

FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson William Allegrezza

Committee Name Academic Affairs

1. Did your committee meet this year and what work did you accomplish?

The committee met several times to discuss some important issues, though we only ended up resolving two of them. First, we discussed a name change to the Academic Forgiveness Policy. We agreed on one and presented it to the Faculty Organization for a vote, and it passed. Second, we spent a lot of time on the audit policy. Unfortunately, this one issue got tangled up with the issue of paying for audits, and that caused a lot of disagreements. Next year the audit policy should be put back in front of the Faculty Organization as drafted without any mention of payment for audits. This committee is not in charge of fees, and having the issue tied to that made the faculty react to it. Third, we agreed on a policy for not allowing 100 and 200 level courses to be cross-listed with graduate courses. That policy passed at the Faculty Organization meeting. Fourth, we started a discussion of the Probation and Dismissal Policy, but we did not finish with it before the pandemic, so it will need to wait until next year. There is some debate on campus about whether this one should be revised or not. Fifth, our last issue was to amend the Academic Dishonesty Policy so that students who plagiarized can have the option of taking an online tutorial. We also wanted to explore ramifications of secondary plagiarism (paper mills and such things) during this policy revision. We did not get to this last policy.

2. What work do you feel is left to do?

1. The Probation and Dismissal Policy should be explored for a possible revision. See above.
2. The Academic Dishonesty Policy should be amended. See above.
3. The Audit Policy should be passed with no fee mentioned. See above.

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

I do not have suggestions for issues for the committee, but I do suggest that this committee was too small. It's an important committee and should have at least six people on it.

4. Would be willing to chair this committee this year? Yes No

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson ___Subir Bandyopadhyay___ & Pete Avis _____

Committee Name ___Budgetary Affairs_____

1. Did your committee meet this year and what work did you accomplish?

The Committee did not meet this year because the budget hearings were cancelled. As the Committee Chair, I had a chance to attend a few of the pre-budget meetings.

2. What work do you feel is left to do?

Since the budget hearings were cancelled, our committee did not have a chance to review the budget situation for the university.

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

Since the budget hearings were cancelled, the Administration should have organized a Zoom hearing with the members of the Budgetary Affairs committee. Thus, the committee did not have any input on the revised budget.

4. Would be willing to chair this committee this year? Yes ___X___ No _____

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____

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FACULTY ORGANIZATION COMMITTEE REPORT

May 13, 2020

Committee Chairperson Charles Hobson/ Crystal Shannon

Committee Name Diversity and Inclusion Committee AY19/20

4. Did your committee meet this year and what work did you accomplish?

Yes, the committee met four times over the academic year and completed the following initiatives:

- Development, design, and planned implementation of implicit bias training for faculty search committees. Training performed in Spring semester.
- Collaboration with One Book initiative for recruitment and selection of next common read.
- Collaboration with One Book initiative on NEA Big Read grant.
- Coordinated continuation of "Equity Advisor" training.

5. What work do you feel is left to do?

- Continued collaboration with One Book initiative for recruitment and selection of next common read.
- Continued collaboration with One Book initiative on NEA Big Read grant.
- Expand implicit bias training for all campus stakeholders.

6. Do you have any suggestions as to issues and questions that this committee should address in the future?

- a. Meet with incoming Chancellor to discuss D&I issues.
- b. Meet with new campus Director of AA/EEO to discuss D&I issues.

4. Would be willing to chair this committee this year? Yes_CS/ CH No _____

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? NA

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson Michael S. LaPointe and Christopher J. Young

Committee Name Faculty Affairs

7. Did your committee meet this year and what work did you accomplish?

The Committee established criteria for the promotion of Senior Instructors to the rank of Teaching Professor. The proposal was approved by Faculty Organization

8. What work do you feel is left to do?

None that was charged to the Committee this past year

9. Do you have any suggestions as to issues and questions that this committee should address in the future?

We feel that the entire P&T guidelines should be re-examined and updated. Specific items to focus on include:

- Developing guidelines for promotion of Instructors to Senior Instructors
- Establish a stronger precedent for consideration of community engagement in the P&T process
- Alignment of criteria for excellence in teaching with university-wide vision for the regional campuses
- Better alignment and consistency of criteria for promotion and tenure between departments / units and units with campus-wide criteria while recognizing that different disciplines will have specific requirements or expectations unique to those disciplines.

4. Would be willing to chair this committee this year? Yes X Both co-Chairs are willing to Chair or co-Chair the committee again next year. No _____

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson _____ Diane Larson (Senior Lecturer CIS Department) _____

Committee Name _____ Scholarship/Financial Aid _____

1. Did your committee meet this year and what work did you accomplish?

Committee members selected student recipients for IU Foundation scholarships for **Year 2020-2021**. Scholarships were awarded to students from the IU Foundation. The committee determined student recipients based on the criteria of each scholarship.

The list of student recipients for scholarships was given to the Director of Financial Aid.

Committee works with Financial Aid Office and External Affairs.

The committee members were able to complete the award determination in a timely fashion.

The members of this committee were outstanding! I hope I can be the chair and have the same members again. We all work well together.

2. What work do you feel is left to do?

Once grades post in May there may be a few scholarships that need new recipients. I will email committee members if needed for alternate students if needed.

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

None at this time.

4. Would be willing to chair this committee this year? Yes No _____

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson Maria Young

Committee Name Faculty Development

1. Did your committee meet this year and what work did you accomplish?

No.

2. What work do you feel is left to do?

Left to do is to meet with Chris Young to discuss the continuation of this committee. Confusion surrounding the work of this group began in the fall as it related to role differentiation of the work of Faculty Development Committee and CISTL in relation to faculty development. The committee felt that there was great overlap of the committee's work with what was being developed by CISTL. Chris and Susan requested to meet with me in person to discuss further and to begin to clarify the roles of faculty development and CISTL...life then happened and the meeting has not occurred.

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

I suspect issues and questions would come up following some greater clarity surrounding the role of faculty development and the role of CISTL.

4. Would be willing to chair this committee this year? Yes No

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson: Jon Becker

Committee Name: Founders Day Teaching Award Committee

10. Did your committee meet this year and what work did you accomplish?

- We met virtually to discuss potential revisions to the call for nominations: specifically, we answered the question, “Who is eligible to write letters of support for FDA applicants?” We agreed that members of the committee may nominate individuals for the award, but they are ineligible to write letters of support for any applicants.

11. What work do you feel is left to do?

- Unfortunately, due to the COVID-19 crisis, we were unable to complete our task. We have discussed the details for completing our task with Past-President Zinner and Associate VCAA O’Dell. The plan (barring any unforeseen changes due to the current health crisis) is as follows:
 - The committee will meet via Zoom in July to select finalists, who will be notified of their status, via e-mail.
 - Any applicants who are not selected as finalists for the 2020 award will automatically have their dossier forwarded to the 2021 pool of applicants for consideration. They will not need to be re-nominated or re-apply.
 - The finalists will be observed by the committee in October. This will give the finalists an opportunity to connect with their students and develop a rapport, which is so often critical to classroom teaching success. In the event that IUN is not holding face-to-face classes in the fall (or the selected finalists are not teaching face to face classes), the committee will do the best job it can to observe the instructors in their online environment and make a selection with the information we are able to gather.
- The members of the current committee will complete the work in October. A new committee should be selected for the 2021 award (as we do every year). Of course, members of the current committee may serve again, if they wish to, at the discretion of the Faculty Organization leadership.

12. Do you have any suggestions as to issues and questions that this committee should address in the future?

- Not at this time.

4. Would be willing to chair this committee this year? Yes X

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson _____ Zoran Kilibarda _____

Committee Name _____ Grants _____

1. Did your committee meet this year and what work did you accomplish?

Yes. We met to discuss applications for Summer Faculty Fellowships and Grant in Aid of Research. We also communicated on-line to discuss these issues.

On two other occasions committee members participated in selecting Research Support Grants that office of EVCAA Cynthia O'Dell was in charge.

Lastly, one committee member participated in selecting this year recipient of IU Northwest Research and Creativity Award.

2. What work do you feel is left to do?

We finished all tasks that were presented to the committee.

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

Nothing in particular at this time.

4. Would be willing to chair this committee this year? Yes No _____

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____ I'd like to stay as Chair, because I've been chair for just one year _____.

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson: Chae Young Chang & Tawa Ibikunle-Salami (co-chair)

Committee Name: International Affairs Committee

1. Did your committee meet this year and what work did you accomplish?

The International Affairs Committee (hereafter IAC) met once a month during AY 2019-2020 and discussed the following agenda: celebrating the first United Nation's Day on Oct 24, 2020, supporting for United Nation's Student Club, and submitting ODMEA Diversity program series grant proposal.

The IAC plans to host the first United Nations Day on Oct 24, 2020, to enhance the awareness of the diverse global issues among students and the community. To do so, the IAC members agreed with a poster competition in the week of Oct 24, 2020, and discussed timeline, Call for Proposal, prize, display, and format, etc. Considering the shortage of the students in the newly established United Nations Club, introducing the club and subsequent recruiting will be accompanied during the poster competition.

2. What work do you feel is left to do?

While the IAC made significant progress in preparing the first United Nation's Day event, the unprecedented COVID crisis and school closing made the IAC postpone the event until our school reopens.

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

To continuously plan and prepare the UN day event on Oct 24 each year, members of the IAC should serve at least two consecutive academic years.

Would be willing to chair this committee this year? Yes ___X___ No _____

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? Tawa Ibikunle-Salami

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Chair's Report: Writing Across the Curriculum Committee 2019-2020

In 2019-2020, the Writing Across the Curriculum Committee met once for two hours to conduct an audit of sample COAS syllabi for Intensive Writing (IW) courses taught the preceding year (2018-2019). This meeting, held Feb. 7 2020, was the culmination of a project begun in 2017-18 based on a campus-wide survey of writing practices across the university in all disciplines. While such surveys are routinely conducted by WAC, they were always done on paper. Our survey moved to Qualtrics and elicited greater and broader feedback from the IUN community, and, we believe, is more accurate than past assessments.

Our audit/survey sought to

- a) ensure that faculty are meeting IUN's IW standards;
- b) consider revisions to IUN's IW guidelines (last updated 1998);
- c) look for departments with growth opportunities for IW teaching.

The rationale behind this audit was straightforward: WAC's survey showed wide discrepancies among faculty about what IW credit-bearing courses entailed. Moreover, COAS recently upped the number of required IW credit hours from 6 to 9, so the time was right to consider how and what is being taught in IW courses, especially since many non-COAS schools require IW courses for their students such as ENG-W231. It is for this reason, too, that we confined our assessment to COAS courses only.

Materials were pre-circulated via Canvas to members of the committee for review. We convened to discuss and share our findings. Our survey and discussion revealed widespread discrepancies in how IW courses are taught and cast additional light on the requirements, which are now well out of date. The 2017 Curriculum Committee Handbook (pp. 7-8) shows that the IW definition, criteria, and designation process were last updated in parts between 1993 and 1998, over two decades ago. They are badly in need of an update.

The pages below contain a) a summary of our findings from the discussion to be forwarded to the appropriate committee in charge of defining and revising IW course requirements (General Assessment and Survey?) and b) a list of course that we looked at and the questions used to evaluate the syllabi. I anticipate that the Gen. Assessment committee would appreciate speaking with me about these notes and findings.

I should add, too, that following our discussion, another member of the committee pointed out that IUN's plagiarism statement is very out-of-date (dated 1970s) and inconsistent with best practices in contemporary writing pedagogy. We look forward to turning to this issue in the coming year.

Respectfully submitted,

Brian O'Camb

Writing Across the Curriculum Committee Meeting Notes / February 7, 2020

Miscellaneous:

- Not all sections of an IW course are coded as IW—it happens individually—and this is an increasingly problematic issue that folks aren't aware of.

Re the list Brian sent around with IW courses listed by enrollment:

- From spring 2018
- Chem-C 343 is no longer IW

What we expect to show up on an IW syllabus:

- State that the course is an intensive writing course at the top of the syllabus.
- Language of the IW requirements prominently displayed, including learning outcomes (Anja Matwijkiw's business ethics course is good on this.)
- Length breakdowns per assignment (that total 5000 words/20 pages); word counts are preferable to page counts
- Revision should be a required course component; revision should also be obvious in the syllabus, preferably in the assignment breakdown and/or the calendar
- There should be description and/or breakdown of the type and frequency of instructor feedback students can expect on assignments.
- Some specific descriptions of assignments (see Kate Gustafson's L390 syllabus)
- (We're asking, essentially, for folks to transfer some of the specifics that appear in assignment instructions or might be delivered verbally or in Canvas Announcements onto the syllabus—stuff like word/page counts, type and calendar for feedback, and how the assignments scaffold. Scaffolding is really not clear on a lot of syllabi.)

Recommendations for IW requirements changes:

- Learning outcomes in Curriculum Committee Handbook need to be revised:
 - Keep writing as a tool of inquiry
 - Keep draft & revise bullet in spirit, but rewrite it
 - Cut the second bullet
 - We need a standard set of learning outcomes that can apply to all IW courses all the campus, which will include the following:
 - Write a lot
 - Substantive revision (not just fixing the grammar, but responding substantively to instructor feedback, reorganizing, adding sources, expanding)
 - Learning the conventions of writing in the particular discipline
- Revisions should count in the page count! And so should informal writing! And so should stuff written by hand in class!
- The sentence about revision in response to instructor feedback needs fixing: "rewrite" instead of "redraft."

Some big questions:

- What is a qualified IW instructor?
- Presumably when a new-to-campus instructor teaches an IW course, or a new-to-IW-courses instructor develops an IW course, their department gives them a syllabus as a mode. Departments should be careful about passing on the right syllabi...
- Do we want to discuss what percentage of the grading should be based on writing (including the writing process)? Based on verbal guidelines that folks have heard and used, it should be at least 60%, with the idea being that a student couldn't pass the course without passing the IW portion of the course.

Survey/Audit used for IW course syllabi taught AY 2017-18

The criteria for IW classes from the Curriculum Committee Handbook:

To qualify for IW credit, a course must require that students write at least 5,000 words (20 double-spaced pages). Revisions, in-class essay examinations and informal writing (e.g. journal entries) will not be included in the page count. Students should be required to redraft at least one paper in response to the instructor's comments. Generally, students will write a series of papers over the course of a semester, rather than one, long paper. However, a single, long paper (such as an honors thesis) may be acceptable, if it is drafted in sections that are reviewed during the semester, and if the entire paper is revised at least once.

The outcomes for the IW requirement provide that IU Northwest graduates will:

- Read actively and critically, analyzing and evaluating a writer's ideas and assumptions, use of illustrations, examples and evidence, and the effectiveness of the structure and style of challenging written texts.
- Analyze and evaluate the relationship between a writer's central purpose in a text and the rhetorical means—ethical, emotional, and logical—used to advance that purpose.
- Use the writing process as a tool of inquiry to discover, explore, test, and develop ideas.
- Draft and revise written texts that provide readers with effectively organized and clearly integrated support—in the form of illustrations and examples, relevant and sufficient data, and other pertinent sources of information and ideas—of a well-formulated thesis.
- Incorporate the words and ideas of others correctly and effectively, as support of the text's thesis.

- Edit written texts for clarity and appropriateness of style, precision of language, and correctness in grammar and punctuation, and adhere to the expectations of an appropriate documentation style. The instructor is expected to provide feedback to the student (through marginal notes on papers and/or private conferences) on the quality of the writing—its organization, logic, correctness, and style—as well as its substance)

Course	Total Enrollment
Eng-W 231	290
Chem-C 343	<input type="text"/>
Phil-P 306	49
Hist-B 391	38
Spch-S 427	29
Eng-W 301	25
Eng-L 390	23
Comm-C 429	18
Soc-S 337	17
Eng-L 440	16
Fina-A 392	15
Spch-S 424	14
Hist-G 310	11
Hist-G 385	11
Psy-P 426	10
Biol-B 352	10
Biol-M 420	8

Here are six questions to consider as you review syllabi:

Does the syllabus meet the minimum requirements for IW credit as outlined in the Curriculum Committee handbook?

How well does the syllabus convey what IW entails to students?

What learning outcomes (if any) are missing from the syllabus?

How variable are IW expectations between instructors teaching the same course?

What changes (if any) would you consider making to our IW requirements?

Finally, rank the syllabi for most to least complete in terms of meeting the requirements and conveying the expectations of an IW course.

FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson Kevin McElmurry & Anita Benna (co-chairs)

Committee Name Student Affairs

1. Did your committee meet this year and what work did you accomplish?

This committee did not meet in the preceding academic year.

2. What work do you feel is left to do?

N/A

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

The charge for the Student Affairs Committee in the 2019 Constitution of the Faculty Organization reads:

“Committee shall review policies dealing with all aspects of student life and shall make recommendations for policy changes.”

This charge is broad and suggests oversight of an administrative unit. Both are appropriate, while the former is somewhat problematic in practice. It is my (Kevin) understanding that this committee has operated on a “wait and see” basis, addressing faculty concerns with Student Affairs should they arise.

Perhaps someone from the Office of Student Affairs would be willing to serve as a liaison or even ex-officio member for the committee in order to better communicate and coordinate on policy issues or changes pertaining to student life.

4. Would be willing to chair this committee this year? Yes, if needed No

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? Though we’ve not met in the context of this committee, Anita and I have worked together on other projects. I’m confident she would be a capable chair for this committee. _____

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson _____ Eun-Joo Kim/Daniel Kelly_____

Committee Name _____ Computer and Distance Learning Committee_____

1. Did your committee meet this year and what work did you accomplish?

The committee met in November to discuss the state of computer resources on IUN campuses with representatives to IT. While some news was relayed from IT, the overall situation was stable and did not need any interventions at the time. A meeting was planned in April to discuss Distance Learning, but was sidelined due the impact of the COVID-19 situation. Initial efforts were made to come up with a faculty feedback survey on the state of online teaching resources. Yet, with the new change of the faculty org system and the entire campus' focus to the fall semester school restart plan, we did not receive necessary feedback to initiate the survey project during summer.

2. What work do you feel is left to do?

- A faculty survey concerning online teaching resources would help us determine the strengths and weaknesses of our current resources and give guidance for improvements that can be made.
- There is still the need to address faculty issues with the IUOCC system, the main topic of the missed Spring meeting.

3. Do you have any suggestions as to issues and questions that this committee should address in the future?

- Online teaching resources and evaluating what adoptions or changes would improve our offerings in these areas.
- Investigation of how to make the IUN interact with the IUOCC system in a way to minimize faculty complaints/issues.

4. Would be willing to chair this committee this year? Yes ___x___ No _____

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____

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FACULTY ORGANIZATION COMMITTEE REPORT

May 1, 2020

Committee Chairperson _____ Cynthia Szymanski _____

Committee Name _____ Library Committee _____

- Did your committee meet this year and what work did you accomplish?

Library Committee did not meet during last academic year 2019-2020

- What work do you feel is left to do?

- Do you have any suggestions as to issues and questions that this committee should address in the future?

Committee should discuss budget allocation between department funds for possible changes / amendments to process

Committee should examine the current collection development policy for any revisions, updates needed

4. Would be willing to chair this committee this year? Yes _____ No XX _____

Ana Osan has been a long-acting Chair of this committee - Ana was on sabbatical during last academic year, and because of this, I was put into the Chair position, a position normally not occupied by a librarian

Would you like to nominate a committee member as the new chair this year? If so, who do you nominate? _____

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