

ILLINOIS STATE UNIVERSITY

Administrative/Professional Council Meeting

February 24, 2005

1:15 p.m.

314, Student Services Building

Council members present: Mike Baum, Deb Gentry, Kim Hays, Steve Klay, Gail Lamb, Annette Levitt, Mindy Mangialardi, Sally Pyne, Jess Ray, Amy Roser, Mark Vegter

Ex-officio members present: Paul Jarvis, Kaye Johnson, Mboka Mwilambwe, Maureen Smith

Council Chair, Mindy Mangialardi, called the meeting to order at 1:15 p.m.

Approval of minutes

The Council approved the minutes of the February 10 meeting, as read. Minutes of meetings are available on the Council Web site, <http://www.apcouncil.ilstu.edu/>.

Chair's Remarks – Mindy Mangialardi

- Mangialardi reported on the recent Board of Trustees meeting, specifically related to the proposal for a student fee freeze. The Campus Communication Committee (CCC) was successful in creating enough concern about this proposal. The President has withheld the proposal in order to gain more feedback from the shared governance groups, and the campus community. Steve Bragg will be attending the March 24 Council meeting to further discuss this issue.
- Mangialardi shared that she had met with President Bowman for their regular meeting, and had discussed, among other issues, how the A/P Council can be more involved with policy decisions that directly affect A/P staff.
- Josie Evola, Acting Director of the Diversity and Affirmative Action Office, will be coming to the March 10 Council meeting to share information about the assessment that is being conducted regarding underrepresented faculty and staff groups.

Liaison Remarks – Kaye Johnson

No report.

Academic Senate Report – Mboka Mwilambwe

Mwilambwe provided the following report regarding the February 23 Academic Senate meeting:

The meeting was called to order at 7pm.

Dr. Joe Rives provided an update of Educating Illinois, highlighting the University's accomplishments within the seven goals established by the Board of Trustees for the University. He highlighted a new, quick and easy to read format for the Educating Illinois Report card. It is available at the following address: <http://www.ilstu.edu/reportcards/dashboard/>

Chair and Vice Chair Remarks:

Senator Crothers thanked everyone involved during the NCA team site visit, Founders' Day and the Board of Trustees meeting.

Senator Rinker was out ill but sent his remarks via the Vice President of SGA: he reminded the Senate that student elections are to be held from 3/1/05 at 12pm to 3/3/05 at 12pm. He also indicated that Redbirds for Relief have been able to raise \$180 so far.

Administrator's Remarks

President Bowman did not attend and as he was attending to some business in Peoria.

Provost Presley was not present.

Vice President Bragg was not present.

Vice-President Mamarchev indicated that Wilkins hall was placed back on the online room reservation process since it is scheduled to open in the Fall. So far 80% of the spaces have been reserved by our current students.

She also indicated that her area is working through the State Fire Marshall's mandate for sprinklers to be installed in each residence hall room by 2013.

Committee Reports

Academic Affairs Committee: the committee discussed the 124-hour rule (programs should not exceed that number of credits so students can graduate in 4 years). From their discussions, they've gathered that more than 25% of programs are above that because of accreditation or certification requirements. They are exploring ways to overcome this, particularly to ensure that if students go past the 4-year mark, their tuition rate would still be guaranteed (note that student are able to this now if they have stayed in the same major that they initially declared). Another way to overcome this problem is to explore a proposal where the various courses a student has to take would be to examine to eliminate any possible overlaps.

The committee also looked at enrollment and realized that there are juniors and seniors who still don't have a major and may never be able to get into one.

Administrative Affairs and Budget Committee: the committee discussed the UID development process, the Amplification and flag policies. They hope to bring those for consideration at the next Senate meeting.

Faculty Affairs Committee: the committee met with Josie Evola (Acting Director of Affirmative Action) to discuss statistics, strategies, efforts related to faculty recruitment and retention.

Planning and Finance Committee: Drs. Patterson and Mamarchev gave the committee an overview of the division and how it has been affected by budget cuts. Particularly, they discussed the various sources of funding, the division's budgeting process and what they consider priorities for the future (renovations in residence halls and the Bone Student Center are the primary focus at this point).

Rules Committee: the committee met with Dr. Jan Patterson to discuss external committee dissolution. They've determined that while there may have been miscommunication initially the changes were positive. The committee also discussed a request to decrease the number of faculty on the honor council.

Action Item:

02.11.05.01 Ombudsperson Recommendations (Faculty Affairs Committee)

This item was approved by the senate. Dr. Schoenwald will serve as the Faculty Ombudsperson during the one-year pilot program.

Information Items:

04.09.03.06 Academic Progress Alert Grades (Academic Affairs Committee)

This program was initiated in 97 and implemented in 98; 93% of the faculty currently use it. Questions were raised about the effectiveness of the initiative, and ultimately, it was agreed that the Senate will continue its discussion of this issue.

02.10.05.01 Distance Education Recommendations and Philosophy Statement (Academic Affairs Committee)

The academic Affairs Committee will make revisions based on the feedback provided. The feedback provided include clarifying what is meant by distance education, rewriting the philosophical statement in a way that also highlights its positive aspects not just safeguards for needed to preserve quality. It was also suggested that mention be made of how credit hours are (or will be) determined for distance education. Finally the committee was advised that they should work with the Finance and Planning area on getting outreach fees to be allocated to an appropriate account.

02.10.05.02 Withdrawal from Course Policy Revisions (Academic Affairs Committee)

This request was made from the Registration Advisory Committee and would essentially eliminate the need for faculty to sign a student's withdrawal slip. This process would become entirely electronic and updated class rosters would be available to faculty through the portal. This would apply to all courses, including half-semester courses.

This item was tabled for discussion until the next meeting as concerns were raised about what would be the best way for faculty to find out about their new rosters (generating emails might be too burdensome for the Enrollment Management staff and some faculty do not know how to use the portal (some do not like using it).

Advisory Item:

02.10.05.02 Social Security Number/University ID Process (Administrative Affairs Committee)

Questions about this process can be addressed to Bill Cummins.

Communications

Senator Borg thanked the Senate for its participation in the NCA accreditation process.

Committee Reports

WebPAC – Mike Baum

This committee focuses on the University's Web presence. Baum shared that the committee has been focusing their work on establishing rules and coherence (such as what entities should appear on the A to Z directory). They have also been trying to collect information on who is responsible for all Websites that are connected to the University's. They may try to develop ways to maintain up-to-date liaison information. Baum also reported that there is a new photo release policy for photographs that may appear on University Websites. This release form is available at <http://www.ilstu.edu/home/photousage/>.

Elections – Annette Levitt

Nomination forms have been distributed to all A/P staff via campus mail. Nominations are due by March 7.

Campus Communication Committee – Paul Jarvis

- Jarvis shared the contents of the letter that was sent to President Bowman prior to the last Board of Trustees meeting.
- Jarvis reminded the Council that all members of the university community have the opportunity to provide feedback regarding the President's job performance. Comments should be directed by

E-mail to acsenate@ilstu.edu, or by campus mail to Campus Box 1830, by February 29.

New Business

Brown Bag Dialogue Sessions – Steve Klay

Klay reminded the Council that the first of the three Brown Bag Sessions is coming up on March 22, and President Bowman will be the featured guest. Possible questions and issues will be discussed at the next Council meeting.

Adjournment

The Council adjourned at 2:20 p.m. Moved and seconded by Mark Vegter and Amy Roser, respectively.

Respectfully submitted,
Steven Klay, Secretary

Future 2005 Meetings

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| • | March 10 | Spotlight Room |
| • | March 24 | SSB 314 |
| • | April 14 | SSB 314 |
| • | April 28 | Spotlight Room |
| • | May 12 | Spotlight Room |
| • | May 26 | Spotlight Room |