approve Revision of the Entrepreneurship Minor](#)
 - c. [Promotion and Tenure Committee \(written report\)](#) Professor M. Perera
 - i. [Motion 1: PAT Record keeping policy update](#)
 - ii. [Motion 2: Clarifying the number of alumni letters needed for tenure cases](#)
 - d. [Faculty Development Committee \(written report\)](#) Professor L. Nillas
 - e. [Nominating Committee \(written report\)](#) Professor D. Roberts
 - f. [Assessment Committee \(written report\)](#) Professor L. Nelson
 - g. Undergraduate Research Advisory Committee (oral report) Professor T. Fuist
 - h. [Council for Excellence in Teaching and Learning \(written report\)](#) Professor S. Sheridan
 - i. [Endowed Professorships & Chairs Comt \(written report and motion\)](#) Professor R. Kearney
6. Old Business
7. New Business
8. Administrative Reports
9. [Announcements](#)

10. Adjournment

MEETING OF THE IWU GENERAL FACULTY

Wednesday, September 2, 2020 over video conferencing

1. **Call to Order:** President Nugent called the meeting to order at 11:05 am.
2. **Approval of the Minutes** of the May 4, 2020 faculty meeting and the July 30, 2020 faculty meeting.

Motion to amend the May 4 minutes: include only the yes/no votes in the vote totals, as well as the total number of eligible votes, and remove the reporting of abstentions. Rationale: abstentions should not be reported in the minutes because they are non-votes, and this is true whether it is a marked abstention or an abstention that results from not turning in a ballot.

The motion to amend **passed** by consent, then approval of both minutes **passed** by consent.

3. **Curriculum Council** (oral report), Prof. D. Marvin

Course proposals for the spring 2021 semester need to be approved at the upcoming faculty meeting, and thus must get to CC within two weeks. A fillable form is on the Mellon Center website, which can then be sent electronically or through campus mail. Send to Ms. Horner, Dean Sullivan, Chair Marvin, or Vice-Chair Davis-Kahl, or all at once.

The agenda for the year includes catalog language for certificate programs, finishing the language on CC records management, language for approval of courses that are shorter length, standards regarding for-credit internships.

Note that the 20-21 handbook is ready to go; the link will be updated soon. Q: why re-approve courses, isn't the content the same? A: the condensed schedule can result in a pedagogy different enough to change the student experience. This isn't the same full review a new course would receive, but more of a notification that the instructor has thought through how the course will change.

4. **Curriculum Council Consent Agenda** – none this meeting.
5. **Opening remarks**, President Nugent.

Welcome to the new year. Thanks to the faculty for their work over the summer, and their ongoing work to modify courses in the face of the Covid pandemic.

Of 9 tenured faculty affected by program changes, 7 have been resolved, and the remaining 2 have one-year terminal letters (note this an update from a recent formal memo which mentioned 3 unresolved). However, the plan is to continue working with those 2 faculty members to find alternate positions. Disagreement may occur, and formal processes are available to resolve those disagreements (e.g. the Hearing Committee).

Update on the incoming class of students: 487 new students, 1639 total, 29% of incoming students identify as students of color, 58 Mclean county scholars, a 34% increase in the number of transfer students. Thanks to faculty for your help with admissions.

A faculty member noted that so far the national AAUP office has received information from the faculty but not the administration, and asked that when a letter is drafted that it be shared with the faculty. The President agreed, and said that response is being drafted. The President made it known that, other than communicating with the national AAUP, she did not intend to continue discussing the program evaluation process. A faculty member noted this does not prevent faculty committees from doing so.

The Provost led the faculty in welcoming new faculty members. See appendix for the list of new faculty members welcomed.

6. Committee Reports

a. CUPP (written report), Prof. A. Eckhardt

CUPP has met three times since the July 30 meeting, and is currently working on the review of the Provost. CUPP has requested information on the reviews of various units within the university, to better understand cuts and revenue streams. One piece of info: 53 staff positions cut in the last few years.

Q: Could the Chaplain position be filled by a faculty member with a termination letter. President Nugent answered that the current position is filled in an interim manner. It is an option for faculty to apply to positions such as that one.

Q: Is the review of the VP for business and finance under CUPP's purview. A: no.

Q: What are other items on CUPP's agenda for the Fall semester? A: Record-keeping, handbook cleanup related to instructional staff, library evaluation when it comes to recommend tenure lines. Course evaluations shifting from paper to online. Carry over items from the PETF report.

b. Promotion and Tenure Committee (oral report), Prof. M. Perera.

Have met two times, nothing else to report.

c. Faculty Development Committee (oral report), Prof. L. Nillas.

September 3 is the deadline for the first line of CD, ASD grant proposals. The other deadlines will be October 1 and Feb 15. There is an opening for a 1-year replacement on the committee.

d. Nominating Committee (written report), Prof. D. Roberts

There are two ongoing replacements to fill. Prof. Roberts called for nominations from the floor to fill a position on FDC (Prof. Miner has been previously nominated). With no nominations from the floor, Prof. Miner was voted onto the committee by consent.

There are three positions open on the reflective advising committee. Prof. Johnson was nominated from the floor. Another call will go out over email.

e. Assessment Committee (oral report), Prof. L. Nelson

Nothing to report. First meeting will be tomorrow.

f. Undergraduate Research Advisory Committee (oral report), Prof. M. Evans.

Prof. Evans presented on behalf of chair Fuist. First meeting was last week.

g. **Council for Excellence in Teaching and Learning** (written report), Prof. S. Sheridan

Thanks to the members of the CETAL summer work group (a faculty member also thanked the chair). There were summer funded workshops in support of teaching this upcoming academic year (with funds provided by President's Office and Provost's Office).

7. **New Business** – none.

8. **Administrative Reports**

a. **President Nugent.**

Covid update: a group worked over the summer to be able to bring students back safely and to be prepared for alternate modes of instruction. Every student was tested for Covid as part of baseline testing. Of those, 10 students tested positive. For quarantine, students return home if it is reasonable, or quarantine off campus in town if not. Two parties the weekend before classes began generated a wave of new cases. Tracing revealed that all positive cases traced back to those two parties. We have now reached what appears to be a steady state of about 1 new case per day, and the main vector appears to be small groups, such as study groups or roommates.

Discussion on testing, with the interstate center being inconvenient for some students. IWU will start doing surveillance testing, but it has not been decided if students will be able to opt in. Discussion of tensions regarding the Titan pledge, and that student frustration both for and against mirrors national disagreement. Regarding athletics, CCIW categorized sports by risk; low-risk sports do not wear masks during outdoor practices, but do wear masks in locker rooms. Also note that practices include non-aerobic activity such as leadership activities. Question on dining hall proximity: Dean of Students reported ongoing discussions with Sodexo.

b. **Provost Brodl**

Welcome back, and welcome to new colleagues. Thanks to everyone who helped transform the campus. The Provost has heard from parents with messages of gratitude for how the campus has responded.

Banner 9 overhaul will be in place for the next advising cycle. Advising will be virtual. Registration on November 4.

Reminder: keep regular attendance for contact tracing purposes. Utilize the student of concern form. New program of embedded peer tutors. The goal is to have a single location for all tutors for all disciplines.

The Provost and Associate Provost will be working with CUPP to develop processes for addressing resource needs, resource priorities, including updating the workings of the Resource Advisory Group.

Course Evaluations will have the same questions, but a new online format.

Questions on administrator's vision for the university. From Provost: make successes more visible, support experiential learning so that all students have access. From President: IWU will be a model for how the liberal arts and professional programs go hand in hand. On the Board of Trustees: they want to see continued excellence. One aspect: a new strategic campaign.

Concerns expressed that displaced colleagues will have to apply for new positions, and that the outcome of the Hearing Committee will be fair. Suggestion that the Center for Engaged Learning could be a home for a displaced colleague.

9. **Announcements.** There is money to spend on sending students to Asia this summer. Students who missed this past summer will have priority.

10. **Adjournment.** Meeting adjourned at 1:00 pm.

Appendix A – List of new faculty members introduced at this meeting

- Cindy Nystrom, Visiting Instructor in Accounting and Finance
- William Burke, Visiting Assistant Professor in Accounting and Finance
- William Bullock, Visiting Professor in Art
- Tara Gerstner, Assistant Professor in Business
- Thomas Kwiatkowski, Visiting Assistant Professor in Chemistry/Biochemistry
- Brian Law, Assistant Professor in Computer Science
- Jerry Amoloza, Visiting Assistant Professor in Economics
- Michael Brun, Visiting Assistant Professor in Economics
- Glenn Harris, Visiting Assistant Professor in Mathematics
- Sey Ahn, Visiting Assistant Professor in Music
- Michelle Gibbs, Visiting Assistant Professor in Theatre Arts
- Chisato Kojima, Assistant Professor in WLLC (Japanese Studies)

Curriculum Council Consent Agenda

Academic Year: 2020-21

September 30, 2020

The information below reflects CC actions taken in response to department/program requests since the last meeting of the General Faculty. Any colleague wishing more information about any of these CC actions should contact the Chair of Curriculum Council and the Associate Dean of Curricular and Faculty Development. All written documentation on these requests, including proposals for General Education credit, is available for any member of the General Faculty to review. Because faculty members provide detailed justification for General Education proposals, no attempt is made to summarize those rationales here. By definition, items on the consent agenda are not intended to be the subjects of questions or discussion, but at the outset of the meeting, any faculty member may request that an item be removed from the consent agenda for subsequent discussion during the regular CC report. Members of the Council will then be happy to answer questions or provide information on the Council's actions.

Course #	CC #	Course Title	Course Description	Requested Action(s)	Gen Ed Cat	Gen Ed Flag
HIST 244	005	Women and the American Experience	This course will emphasize such topics as the 19th century women's movement and suffrage, radical and liberal feminism, and African-American feminism. We will pay particular attention to the diversity of women's experiences in the United States and to women's multiple and often conflicting responses to the fight for equal rights in relation to politics, work, family, and sexuality.	Change title from "Women and the American Experience" to "History of American Feminisms"; Change course description	CHC	U
MUS 266	001	Race Records and the Music of Black America	This course explores the development of the music of Black Americans beginning with its origin in slavery and moving through to its evolution in modern popular genres such as rap and Hip Hop. We will explore the recurring themes of race as they pertained to popular music development, dissemination, and appropriation.	New Course	CHC	U
PSYC 354	004	Identity, Social Justice, and Psychology	This service-learning course examines aspects of identity, development through the lenses of physical disability, race relations, and migration. We consider how, when full human development is hindered by conditions of discrimination and injustice, costs to identify accrue not just for the oppressed, but for those participating in oppression, even indirectly.	Change prerequisite from "PSYC 300 or permission of instructor" to "None"	NONE	U

Course #	CC #	Course Title	Course Description	Requested Action(s)	Gen Ed Cat	Gen Ed Flag
SOC 305	002	Medical Sociology	Examines social and environmental determinants of health, as well as issues of power and inequality as they relate to health and well-being. Topics include medicalization; cultural and social meanings of, and experiences with, health and illness; the social context of medical practices and professions; and health-related social change.	Change prerequisite from "Jr/Sr standing" to "None"; Change course description	IT	NONE

CUPP Report
September 30, 2020

CUPP has met four times since the 9/2/20 faculty meeting.

Provost Review. Provost Brodl is due for his fourth year review during this academic year (AY20-21). CUPP finalized the Provost Review Survey, which was distributed on September 21, 2020, by Michael Thompson the Associate Vice President for Institutional Research, Planning, and Evaluation. Faculty members have until October 5, 2020, to complete the survey. Please note that responses are collected anonymously and results will be reported in aggregate.

Faculty governance. CUPP has continued to monitor the state of faculty governance at the University as well as the efforts made to place affected faculty members. President Nugent and Board Chair Szerlong submitted their response to the AAUP governance letter on September 11, 2020, and CUPP attached a detailed response to the minutes of September 21, 2020. CUPP will continue to advocate for faculty and a return to good governance.

CUPP/CC Task Force. CUPP and CC will be populating a joint task force with Associate Provost Roesner in order to examine and potentially revise the intersection between curriculum revision and resource oversight. Specifically, this group will begin with a reevaluation of the Resource Advisory Group process, given IWU's finite financial resources.

Moving forward. CUPP met with President Nugent, Provost Brodl, and Associate Provost Roesner on September 9, 2020 to discuss financial information, program evaluation, and administrative review among other topics. CUPP will meet with administration on October 7, 2020, to continue discussion about how to best move forward. The Council recognizes that we cannot cut our way to financial solvency; therefore, we need to begin conversations about how to build revenue and move forward effectively. CUPP appreciates the transparency and willingness of administrators to share financial information as well as information about the upcoming administrative review.

IBHE and the future of higher ed: The Faculty Advisory Council of the Illinois Board of Higher Education met with Executive Director Ginger Ostro at their September meeting. An early focus of Executive Director Ostro is to develop strategic planning for Illinois higher education. Executive Director Ostro is interested in how we see higher ed in 5 years and how we close equity gaps. If you have insight into those topics, please contact IWU representative Kevin Sullivan or alternate Pennie Gray by the end of October.

CC Report

Motion: Approve revision of the entrepreneurship minor.

Minor Sequence in Entrepreneurship (Catalog, p. 150):

~~The Minor in Entrepreneurship is specifically designed for and available to students in any major other than Accounting, Business, Finance, or Marketing.~~ Today's environment demands that graduates are prepared to be collaborative, innovative, and self-starting solvers of business ~~and social~~ problems. Students in the minor will have the opportunity to develop and then apply their skills and creativity in response to a real business ~~or community need or~~ problem. Students minoring in Entrepreneurship must complete BUS 240 before registering for the required courses or BUS 331 (except for ACC 113, which may be taken concurrently with BUS 240). The minor requires six courses as follows:

- 1) ~~Accounting 112 or~~ Accounting 113
- 2) Business Administration 240, 340, 350, and 440
- 3) One elective course selected from Business Administration 331, ~~Business Administration 341,~~ Political Science/Sociology 398, ~~Political Science/Sociology 395,~~ ~~Sociology 225,~~ or Music 315.

Rationale from Prof. Tara Gerstner

Proposed Changes in the Minor Sequence in Entrepreneurship

We propose revising the Minor Sequence in Entrepreneurship. Specifically, we hope to eliminate the policy prohibiting Accounting, Business, Finance, Marketing and International Business majors from also earning this minor. Substantial external data demonstrates the interest students in those five majors have for coursework and experiences in entrepreneurship. Anecdotally, we see many of those prospective majors puzzled by the prohibition or even turned off to applying or matriculating at IWU when they learn they can't combine their major and minor interests. The IWU Entrepreneurship Leadership Circle (an advisory group made up almost exclusively of active and successful IWU alumni entrepreneurs) recommends and supports the change. We know, too, that most schools with both business majors and entrepreneurship minors allow students to complete both.

This proposed change would allow students majoring in these five majors to also minor in Entrepreneurship. This proposal has been considered for some time but faced a

roadblock put up by the rule against double-counting courses required by both a major and a minor. But the recent policy change allowing the double-counting of one or two courses between the major and minor now makes majoring in one of the business disciplines and entrepreneurship possible, while still requiring four unique courses in the minor. The proposal would allow students to choose either the introductory accounting course required of all of the business majors – Accounting 112, Accounting for Decision Making I or Accounting 113, Accounting for Entrepreneurs. It also adds Business 341, Organization and Management as one of the elective courses. Business Administration 341 (along with Business 331, Marketing: Principles and Management) is required of all Business, Finance, Marketing and International Business majors. Accounting majors are required to take Business 331 or Business 341. These additional course options will allow students to gain additional business knowledge in the areas of marketing, management, and/or accounting while at the same time making the minor more flexible for students interested in field of entrepreneurship.

Current Catalog Description (pp. 150)

The Minor in Entrepreneurship is specifically designed for and available to students in any major other than Accounting, Business, Finance, or Marketing. Today's environment demands that graduates are prepared to be collaborative, innovative, and self-starting solvers of business and social problems. Students in the minor will have the opportunity to develop and then apply their skills and creativity in response to a real business or community need or problem. Students minoring in Entrepreneurship must complete BUS 240 before registering for the required courses or BUS 331 (except for ACC 113, which may be taken concurrently with BUS 240). The minor requires six courses as follows:

- 4) Accounting 113
- 5) Business Administration 240, 340, 350, and 440
- 6) One elective course selected from Business Administration 331, Political Science/Sociology 398 or Music 315.

Proposed Catalog Description (pp. 150)

Today's environment demands that graduates are prepared to be collaborative, innovative and self-starting solvers of business problems. Students in the minor will have the opportunity to develop and then apply their skills and creativity in response to a real business problem. Students minoring in Entrepreneurship must complete BUS 240 before registering for the required core courses of BUS 331 (except for ACC 113, which may be taken concurrently with BUS 240). The minor requires six courses, as follows:

- 1) Accounting 112 or Accounting 113
- 2) Business Administration 240, 340, 350, and 440
- 3) One elective course selected from Business Administration 331, Business Administration 341, Political Science/Sociology 398, Political Science/Sociology 395, Sociology 225, or Music 315.

Staffing Changes

The above changes will have no effect on staffing requirements. All courses are already offered and taught by existing faculty, and no additional sections are anticipated.

Courses Outside of the Department

The Entrepreneurship minor includes courses from Accounting, Political Science, Sociology, and Music. This Curriculum Council request has been presented to the affected departments for their written approval.

Library, Computer, Media and Other Resources are Adequate

Current resources in the library, computer labs, media and other areas are adequate for this proposed change in the curriculum.

Promotion and Tenure Committee Report
September 30, 2020

Members: Manori Perera (Chair), Zahia Drici (Vice Chair), James Plath, Kristine Nielsen, Ilia Radoslavov, Mark Brodl (*ex officio*)

Since the last faculty meeting report we had four meetings. Most of the time was spent on bookkeeping items such as modifications to the faculty handbook (motion 1 & 2 and other). We also discussed a few constituents' concerns. Our committee started reviewing evaluation criteria for each case since we have a diverse group of faculty up for tenure and promotion.

PAT

9/30/2020 Faculty Meeting

Motion 1: Record keeping update to the handbook. Please see the document attached and the highlighted parts are updated.

Rational: The instructional staff evaluation was completed for the first time last year. The details of how the records are kept was not updated in the FHB at that time but was passed on to this year's committee. The committee updated the record keeping policy document to include the new category.

The goal of this policy is to establish clear, consistent, and reasonable practices for retention and disposal of documents (referred to as records in the policy) that PAT creates (e.g., minutes, letters) and reviews (e.g., faculty narratives, CVs) as a body.							
This policy also establishes that IWU faculty have the ability to inspect their own records in accordance with the Illinois Personnel Record Review Act, Section 2, Open Records (link below).							
(Unanimously approved by March 5, 2018 Faculty Meeting)							
Records Group	Official copy holder	Retention Period	Retention Event	Retention Authority	Action to be Taken:		
					delete electronic	Permanently Retained	Archives/Access
Agenda, full semester	Committee	Current	--	--	Chair/end of semester	--	--
Agenda, meetings	Committee	Current	--	--	Chair/end of semester	--	--
Individual notes	Individual members of Committee	Current	--	--	Chair/end of semester	--	--
Minutes - public - draft	Committee	Current	--	--	Chair/end of semester	--	--
Minutes - executive - draft	Committee	Current	--	--	Chair/end of semester	--	--
Minutes - public - final	Committee	Permanent	upon distribution	--	--	University Archives	Retained in the University Archives
Minutes - executive - final	Provost's Office	7 years	upon approval by cmte	Faculty/Provost's Office	Provost's Office/after 7 years	--	--
Letters - drafts	Committee	Current	--	--	Chair/end of semester	--	--
Instructional staff)	Provost's Office	Permanent	upon approval by cmte	Provost's Office	--	faculty member, records will	after leaving the University or 10
Recommendation letter for instructional staff - cmte will send an electronic letter recommending or not recommending the faculty to the provost and this will be communicated will the Instructional staff by the Provost	Provost's Office	Permanent	upon approval by cmte	Provost's Office	Provost's Office (7 years after termination/retirement of the position)	--	--
Faculty meeting reports	Provost's Office	Permanent	upon distribution	--	--	University Archives	Retained in the University Archives
Making a Case slides/notes	Provost's Office	3 years	--	--	--	--	--
Self-Evaluation	Provost's Office	Permanent	Board of Trustees vote	Provost's Office	--	faculty member, records will	after leaving the University or 10
Supervisor's letter	Provost's Office	Permanent	Board of Trustees vote	Provost's Office	--	faculty member, records will	after leaving the University or 10
Letters of support	Provost's Office	Permanent	Board of Trustees vote	Provost's Office	--	faculty member, records will	after leaving the University or 10
CV	Provost's Office	Permanent	Board of Trustees vote	Provost's Office	--	faculty member, records will	after leaving the University or 10
Alumni evaluations	Provost's Office	Permanent	Board of Trustees vote	Provost's Office	--	faculty member, records will	after leaving the University or 10
Teaching evaluations	Provost's Office	Current	Case decision	faculty member	--	--	--
Supplemental documents	Provost's Office	Current	Case decision	faculty member	--	--	--
evaluation, supervisor's letter,	**Provost's Office	Current	Board of Trustees vote	--	Provost's Office/after BOT vote	--	--
Definitions from "Records Management at Illinois Wesleyan University":							
Official copy holder: office with responsibility for following the retention schedule							
Permanent: official copy will not be destroyed; suggest transfer to Archives after no more than 10 years in the official copy holder's office							
Current: retain only for the current fiscal or academic year							
-- : no action necessary							
Notes:							
*Physical Plant has contract, process in place for secure shredding.							
**Timeline and responsibility for disposing of electronic documents created by Provost's Office will be established.							
Guidelines above apply to documentation regardless of format (e.g., electronic, print)							
(NACUA) recommends "Retention of all records during employment, followed by a seven-year period of retention after termination, is which the employer may require be in writing on a form supplied by the employer, permit the employee to inspect any personnel documents which have access to their own files, including unredacted letters, both internal and external." (page 70, Access to Faculty Personnel Files)							
Documents consulted in the creation of this policy:							
AAUP Documents & Reports, tenth edition							
Personnel Record Review Act, Section 2, Open Records							
Code of Federal Regulations, 1602.49, Preservation of records made c							
EEOC Summary of Selected Recordkeeping Obligations in 29 CFR Pa							
College and University Attorneys, 2005.							
Faculty Meeting Minutes, December 3, 2013 (in Faculty Meeting Packet dated January 13, 2014)							

PAT

9/30/2020 Faculty Meeting

Motion 2: **Chapter IV-21**, Section **c**, Under **Teaching**

Proposed language is highlighted:

The Provost's Office shall collect written comments from alumni/ae directly, using a uniform set of questions developed by PAT and approved by the General Faculty. Alumni/ae selected to participate shall include some chosen randomly and some chosen by the faculty member. Evaluations from alumni/ae shall be solicited in the following manner: (1) The university shall identify fifteen alumni/ae by a random process of selection from former IWU students of the six previous years; (2) This list of fifteen shall be submitted to the faculty member, and he/she may eliminate up to five names from the list and substitute the names of five alumni/ae. **The total number of alumni/ae letters will be fifteen, restricted to the start date of the tenure track appointment.** If the number of alumni/ae is not sufficient to meet this requirement, the candidate, supervisor, Provost, and PAT may develop an alternative requirement on a case-by-case basis to be determined by April 1. **If the candidate is under a shorter clock than six years and served IWU in a non-tenure track position, the faculty member may choose IWU alumni/ae from their non tenure-track years.**

Rational: Clarifying the number of alumni/ae letters solicited by the university. In addition, alumni was updated to alumni/ae.

Faculty Development Committee Report
23 September 2020
Prepared by: Leah Nillas

The FDC has met three times this semester. We have reviewed the first round of grant proposals and will start communicating to submitters about the outcome of our review.

This year's FDC members include Meg Miner (Vice Chair), Kevin Sullivan (ex officio) Jim Simeone, Tyler Schwend, and Marie Nebel-Schwalm. Meg and Tyler also represent the FDC as members of the Endowed Professorship Committee.

Full time instructional faculty are now eligible to apply for CD and ID grants. We remind you to submit a complete proposal (with signatures), present a well-developed rationale (significance), and write for the non-experts in your field. If you are planning to submit a grant proposal, send all questions and submissions to fdc@iwu.edu. Communications related to your submitted proposals will be sent out using this email address.

The due dates for the other two rounds of grant proposals are **October 1, 2020** and **February 15, 2021**.

Report from the Nominating Committee to the Faculty
Sept. 30, 2020 faculty meeting

The Nominating Committee has met twice since the last faculty meeting. All announced replacement positions on committees have been filled for the 2020-21 academic year. We are in the process of updating the handbook language to incorporate the number of faculty members recommended on each appointive committee. We have also started discussing the role of instructional staff on faculty committees.

Submitted by Dan Roberts, chair

Report from the Assessment Committee
Sept. 30, 2020 Faculty Meeting

The Assessment Committee this year consists of Seung-Hwan Lee, Joshua Lowe, Mignon Montpetit, Michael Thompson (ex-officio), Emily Heim (student), and Lisa Nelson (chair).

Since General Education assessment fell through last spring due to COVID, the committee (in consultation with CC) is completing assessment in CHC, IT, and AR categories during the fall 2020 term. For each Gen Ed category, two goals are being assessed, with a minimum of two courses for each goal. Faculty have the flexibility to develop their own assessment tool and assessment rubric, with a summary of the results due at the end of the semester. We are still in need of faculty to assess IT courses; please email assessment@iwu.edu if you can participate.

In order to stay on track for the 2022 HLC review, the committee will proceed with the next categories of Gen Ed course assessment in the spring semester. Information about these categories will be sent out in late October/early November.

Assessment Reports and Yearly Updates from a number of departments are past due; the deadline for 2019-20 reports was May 31. Any changes to a department's Strategic Assessment Plan should also be submitted as soon as possible to assessment@iwu.edu.

Submitted by Lisa Nelson, chair

CETAL Written Report
IWU Faculty Meeting, 30 September 2020
Scott Sheridan, Chair (fall 2020)

Fall 2020 CETAL Lunch and Learn Mini-workshops.

CETAL is planning the following mini-workshops this semester, so please save these dates! Melissa Wong will be joining us again to cover the following topics. There's no need to RSVP. Recordings will be available for colleagues who cannot attend the virtual sessions.

Lunch and Learn I

Date: Thursday 1 October, 2020

Time: 12:15-1:00 pm

CETAL Zoom Meeting Room: <https://us02web.zoom.us/j/7370291728>

Presenter: Melissa Wong

Title: "Designing and Managing Group Assignments"

Description: Group assignments can provide rich, rewarding learning opportunities for students, but can also present unique challenges, particularly in online environments. This workshop offers practical and easy-to-implement strategies for designing group assignments that foster meaningful learning while minimizing unnecessary stress for students and instructors alike.

Lunch and Learn II

Date: Thursday 15 October, 2020

Time: 12:15-1:00 pm

CETAL Zoom Meeting Room: <https://us02web.zoom.us/j/7370291728>

Presenter: Melissa Wong

Title: "Creating Effective, Engaging Instructional Videos"

Description: Videos are an engaging, versatile addition to online courses and very popular with students. They can be used to present content, explain assignments, give feedback, and add instructor presence. This workshop will teach you how to create instructional videos that are effective and engaging, and emphasize efficient, low stress approaches to design and workflow.

Lunch and Learn III

Date: Thursday 5 November, 2020

Time: 12:15-1:00 pm

Presenter: Melissa Wong

Title: "Accessibility Starts with the Syllabus: Applying Universal Design to Course Policies"

Description: Following Universal Design for Learning, many instructors take a proactive approach to accessible course design, creating accessible instructional materials and using varied and inclusive pedagogical strategies. However, instructors may overlook the central role course policies play in accessibility and only a fraction of students with disabilities will seek accommodations. This talk explores how to apply universal design to course policies, identifying those that create barriers and adopting flexible alternatives that support inclusion and student success without requiring formal accommodations.

CETAL Moodle Page Repository.

Any colleagues who wish to share course assignments or other course materials they have designed should email cetal@iwu.edu. Along with the material you're willing to share, please include a title for and a brief description of the assignment or materials.

HyFlex Teaching Circle.

CETAL continues to sponsor its biweekly HyFlex Teaching Circles; the next circle is scheduled for Tuesday 6 October from 12:15 to 1:00 pm in Ames 129 (or in the CETAL Zoom virtual classroom). An email reminder will be sent out, so feel free to stop by if you are interested in learning more about the HyFlex modality.

Professional Instructional Development Opportunity.

CETAL has arranged for the possibility of another IWU cohort to participate in the UW-Madison *Fundamentals of Online Teaching* 6-week workshop. To accommodate the rhythm of the academic calendar and the holiday break, the proposed workshop session would run from 12.1.20 to 12.21.20 and 1.5.21-1.25.21. The minimum number of participants required is 10, with a maximum of 25. An announcement for the application will be made later in October. Please consider applying for this comprehensive workshop opportunity.

As always, feel free to contact us via email at cetal@iwu.edu with questions about your instructional needs.

Endowed Professorships and Chairs Committee Report
Faculty Meeting
September 30, 2020

EPCC has met twice so far this year with the goal of revising the Faculty Handbook processes for the selection and reappointment of endowed professors and chairs. As it currently stands, the nominating process does not provide EPCC with the materials needed to evaluate whether a candidate for an endowed appointment meets the stated criteria. The process in place for reappointment to an endowed position is even less helpful in addressing the assessment task. In addition, the practice of the EPCC has been to look at candidates for an endowed appointment with consideration of accomplishments to date as well as the promise of planned work for the future. The evaluation process has been one that takes a holistic approach. Attached here is our proposal for Faculty Handbook language that we feel brings needed improvements to process.

When it comes to new appointments, the proposed changes shift the responsibility for “making a case” from the nominator to the candidate. The EPCC feels candidates are best positioned to bring forward their qualifications. Additional insights will be sought from both external and internal colleagues as well as alumni. In the past, the materials submitted would vary substantially from one candidate to the next such that it was difficult to properly assess accomplishments and promise. The proposed changes are aimed at making the submitted materials more comparable with regard to scope, content, and evidence.

For renewal appointments, the proposed changes specify for the first time the materials to be submitted for review so that the EPCC can meaningfully assess recent accomplishments and ongoing promise in light of the expectations for those who hold endowed appointments (the same criteria for their initial appointment).

The EPCC will consider reappointments in the fall semester of each academic year, leaving the spring semester of that year for the consideration of any new appointments. If this proposal is approved by the faculty at this September 30, 2020 meeting, candidates up for renewal appointments this year would have until November 2, 2020 to submit their materials. Decisions would be communicated by February 1, 2021 or sooner. New opportunities for endowed appointments would be considered in the spring of 2021, with an announcement at the beginning of the semester and materials due by March 8, 2021.

1. Preliminary Steps-Nominating Process

~~The process for newly created Appointments to endowed professorships and chairs (whether to fill a vacancy or for a new position) begin with the announcement to the campus by the President at the start of the spring semester of the academic year that there is an open endowed position which we that the university would like to fill if a suitable candidate can be found. A description of any donor stipulations/limitations (specifying area of study, department, etc.) will be included in the President's announcement.¹ Typically, only current IWU full-time faculty who have achieved the rank of full professor are eligible to apply for an endowed chair/professorship. There are special circumstances when new full-time faculty hired at the rank of full professor or full-time IWU associate professors might also be eligible to apply, and should such a circumstance arise the university will make that opportunity clear (see sections 3 and 4, below). Members of the faculty—especially Department Heads and School Directors—are encouraged to forward names of colleagues who they wish to have considered for this recognition. In addition to names forwarded by colleagues, self-nomination is also encouraged. Concurrent with the President's announcement, the Provost's Office should send an announcement reminding all faculty members that they are required to keep an updated curriculum vitae on file in the Provost's Office. After the deadline for submitting names has passed, the Provost will convene the committee. At the beginning of the first meeting, the committee will review the criteria and related procedures before they begin to discuss the submitted materials from candidates. Adequate time for deliberations will be allowed and more than one meeting will be scheduled, as necessary. All members, including ex officio members, shall participate fully in the deliberations.~~ The Provost will notify candidates who have received nominations. They will have a period of 45 days from the date of notification to assemble materials in support of their case for the endowed position.

2. Criteria for Selection

~~Normally, only individuals who have achieved the rank of full professor are eligible to apply for an endowed chair/professorship. A candidate recommended for an endowed chair shall meet fully the criteria stipulated by the donor and all three of the following criteria.~~

- ~~• Mastery of teaching at all levels, from introductory to advanced-level courses, and a sustained record of active engagement of students in the cutting-edge issues of the discipline by involving students in scholarship and/or artistic activity. The successful candidate should be widely recognized as a role model for teaching on this campus.~~
- ~~• A record of outstanding scholarship and/or artistic achievement throughout his/her career. In the case for scholarship, evidence for this shall consist of publication in the foremost journals, grants received, peer-reviewed presentations at meetings, editorial service for journals or books, leadership positions held in national or international~~

¹ ~~In the case of an existing Chair or Professorship that has become vacant, the President may decide to convene the committee without a general announcement to the campus.~~ In the case of a narrowly defined chair for which there might be only one faculty member who meets the stipulations, the President may decide to convene the committee without a general announcement to the campus. ~~this~~This is to avoid embarrassment to that individual if the recommendation is negative.

~~organizations of the professor's discipline, and prizes and awards received in recognition of scholarship. In the case for artistic achievement, evidence for this shall consist of performance or exhibition in national or international venues, critical acclaim by external reviewers of artistic performance or exhibition, leadership positions held in national or international organizations of the professor's discipline, and prizes or other honors received in recognition of artistic achievement.~~

- ~~• Service at the very highest levels of the university, as exemplified by election to major faculty committees and to leadership positions on those committees; appointment by the President and Provost to major appointive committees and significant meritorious service on those committees; service as chair/director of academic units; or other meritorious service to the university.~~

An endowed professorship represents our highest aspiration for a faculty member on campus. In evaluating candidates for an endowed professorship, the committee looks for demonstrated excellence in each of three areas: teaching, scholarship or artistic contributions, and service.

Consistent with Illinois Wesleyan's classification as a baccalaureate college (Carnegie), the expectation is that teaching, scholarship and service will be in appropriate balance. The committee's review of the candidate's application is holistic as it is expected that excellence in the three areas can be demonstrated in diverse ways, among them:

- in the case of teaching: classroom visits, examples of innovative instruction and contributions to pedagogy, course evaluations, mentorship or engagement of students outside of the classroom or in one's professional life and evidence of outcomes from work with students; and
- in the case of scholarship or artistic contributions: publications in one's field or the teaching of that field, journal articles, peer-reviewed conference presentations, scholarly impact, performances and exhibitions, and awards or distinctions; and
- in the case of service: membership and leadership in committees, work done for journals and publications, departmental work, including as chair or director, and ad hoc work done in service to the university or one's profession.

The committee will look for clear evidence of excellence in teaching. The candidate should pay particular attention to this criterion, as evidence is unlikely to come from outside reviewers, may not be available to other faculty or supervisors, and is not easily reflected on a curriculum vitae.

As the appointment to an endowed professorship is a multi-year, renewable term, the committee will also be interested in learning what professional endeavors lie ahead in the foreseeable future for the candidate. Particularly, the committee will seek to learn in what area(s) the candidate is particularly focused on at this stage of their career and what the candidate sees as tangible career development milestones or outcomes that can be achieved during the term of the endowed professorship. In this regard, the candidate should clearly communicate the promises of teaching, scholarship or service (any one area or multiple areas) that lie ahead and how these endeavors will complement the candidate's past record of success at the university.

Ultimately, a committee recommends an endowed professorship on a record of continuing excellence. As the appointment comes with special funding from an endowment, the

recommendation to endowed professorship will be made when it is clear that the candidate represents a strong investment in the mission and life of the university, in particular its students.

~~All deliberations of the Committee on the Selection of Endowed Chairs shall remain strictly confidential both during the deliberations and after the recipient of the award shall be announced.~~

~~Submitted materials are limited to the following:~~ The candidate will submit the following materials:

- A current CV
- A personal statement limited to 3,750 words that clearly addresses the candidate's qualifications according to the above selection criteria. The strongest cases are supported by evidence rather than by broad statements or unsubstantiated generalizations.
- ~~• Letter of nomination, up to 1500 words~~
- A list of ~~three~~ **two** names with contact information for scholars/artists in the field who would be able to provide an external assessment of the candidate's work. The Committee on the Selection of Endowed Chairs and Professorships will solicit ~~an~~ **two** external letters from this list of names. ~~In assembling the list, the candidate should bear in mind that the strongest case for selection will be supported by external evaluators with an appropriate professional distance from the candidate.~~
- Two internal letters of support from colleagues not to exceed 1,500 words, each, addressing the candidate's qualifications with particular attention to teaching. The strongest letters bring forward evidence rather than broad statements or unsubstantiated generalizations.
- Letters of support from two alumni who are well positioned to bring insights to the committee's considerations.

No additional materials will be considered.

All deliberations of the Committee on the Selection of Endowed Chairs and Professorships shall remain strictly confidential both during the deliberations and after the recipient of the award is announced. ~~All submitted materials will be destroyed following completion of the committee's selection process.~~

3. Criteria for Selection of an Outside Candidate

It is always preferable to fill an endowed Chair from within the ranks of the university professoriate, but circumstances may occasionally be such that it is desirable to fill a vacancy by bringing in a senior hire from outside. Examples of such circumstances might include: (1) an endowed chair which has remained vacant for an unusually lengthy period of time; (2) a peculiar donor stipulation which is not met by any currently employed professor at the university; or (3) an opportunity to bring in a desired senior hire to fill a curricular gap or a leadership position at the university. If circumstances warrant the appointment of an outside candidate to an endowed Chair position, the review process shall be conducted by a committee composed as described above, and the review process will be the same as described immediately above.

4. Criteria for the Selection of a Candidate at the Rank of Associate Professor

When an endowed professorship is designated with restrictions such that either:

- there is no full professor eligible for appointment (for example when a professorship is restricted to a specific department without a full professor)

or

- the Committee on the Selection of Endowed Chairs and Professorships is unable to identify a meritorious full professor from among those who meet the restrictions,

and the restrictions of the endowed professorship do not prohibit it, an endowed professorship may be awarded to a meritorious candidate who is tenured and holds the rank of associate professor. Under such conditions the following stipulations apply:

- The professorship will be awarded for a four-year term.
- The professorship will be nonrenewable (unless the recipient attains promotion to full professor).
- All tenured associate professors who meet the restrictions of the endowed professorship will be eligible to apply.
- The Committee on the Selection of Endowed Chairs and Professorships will evaluate candidates on the merit and their plans for using the endowed professorship to advance their candidacy for promotion to full professor.

Other process/procedural considerations for associate professor candidacy parallel those for full professors.

5. Recommendation to the Administration

The Committee on the Selection of Endowed Chairs and Professorships shall convey the names of up to three suitable candidates for the vacant endowed Chair to the President, in writing with supporting documentation. The recommendation shall include (1) the current vita for each of the candidates recommended; (2) a brief description of how the candidate meets the criteria specified above; and (3) a description of how the candidate meets the qualifications and/or restrictions, which the donor may have specified. The committee may choose to rank the candidates or leave them unranked. The President, in consultation with the Provost, will make the final selection. The Provost will deliver the decision in person to all those who put their names forward; additionally, a formal letter will be sent by the Provost.

The Committee will also prepare a report on an annual basis that contains suggestions for improving the selection process and any comments or observations that the committee would like to be kept on file in the Provost's office for use by subsequent selection committees.

6. Reporting and Periodic Review for Reappointment

As a condition of continued appointment, all holders of endowed chairs shall submit an annual report to the Provost's Office. This report shall consist of two parts: 1) an accounting of how the endowment funds (if any) were used during the preceding fiscal year and 2) a report of activities/accomplishments in the preceding year.

All appointments to endowed chairs and professorships shall be renewable term appointments. The initial appointment shall be for a period of six years; subsequent appointments shall be for a period of five years.

A review and recommendation concerning the reappointment of the incumbent will ~~take be undertaken by the Committee on the Selection of Endowed Chairs place during the fall semester of the last remaining year of the appointment. It will be brought to the Promotion and Tenure Committee by the Provost, and will consist of a brief review of the incumbent's activities in teaching, scholarly/artistic activity, and service during the time since the last review.~~ The committee will determine whether the incumbent continues to meet the criteria specified for the award and shall forward their recommendation either for or against reappointment to the Provost and President.

In support of reappointment, the endowed professor or chair will submit the following material by September 15 (or the first Monday following that date, if the 15th falls on a weekend):

- A current CV
- A personal statement limited to 2,500 words that clearly addresses the endowed professor's/ chair's continued excellence in teaching, scholarship and/or artistic achievement, and service (please carefully address all bulleted selection criteria above). This statement should be reflective of the accomplishments communicated in annual reports submitted to the Provost and also summarize professional goals for the next five years. It should not include financial information. The strongest cases are supported by evidence rather than by broad statements or unsubstantiated generalizations.

Appointment to an endowed position is separate from appointment to the faculty. It should be clearly understood that the decision to award tenure to the current or prospective holder of an endowed position affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.

Individuals who hold endowed chairs and professorships at the time of their retirement will continue to hold the title or the chair or professorship in conjunction with their emeritus designation.

These guidelines will be reviewed from time to time after implementation to assess the need for revision.

February 28, 2006: Recommended by a committee to establish criteria for selection of endowed Chairs and Professorships (Lynda Duke, Linda French, Georganne Rundblad, Scott Sheridan, and Tom Griffiths)

Spring, 2006: Reviewed by the 2005-06 Promotion and Tenure Committee and the 2005-06 Faculty Development Committee

April 17, 2006: Presented to the faculty for comment and revision

Spring, 2008: Minor revisions made in response to committee suggestions

Fall, 2010: Designation in retirement made in response to committee suggestion

Spring, 2013: Ex officio changed to the Associate Dean of Curricular and Faculty Development

April 2017: Reviewed and approved by Committee on the Selection of Endowed Chairs and Professorships, the Provost, and the President

April 2018: Expansion of eligibility to associate professors approved by the Committee, Provost, President, and full faculty.

September 2020: Clarification of the nomination process and the materials submitted by candidates for initial appointment and the renewal of currently held appointments.

Faculty Meeting Announcements – September 30, 2020

Flu Shot Clinic: Wednesday, October 7th 10 am-5:00 pm, Henning room

Please encourage your students to get a flu shot. If you teach on Wednesdays especially, please make this announcement in your in-person classes. Only 385 students, faculty and staff took advantage of the flu clinic offered last week. We are hoping to avoid a collision between COVID and flu this season.

The Spring Term Adoptions are due to The Titan Bookstore by October 15, 2020

1. Go to <https://www.bkstr.com/iwustore/home>.
2. At the bottom of the page, select “Online Adoptions” under “Resources.”
3. Log in or set up a new account. First time users will be asked for a password, it is **2209**.
4. Set yourself as an **APPROVER** rather than a submitter.
5. Follow on-screen prompts to complete the adoption process.

Help Your Students

Submitting your adoptions on time contributes to course material affordability by:

- Allowing your campus store time to source used and rental inventory, ensuring that your students have the most affordable options available for the first day of class.
- When adoptions are known before our end-of-term buyback event, we can pay your students top dollar for the materials they sell back and keep the affordable books circulating locally.
- Allowing us ample time to research your requested materials and determine whether they can be added to our national network list of rental titles, potentially lowering prices even more.

Questions or Need Help?

The Titan Bookstore

Contact Person: Adam Benjamin Cloutier, Store Manager I

Bookstore: (309) 556-3059 Cell: (401) 215-4130

Email: a.cloutier@follett.com, 2209mgr@follett.com

Please share with your students:

Are you a passionate innovator, entrepreneurially minded, and interested in developing your business idea? If so, we invite you to submit a business idea proposal for the IWU Entrepreneurial Fellowship for a chance to receive a \$5,000 grant.

The IWU Entrepreneurial Fellowship will provide a student (or group of students) the opportunity to pursue their entrepreneurial passion under the supervision of a faculty member and guidance of a successful entrepreneur. Fall semester deadline is October 5th, 2020. Application available at: <https://www.iwu.edu/business/entrepreneurial-fellowship-application.pdf>.

Faculty Meeting Announcements – September 30, 2020

The Executive Director of the Illinois Board of Higher Education (IBHE), Ginger Ostro, is conducting listening sessions to solicit feedback on a strategic plan for higher education in Illinois. To frame these discussions, Executive Director Ostro offers three guiding questions:

- What should the strategic plan for high education entail?
- What should higher education look like in five years? In ten years?
- How should we close equity gaps?

Please submit any responses to these questions or other ideas you have to advance higher education in Illinois to either Kevin Sullivan, the IWU representative to the Illinois Board of Higher Education Faculty Advisory Council, or to Pennie Gray, the alternate representative. Responses will be collected until the end of October and then forwarded on to the IBHE.