



Fourth Regular Meeting
2022-2023 Bradley University Senate
3:10 p.m., Thursday, December 7, 2022
Ballroom A, Michel Student Center



MISSION:

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application and interpretation of knowledge.

I. Call to Order

II. Announcements

0. The meeting is being recorded.

III. Approval of the Minutes of the Third Regular Meeting of the 2022-2023 University Senate, November 17, 2022

See attached Minutes

IV. Report from the Student Body President

V. Reports from Committees

A. Curriculum and Regulations

1. Curriculum Consent Items

227788	Core curriculum addition	HIS HIS 451 Global Hist Colloquium
227541	Core curriculum addition	HIS HIS 450 US History Research Seminar
227249	Core curriculum addition	HIS HIS 353 Public History
224944	Core curriculum addition	COM COM 326 Digital Analytics

229369	Course addition	COM COM 308 Podcasting & Audio Storytelling
228357	Course addition	MUS MUS 371 Music and Sound for Screen Projects
228354	Course addition	MUS MUS 172 Music and Sound for Games
227945	Course addition	MUS MUS 171 Survey of Game Music
227250	Course addition	HIS HIS 353 Public History
227186	Course addition	WLC WLT 340 Topics in Global Literatures
226872	Course addition	HIS HIS 384 Environmental History
225762	Course addition	CHM CHM 199 Directed Studies in Chemistry and Biochemistry
222832	Course addition	E E ECE 398 Vertical Integrated Project
222830	Course addition	E E ECE 305 Microcontroller Architecture, Programming and Applications
222829	Course addition	E E ECE 304 Advanced Electronics and Integrated Circuits
221578	Course addition	E E ECE 214 Linear Circuits Analysis and Design

228802	Course modification	E E ECE 444 Introduction to Autonomous Robotics
227373	Course modification	RLS RLS 332 Western World Religions
227372	Course modification	RLS RLS 331 Eastern World Religions
222831	Course modification	E E ECE 322 Electronics and Interfacing Laboratory
221580	Course modification	E E ECE 221 Circuits and Systems Laboratory

2. Curriculum Items requiring a motion

227943	Major addition	MUS Music for Video Games

222824	Major modification	E E Robotics and Controls
222823	Major modification	E E Electrical Engineering with Computer Option
222822	Major modification	E E Electrical Engineering

B. Tenure, Promotion, and Dismissal

1. Motion: to change Faculty Handbook language regarding extending the probationary period as indicated below. (see attached report for rationale and further explanation)

Section D. Tenure

Subsection 4. Policy for Extending the Probationary Period

Extending the probationary period is colloquially known as “stopping the clock,” which the AAUP notes is “a bit of a misnomer.”* Therefore, we are electing to refer to this as “extending the probationary period” in line with historical faculty handbook standards.

Qualified faculty members ~~may~~ **shall** be granted, ~~upon request, a single~~ one-year extension of the probationary period (not to be confused with a leave of absence) under the following circumstances:

- a. **Adoption or birth of a child;** ~~Care of a child, adoption of a child under six years of age, or birth of a child;~~
- b. Need to devote substantial time to the care of a diseased, ill, or injured person, **or one with special support needs;**
- c. Disease, illness, or injury debilitating the probationary faculty member.

In the case of multiple events (for instance, the birth of a second child, or the birth of a child and the need to care for a seriously ill parent), the faculty member can choose to be granted one additional extension. Additional extensions beyond these two may be granted under extraordinary circumstances.

In each of the circumstances listed above it is expected that the faculty member is employed full-time and will continue to perform ~~his or her~~ **their** duties as specified in the Faculty Workload Statement, **but evaluation of progress towards tenure with respect to scholarship and creative activity will be suspended during the extension, and the addition of time shall not lead to increased expectations for overall scholarship or creative production to be completed during the probationary period, nor would it impact eligibility for sabbatical leave.**

A request, **with supporting documentation**, to extend the probationary period should be made to the department chairperson in writing no later than April 1st prior to the final year of the probationary period. **If the faculty member chooses**, the department chairperson will forward the request to the tenure committee of the department for ~~its consideration~~ **verification of eligibility**. ~~This committee will forward to the chairperson the vote and the explanation to substantiate the recommendation.~~ The chairperson will ~~then~~ forward the ~~committee results~~ **request** along with his or her recommendation to the dean, who will forward this documentation along with his or her recommendation to the Provost and Vice President for Academic Affairs who will ~~render a final decision~~ **approve the process**. This ~~decision should~~ **approval will** reach the faculty member no later than 30 days from the date the department chairperson receives the request. All appeals of the decision of the Provost and Vice President for Academic Affairs will be made through the normal grievance procedures.

*** AAUP p.2 of the 2022 AAUP Survey of Tenure Practices, 2022**

(https://www.aaup.org/file/2022_AAUP_Survey_of_Tenure_Practices.pdf)

V. Reports from Administrators

A. President Standifird

B. Provost and Senior Vice President for Academic Affairs Zakahi

VI. Old Business

VI. New Business

VII. Adjournment



Third Regular Meeting **Minutes**
2022-2023 Bradley University Senate
3:10 p.m., Thursday, November 17, 2022
Ballroom A, Michel Student Center



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I. Call to Order

The meeting started at 3:11 PM.

II. Announcements

1. The meeting is being recorded.
2. Social immediately following the Senate meeting.

III. Approval of the Minutes of the Second Regular Meeting of the 2022-2023 University Senate, October 20, 2022

See attached Minutes

Motion to approve the 2nd regular meeting minutes from 2022-2023

Wendy Schweigert (motion), Mat Timm (2nd)

The motion carries unanimously.

IV. Report from the Student Body President, David Daye

Looking to fill a few student Senator vacancies.

Will be gathering student opinions about campus laundry systems.

Students have questions as they implement Multi-Factor Authentication.

Working to foster relationships among students, faculty, and administration.

V. Reports from Committees

A. Curriculum and Regulations

1. Online Course Development Initiative

Report by Wendy Schweigert about discussions held in C&R meetings.

Three issues have driven discussion on campus:

- 1) The 'shared' intellectual property ownership statement in the initiative announcement and how that differs from the Handbook,
- 2) The role of online education at Bradley and how it affects our model as a primarily in-person residential institution, and
- 3) The concern that the initiative arose without consultation with Senate or other elected faculty members.

C&R recommended to the Senate President that the issue of a clarified online course ownership policy be charged to a more appropriate committee (i.e., Contractual Arrangements) and in consultation with the Vice President of Online and Distance Education.

2. Curriculum Consent Items

227209	Core curriculum addition	WLC WLT 340 Topics in Global Literatures
226055	Core curriculum addition	CFA CFA 250 Film History
223593	Core curriculum addition	MUS MUS 381 Western Music 1750-Present
223183	Core curriculum addition	MUS MUS 380 Western Music to 1750
222836	Core curriculum addition	CRM S W 395 Social Work Seminar
222834	Core curriculum addition	CRM S W 393 Social Work Practicum

226556	Course addition	ATG ATG 479 Personal Tax and Estate Planning
226108	Course addition	FIN FIN 495 Personal Financial Planning Capstone
225037	Course addition	FIN FIN 331 Personal Investing
225036	Course addition	FIN FIN 200 Finance Career Foundations

226086	Course modification	FIN FIN 322 Business Finance
225753	Course modification	MUS MUS 307 Music Agency and Fine Arts Administration
225751	Course modification	MUS MUS 304 Music Licensing and Contracts
225749	Course modification	MUS MUS 303 Music Products Industry
224592	Course modification	ENG ENG 347 Shakespeare
224559	Course modification	NUR NUR 207 Adult Health I: An Introduction to Medical-Surgical Nursing
224558	Course modification	NUR NUR 206 Adult Health I: An Introduction to Medical-Surgical Nursing
224557	Course modification	NUR NUR 204 Introduction to Health Assessment
209973	Course modification	HIS HIS 205 Non-Western Civilization: Latin America

227896	Course deletion	MUS MUS 145 Cantus
225748	Course deletion	MUS MUS 306 Sales and Promotion in the Music

Products Industry

No motion needed for these items. Approved unanimously.

3. Curriculum Items requiring a motion

225034	Major addition	FIN Personal Financial Planning
225033	Major addition	FIN Corporate Finance

225879	Minor addition	MUS Minor in Music Industry

224969	Minor modification	PSI Political Science Minor
224356	Minor modification	FIN Finance

225035	Major deletion	FIN Finance

Motion to approve these items as a block.
Simon Petravick (motion), Joshua Lewer (2nd)
The motion carries unanimously.

B. Handbook Rewrite Ad Hoc Committee

1. Update (see report attached to the agenda)

Mat Timm provided the written report and encouraged people to see the Senate Canvas site for additional information.

Contact Mat for access to the Senate Canvas site or the Handbook Rewrite tab. Open forums will be held after the first of the year.

If there are items that need to be addressed more quickly, bring them to Senate.

C. Executive Committee

1. Associate Deans as members of University Senate Strategic Planning Committee (USPC)

Teresa Drake provided an update that some Associate Deans are members of the USPC, since they had been faculty members or are still partially faculty.

When elections occur, please make nominations and consider serving.

Mat Timm expressed that the Handbook Rewrite Committee needs a definition in the Handbook of “full time faculty.”

VI. Reports from Administrators

A. President Standifird

- i. Working on the Strategic Plan implementation, which is designed to be directional in nature rather than prescriptive. The Strategic Plan is a road map to help guide, and becoming truly student centric is the foundational goal.
- ii. A reminder of Strategic Imperatives: 1) welcoming, caring, and diverse community, 2) development of personalized life paths, 3) return on educational

- investment, 4) boundary-breaking innovations, and 5) financial strength and organizational excellence.
- iii. Actions: a VP of Inclusive Excellence, Dr. Anderson. Dr. Montgomery has led the initiative for Interdisciplinary Studies. Thank you to the Senate for helping to create flexible academic pathways, including changes to the academic calendar and the number of hours required for degree completion.
 - iv. There are many of examples of directional aspects of the Strategic Plan: The Moss Scholars Program, Dean Gribb leading convergence, mapping out data systems of the university, and IT is rethinking the needs and interests of students rather than the centrality of the University. These are examples, showing our drive to be truly student centric.
 - v. Grateful for our approach to student success. Strategies will force us to think differently and reconceptualize aspects of the University to make sure that we are genuinely serving the needs of the students. Gives us permission to do what we are most excited to do. Grateful to have everyone as a partner in making this happen.
 - vi. Questions and Answers occurred about a variety of topics. For Student Support Services and for counseling students, the following are resources:
 - a. Anne Hollis at ahollis@bradley.edu
 - b. studentsupport@bradley.edu
 - c. <https://www.bradley.edu/campuslife/healthservices/assets/documents/CounselingTipsForFaculty.pdf>

B. Provost and Senior Vice President for Academic Affairs Zakahi

- i. Thank you to the campus for ongoing efforts for serving our students. This conversation today is another example of dedication to serving students.
- ii. Anticipate having two forums in February regarding online undergraduate education. Details will be forthcoming.
- iii. Derek Montgomery has drafted a document for joint faculty appointments. Optimization of current handbook language rather than using new language or creating a new policy. The draft has been shared with the Senate President and the Deans, and will also go to Senate Exec. Hopefully, it will be available on Provost website early next semester.
- iv. Follow-up regarding incentive-based budgeting:
 - a. supporting cost committee, which includes faculty representation, is charged with oversight for annual budget process and the supporting cost business units (e.g., student affairs). Focused on creating sustainable process and resource allocation that is data driven.
 - b. Units are being asked provide key performance indicators for their budgets.
 - c. Cost containment not just on academic side, but throughout the institution. Colleges are asked to pay for each of the following areas:

Indirect Expenditures	Allocation Method
Academic Affairs	Faculty & Student FTE*
Strategic Administration	Total Direct Expense
Student Affairs	Student Headcount
Facilities	Net Square Footage
Enrollment Management	Student Headcount

Human Resources	Faculty & Staff Headcount
IT Services	Faculty, Staff & Student Headcount
General Operations	Total Direct Expense
Depreciation	Net Square Footage
Athletics	Student Headcount

*FTE = full time equivalent

- v. A question was asked about the “general operations” category and an answer will be researched.

VII. Old Business - none

VIII. New Business - none

IX. Adjournment

The meeting adjourned at 4:25 PM.

UNIVERSITY SENATE MEETING SIGN IN SHEET –

SENATORS

Meeting Date:

11/17/22

Name		Name	
Anderson, Warren		Kelly, Todd	
Arquette, Cecile		Khodair, Yasser	
Ball, Justin		Kimberlin, Kevin	
Blair, Eden	<i>Eden Blair</i>	Kindler, Andy	
Borton, Rachel	<i>Rachel Borton</i>	Lewer, Joshua	
Brammeier, Heather	<i>Heather Brammeier</i>	Lukowiak, Twila	
Burroughs, Meghan	<i>M. Burroughs</i>	Marsh, Christopher	<i>CM</i>
Carty, Tom	<i>TEC</i>	McAsey, Mike	<i>MM</i>
Cisneros, Adolfo		McQuade, Kristi	<i>KM</i>
Clark, Jessica	<i>Jessica Clark</i>	Miller, Johanna	
Cox, Sheryl		Moon, Daniel	
Davison-Aviles, Robert		Morris, Marty	<i>MM</i>
Daye, David		Mou, Libin	
Drake, Teresa	<i>nd</i>	Muncy, Jim	<i>JM</i>
Erickson, Deborah	<i>de</i>	Nair, Kalyani	<i>Kalyani Nair</i>
Ford, Heather	<i>Heather Ford</i>	Newton, Lee	<i>LF</i>
Frazier, Meg	<i>MMF</i>	Nielsen, John	
Genovese, Erin		Petravick, Simon	<i>Simon Petravick</i>
George, Burl	<i>B. George</i>	Portocarrero, Melvy	
Getz, Dan	<i>DS</i>	Rommel, Megan	<i>MR</i>
Gillespie, Oscar		Reynolds, Chris	
Glassmeyer, Danielle	<i>Danielle Glassmeyer</i>	Schnupf, Udo	
Gore, Bryce	<i>Bryce Gore</i>	Schweigert, Wendy	<i>Wendy Schweigert</i>
Gorman, Zach		Shastry, Prasad	<i>PS</i>
Grandstaff, Jaime		Spires, Todd	
Gribb, Molly	<i>Molly Gribb</i>	Standifird, Stephen	
Grugan, Amy	<i>Amy Grugan</i>	Stern, Travis	<i>TW.S</i>
Ham, Ethan	<i>Ethan Ham</i>	Stover, Naomi	<i>NA</i>
Hawkins, Samuel	<i>SH</i>	Thomas, Nathan	<i>NT</i>
Hogan, Jackie		Timm, Mat	<i>MT</i>
Huberman, Jeffrey	<i>Jeffrey Huberman</i>	Williams, Chris	<i>CR</i>
Jones, Chris		Way, Jamie	
Kastberg, Erin		Zakahi, Walter	<i>Walter Zakahi</i>
Kelly, Joe	<i>JK</i>		

Faculty Handbook Proposed Revision

The University Tenure, Promotion, and Dismissal Committee is acting in response to the Report of the Faculty Gender Equity Taskforce (FGE) from January 17, 2019. Section 9 of the FGE report recommends that Bradley institute more family-supportive policies and remove potential bias. More specifically, section 9b of the FGE report (Clarify tenure clock provisions) identifies several concerns with the Faculty Handbook Policy for Extending the Probationary Period, located in Section D.4 of the Handbook. These concerns identified by the Faculty Gender Equity Taskforce in this regard are noted below.

Excerpt from the Faculty Gender Initiatives (FGE) Report – January 2019, page 79.

Under Bradley’s current guidelines, “faculty members may be granted, upon request, a single one-year extension of the probationary period” for the birth or adoption of a child, the care of a seriously ill family member, or their own serious illness or injury. But the guidelines further state that the faculty member would still be expected to “continue to perform his or her duties as specified in the Faculty Workload Statement.” There are three problematic issues in this language.

First, it indicates that faculty members “may be granted” an extension, which indicates that administrators have discretion over whether or not to grant the request. Revised guidelines should make criteria for extension clearer. Greater discretionary power by administrators means greater opportunities for bias to enter into decision-making.

Second, the language indicates that during the probationary period, faculty may apply for only “a single one-year extension.” There are no provisions for the birth or adoption of a second child or for serious illness or injury during the five-year probationary period. This is particularly problematic when we consider that families often choose to space children just two or three years apart, and that many female academics delay childbirth until after the completion of their PhDs, which narrows their window of opportunity for child-bearing.

Third, the language indicates that even if a one-year extension is granted, the faculty member would be expected to continue their normal duties. Most of the language pertains to teaching duties, however. Thus, the status of research/creative production during this period is not clear. Revised language would make expectations for research/creative production during this period clear. Standardized annual evaluation forms might be revised to include an option other than “making/not making sufficient progress toward tenure.” Rather they might indicate that during a specified extension period, evaluation of progress toward tenure is temporarily suspended.

Revisions of family leave policies should furthermore clarify the impact of family leave on sabbatical “clocks.” The current guidelines state that “Unpaid leaves of absence normally will not count toward the six years” needed to be eligible for a sabbatical. The status of paid or unpaid family leave (or FMLA) is not clear, however.

The proposed revisions (shown in-line on the next page) address each of these concerns.

To address to first concern raised in the report, the committee recommends:

- The phrase “may be granted” be altered to read “shall be granted” to indicate that the request is not at the discretion of the administrators.

- The term qualified was added to clarify that faculty members will be granted an extension provided the criteria listed below are met.
- The criteria be streamlined to eliminate “adoption of a child under six years of age” due to our concerns that adoption at any age can present a significant change in time spent on family duties.
- The term “care of a child” be eliminated from Part A because it is covered in Part C.
- After meeting with members of the Gender Equity Task Force, the committee also recommends the addition of “one with special support needs” to Part B.

To address the second concern raised in the report, the committee recommends:

- The addition of several sentences indicating that faculty members shall be granted up to two extensions, and could be eligible for more than two under extraordinary circumstances.
- The decision to limit extensions to two stems from the guidelines established by the AAUP (see below).
- AAUP p.2 of the 2022 AAUP Survey of Tenure Practices, 2022 (https://www.aaup.org/file/2022_AAUP_Survey_of_Tenure_Practices.pdf): *In 2001, the AAUP issued a statement recommending that institutions allow probationary faculty members to stop the tenure clock “for up to one year for each child,” with a maximum of two times. “Stopping the tenure clock” is a bit of a misnomer, because in cases where faculty members do not take leaves of absence, the practice doesn’t so much stop as extend the probationary period by an additional year or two.*
- For the purposes of this section, stopping the tenure clock and extension of the probationary period effectively mean the same thing. Extending the probationary period is colloquially known as “stopping the clock,” which AAUP notes is “a bit of a misnomer.” Therefore, we are electing to refer to this as “extending the probationary period” in line with historical faculty handbook standards.

To address the third concern, the committee recommends:

- Clarifying that evaluation of scholarship and creative activity will be suspended during the extension
- Stating that the faculty member will perform other duties as outlined in the Faculty Workload Statement
- Adding that the extension will not lead to increased expectations for scholarly and creative production during the probationary period
- Adding that eligibility for sabbatical leave will not be impacted

To address the final concern from the Gender Equity Taskforce, the committee recommends:

- Streamlining the process to remove the required approval of the tenure committee of the department. It was brought to our attention that cases can be quite personal in nature and the faculty member may wish to limit the number of people involved in the process.
- However, in some cases, the faculty member may feel that involving the department tenure committee may be in their best interest. Therefore, it is recommended that this remain an option as the discretion of the faculty member.
- Altering the language to reflect that the process is simply verifying that the faculty member is qualified. This involves removing language such as “decision”, “vote”, and “recommendation” as these indicate bias would be possible.

Section D. Tenure

Subsection 4. Policy for Extending the Probationary Period

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In the case of multiple events (for instance, the birth of a second child, or the birth of a child and the need to care for a seriously ill parent), the faculty member can choose to be granted one additional extension. Additional extensions beyond these two may be granted under extraordinary circumstances.

In each of the circumstances listed above it is expected that the faculty member is employed full-time and will continue to perform ~~his or her~~ **their** duties as specified in the Faculty Workload Statement, **but evaluation of progress towards tenure with respect to scholarship and creative activity will be suspended during the extension, and the addition of time shall not lead to increased expectations for overall scholarship or creative production to be completed during the probationary period, nor would it impact eligibility for sabbatical leave.**

A request, **with supporting documentation**, to extend the probationary period should be made to the department chairperson in writing no later than April 1st prior to the final year of the probationary period. **If the faculty member chooses**, the department chairperson will forward the request to the tenure committee of the department for ~~its consideration~~ **verification of eligibility**. ~~This committee will forward to the chairperson the vote and the explanation to substantiate the recommendation.~~ The chairperson will then forward the ~~committee results~~ **request** along with ~~his or her recommendation~~ to the dean, who will forward this documentation along with ~~his or her recommendation~~ to the Provost and Vice President for Academic Affairs who will ~~render a final decision~~ **approve the process**. This ~~decision should~~ **approval will** reach the faculty member no later than 30 days from the date the department chairperson receives the request. All appeals of the decision of the Provost and Vice President for Academic Affairs will be made through the normal grievance procedures.

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