

IUPUI School of Education
Faculty Affairs and Budgetary Affairs Committee (FABA)

Minutes

December 2, 2015
ES 3138E

Attendees: Thu Suong Nguyen, Craig Willey, Tamera Moore, Brendan Maxcy, Flip Robison, Deb Keller, Chalmer Thompson (ex-officio), Sharice Breland

Nguyen called to order at 3:05 p.m.

- I. Opening Items
 - a. Discussion of Whiteness
 - i. Issue about the lack of diversity in an earlier GPP meeting was highlighted pointing to how we might think about and support leadership development and in particular, diverse leadership capacity. It will be important to think about how leadership roles are incentivized or de-incentivized. Campus level professional development resources available were also discussed.
 - b. Approval of minutes from November 4, 2015 meeting
 - i. Robison moves to accept the November 4, 2015 minutes; Maxcy seconds
 - ii. Unanimous approval of the minutes, Thompson abstains
 - c. Adopt December agenda
 - i. Willey moves to adopt the December agenda; Robison seconds
 - ii. Unanimous adoption of agenda
- II. Announcements
 - a. Update on maintenance of FABA minutes, records, etc.
 - i. Thompson updated that Ashley Clemons will be helping archive FABA agendas and minutes. EAD Hughes and ADRAA Thompson are working with Ashley to re-define her role to include archiving documents and developing expertise in policy-related matters; in the event that this new role might become overwhelming, Marj Harper will assist in certain capacities.

- ii. Nguyen will work with Jason to password protect FABA audio recordings, perhaps similar to the Equity Center's structure, for electronic archiving.
- b. Policy on Recruitment, Selection, and Review of IUPUI SOE EAD
 - i. After presentation at the November Policy Council meeting and dissenting opinion that the policy if put into place would constrain the Dean, the policy passed.
 - ii. Nguyen proposed the goal of FABA having a selected committee and procedures in place by the end of the academic year.
- c. Policy on Instruction of Graduate Courses
 - i. The approval of the Policy on Instruction of Graduate Courses was tabled for later discussion because Policy Council Chair Barbara Dennis opted for this policy to be vetted by Graduate Studies Committee first. First considerations include research on if a specific policy is needing to show minimum teaching load requirement or our usage of faculty based on professional experience, among other concerns.
- d. Proposed change to IUPUI SOE Policy 06.43 regarding promotion and long term contract
 - i. FABA voted to move the discussion to the November faculty meeting but it was not discussed due to lack of time. Discussion of the proposed change to IUPUI SOE 06.43 regarding promotion and long term contract will be placed on the agenda for the Faculty meeting for December 4, 2015.
- e. Process for staff concerns
 - i. Nguyen informed the group that there is currently no formal process through which to handle staff concerns; historically staff concerns have been handled by Asst. Dean Lands and EAD Rogan, where the concern was worked out with the staff person and other parties, or if appropriate, with University HR. Traditionally staff concerns were not brought to FABA. Breland shared that while the campus Staff Council does address staff concerns from a campus perspective, additional avenues need to be created within the SOE for department specific staff concerns to be addressed.

- ii. Moore moves to have EAD Hughes form a task force to configure a process to handle staff concerns at the School level; Breland seconds
 - iii. Unanimous vote in favor
- III. Old Business
 - a. Merit Review Procedures
 - i. Course releases
 - 1. Maxcy moves to adopt course release procedures; Robison seconds
 - a. Discussion: Maxcy recapped by speaking on how unclear the usage of course releases were in regards to who they were devoted to and concern about lack of parity. Nguyen reminded the group in previous conversations we voted to charge program chairs and coordinators with providing us rationale and descriptions for possible course releases; to date, Nguyen has received three rationales that are in the Canvas site, and conversations with Erik Tillema in regards to Teacher Ed is on the upcoming agenda for their discussion. Nguyen reiterated that FABA is only concerned with the procedural portion of the review procedures.
 - 2. Willey moves to table the adoption of the course release procedures until the February FABA meeting; Moore seconds
 - 3. Unanimous vote in favor
 - 4. Maxcy moves to request the chairs and coordinators provide duties and also any comments on the policies prior to the next meeting; Willey seconds
 - 5. Unanimous vote in favor
 - ii. Teaching load
 - 1. Maxcy moves to adopt administrative procedures on teaching load; Robison seconds
 - a. Discussion: Keller wanted clarification on language about course meetings (second page, 3b) and short falls/failing to meet enrollment

requirements and retroactively requiring faculty to make up class load(s). Nguyen clarified that faculty can teach under-enrolled courses dependent on procedures (with masters and doctoral level having different requirements). Maxcy clarified that the rationale behind procedure is attempting to make the administration responsible for placing disincentives around teaching under-enrolled courses. Nguyen will distribute copies of the proposed procedures prior to the next meeting for members review.

2. Robison moves to table the administrative procedures discussion until February's FABA meeting; Willey seconds the motion;
3. Unanimous vote in favor
4. Maxcy moves to request feedback from program chairs pertaining to the forwarded administrative procedures for focused discussion; Robison seconds the motion
5. Motion passes unanimously

iii. Merit review

1. Maxcy moves adopt this merit review procedures into discussion, Robison seconds
 - a. Discussion: Maxcy added that the campus review process generally serves two purposes with the providing of feedback towards promotion and tenure being the most important function of the review. Thompson added that the requested qualifying information tracking from faculty was not a requirement instructed in the policy, but yet a request. Maxcy addressed the problematic nature of the process if there is not a clear sense of fairness and a valid set of criteria to address these processes. Robison thought it would be beneficial to review other schools processes to see if anything can be garnered ge the School of Nursing.

2. Maxcy moves to table the discussion until the next meeting, Robison seconds
3. Unanimous vote in favor
4. Maxcy moves to have FABA members use track changes in procedures document and send to FABA chair prior to February meeting; Robison seconds
5. Unanimous vote in favor

Robison moves to adjourn the meeting; Maxcy seconds

Meeting adjourned at 5:07pm

December agenda items tabled for February's FABA meeting agenda:

Distance technology fee/On-line fee
Proposal regarding promotion criteria for Research Scientist (IUB FABA)
Policy on "minimally qualified faculty" (OAA)
Administrative procedures regarding requests for sabbatical and professional leave