



**INDIANA STATE UNIVERSITY
FACULTY SENATE**

ANNUAL REPORT OF THE ADMINISTRATIVE AFFAIRS COMMITTEE 2007 - 08

**Submitted by
Gordon Minty, Chairperson**

The 2007-2008 Administrative Affairs Committee (AAC) has had ten meetings this year.

Acknowledging that the Committee may meet again before the term of the Committee expires, the membership and attendance, to date, is listed below:

S. Davis	1 (resigned 2/28/08)	M. Lewandowski	9
B. Evans	8	R. Lotspeich	10
S. Frey	4	G. Minty (Chair)	10
T. Harris	9	K. Wilkinson (Vice Chair)	8
R. Ivaturi	3 (class conflict, fall)		

Ex-Officio Members were:

D. McKee	9 (President's Office)
E. Kinley	9
Mark Green	1 (Provost's Office)
S. Pontius	2 (Executive Committee Liaison)

The AAC addressed seven of the nine original charges plus one additional charge.

In addition, the Committee addressed five other administration issues of University-wide concern.

Following are the original charges and action taken:

1. By noon on September 4th, prepare a slate of five faculty members to serve on the Presidential Search Committee

A report naming the five faculty members was sent on August 31, 2007.

2. Identify an alternate for the Presidential Search Committee (to be approved by the

Executive Committee as well as the Senate).

By agreement with the Executive Committee, the AAC agreed to be positioned to name the alternate if, and only if, it became necessary. It did become necessary and AAC forwarded the name on 4/4/08, the same day as requested.

3. *Invite John Beacon and Karen Schmidt to discuss plans to migrate to a searchable on-line catalog (ACALOG) from the current pdf format, and make advisory recommendations (preferably before the September Senate meeting).*

A report that the ACALOG system had already been purchased and expressing serious concerns was sent on September 25th.

4. *Identify a means for all-University committees to prepare reports on their annual activities to the faculty. Identify “standing” University-level committees that are not indicated in the Handbook (e.g. ITAC, UAAC, WAC, IAAC) and request information from the administration on their membership, functions, and frequency of meetings. Explore their relationship to Handbook—define standing or all-University committees.* The Committee took this charge up at the February 29th meeting. Other work (see additional issues addressed) hindered progress. It is recommended that this charge be renewed in the 2008-2009 year. (see recommendations)

5. *Report on the impact on the Academic Calendar of adding study days when classes are not held to replace study week held while classes are in session. Report on the impact on the Academic Calendar of extending winter break to allow for the 3-week “intersession” to be moved into that time slot.* A report submitted on January 7th. Explanation and discussion at Executive Committee meeting January 15th.

6. *Establish a sub-committee of knowledgeable faculty whose sole function is to become acquainted with the budget and budget process, and make recommendations to make the process and outcome of budgetary decisions more transparent.* AAC established a Sub-committee for University Budgetary Affairs (SCUBA). The report of the Sub-committee, membership, and recommendations are attached to the back of this report.

7. *Request and summarize information on cost savings achieved or anticipated through recent administrative reorganizations both within academic and non-academic divisions of the University. Request and summarize information on cost savings achieved through academic program closures.* Early discussion on this charge led the Committee to conclude that this year may be too early to identify long-term savings (or additional expenses). An updated administration organization chart posted in the online University Handbook is marked as a Draft. The administrator/faculty count conducted this year by AAC can help frame some discussion. The Committee recommends this analysis be done at a later date.

8. *Provide advisory oversight to development of an updated master facilities plan, with attention to the issue of environmental sustainability (Spring).* From our inquiries, the Committee has concluded that the updated master facilities plan is not yet sufficiently developed to provide

oversight. The vision for the campus is based on four main master plans still being developed in February, 2008. These are: housing, athletics, academic, and enrollment services.

9. *Conduct the bi-annual Faculty Senate Survey . . .*

The Committee did not take up this charge. There was one additional charge sent to the Committee. The charge was: *Review the proposed structure of the College of Nursing, Health & Human Services and submit an opinion. (received March 4, 2008.)* A report in support of the proposed structure was sent on April 1, 2008.

Additional issues addressed by AAC:

There were five additional issues that consumed significant time.

Concerns regarding Sycamore Advantage The AAC sent a memo to Vice President J. Beacon expressing concern that there is a lack of information and involvement of faculty in the planning process for Sycamore Advantage. The memo was sent on April 9, 2008. A reply stating willingness to involve faculty was received from J. Beacon on April 10, 2008 and S. Willis on April 10, 2008.

Administrator/Faculty Count:

Prior AAC committees have conducted an annual administrator/faculty count for October 1st. The AAC, through a sub-committee led by R. Lotspeich, once again completed this count and forwarded a report to the Senate Executive Committee on March 27, 2008.

Academic Calendar Traditionally future academic calendars have been reviewed by AAC before moving to the Senate. AAC reviewed and approved the 2010-1011 Academic Calendar on April 1, 2008.

Digital Measures

There was considerable debate on the benefits and problems with digital measures. M. Green, substituting for E. Kinley the regular ex-officio representative from the Provost's Office, agreed to share the information or problems with the Provost's Office. A follow-up verified that the concerns of AAC were shared. The AAC is hopeful adjustments shall be made to make this a useable and useful system.


Department WEB Pages

The AAC identified University unease with the quality of department web pages. It is recognized that these WEB pages can have significant new student recruitment value, yet most departments lack expertise and resources to meet their own expectations. The AAC is finalizing a memo to J. Beacon, Vice President for Enrollment

Marketing and Communications, recommending additional resources be channeled to this endeavor.

Recommendations:

1. The charge to identify a means for all-University committees to prepare reports on their activities should be renewed. Other issues prevented the AAC from timely progress this year.
2. The administrator/faculty count should continue. The numbers provide for trends in hiring and can provide a backdrop for discussion on cost savings in both academic and non-academic divisions due to reorganization.
3. Renew a charge to provide advisory oversight to development of an updated master facilities plan. Plans were not sufficiently developed to provide oversight this year.
4. Recognizing that there shall be a new President next year, it is recommended that the AAC work closely with the President's Office on any reorganization and the finalizing of the administrative organization chart (as posted in the on-line University Handbook).
5. The AAC should continue the Sub-committee for University Budgetary Affairs (SCUBA) and review how the committee aligns with the new President's system of information sharing

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