

Approved Minutes for Faculty Senate Meeting  
March 13, 2013  
3:00-5:00, 205 Welch Hall

Attendees: Rhonda Longworth, Tony Moreno, Perry C Francis, Randal Baier, Chris Mayda, Lizbeth Stevens, Jamie Eisenbach, Bob Jones, Abby Coykendall, Robert Peavler, Rob Orrange, Mahmud Rahman, David Chen, Ray Quiel, Melvin T Peters, Zenia Bahorski, Kim Schatzel, Judith Vullberg, Steve Hayworth, Gaven Edwards, John Koolage, John Carbone, Marti Bombyk, Ken Rusiniak, Paul Majeske, Daryl Barton, Kunal Banerji

\* Items to share in departments

1. (3:00) Approval of agenda  
-approved
2. (3:05) Approval of the minutes for the 2/20/2013 meeting.  
-change 4.c.xviii "Koolage" to "Carbone"  
-approved as ammended
3. (3:10) Committee Appointments:
  - a. IT Steering Committee (1 rep. to replace Matt Evett)  
-Sandy will serve in role FS President
  - b. EPEO Advisory Council (1 rep. to replace Pam Becker) The next meeting of the EPEO Advisory Council is Mon., 3/25/13 in room G11 Boone Hall.  
-Sandy will send out call for nominees
  - c. General Education Assessment Cmte: (1 from COT; 1 from CAS)  
-Sandy will send out call for nominees
4. (3:20) University IT Acceptable Use Policy \*  
-comment: what are the changes from what was in place versus what's being proposed  
-comment: object to use of "you are responsible for" and similar language; change to something like "act responsibly"  
-comment: AAUP attorney will be reviewing proposal  
-comment: point 4 and encryption is unacceptable  
-comment: policy needs to protect academic freedom and the things that let us do our jobs  
-comment: need to define when email and files are searchable and what is FOIA'able  
-comment: document was written by IT staff members who were surprised by feedback  
-comment: when non-faculty author policies that affect faculty, problems are common  
-Provost: HIPAA and FERPA trump FOIA, so documents provided can be redacted  
-comment: proposal also needs to focus on the part that protects faculty rather than just the things faculty should do

-Provost: it could be helpful to have a small group of faculty sit down with IT folks to rework the draft proposal

-comment: FS should make all campus groups aware that faculty representation should be included

Motion: Any university committee that is going to form a policy that affects faculty should include faculty and AAUP representation during the development of said policy. (Seconded; 11 for, 12 against, 0 abstain)

Motion: Any university committee that is going to form a policy that affects faculty should include faculty representation during the development of said policy. (Seconded; 23 for, 1 against, 0 abstain)

-comment: John Carbone will collect feedback and Sandy will put out a call for members of a small working group to get together with IT folk

4.a. Huron Logo [Abby] see attached resolution (orange sheet), Abby reviewed the rationale for each point

-comment: FSEB put out proposed resolution, but this current proposal is very different from the FSEB version

-comment: faculty-as-a-whole should have opportunity for input

-Q: Who should we actually apologize too? A: Native American student association and at a national level

-comment: it would be helpful to specify which groups should be apologized to

-comment: I'd like to have these resolutions electronically

-comment: we shouldn't be publicly compromising the integrity of all of the good people at EMU by pushing for widespread apologies

-comment: include specifics in resolution title

-Abby will send amended proposal to Sandy and Sandy will send to senators, along with the FSEB proposal, for feedback; the Senate will reconcile the two at our next meeting

5. (3:35) Remarks from the Provost

- Provost has been attending department meetings; valuable experience; two common themes: 1) maintenance of classroom technology needs to be better, and 2) lack of cell phone coverage in a number of the buildings and concerns r/t safety – no cost survey of coverage in all buildings to start in 3-4 weeks
- no updates on faculty searches since Feb. communication/newsletter
- expect a budget calendar proposal to come to FS soon

6. (3:50) Committee Reports

a. Committee to Define On-line and Hybrid Courses (John Carbone) (see below)

-amended so 4<sup>th</sup> bullet point ends "...course syllabus, subject to modification based on instructional needs, with notice to students."

-passed unanimously as amended

b. Faculty Senate Budget and Resources Committee (Mahmud Rahman)

-Mahmud is gathering info and will present to FS

c. Calendar Committee (Daryl Barton)

-committee has been examining all of the nuances of creating the future calendars

- final exam schedule will move from 5 days to 4 days
- comment: starting in the middle of the week or having a holiday makes of mess of lab scheduling
- next FS meeting will include review of calendars
- d. Other committee reports

***John Carbone ends his note taking here. Perry Francis begins his note taking here.***

7. General Education Review Committee (FSEB)

- FS will seek to have 2 faculty members from CAS and 1 faculty member from other colleges. We will also want 1 faculty member from the course vetting committee on this review committee.
- Daryl Barton has suggestions for names for this committee.
- R Longworth noted that we will need 6 faculty experts in this area of review. We will also need 2 outside experts. Both experts may not be available at the same time so you want 2 to make sure you have at least one expert available to move the process forward.
- R Longworth also noted that the General Education Director will need to be part of the committee as a NON-voting member.
- S Norton noted that FS really wants faculty input in this process.
- R Longworth would also like student input, but noted that it is hard to obtain. Implementation issues will need to be discussed as well. Need nominations from the faculty as a whole. Also need to create listening opportunities for the whole faculty to offer suggestions.
- R Baier: Can we make suggestions concerning the outside sources?
- RL: There are people and organizations we can tap for the outside people, but is open to suggestions.
- Zenia Bahorski wants to volunteer to help.

8. (4:40) President's remarks

- a. Elections for Senate Officers: President, Vice-President, Secretary, and Membership Secretary
  - (i) Nominations—3/13/2013

President: Sandy Norton & Mahmud Rahman  
 Vice Pres: Perry Francis  
 Sec: Patrick Koehn

Membership: Sandra Nelson

(ii) Election—4/3/2/13

(iii) Description of Officers' Duties (see below)

9. (4:48) Adjournment

**The next Faculty Senate meeting is April 3, 2013, SC 300. The next Executive Board meeting is March 27, 2013, 204 Welch Hall.**

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## **EMU Acceptable Use of IT Resources**

### **15.3. Acceptable Use of Information Technology Resources**

*Effective Date: 8-01-1996*

*Revision Date: 4-16-2013*

#### **UNIVERSITY POLICY STATEMENT**

The University provides information technology (IT) resources to students, faculty, and staff. All users have the responsibility to use these resources in an effective, efficient, ethical, and legal manner. Appropriate and responsible use stipulates that EMU IT resources be used in a manner consistent with the University's instructional, public service, research, and administrative objectives and all local, state, and federal laws. All uses inconsistent with these objectives are considered to be inappropriate use and may jeopardize further access to services and lead to disciplinary action, up to and including discharge.

#### **UNIVERSITY PRACTICE**

The University provides an IT environment which includes a collection of physical computing and network devices, electronic business and instructional software, computing and connectivity services, databases, files and storage arrays, and other computing resources collectively described as EMU IT resources. These resources are provided for University-related purposes, including support for the University's teaching, research, and public service missions, its administrative functions, and student and campus life activities.

1. Users of EMU information technology resources agree to comply with applicable federal and state laws and appropriate University policies and procedures.
2. Every authorized user is responsible for using effective passwords and safeguarding those passwords. Users are responsible for all activity on their assigned accounts, including destructive or illegal activity by someone using their account identity.
3. All software must be used only in accordance with the license agreement and copyrights. Transferring or copying software without permission is prohibited. Creating, acquiring, or using unauthorized copies of computer software or other copyright-protected electronic media is prohibited and may be subject to personal civil or criminal liability under state and federal laws.
4. Confidential or restricted information must not be distributed or made available to persons who are not authorized to access the information. You are responsible for the physical security of the devices you use and the data they contain. Confidential or restricted information stored in a place accessible by unauthorized personnel or on any media or device out of your office (or off-campus) must be protected by encryption using University standards.

5. Use EMU electronic communication systems legally and responsibly. Do not use university-provided computing resources for illegal, threatening, or deliberately destructive or harmful activities. The University reserves the right to block e-mail that exhibits characteristics that could threaten the University's network infrastructure or services. Examples of inappropriate use of communication resources include:
  - a. Creating or sending unsolicited e-mail messages (spam), chain letters, non-University advertising material.
  - b. Creating or intentionally sending viruses or other harmful programs or files.
  - c. Misrepresenting or concealing the true identity of the sender or author.
  - d. Intentionally seeking, copying, or modifying information, files, or email of another user without permission.
  
6. Accessing IT resources without appropriate permission and valid access credentials is prohibited. Do not install or attempt to install malicious computer code on the device of another or on any University owned electronic resources. Do not use software tools that attack Information Technology resources. Do not cause or allow access, modification or destruction of any computing machinery, files, programs, settings, or data transmitted or stored by any device without permission.
  
7. EMU faculty and staff may use the university information technology resources for incidental, personal purposes provided such use does not interfere with University operations and services. IT resources may not be used to advertise, solicit, operate a business, or for other commercial purposes not affiliated with the university. Electronic records arising from such personal use may, however, be subject to the same discovery proceedings and public release as other University electronic records.
  
8. The University reserves the right to inspect, monitor and/or disclose electronic communications in transit or storage without consent of the holder when required by and consistent with the law, when there is a reason to believe a violation of the law or University policy has taken place, or when necessary to maintain the security or performance of the University's network infrastructure. Electronic communication files are subject to discovery proceedings in legal actions and may be released to the public through Freedom of Information Act requests.
  
9. IT resources have a finite capacity. Users should limit their use of EMU IT resources accordingly and must abide by any limits EMU places on the use of its IT resources or on the use of any specific IT resource. In particular, no user may use any IT resource in a manner which interferes unreasonably with the activities of the University or of other users. EMU reserves the right to limit, suspend, or terminate user access to EMU IT resources when necessary to protect EMU IT resources, the University, or other users from harm.

**RESPONSIBILITY FOR IMPLEMENTATION**

The Chief Information Officer shall be responsible for ensuring proper implementation of this policy.

**SCOPE OF POLICY COVERAGE**

Anyone using or accessing EMU computers, networks, systems or data is subject to the provisions of this policy. EMU faculty, staff, emeritus faculty and staff, registered students, alumni, and approved guests are permitted to use EMU's computing and networking services, but are subject to the terms of this policy during that use. Individuals who use personally-owned equipment while connected to the university network are subject to the provisions of this policy while connected to the network. Use of EMU's computing and networking facilities and equipment by unauthorized persons is prohibited.

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## Committee to Define On-line and Hybrid Courses (John Carbone) 3/10/13

Following our February 28, 2013 meeting with Associate Vice Provost Jim Carroll, the Hybrid Course Definition Subcommittee (HCDS) of the Faculty Senate has reached consensus on agreeable language for how the University should define a hybrid course.

For purposes of historical background, the Provost's Office originally proposed:

*A "hybrid class" is a section of a for-credit course delivered 50% in-person and 50% on-line.*

- *A course section must be identified in the course schedule (using Banner codes) as a hybrid class before students begin enrolling in the class.*
- *A hybrid class must include an in-person session in the first and last week of the term.*
- *The dates and times of all the in-person sessions must be identified in the course schedule.*

This was followed by a response from the Faculty Senate:

*The Faculty Senate has examined the proposed policy defining on-line courses. We object to the relative rigidity of some aspects of the definition. We suggest three changes:*

- *The sentence "A 'hybrid class' is a section of a for-credit course delivered 50% in-person and 50% on-line" be changed to "A 'hybrid class' is a section of a for-credit course that meets less than 100% in-person and the remainder on-line."*
- *The sentence "A hybrid class must include an in-person session in the first and last week of the term" to be "A hybrid class must include an in-person session in the first week and, for those classes that require a course evaluation, another in-person session toward the end of the term."*
- *The sentence "The dates and times of all the in-person sessions must be identified in the course schedule" be changed to "The dates and times of all the in-person sessions must be identified in the course syllabus."*

The HCDS recognizes that the Provost's Office desires development of a hybrid course definition to: 1) better allow students to schedule their courses and outside obligations; and 2) to allow for efficient scheduling of campus classroom space. Additionally, the HCDS recognizes the Faculty Senate's desire to allow instructors to retain pedagogical flexibility and academic freedom in developing and delivering course content. It is the HCDS' belief that the following proposal achieves the aims of both parties.

The HCDS proposes that the definition of a hybrid course be as follows (note: rationale for each point included in bold):

*A hybrid course is a section of a for-credit course delivered both in-person and online (**This initial definition provides the basic premise of a hybrid course without defining the ratio of in-person to online instruction**).*

- *A course section must be identified in the course schedule (using Banner codes) as a hybrid class before students begin enrolling in the class (**The intent of this policy is to ensure that students are aware, at the time of course registration, that hybrid [HLE] courses will be delivered in a different format than traditional lecture [L] and fully online [DEO] courses**).*
- *A hybrid course will include scheduled in-person meetings totaling approximately 50% of instructional time, with course instructors able to adjust the schedule to best fit their pedagogical needs while maintaining at least 20% of total instructional time as in-person meetings (**The intent of this policy is to create a framework in which course instructors maintain flexibility in determining the best scheduling for their individual classes, while providing the Provost's Office with sufficient detail to allow for efficient scheduling of classrooms and to empower students with a higher level of scheduling awareness as they prepare for the upcoming semester. In practical terms, this policy provides instructors with the flexibility of creating a hybrid course that is delivered ~50-80% online; this is consistent with Hybrid Course definitions of other institutions [e.g., MSU, WMU, EMU H&P]**).*
- *All hybrid courses must include an accepted means of course evaluation, as determined by the course instructor (**The intent of this policy is to ensure that course evaluations are still successfully administered and collected, regardless of the in-person versus online delivery**).*

**schedule determined by the course instructor. At present time, hybrid courses use traditional paper-based course evaluations; this proposed policy is intended to be flexible enough to allow for transition to web-based evaluations in the future, if necessary).**

- ***The dates and times of all in-person sessions must be identified in the course syllabus (The intent of this policy is to provide students with the knowledge of when course instruction will be delivered in-person versus online, so that they may schedule outside obligations accordingly).***

Removing the explanatory rationales, the HCDS proposal reads as:

*A hybrid course is a section of a for-credit course delivered both in-person and online.*

- *A course section must be identified in the course schedule (using Banner codes) as a hybrid class before students begin enrolling in the class.*
- *A hybrid course will include scheduled in-person meetings totaling approximately 50% of instructional time, with course instructors able to adjust the schedule to best fit their pedagogical needs while maintaining at least 20% of total instructional time as in-person meetings.*
- *All hybrid courses must include an accepted means of course evaluation, as determined by the course instructor.*
- *The dates and times of all in-person sessions must be identified in the course syllabus.*

Respectfully submitted,

John Carbone (HS)

Devika Choudhuri (WGST)

Patrick Koehn (P&A)

Steven Krause (ENG)

Sandra Nelson (NURS)

Pamela Smith (TED)

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## **Duties of Faculty Senate Officers (from the By-laws)**

**11/11/2009**

The Officers shall be responsible for performing or delegating the responsibility of the following duties of their respective office:

### **1. President**

- a. Chair all Faculty Senate and Executive Committee Meetings
- b. Provide a President's Report to the Faculty Senate on relevant issues under discussion in Executive Committee and progress on attaining Faculty Senate objectives.
- c. Send agendas to the Faculty Senate members one week prior to the Faculty Senate.
- d. Send corrected and approved minutes of Faculty Senate meetings to all EMU faculty, the Provost, the President, and the President of the board of Regents and any other parties who have particular interest in the meeting's agenda items.
- e. Represent the Faculty Senate to the Board of Regents, the University President, the Provost and Vice-President of Academic Affairs and to other entities both inside and outside the university in matters where Faculty Senate opinion and/or action is relevant.
- f. Serve as a liaison to other university or external entities that seek to collaborate with Faculty Senate and/or seek faculty input.

### **2. Vice-President**

- a. Serve as the President Pro-Tem in the absence of the President.

- b. Assist the President when needed.
- c. Serve as the President if the elected President is no longer able to finish his or her term of office.
- d. Monitor the work and progress of University Committees where Faculty Senate has appointed representatives.
- e. Monitor the terms of office of the members of Faculty Senate and ensure that those who are up for re-election or are vacating their positions are following election protocols in a timely way in their home programs, departments, or schools.
- f. Monitor the attendance of Faculty Senate members to ensure that programs, departments, and schools are participating meaningfully in Faculty Senate.

**3. Secretary**

- a. Record the minutes of the meetings of the Faculty Senate and distribute them in draft form to the members of the Executive Board for review. Corrections are made in a timely fashion so that a draft can be distributed to Faculty Senate members prior to its next meeting.
- b. Record notes on meetings of Executive Boards and distribute them in draft form to the members of the Executive Board for review. Make corrections if needed.
- c. Provide the President with corrected and approved minutes for distribution.

**4. Membership Coordinator**

- a. Monitor the Faculty Senate web page to ensure it is current and useful to faculty and the public.
- b. Maintain corrected lists of members and their alternates for the President to distribute communications to them. Oversee the clerical preparation of desktop nametags and attendance sheets.
- c. Maintain updated lists and email and telephone contact information of Faculty Senate members. Provide these lists to Senate members and oversee their posting on the website.
- d. Maintain updated lists of all faculty members serving on University Committees who were appointed by the Faculty Senate.