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MINUTES
CAMPUS SENATE MEETING
AY 2011-2012
FRIDAY, September 9, 2011
10:10 A.M. – 11:29 P.M.
PAC CONFERENCE ROOM “H”

Senators Present: L. Atkinson, J. Case Pease, R. Garmil, W. Kline, C. Hoelscher, D. Ruez, G. Simo, J. Villegas, K. Jamison, P. Boltuc, L. Fisher, T. Helton, X. Li, J. Martin, P. Salela, K. Sheridan, A. Sisneros, Y. Zhang, D. Ballard, R. Bouray, A. Mulvey, E. Wilson, P. Wassenberg, D. Schuldt, D. Bussell, S. Miller and T. Ting presiding.

Senators Absent: C. Switzer and J. Tienken.

Ex-Officio: Karen Moranski for Lynn Pardie

Guests: Tim Barnett, Alissa Groening, Debra Anthony, Cecilia Cornell, Lori Giordano, Aaron Shures, Megan Waldschmidt, Shawna Nazarian, R. Williams, Evan Stanley

Approval of the Agenda

The meeting was called to order by T. Ting at 10:10 a.m. A motion by Miller and seconded by Fisher to approve the agenda carried unanimously.

Approval of the Minutes

A motion by Wilson and seconded by Villegas to consider the minutes from the August 26, 2011, Senate meeting was made. Corrections, modifications, clarifications, and deletions were indicated by A. Sisneros, P. Boltuc, L. Fisher, P. Salela, W. Kline, and R. Garmil. The motion to approve the minutes with the amendments carried unanimously.

Announcements

Martin made an announcement regarding the schedule for STAR parties. Villegas announced that he is a member of the University-wide Diversity and Accessibility Task Force and that the task force would be working to develop a university-wide climate survey. He announced that the target sample size for the survey was 100,000 people. He invited Senators to participate in the scheduled informational meeting about the survey and indicated that UIS would need a very high response rate because of our small size in terms of faculty, students, and staff.

Reports

Chair- T. Ting

Ting announced that Vice Chancellor Tim Barnett would provide an enrollment management update to the Senate at today's meeting. She also reminded Senators that Interim Provost Pardie would be reporting on retention at the next Senate meeting on September 23, 2011.

Ting made a clarification regarding voting on the Campus Senate. She indicated that she would call for yes and no votes, and if Senators want to abstain from a particular vote they must do so by raising their hand and requesting this. Senators who place an abstention vote will be indicated by name in the Senate minutes.

49 **Provost – K. Moranski for L. Pardie**

50

51 Moranski reported that Interim Provost L. Pardie wants to encourage faculty to attend faculty
52 development workshops through the CTL this fall. Workshop topics include advising and the curriculum
53 approval process. She also reminded Senators of a series of 9/11 events such as the moment of silence
54 that are scheduled. Information regarding these events can be found on the WUIS website.

55

56 **Student Government Association - E. Wilson**

57

58 Wilson reported that SGA elections are currently underway. A couple of SGA representatives will be
59 attending the Illinois Connections Annual Meeting this week as the SGA is seeking to increase student
60 representation at different events and meetings, including campus-wide events and the IBHE Student
61 Advisory Committee.

62

63 **Enrollment Management Update – T. Barnett**

64

65 A handout was provided to Senators that included a Fall 2011 Enrollment Report, 3-Year Enrollment
66 Changes by Programs, Community College Declines and Feedback, International Enrollments, Possible
67 Influencing Factors, Strategies Used Last Year, Planned/New Strategies, and Additional Assistance. Vice
68 Chancellor Barnett reviewed each of the above and highlighted the following issues.

69

70 Changes in new enrollments for this fall and the number of students continuing this fall; areas of concern
71 including the decline in new freshmen and transfer students; three-year changes in enrollment by
72 program; significant changes in community college applications including Lincoln Land, Illinois Central
73 College, Harold Washington, Southwestern, Lake Land, and Illinois Valley. All transfer coordinators at
74 these locations were interviewed regarding the decline in applications. In summary, reasons given for
75 these declines included student frustration with advising, lack of accessibility to faculty and ability to
76 obtain WPI during the summer months, lack of programs of interest, lack of information in the UIS
77 catalog regarding degrees offered, the decrease in enrollments overall at community colleges, increased
78 presence at community colleges from other colleges and universities, changes in the academic programs
79 in Peoria and a need to build faculty-to-faculty relationships.

80

81 Other topics covered included increases in international enrollments and other factors influencing the
82 decline in enrollment such as increased competition and other demographics, the fact that the Office of
83 Admissions was down three recruiters and by a delay in starting the Contiguous States grant. The report
84 concluded with strategies to increase enrollment numbers including a contract with an outside vendor to
85 conduct an e-mail search campaign, a contract with an outside vendor to contact the applicant pool to
86 identify interest and encourage application, increased scholarship offerings to freshmen and transfer
87 students, additional discretionary scholarships for students in need, faculty and administrator meetings at
88 community colleges, billboards in Springfield and DuPage County, full-page ads in community college
89 newspapers, T-shirts given to freshmen upon acceptance to UIS, and personal contact by faculty
90 members.

91

92 Plans and new strategies beginning this year to increase numbers include continuing working with
93 vendors, designing new messages and using banner EMS for improved communication, additional
94 increases in scholarships, the development of a professional recruitment video, improving evaluation and
95 time to decision-making for new applications, the three vacancies in the Office of Admissions have been
96 filled, reorganization of the Admissions Office to focus on community college relationships, professional
97 training of admissions counselors and continuing to find additional professional development
98 opportunities for all staff in Admissions.

99

100 Additional assistance is needed including more advertising and marketing, more endowed scholarships,
101 faster turnaround on Form 13s, additional faculty phone calls to admitted students to encourage
102 enrollment, providing for academic advising in summer months, further discussion regarding prerequisite
103 checking and continued support and attendance at preview days and meeting with campus visitors.

104
105 Bussell requested additional information regarding the changes in offerings in Peoria as well as
106 the faculty-to-faculty relationships. Further, she offered an opinion on the current billboards and
107 suggested a more professional image for UIS on billboards.

108
109 Barnett commented that there needs to be more outreach in Peoria and that there were several
110 reasons for discontinuing the criminal justice courses there. There has been some discussion
111 regarding bringing CSC and criminal justice courses back to the Peoria area.

112
113 Giordano discussed the faculty-to-faculty relationships with the College of DuPage. Faculty discussed
114 course offerings and what could be done to help College of DuPage students transitioning to UIS such as
115 2+2 agreements. In discussions with community colleges, it was indicated that faculty-to-faculty
116 relationships are needed.

117
118 Boltuc indicated that clear expectations regarding faculty availability during summer months for advising
119 need to be communicated. He also suggested that, in instances where departments or programs were full,
120 that this be communicated to Deans as well as the Provost's office. In this way, fully-qualified students
121 might be offered admittance to other programs or departments. He recommended a clear recruitment
122 strategy for online programs. He also felt it important to clarify that freshmen can live in the Springfield
123 area. In conclusion, he supported the development of faculty-to-faculty relationships and feels it should be
124 of high priority.

125
126 Barnett clarified that although admissions staff do talk about online offerings at community colleges, UIS
127 lacks a recruitment strategy for online programs.

128
129 Salela commented that the billboards fail to take into consideration the ethnic diversity of communities in
130 which the billboards are placed.

131
132 Garmil suggested that students need to be made aware of specific faculty available for advising during
133 summer months. He suggested that this information also be made available to transfer advisors at
134 community colleges. Further, he commented that the billboards suggest that the student population at UIS
135 consists of traditional students and more effort needs to be made to reflect the makeup of our actual and
136 potential student body.

137
138 Bussell commented that our resources need to prioritize person-to-person contact over marketing
139 strategies such as billboards and videos. More focus on presenting an up-to-date, professional and
140 accurate image of who we are needs to be made.

141
142 Moranski commented that the issue of summer advising is an important one. The Undergraduate Advising
143 Task Force is working on this issue including the implementation of recommendations made to the
144 Campus Senate last spring. Efforts were made this past summer to ensure accessibility to faculty for
145 advising including the identification of faculty members who would be available. More effort is needed in
146 communicating to students the availability of faculty, and how to contact them. She will refer comments
147 made today to the task force.

148

149 Martin recommended setting up an e-mail address that acts as a one-stop point of contact for students
150 needing advising. Faculty could take turns in monitoring the e-mail account.

151
152 Sheridan recommended creating signage and posting these at key locations across campus indicating the
153 location, availability and identity of faculty members available for advising during the summer months.

154
155 Fisher indicated that her department communicated availability of faculty for summer-month advising to
156 the Dean's office. She recommended that this list be posted where students could view it. She also
157 suggested that program coordinators could provide WPIs for students when faculty members are not
158 available in order to expedite student registration in courses and to reduce the number of students waiting
159 for faculty response. Additionally, she questioned the status of the contiguous states grants for AY 2011-
160 12.

161
162 Barnett indicated that at this point, UIS is allowed to give out grants, but it is not allowed to advertise
163 information about the grants on the UIS website or in other marketing materials. To be eligible, students
164 must have a 3.25 GPA as well as a score of 23 or higher on the ACT. T. Barnett is working with the
165 Chancellor to rectify this.

166
167 Wasserman reported that the Dean's Council in the past week discussed access issues for students seeking
168 advisement during summer months. One idea included restructuring staff schedules (such as the vacation
169 year which is currently August 15-August 16) to accommodate the times of day that students are normally
170 on campus and to take into consideration students who are on campus for night classes.

171
172 Boltuc questioned if there was a way to electronically manage prerequisite checking with the use of
173 software that is currently in place or that might be able to be developed. Additionally, he suggested that
174 the departmental phone systems include messages indicating which faculty members were available for
175 advising during times when offices were understaffed. He commented that it seemed unusual that we have
176 evening classes without staff during the evenings.

177
178 Moranski clarified that the current BANNER system is not robust enough to handle prerequisite checking
179 without significant delays with the system. Additionally, prerequisite checking requires enormous
180 amounts of staff time as well as computing time. She described some of the intricacies of prerequisite
181 checking and why this process is so time consuming.

182
183 Ting added the recommendation that there be improved communication between Academic Affairs and
184 Enrollment Management units. Deans need to request that programs under their purview provide
185 information on which faculty members will be available during summer or break times for advising. The
186 Deans will then share that information with the Provost to be passed along to Enrollment Management.

187
188 **Old Business**
189 **Resolution 41-11 Revisions to the Statutes, Article II, Section 2 -- University Senates Conference**
190 **(Campus Rotation of Leadership Positions) [2nd reading]**

191
192 A motion was made by Garmil and seconded by Boltuc to consider Resolution 41-11 was made. The
193 Resolution was passed with unanimous support.

194
195 **New Business**
196 **Resolution 41-13 Faculty Personnel Policies Article 5 --Modifications in Policy for Determining**
197 **Class Size [1st reading]**

198
199 A motion was made by Fisher and seconded by Li to consider Resolution 41-13 was made.

200
201 Anthony reported that the existing policy is quite rigid in determining standards for enrollments,
202 maximum course caps, etc. It also fails to consider instructional resource management guidelines and
203 metrics. The changes proposed in this resolution match with what is already in practice.
204

205 Bussell requested clarification on line 87 regarding cancellation of classes on the first day of class.
206 Following discussion, a motion by Ting and seconded by Boltuc was made to amend the wording of line
207 87 to indicate, "By the first day of class." The motion carried with unanimous support.
208

209 A motion was made by Helton and seconded by Wassenberg to amend lines 75 – 78 of to say, "In
210 instances in which course enrollment limits have been established, the appropriate Dean shall ensure that
211 necessary steps are taken to meet students' needs, which include...". The motion to amend carried with
212 unanimous support.
213

214 **Resolution 41-14 Faculty Personnel Policies Article 9 -- Clarification of Policy Regarding**
215 **Department Chair Compensation [1st reading]**
216

217 A motion was made by Ballard and seconded by Garmil to consider Resolution 41-14 was made.
218

219 Wassenberg indicated that her College Executive Committee understands that although this resolution is
220 necessitated by U of I rules, they feel it is grossly unfair particularly to junior faculty whose annual salary
221 is less than senior faculty. They end up being under compensated for their work.
222

223 Boltuc questioned if there are in place any practices to address faculty compensation. P. Wassenburg
224 indicated she has not found a way.
225

226 Fisher pointed to lines 64-66 regarding the SECs role in ensuring comparability of compensation for
227 department chairs. She asked if this was occurring.
228

229 Ting clarified that the SEC raised questions and discovered that equality in compensation existed to the
230 extent that department chairs across campus were being compensated by taking a certain percentage of
231 their base salary.
232

233 Wassenberg reported that former provost Berman indicated that equality does not refer to the dollar
234 amount of compensation; rather, it refers to the fact that compensation is equal to one month's salary.
235

236 Fisher commented that she believes different colleges are handling this issue of compensation
237 differentially. She wondered if the SEC was monitoring these differences. Ting agreed that the SEC
238 would need to take up this issue.
239

240 Martin indicated that this clause provided an avenue for individuals with complaints to address their
241 concerns.
242

243 **Adjournment**
244

245 A motion by Helton and seconded by Wilson to adjourn carried with unanimous support and the meeting
246 was adjourned at 11:25 p.m.