

TO: Fort Wayne Senate

FROM: Executive Committee

Charles Champion

Margit Codispoti

Brian Fife

Jane Grant

Peter Hamburger, Chair

Dennis Marshall

Linda Wright-Bower

DATE: 26 November 2001

SUBJ: Governance at IPFW: Amendments to the Bylaws

Disposition: To the Presiding Officer for implementation

Whereas, the Fort Wayne Senate is primarily a recommending body to the Chancellor and to the Vice Chancellors; and

Whereas, the members of the Fort Wayne Senate wish to enhance faculty, staff, and student input into Senate deliberations;

Be it resolved, that the Bylaws of the Senate be amended so as to designate all ex officio administrative personnel as ex officio, nonvoting members of all Senate committees and subcommittees as indicated on the attached; and

Be it further resolved, that these changes become effective with the academic year 2002-2003.

Approving

Disapproving

Abstaining

Absent

C. Champion

P. Hamburger

D. Marshall

M. Codispoti

L. Wright-Bower

B. Fife

J. Grant

Note: Questions concerning this document should be addressed to P. Hamburger at Ext. 6230.

## BYLAWS OF THE SENATE

As Amended through March 26, 2001

**5.3.2 The Faculty Affairs Committee** consisting of the Chief Academic Officer of IPFW (**ex officio, nonvoting**) who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, shall be concerned with the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, collectively and as individuals. Such items as tenure, academic promotion, leaves of absence, orientation of new Faculty members, insurance and health program planning, academic responsibilities, standards of appointment, and Faculty morale are topics which fall within the area of responsibility of the Committee. The Committee shall establish a Professional Development Subcommittee and a Promotion and Tenure Subcommittee.

**5.3.2.1 Professional Development Subcommittee.** This Subcommittee shall consist of the Chief Academic Officer of IPFW (**ex officio, nonvoting**), who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, and seven members of the Faculty elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same School. The Subcommittee will oversee and recommend policies and procedures relating to the professional development of the faculty, including summer research grants and the like, teaching awards, international travel grants, and sabbatical leaves. Members shall serve two-year terms. Members of the Subcommittee shall be ineligible to submit a summer research grant proposal or sabbatical leave request during their term on the Subcommittee.

**5.3.3 The Educational Policy Committee** consisting of the Chief Academic Officer (**ex officio, nonvoting**), who may send, when unable to attend committee meetings, a designee to serve as a nonvoting member, the Registrar (nonvoting), and six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, shall be concerned with but not limited to the improvement of instruction, grades and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admission, academic placement, the academic calendar, policies for scheduling classes, library and other learning-resource policies, honors programs, general education policies, general research policies, military training programs, general curriculum standards, coordination of Fort Wayne curricula with those of Lafayette and/or Bloomington, general academic organization, interdepartmental and inter-institutional research and education programs, and continuing education programs.

This Committee shall establish twelve subcommittees: a Calendar Subcommittee, a Developmental Studies Advisory Subcommittee, a Continuing Education Advisory Subcommittee, a Distance Education

Subcommittee, an Academic Appeals Subcommittee, an Honors Program Council, an International Studies Program Advisory Subcommittee, a Curriculum Review Subcommittee, a Graduate Subcommittee, a Campus Appeals Board, a General Education Subcommittee, and an Academic Advising Subcommittee.

5.3.3.1 *The Calendar Subcommittee* shall consist of six Faculty members elected by the Senate to two-year terms in such manner that at least four of the major academic units shall be represented; two students, selected by the Students' Government for one-year terms; a member of the administrative staff, selected by the Administrative Council for a two-year term; a member of the clerical and service staff, selected by the Clerical and Service Staff Advisory Committee for a two-year term; and the IPFW registration administrator, (**ex officio**, nonvoting). The Subcommittee shall develop policies and procedures for establishing a three-year academic calendar for IPFW. Specifically, it shall:

5.3.3.1.1 Study those regulations of the two universities which bear upon the Fort Wayne calendar.

5.3.3.1.2 Develop and propose a formula for the establishment of an academic calendar, after considering starting dates, examination schedules, reading days, official holidays, vacations, and the number of weeks in the semester.

5.3.3.1.3 Poll the Faculty and student body from time to time regarding preferences for an academic calendar.

5.3.3.1.4 By January 1 of each year, present to the Educational Policy Committee for discussion the formula or specific dates for the academic-year calendar (and following summer) beginning in the fall of the calendar year two years thence (i.e., the academic year beginning approximately 2 1/2 years thence).

5.3.3.1.5 By February 1 of each year, present to the Senate the above formulas or calendars.

5.3.3.1.6 By March 1 of each year, present to the Senate for adoption the specific dates of the academic-year calendar (and following summer) referred to in 5.3.3.1.4.

A calendar shall be considered adopted when it has been accepted by the Senate. Once a calendar has been adopted, it may not be modified or rescinded except by 2/3 vote of the Senate.

5.3.3.2 *The Developmental Studies Subcommittee* shall consist of the Director of ~~Transitional Studies~~ **the Center for Academic Support and Advancement (ex officio, nonvoting)**; one representative from each of the departments of English and Linguistics and of Mathematical

Sciences, appointed by the department chair; and four elected members, no more than two of whom may come from the same school. Elected members shall serve staggered three-year terms of office. The Subcommittee shall elect its chair from among the elected members.

The Subcommittee shall recommend policies and goals for the ~~Transitional Studies~~ **Center for Academic Support and Advancement** program and other developmental courses and programs. It shall assess the coordination and effectiveness of existing programs. It shall recommend policies concerning the admission and retention of students with academic deficiencies. It shall make an annual report of its recommendations and assessments to the Educational Policy Committee.

**5.3.3.3 *The Continuing Education Advisory Subcommittee*** shall consist of the director of Continuing Education (**ex officio, nonvoting**), and six Faculty members elected by the Senate (subject to the restriction that no more than two shall be from one School) to staggered three-year terms. The Subcommittee shall elect its chair from among the elected members.

Subject to the constraints in the General Statement and Chancellor's Memorandum 2-78/79 (5 July 1978), the Subcommittee shall advise the ex-officio member and other appropriate University officers, and exercise the Faculty's authority with regard to academic matters related to continuing education.

Specifically, the Subcommittee shall:

5.3.3.3.1 Chart the general direction of continuing education at the University

5.3.3.3.2 Ensure that the University offers continuing education programs which fall within its broad mission areas as defined by the Boards of Trustees and the Commission for Higher Education.

5.3.3.3.3 Ensure that each continuing education program is sponsored by the appropriate academic department.

5.3.3.3.4 Assess the effectiveness with which the continuing education program fulfills its objectives.

**5.3.3.4 *The Distance Education Subcommittee***

5.3.3.4.1 Membership. This subcommittee shall be composed of seven Faculty elected by the Senate to staggered three-year terms in such manner that at least four of the major academic units shall be represented, the chief academic officer or a designee (**ex officio, nonvoting**), the admissions officer or a designee (**ex officio, nonvoting**), the chief administrator of student counseling or a designee

(**ex officio, nonvoting**), the chief administrator of continuing education or a designee (**ex officio, nonvoting**), and the chief administrator of the learning resource center or a designee (**ex officio, nonvoting**). The subcommittee shall elect a chair annually from among its elected members.

5.3.3.4.2 Charge. Reporting through the Educational Policy Committee, this subcommittee shall advise the Senate concerning policies, procedures, and opportunities related to the offering of credit courses (1) by technological means or (2) in high schools.

5.3.3.6 *The Honors Program Council* shall consist of:

- five Faculty members elected by the Senate to staggered, two-year terms, subject to the restriction that no more than one member may come from the same School
- two members of the Honors Faculty, appointed to staggered, two-year terms by the Chief Academic Officer of IPFW
- two student members appointed to one-year terms by the Students' Government, at least one of whom shall have successfully completed, or be enrolled in, at least one honors course. Student members shall participate and vote in all matters before the Council except questions of student admission, retention, and satisfaction of program requirements.
- the Chief Academic Officer of IPFW or a designee (**ex officio, nonvoting**)
- the Director of the Honors Program (**ex officio, nonvoting**).

The Council shall carry out the functions described in SD 00-5 and shall exercise the Faculty's authority with regard to academic matters related to the Honors Program.

5.3.3.7 *The International Studies Program Advisory Subcommittee* shall consist of the administrator of the program (**ex officio, nonvoting**), one student at or beyond the second-year level in the International Studies Program selected annually by the Students' Government upon the recommendation of the chief officer of the International Students Association or successor organization, a staff member in ~~Transitional Studies~~ **the Center for Academic Support and Advancement** selected annually by the administrator of that unit, and five Faculty members elected by the Senate to staggered three-year terms. The chair shall be elected by the Subcommittee from among the members elected by the Senate.

This Subcommittee shall be the liaison between the Faculty and the administrator of the International Studies Program, advising the administrator on matters relating to the International Studies Program and recommending policies and goals for the International Studies Program to the Senate.

### 5.3.3.8 *Curriculum Review Subcommittee*

#### 5.3.3.8.1 *Membership*

5.3.3.8.1.1 Elected members, elected to three-year terms by the Voting Faculty at large from among nominees elected by each School having Voting Faculty members. The School of Arts and Sciences shall be represented by three members--one each from the sciences, social sciences, and humanities; other Schools shall each be represented by one member.

5.3.3.8.1.2 Two student members serving one-year terms, selected annually by Students' Government

5.3.3.8.1.3 The Chief Academic Officer, or a designee, of IPFW (**ex officio, nonvoting**).

5.3.3.8.2 *Charge*. The Subcommittee shall advise the Senate concerning exercise of the Faculty's right of review of the undergraduate curricula. Specifically, it shall:

5.3.3.8.2.1 Examine and report on proposals for new academic programs prior to their approval by IPFW's chief academic officer or, if such approval is not required, prior to final approval at the highest possible level of campus review. ("Academic programs" in this context shall mean any group of courses constituting a major, degree, degree option, concentration, certificate program, or similar entity.)

During this examination, the Subcommittee shall evaluate:

5.3.3.8.2.1.1 The rationale for the proposed program

.2 The use of IPFW resources

5.3.3.8.2.1.3 The relationship among proposed and existing programs

5.3.3.8.2.1.4 Other effects on IPFW and on IPFW's constituencies of the proposed program.

Upon completion of this examination, the Subcommittee shall:

5.3.3.8.2.1.5 Report to the Senate "for information only" its finding that the new program requires no Senate review; or

5.3.3.8.2.1.6 Advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.8.2.2 Upon a request from the Senate, an academic unit, or IPFW's Chief Academic Officer, examine and report on existing academic programs and new or proposed courses. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise, or as part of an IPFW-wide effort to ensure the periodic review of academic programs by a body functioning above the department level.

Upon completion of this examination, the Subcommittee shall:

5.3.3.8.2.2.1 Report to the Senate "for information only" its finding that no Senate review is appropriate; or

5.3.3.8.2.2.2 Advise the Senate of its finding that the Senate should exercise its right of review.

### 5.3.3.9 *Graduate Subcommittee*

#### 5.3.3.9.1 *Membership*

5.3.3.9.1.1 Elected members, elected to three-year terms by the Voting Faculty at large from among nominees elected by each School having Voting Faculty members. The School of Arts and Sciences shall be represented by three members--one each from the sciences, social sciences, and humanities;

other Schools shall each be represented by one member.

5.3.3.9.1.2 The Chief Academic Officer of IPFW (**ex officio, nonvoting**), or a designee, and the two Faculty members in charge of liaison with the graduate schools of Indiana University and of Purdue University

5.3.3.9.1.3 Two graduate students elected annually by the other members of the Subcommittee from among nominations submitted by departments or other units responsible for graduate degree programs.

5.3.3.9.2 *Charge.* In matters affecting graduate education at IPFW, and subject to the rules established by Indiana and Purdue universities and their graduate schools, the Subcommittee shall advise the Senate concerning (1) planning and policy and (2) exercise of the Faculty's right of review of the graduate curricula.

5.3.3.9.2.1 Planning and policy functions: To encourage and coordinate the development of graduate education at IPFW, the Subcommittee shall:

5.3.3.9.2.1.1 Foster program coordination among IPFW units and among IPFW and the graduate schools

5.3.3.9.2.1.2 Evaluate and make recommendations concerning the need for new programs

5.3.3.9.2.1.3 Advise on policies for admission procedures and standards

5.3.3.9.2.1.4 Advise on policies for fellowships, assistantships, and other forms of financial assistance

5.3.3.9.2.1.5 Serve as a hearing body for student petitions, and report relevant findings and recommendations.

5.3.3.9.2.2 Review functions: To exercise the Faculty's right of review of the graduate curricula, the Subcommittee shall:

5.3.3.9.2.2.1 Conduct periodic reviews of all IPFW graduate programs

5.3.3.9.2.2.2 Examine and report on proposals for new graduate programs prior to the formal transmission of these documents to off-campus bodies charged with further review.

During this examination, the Subcommittee shall evaluate the rationale for the proposed program and the program's effects on IPFW and on IPFW's constituencies.

Upon completion of this examination, the Subcommittee shall either report to the Senate "for information only" its finding that the new program requires no Senate review, or advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.9.2.2.3 Upon a request from the Senate, an academic unit, a graduate school, or IPFW's Chief Academic Officer, examine and report on existing or proposed courses. Such examinations shall be requested only when significant questions of proper sponsorship or academic quality arise.

Upon completion of this examination, the Subcommittee shall either report to the initiator, and to the Senate "for information only," its finding that no Senate review is appropriate, or advise the Senate of its finding that the Senate should exercise its right of review.

5.3.3.11 *General Education Subcommittee.* The subcommittee shall be composed of seven Faculty and the Chief Academic Officer or a designee (**ex officio, nonvoting**). The elected representatives shall be elected by the Senate in such manner that at least four of the major academic units shall be represented. The subcommittee shall elect a chair annually from among its elected members.

Responsibility for administering the general-education program shall reside with the Chief Academic Officer, assisted by the subcommittee, which shall report to the Faculty through the Educational Policy Committee. Specifically, the subcommittee shall:

5.3.3.11.1 Recommend to the Senate all policies related to the campus general-education program

5.3.3.11.2 Approve courses for incorporation in the areas of the general-education core

5.3.3.11.3 Conduct an ongoing review of the goals and operations of the program, with biennial reports and recommendations to the Educational Policy Committee and the Chief Academic Officer as appropriate.

5.3.3.12 *Academic Advising Subcommittee*

5.3.3.12.1 *Membership.* The Subcommittee shall have one representative of the Voting Faculty from each school/division, chosen for their staggered three-year terms by procedures adopted by their school/division; two administrative or professional advisors selected for their staggered three-year terms by the chief officers in charge of academic affairs and of student affairs; two students selected by the Students' Government for one-year terms; the director of the General Studies program; and the chief administrator of student counseling (**ex officio, nonvoting**).

The Subcommittee shall be co-chaired by the chief administrator of student counseling and a school/division representative elected annually by and from the Subcommittee membership.

5.3.3.12.2 *Duties.* The Subcommittee shall coordinate development and distribution to students and advisors of printed and on-line information supporting advising; develop and implement advisor training at the campus level, and promote unit-level training adapted to campuswide variations in resources, programs, and students; systematically evaluate advising; and make recommendations to the Senate and to the chief officers in charge of academic affairs and student affairs on improving advising services for students.

**5.3.4** *The Student Affairs Committee* shall consist of the Chief Student Affairs Officer (**ex officio, nonvoting**), six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, and four students. The Presiding Officer of the Senate shall request the Students' Government to select the student representatives. Student representatives shall serve for one year, with the term to commence at the beginning of the academic year.

The Student Affairs Committee shall be concerned with the general social, cultural, and practical welfare of all students of the Fort Wayne campus. Specific non-classroom matters of concern shall include but not be limited to intramural and intercollegiate athletics, counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, student government actions and recommendations, extracurricular activities, provision of equal rights and opportunities, recruiting and placement

policies, and other matters which would enhance the University environment of the student for learning and living. The Committee shall establish a Subcommittee on Athletics.

5.3.4.1 *The Subcommittee on Athletics* shall consist of six Faculty members elected by the Senate in such manner that at least four of the major academic units shall be represented; two students selected by the Students' Government; the Faculty Representative (ex officio, **nonvoting**); the NCAA Compliance Coordinator (ex officio, **nonvoting**); one IPFW alumnus/alumna appointed ex officio by the Chief Administrative Officer in consultation with the administrator of alumni affairs; an administrative/professional staff member; the senior women's athletic administrator (**ex officio, nonvoting**); and the administrator of athletic programs (**ex officio, nonvoting**). The Presiding Officer of the Senate shall annually request the Students' Government to select the student representatives and the Administrative Council to select the administrative/professional staff representative. Student representatives shall serve staggered two-year terms which commence at the beginning of the academic year. The administrative/professional staff representative shall serve for one year; elected Faculty members shall serve staggered three-year terms. The ex-officio members may not chair the Subcommittee.

The Subcommittee on Athletics shall:

5.3.4.1.1 Make recommendations to the Chief Administrative Officer concerning the annual athletic budget, both intramural and intercollegiate, and supportive activities. The budget will be submitted by the Faculty Representative.

5.3.4.1.2 Approve schedules for intercollegiate sports

5.3.4.1.3 Establish eligibility requirements for participation in intercollegiate athletics

5.3.4.1.4 Approve participation in new intercollegiate athletic activities with the consent of the Senate

5.3.4.1.5 Approve participation in post-season activities

5.3.4.1.6 Make recommendations to the Chief Administrative Officer concerning ticket pricing policies and seating allocations

5.3.4.1.7 Establish policies and procedures for athletic awards, such as letters and jackets

5.3.4.1.8 Propose, for the approval of the Senate, membership in athletic conferences

5.3.4.1.9 Advise the ex-officio members

5.3.4.1.10 In cooperation with the financial-aid office, determine policies concerning allocation of athletic grants when available, in accordance with conference policies

5.3.4.1.11 When requested by administrators, make personnel recommendations in the athletic area to the Chief Administrative Officer.

**5.3.5 The University Resources Policy Committee** shall consist of the Chief Financial Officer or that officer's designee (**ex officio, nonvoting**), the Chief Academic Officer or that officer's designee (**ex officio, nonvoting**), the chief officer in charge of space allocation (**ex officio, nonvoting**), the chief officer in charge of campus planning (**ex officio, nonvoting**), six Senators elected by the Senate in such manner that at least four of the major academic units shall be represented, a clerical or service staff member, an administrative/professional staff member, and two students. The Presiding Officer of the Senate shall request the Clerical and Service Staff Advisory Committee to select the clerical or service staff representative, the Administrative Council to select the administrative/professional staff representative, and the student body president to select the student representatives. The clerical or service staff representative, the administrative/professional staff representative, and the student representatives shall serve for one year, with their terms to commence at the beginning of the academic year.

The Committee shall be concerned with, but not limited to, consideration of such matters as planning and optimal utilization of the physical facilities of the University, including buildings, the library, scientific and other equipment, and educational aids; staff needs, utilization and planning; interdepartmental and interinstitutional cooperation for improved facilities and staff utilization; and nonacademic planning, including architecture, landscaping, parking, and traffic. The Committee shall establish a Budgetary Affairs Subcommittee, an Academic Computing and Information Technology Advisory Subcommittee, and a Library Subcommittee, as described below.

#### **5.3.5.2 Academic Computing and Information Technology Advisory Subcommittee**

**5.3.5.2.1 Membership.** The Subcommittee shall have five ex-officio, **nonvoting** members: the administrators (or their designees) of Information Technology Services (ITS), ~~Transitional Studies Center for Academic Support and Advancement~~, the Learning Resource Center (LRC), and the Center for the Enhancement of Learning and Teaching (CELT) and a member of the Distance Education Subcommittee elected by that body; and elected members: three from the School of Arts and Sciences (one each from Sciences, Social Sciences and Humanities), one from each of the other Schools/Divisions, and one from the Computer Science Department. The elected members shall be chosen for their staggered three-year terms by procedures adopted by their Schools/Divisions.

**5.3.5.2.2 Duties.** The Subcommittee will carry out the following three responsibilities:

5.3.5.2.2.1 To advise the Senate, through the University Resources Policy Committee, on any and all

matters which affect present and evolving information technology in support of the mission of the university.

5.3.5.2.2.2 To advise the Vice Chancellor for Academic Affairs and the Information Technology Policy Committee on the matters listed in the above paragraph

5.3.5.2.2.3 To serve as a forum for discussion and as an advocate for acquisition and use of information technology for the university.

### 5.3.5.3 *Library Subcommittee*

5.3.5.3.1 *Membership.* The Subcommittee membership shall comprise the chief administrator in charge of the library (**ex officio, nonvoting**), and eight members of the Voting Faculty, with no more than three from any one School. They shall be elected to staggered three-year terms by the Senate and shall annually elect one of their elective members as chair.

5.3.5.3.2 *Duties.* The Subcommittee shall advise the Senate, through the University Resources Policy Committee, concerning policies and procedures for library collections, facilities, and operations.

## 9.0 Amendments to the Bylaws

Amendments to the Bylaws of the Fort Wayne Senate, consistent with the Constitution of the Faculty of Indiana University-Purdue University Fort Wayne, may be adopted by vote of two-thirds of those Senators present and voting at a regular meeting of the Senate, after the text of the proposed amendment has been distributed with the agenda for that meeting under the title "Amendment(s) to the Bylaws of the Fort Wayne Senate." If the proposed amendment is approved by a simple majority of those voting, but not by two-thirds of those voting, it may then be adopted at the next regular meeting by vote of a simple majority of those present and voting.