There are two action items submitted to the faculty for their approval. These are listed first in this report.

1. The committee took the comments of faculty in the January 2009 convocation and revised the ITV policy. The committee voted unanimously to present the revised proposal to the faculty in the fall 2009 convocation.

### Proposed ITV Compensation Policy

The College of Business may use ITV to deliver a course to multiple sites simultaneously. ITV-based courses typically are scheduled as a separate section for each site; the use of multiple sections is primarily a tool for controlling the number of students registered at each site. Audio/video recordings created during delivery of an ITV-based course may not be re-used without the written consent of the recorded faculty member(s).

Because the cohort size at a site may be sufficient to support face-to-face instruction at that site, for teaching load purposes, an ITV-based course delivered to multiple sites may be treated as a double course. Although more than two sites may be listed as separate sections in the schedule of classes, faculty members teaching such a course may be granted credit for teaching two courses if enrollment justifies it. When a faculty member must travel off campus to meet with students or hold classes, the faculty member will receive the remote site differential. Additionally, a faculty member will receive $1500 for the first time he/she uses the ITV format to teach a course. Each faculty member is eligible to receive this $1500 only once – the first time they use the ITV format. After the first time, faculty will be eligible to receive $1000 every time ITV is offered. This additional compensation, however, only applies to ITV-based courses which support our distance education programs.

The combined enrollment from all sites is recommended to be capped at 50 students for a graduate class and 75 students for an undergraduate course. However, the actual number of students that will be allowed in an ITV course can exceed these maximums. Prior to the course being listed, the cap and course load issues will be determined in a discussion between the department head and the faculty member.

These policies are subject to the availability of college funds. If, at some point in the future, the distance education and expansion funds are reduced or eliminated, the college may not be able to offer the above supplemental compensation. In this
case, faculty members will be informed, in advance, prior to their agreement to teach the course.

2. The committee recommends changes to the bylaws that would (1) change the timing of standing committee membership selections and (2) avoid duplication and possible inconsistencies in both the bylaws and the Policies and Procedures for Retention, Promotion and Tenure regarding the composition and election of members of the Promotion and Tenure Committee.

The justification for changing the timing of elections is to allow committees to begin their work from the start of the fall semester without a delay due to elections.

The changes regarding the composition and election of members of the Promotion and Tenure Committee would avoid duplication and possible inconsistencies in both the bylaws and the Policies and Procedures for Retention, Promotion and Tenure. (It should be noted that revisions are needed in the Policies and Procedures for Retention, Promotion and Tenure to move elections to late in the spring semester if this timing change is approved by the faculty for other committee elections. Ken Martin and Ed Scribner indicated that the P&T committee is aware of this.)

**Proposed changes to bylaws**

**Revision #1:**

Current text in Section 4:

Standing Committee membership selections are to be held within ten business days after faculty return to work in the Fall semester. If an election is required, a simple majority of the votes cast is required for election to membership of the aforementioned Standing Committees.

Proposed wording to replace underlined text above:

Membership selection for the Promotion and Tenure Committee shall be according to the Policies and Procedures for Retention, Promotion, and Tenure. The other Standing Committee membership selections, where an election is required, are to be held within twenty business days before end of the Spring semester. If an election is required, a simple majority of the votes cast is required for election to membership of the aforementioned Standing Committees. For Standing Committees that do not require an election, selection of members shall be made either at the time required for election of Standing Committee membership or within ten business days after faculty return to work in the Fall semester. If committee selection occurs before the end of the spring semester, committee work with this membership will not begin before the start of the fall semester.

**Revision #2:**

Current text in Section 8:

The Chair of each committee is to be selected by the membership of the new committee. This selection is to be accomplished shortly after the election and the Dean notified of the selection no later than 14 days after the committee is elected. Further, the Dean's Office
will distribute a list of committee chairs, members, and members’ terms within 30 days of
the committee’s election of its Chair.

Proposed wording to replace underlined text above:
This selection is to be accomplished not later than fifteen business days after faculty
return to work in the Fall semester and the Dean notified of the selection no later than 14
days after the committee Chair is elected.

Revision #3:
Currently in Section 5, items 1.a through 1.f outline the composition of the Promotion and
Tenure Committee.

Proposed wording:
Membership for the Promotion and Tenure Committee shall be according to the rules set

3. The committee took input from faculty about expenditures for instructional equipment or
software. These expenditures may be funded from student fees collected in 2008-2009.
Below is a list of items requested and the status of these requests as of August 2009.

- 2 SPSS licenses with the AMOS (SEM) module.
  - Update: SPSS licenses have not been purchased.
- Document reader for projecting a paper or page from a book.
  - Update: Paul Hamilton said there are a couple available in the BC lab and faculty
can request to have them set up in a classroom. There is also one to be installed in
the newly renovated BC 109 classroom.
- LANSchool software upgrade in BC 115 and GU 303.
  - Update: Software has been purchased. The upgrade has not been done yet
because the software has not been received.
- Oracle Enterprise Applications with hosted service.
  - Update: This service was renewed.
- Stationary setup for computer in GU 201 and, perhaps, GU 100.
  - Update: The majority of faculty voted for a stationary setup for the instructor’s
computer in GU 201 and GU 100. This setup is being done for GU 201. GU 100 has
not been done so far due to funding.
- Multimedia computer for students.
  - Update: Paul said there are two multimedia machines in the BC lab. There is a
WebCam available for these and other software can be installed, if requested.
Though the BC lab is not the ideal location for these, no other location has been
designated so far.

4. The committee discussed ways to deal with a 2.5% cut in the college budget. The committee
passed a motion to cut summer teaching salaries as a last resort after discussing other
options, such as cutting faculty and staff positions. The committee suggested there be a
general faculty meeting regarding the budget when it is clearer how much will need to be cut.