

FORT WAYNE SENATE AGENDA  
MONDAY  
January 12, 2026  
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of December 8
3. Acceptance of the agenda – E. Ohlander
4. Reports of the Faculty Chairs
  - a. Past Chair (UPC Representative) – C. Gurgur
  - b. Chair (Presiding Officer, IFC Representative) – J. Nowak
  - c. Chair-Elect – Vacant
5. Special business of the day
  - a. Annual Report on the Budget – R. Elsenbaumer
6. Unfinished business
7. Committee reports requiring action
  - a. Library Collection Development Policy, SD 25-20 – URAC, E. Mann
  - b. Ad-Hoc Academic Regulations Task Force Final Report, SD 25-21 – ARTF, E. Ohlander
8. New business
9. Question time
10. Committee reports “for information only”
  - a. Programs Subcommittee Report on General Education New Course Proposals, SR 25-16 – EPC, S. Buttes
11. The general good and welfare of the University
12. Adjournment\*

\*The meeting will adjourn or recess by 1:15 p.m.

<b>Approved</b>	<b>Opposed</b>	<b>Abstention</b>	<b>Absent</b>	<b>Non-Voting</b>
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

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Attachments:

“Library Collection Development Policy” (SD 25-20)

“Ad-Hoc Academic Regulations Task Force Final Report” (SD 25-21)

“Programs Subcommittee Report on General Education New Course Proposals” (SR No. 25-16)

MEMORANDUM

TOFort Wayne Senate

FROM:Andrew Kopec, Chair  
University Resources Advisory Committee (URAC)

DATE:12/04/2025

SUBJ:Library Collection Development Policy

WHEREAS, the Information Subcommittee advises the Senate on library policies as a subcommittee of URAC; and

WHEREAS, the Information Subcommittee approved and advanced to the University Resource Policy Committee the attached policy, which updates SD 21-24, Library Collection Development Policy; and

WHEREAS, the University Resource Policy Committee approved this update by consent resolution and forwards it to the Faculty Senate;

NOW THEREFORE BE IT RESOLVED, that the Library Collection Development Policy be adopted by the Faculty Senate.

Approved	Opposed	Abstention	Absent	Non-Voting
Steven Hanke				
B. J. Hull				
Greg Justice				
Andrew Kopec				
Jerry Lewis				
Erika Mann				
Allyson Mills				
Andres Montenegro				
Nicole Myers				
Kim O'Connor				
Aranzazu Pinan-Llamas				
Promothesh Saha				
Spencer Saunders				
Laasya Seth				
Shubham Singh				

# Helmke Library Collection Development Policy

## **Purposes and Goals of Collection Development**

Collection development is the process of building and maintaining the library's collection. The collection development policy establishes the principles used by Purdue University Fort Wayne Library (hereto referred to as 'the library') in the selection, acquisition, evaluation, and maintenance of information resources in electronic, print, and non-print formats. This policy reflects the philosophies stated in the Purdue University Fort Wayne (PFW) and the library's missions and communicates the guiding principles for the collection while providing guidance to those responsible for developing the collection. The Collection Development Policy is supported by the internal collection procedures that the library uses to enact the policy.

The primary goal of the library's collection is to support the needs of the undergraduate and graduate programs at Purdue University Fort Wayne. Because the library also recognizes its responsibility to respond to specialized information needs of faculty that may be beyond our ability to purchase, the library participates in cooperative collection development and resource sharing agreements with other libraries.

This policy for selection applies equally to all types of materials being considered for the library's collection.

## **Responsibility for Library Collection Development**

A librarian serves as a liaison with each academic department and is responsible for managing the library collection in each assigned area. The subject librarian will work with faculty in their assigned disciplines to select appropriate library materials. The Director of the Library monitors the development and maintenance of the entire library collection as a whole, in consultation with the liaison librarians.

## **Library Materials Funds**

The library's materials budget is used to purchase serials, monographs, media, other circulating materials, databases, and electronic resources in various formats. The university allocation is supplemented by funds from gifts and the library's endowment.

## **Selection Policies**

The library adheres to the principles of intellectual freedom outlined by the American Library Association and the Association of College & Research Libraries.<sup>1</sup> Accordingly, the library purchases materials that represent a wide variety of viewpoints and places an emphasis on a broad and multifaceted collection. Material which has been chosen or excluded based on the selection criteria stated in this policy will not be withdrawn or added solely at the request of any individual or group. Current PFW students, faculty, or staff questioning the appropriateness of material within the collection may articulate their concerns in writing to the Library Management Team in adherence to the Materials Reconsideration Policy.

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<sup>1</sup> American Library Association's Library Bill of Rights, the Association of College & Research Libraries' "Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights" and "Standards for Libraries in Higher Education."

### **Guidelines for Selection of All Materials:**

The following are considerations liaison librarians use in the selection of materials for purchase. They are provided as a guideline for understanding how materials are selected. Not all guidelines will necessarily apply to all collection decisions. Donated materials, in compliance with the In-Kind Gift Policy, are subject to the same selection criteria.

- Relevance to the curriculum
- Usefulness to the campus community
- Timeliness and lasting value of content
- Reputation of the author, issuing body, and/or publisher
- Presentation and usability
- Literary, artistic, or social value
- Representation of a wide range of different perspectives
- Suitability and longevity of format
- Strength of present holdings on the same or similar subject
- Frequency of Document Delivery requests for material on the same or similar subject
- Price/relative cost of material
- Inclusion in standard reviewing sources
- Holdings of other libraries in appropriate resource-sharing networks
- Geographical focus on Fort Wayne, Allen County, northeastern Indiana, or the Midwest
- Currency of publication

Items generally not purchased for the collection include the following:

- Textbooks and manuals, unless they have earned a significant reputation in their field or are the best source of information on a particular topic as determined by the library.
- Duplicates, except for extenuating circumstances as determined by the library.
- Out-of-print materials and superseded editions.
- Self-published and vanity press materials
- Flashcards, models, workbooks, article reprints or preprints, equipment manuals, industry reports, costumes, medical instruments, specimens, laboratory equipment, and single-use materials
- Materials in languages not included in campus programs or curricula

### **Specialized Collections**

The following are distinct collections within the larger library collection. This list is not exhaustive of all collection subsets within the library. Materials housed in the University Archives are covered under the Archival Collections policies and handled separately.

### **Purdue University Fort Wayne Faculty Publications**

Purdue University Fort Wayne Library maintains a collection of faculty-authored monographs. Faculty publications in this context are defined as books authored or edited by a current or emeritus member of the faculty, or books containing a significant contribution such as a chapter. Single encyclopedia entries or solo poems within larger works are not automatically considered to be part of this collection. Works must be in a format that can be reasonably collected and preserved. Staff publications that fall within the academic sphere will be included in this collection.

Generally, two copies of faculty publications are purchased when the work is authored or edited by the faculty member. One copy is designated for circulation, the other for the University Archives. E-book versions may be purchased for the circulating copy; however, print is preferred for the archival copy. When the faculty member has authored a chapter or equivalent, only a single copy is purchased for circulation.

## **Government Documents**

### Federal Documents

The primary purpose of the Federal Depository Library Program (FDLP) is to provide free, unimpeded access to government information and services for both the primary users of the parent institution and the wider constituency of the congressional district or the geographical area that it serves.

The library was designated a federal depository in 1965 and must meet the requirements for collection maintenance and public service set forth in the Federal Depository Library Handbook. For details on collection requirements for federal documents see the Federal Depository Library Collection Development site and internal guidelines and procedures.

The library participates in resource sharing and cooperative collection programs for federal documents. In partnership with local, state, and national entities, federal depository libraries are committed to collectively providing current and historical access to all FDLP materials.

### State and Local Documents

The library collects and maintains an archive of Indiana and Fort Wayne area documents when possible and when in alignment with other collection goals. Local documents of an archival or historical nature are generally not removed from the collection. State documents of an archival or historical nature are also generally not removed from the collection unless they are freely available online and an archival copy is guaranteed in the state of Indiana. PFW Library's collection of local documents has been shaped by the City of Fort Wayne's 1987 Special Ordinance No. S-100-87 and a 2010 Indiana Library Services and Technology Act (LSTA) digitization sub-grant.

### Foreign National and International Documents

The library is not a depository for foreign national government documents or the documents of other international government organizations, such as the United Nations. However, the library does select core documents when they meet the selection criteria enumerated within this policy.

## **LP Collection**

The library maintains a vinyl LP collection. The historic nature of the materials warrants its preservation for research purposes, but the library does not actively collect music in this format. Phonorecords of exceptional merit may be added by donation at the discretion of the music librarian, the collection development policy committee, and/or the library management team.

## **Collection Maintenance**

### Location of Materials

Materials purchased with library funds and gifts to the library become part of the library collection and must be maintained by the library. Physical items will be housed within the library building and all electronic resources must be accessed through the library website in compliance with licensing agreements.

### Deselection

Deselection of library materials, the process of removing items from the collection, is essential for the maintenance of an active, academically useful library collection. Deselection provides quality control for

the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing de-selection effort in their areas of collection responsibility and for maintaining the quality of the collection. The same guidelines used for selection of library materials provide the underlying principles for deselection.

### **Conservation, Preservation, and Replacement**

Library materials are expensive to purchase, process, and house. The library acknowledges the necessity of preserving library materials and supports the American Library Association's "Preservation Policy."

The Director of the library or their designee, in consultation with subject librarians and other library personnel, determines what action should be taken with damaged and worn materials utilizing the library's Book Repair Guidelines. The library maintains a disaster plan that designates procedures for the initiation of action should an emergency arise involving the library's collection.

### **Resource Sharing and Cooperative Collection Development**

Resource sharing encourages the exchange of materials among participating libraries for the mutual benefit of all parties. The library is an active participant in local, state, regional, and international resource-sharing networks. Likewise, the library works with its resource-sharing partners to establish cooperative collection development programs that will benefit all libraries involved. Cooperative collection development and resource sharing programs assure the broadest possible access to information for the international community of scholars.

### **Collection Development Policy Evaluation**

The Collection Development Policy is reviewed periodically by the library's Collection Development Committee. Any substantive changes in policy are submitted to the Information Services and Instruction Group, and then to the Library Management Team, before going to the Purdue University Fort Wayne Senate Information Subcommittee for approval.

Originally developed and approved by the Library Council, February 12, 2008: Tiff Adkins, Marla Baden, Denise Buhr, Margit Codispoti, Judith Garrison, Pamela Sandstrom, Stephanie Schulte, Susan Skekloff, Cheryl Truesdell, Judith Violette

Updated November 11, 2021: Ann Marshall, Shannon Johnson, Denise Buhr, Sarah Wagner

Updated March 12, 2025: Shannon Johnson, Erika Mann, Emily Tock, Sarah Wagner, Judy Graf

MEMORANDUM

TO: Cigdem Gurgur, Chair  
Senate Executive Committee

FROM: Elva Resendez, Chair  
Ad Hoc Academic Regulations Task Force

DATE: 12/8/2025

SUBJ: Ad-Hoc Academic Regulations Task Force Final Report

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WHEREAS, the Ad-Hoc Academic Regulations Task Force was charged with reviewing the PFW Academic Regulations and providing any updated language that removes references to IPFW or specific terminology that only applies to PWL.

WHEREAS, additionally, the task force was asked to compare the PFW academic regulations to the PWL academic regulations and provide recommendations for adopting PWL regulations, rewording current PFW regulations, or removing existing PFW regulations.

WHEREAS, the Ad-Hoc Academic Regulations Task Force is providing the Faculty Senate with our Final Report, including the PFW Academic Regulations recommendations.

BE IT RESOLVED, that the Fort Wayne Senate approve the recommendations by the Ad-Hoc Academic Regulations Task Force.

BE IT FURTHER RESOLVED, due to Academic Regulations being added or removed during the task force review process, the Educational Policy Committee (EPC) should look at the Academic Regulation recommendations provided and establish the correct placement and numbering within the existing PFW Academic Regulations.

Approved	Opposed	Abstention	Absent	Non-Voting
Jay Johns				Terri Swim
Elva Resendez				Tara Lewis
Nurgul Aitalieva				
Barton Price				

# Ad-Hoc Academic Regulations Task Force

## Final Report

### Description of the Task Force

#### Preamble:

In Spring 2022, the PFW Faculty Senate approved the creation of an Ad-Hoc Academic Regulations Task Force to review the existing PFW Academic Regulations. The main goals of this Task Force are to ensure there are no remnants of Indiana University Academic Regulations and to suggest situations in which PFW should consider updating Academic Regulations to mirror those of PWL.

The Educational Policy Committee (EPC) requested a Task Force be created because this task “found the workload to beyond that which can be expected of a standing committee within the academic year.” (SD 21-37)

The Ad-Hoc Academic Regulations Task Force was approved for working over the Summer of 2023 with the approval for a \$3,000 stipend for each 9-month Faculty member to work over the summer (by OAA). The Task Force could not find enough participating members.

During the Academic year of 2023-2024, the Ad-Hoc Academic Regulations Task Force was approved to work over the Academic year without the \$3,000 stipend. The Task Force still could not find enough participating members to work.

#### Official Task Force Formation:

At the beginning of the 2023-2024 Academic Year, the Ad-Hoc Academic Regulations Task Force found enough members, knowing the stipend would not apply.

#### **Task Force Members:**

This Task Force consists of six (6) members: four (4) voting faculty members, one (1) non-voting representative from the Office of Academic Affairs, and one (1) non-voting representative from the Registrar’s Office.

Elva Resendez (Chair)  
Chris Huang (Non-Voting)  
Terri Swim (Non-Voting)  
Barton Price  
Nurgul Aitalieva  
Jay Johns

## Explanation of Work:

The Ad-Hoc Academic Regulations Task Force met as a group 16 times over the 2023-2024 Academic year. The Task Force reviewed (roughly) 700 Academic Regulations between Purdue University West Lafayette and Purdue University Fort Wayne. These regulations are broken into the following categories:

- **Academic Notice and Separation:** Covers policies on academic probation and dismissal.
- **Academic Programs:** Outlines the available programs and their respective requirements.
- **Academic Year and Calendar:** Details the structure of the academic year, including semester durations and examination schedules.
- **Classes:** Addresses policies related to class attendance and participation.
- **Degree Requirements:** Specifies the criteria for earning various degrees.
- **Financial Obligations and Responsibilities:** Discusses students' financial responsibilities to the university.
- **Grades and Grade Reports:** Explains the grading system and the issuance of grade reports.
- **PFW Academic Regulations Not Found in PWL.** Identifies unique regulations specific to PFW that are not present in PWL policies.
- **Registration and Course Assignments:** Provides guidelines on course enrollment and assignment processes.
- **Scheduling of Exams:** Provides information on the timing and administration of exams.
- **Scholastic Recognition:** Details honors and recognitions for academic achievements.
- **Scholastic Records:** Describes the maintenance and access to academic records.

The Task Force reviewed every Academic Regulation and completed the following regarding PFW Academic Regulations:

1. Made changes to the outdated or non-applicable language, such as:
  - a. Ensuring any address is specific to PFW rather than PWL.
  - b. Swapping the term "President" with "Chancellor".
2. Created editing notes - in the Proposed Language column of the Excel files - to guide the suggested updates to the Academic Regulations.
3. Identified PFW regulations that should mirror PWL, be specific to PFW, or be removed.

## Finalized Steps:

To finalize the tasks, all previous Task Force members - along with the new Registrar, Tara Lewis, who replaced Chris Huang - volunteered to meet several times between December 2024 and February 2025 to make this information presentable, even though the Task Force officially disbanded at the end of the 2023-2024 Academic year. Further, the final version has been submitted for approval during the Fall 2025 term as indicated above.

### Finalized Task Force Members:

This Task Force consists of six (6) members: four (4) voting faculty members, one (1) non-voting representative from the Office of Academic Affairs, and one (1) non-voting representative from the Registrar's Office.

Elva Resendez (Chair)  
Tara Lewis (Non-Voting)  
Terri Swim (Non-Voting)  
Barton Price  
Nurgul Aitalieva  
Jay Johns

The following documents have been created:

- 1.0 Definitions (Word file)
- Academic Notice of Separation (Excel File)
- Academic Programs (Excel File)
- Academic Year and Calendar (Excel File)
- Classes v2 (Excel File)
- Degree Requirements2 (Excel File)
- Financial Obligations and Responsibilities (Excel File)
- Grades and Grade Reports (Excel File)
- Registration and Course Assignments (Excel File)
- Scheduling of Exams (Excel File)
- Scholastic Recognition (Excel File)
- Scholastic Records (Excel File)

Each Excel document has the following column headings:

Column A #1	Column B #2	Column C #3	Column D #4	Column F #5
PWL Section Title and Coding	PWL Academic Regulations - University Catalog - Undergraduate, Graduate, and Professional ( <a href="http://catalog.purdue.edu/content.php?catoid=10&amp;navoid=12772">http://catalog.purdue.edu/content.php?catoid=10&amp;navoid=12772</a> )	PFW Section Coding and Title	PFW Faculty Senate Academic Regulation	Proposed Language

Each row of the Excel spreadsheets represents a comparison between PWL and PFW regulations.

- Columns 1 and 2 (A and B) are filled with PFW regulations pulled from the official Purdue University catalog.
- Columns 3 and 4 (C and D) are filled with existing PFW regulations matching PWL regulations.

- Column 5 (F) includes the Task Force’s Proposed Language, which suggests updates, deletions, or new regulations for PFW.

There are many sections in which PWL has Academic Regulations that PFW does not. The Academic Regulations Task Force reviewed the existing PFW Academic Regulations and compared them to the PWL Academic Regulations, then determined what PFW Academic Regulation updates, if any, should occur.

At this point, the Academic Regulations Task Force placed recommendations in the Proposed Language column on the far right.

## How to interpret the Excel Sheets:

For each row of the Excel sheets:

- If the Proposed Language column has text, then it is the suggested wording by the Academic Regulations Task Force.
- If there is a listed PWL regulation and a listed PFW regulation, but the Proposed Language column is empty, we suggest removing the existing PFW regulation.
- If there is a PWL regulation and no listed PFW regulation, but the Proposed Language column for that row has text, we suggest creating a PFW regulation.
- If there is a PWL regulation, no PFW regulation, and no text in the Proposed Language column, then we suggest that PFW does not adopt the regulation from PWL.

## Finalized Documentation Table of Contents:

Definitions – **pg. 7**

Academic Notice and Separation - **pg. 10**

Academic Programs – **pg. 12**

Academic Year and Calendar – **pg. 17**

Classes v2 – **pg. 19**

Degree Requirements – **pg. 28**

Financial Obligations and Responsibilities – **pg. 31**

Grades and Grade Reports – **pg. 32**

Registration and Course Assignments - **pg. 38**

Scheduling of Exams - **pg. 45**

Scholastic Recognition - **pg. 48**

Scholastic Records - **pg. 50**

Link to OneDrive folder with original files: [Click Here](#)

MEMORANDUM

TO: Fort Wayne Senate

FROM: Stephen Buttes, Chair  
Educational Policy Committee

DATE: 12/09/2025

SUBJ: Programs Subcommittee Report on General Education New Course Proposals

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As the Parent Committee for the Programs subcommittee, the Educational Policy Committee (EPC) received the “For Information” item below. Programs subcommittee announces two things in its document, which EPC has further discussed:

1. It is pausing approval of any new courses to participate in the General Education Program until Fall 2026.
2. This pause aims to provide the subcommittee time to engage in an efficiency review of the General Education program as a whole, a task undertaken at the request of the PFW Provost.

On November 4, 2025, EPC met with Kent Johnson, PFW Executive Director for Assessment and Accreditation and member of the Programs subcommittee, to learn more about the efficiency review.

A summary of the kinds of questions EPC members asked during the meeting as well as the information that was shared about this efficiency review are included in the approved minutes for the November 4, 2025 EPC meeting.

EPC wishes to highlight two key take aways from the conversation:

- The primary goal of this efficiency review is to facilitate *programmatic* assessment (the Gen Ed program as a whole rather than individual courses) while also making the program meaningfully coherent for students.
- A related goal is to ensure that students can reliably pursue that meaningfully coherent program (e.g., by having the courses associated with a topical track offered every year and ideally every semester).

On Nov. 24, 2025, the chair of Programs subcommittee, Steven Cody, described the goal of the efficiency review in the following way (via email):

- “the goal of the review is to ‘map’ the GE program. From the Program Subcommittee’s point of view, the review will give us a good understanding of which GE categories are well-populated, and which (if any) might be over or under populated. I foresee this information informing the way Programs issues calls for and evaluates new GE course proposals in the future.”

EPC’s goal is to ensure that the Senate is aware that an efficiency review of the General Education program is underway and that this work and its proposed outcomes are the reasons for the pause in receiving new course proposals for the General Education programs. The goal of the review is to gather information to inform revisions to how the General Education Program functions and operates.

As always, senators are invited to review the minutes of the Programs subcommittee and/or Educational Policy Committee to stay up to date on the efficiency review process.

**Approve:** Abby Blackmon, Tara Lewis, Terri Swim, Stephen Buttes, Jaiyanth Daniel, Andres Montenegro, Sherrie Steiner, Mieko Yamada, Amal Khalifa

**Oppose:**

**Absent:** Joel Givens

MEMORANDUM

TO

Fort Wayne Senate

FROM:

Steven J. Cody, Chair  
Programs Subcommittee

DATE:

10/22/2025

SUBJ:

Committee Reports for Information: 2025-2026 General Education New Course Proposals

WHEREAS the Programs Subcommittee “is concerned with the programs for general education and civics literacy as well the military training and continuing education programs” (Bylaws-C, III.2.3.3);

WHEREAS “responsibility for administering the General Education Program shall reside with the Chief Academic Officer, assisted by the Subcommittee, which shall report to the Faculty and submit any documents through the Educational Policy Committee” (Bylaws-C, III.5.2.2);

WHEREAS the Programs Subcommittee “conduct[s] an ongoing review of the goals and operations of the [General Education] program, with annual reports and recommendations to the Educational Policy Committee and the Chief Academic Officer each fall” (Bylaws-C, III.5.2.3.3);

WHEREAS the university has now implemented the General Education program outlined in SD23-5, which the Faculty Senate approved on January 8, 2024 and amended on March 11, 2024;

WHEREAS the Chief Academic Officer recently requested that the Programs Subcommittee review and assess the current General Education program with the goal of developing recommendations for making the program as efficient as possible;

LET IT BE KNOWN that the Programs Subcommittee has decided to pause the review of new General Education course proposals until the fall of 2026.

In Favor	Opposed	Abstention	Non-Voting
Kristin Barker			
Caleb Britton			
Jeff Casazza			
Steven J. Cody			
Damian Fleming			
Kent Johnson			
Tara Lewis			