

Bradley University Senate
Agenda
Eighth Regular Meeting of the 2011-2012 Senate

3:10 P.M. May 2, 2012
Michel Student Center Marty Theater

- I. Call to order
- II. Announcements
- III. Approval of Minutes
 - A. Seventh Regular University Senate Meeting, April 19, 2012 (page 5)
- IV. Reports from Administrators
 - A. President Glasser
 - B. Provost Glassman
- V. Reports from Standing Committees
 - A. Curriculum and Regulations Committee
 - 1. Major/Program Modifications
 - ID 62781 COM Organizational Communication Minor
 - ID 62795 I M Interactive Media
 - 2. Minor Modification
 - ID 49076 BMA Management
 - 3. Concentration Addition
 - ID 61487 CS Mobile Computing
 - 4. Concentration Modifications
 - ID 62777 COM
 - ID 62778 COM
 - 5. Course Addition
 - ID 53914 BMA BMA 347 Law and the Entrepreneur

 - ID 61492 CS CIS 533 Mobile and Wireless Networks
 - ID 61493 CS CIS 546 Advanced Mobile Programming
 - ID 61496 CS CIS 573 Quality Management in Computing

 - ID 39257 E E ECE 552 Wireless Communication Systems
 - ID 39258 E E ECE 553 Radio Frequency Communications
Laboratory

ID 39260 E E ECE 561 Statistical and Adaptive Signal
Processing
ID 39264 E E ECE 566 Real-time DSP Laboratory
ID 39266 E E ECE 571 Real-time Operating Systems
ID 39267 E E ECE 572 Embedded Microcontroller Linux
ID 39268 E E ECE 573 Embedded TCP/IP
ID 39269 E E ECE 574 Robotic Navigation with Simultaneous
Localization and Mapping
ID 39272 E E ECE 582 FPGA Hardware/Software Codesign
ID 40577 E E ECE 583 Digital Systems: Microprocessor
Architecture -- Internal
ID 40578 E E ECE 584 Digital Systems: Microprocessor
Architecture – External

ID 46640 ENG ENG 181 Introduction to English Studies

ID 62779 I M I M 351 Critical Game Studies
ID 62787 I M I M 460 Interactivity in Emerging Media

ID 61590 M S M S 150 Military Physical Conditioning

ID 62803 SCI SCI 100 Science through Inquiry I: Motion
(Biology, Physics)

ID 61977 SCI SCI 102 Science through Inquiry I: Molecules
(Biology and Chemistry)

ID 62804 SCI SCI 103 Science through Inquiry I: Energy
(Biology, Physics)

ID 62805 SCI SCI 104 Science through Inquiry I: Water
(Biology, Chemistry)

ID 62806 SCI SCI 300 Science through Inquiry II: Evolution
(Biology, Earth Science)

ID 62807 SCI SCI 301 Science through Inquiry II:
Environmental Science (Biology, Chemistry)

ID 62808 SCI SCI 302 Science through Inquiry II: Ecosystems
(Biology, Earth Science)

6. Course Modification

ID 63313 ART ART 365 Web Design

ID 61497 CS CIS 572 Computing Management: Systems,
Technology, Services

ID 61499 CS CIS 588 Introduction to Expert Systems

ID 61494 CS CS 593 Web and Mobile Software Systems

ID 61535 I M I M 213 Basic Interactive Media Authoring

ID 61539 I M I M 313 Intermediate Interactive Media Authoring
ID 61540 I M I M 365 Web Design
ID 62771 I M I M 385 Intermediate Video for Interactive Media
ID 62772 I M I M 413 Advanced Interactive Media Authoring
ID 62774 I M I M 465 Advanced Web Design
ID 62775 I M I M 471 Digital Animation II
ID 62776 I M I M 490 Independent Study

ID 61975 SCI SCI 101 Science through Inquiry I: Special Topics

B. Undergraduate/Graduate Program Modifications

ID 61500 CHM BS/MS-Chemistry
ID 61501 CHM BS/MS-Biochemistry
ID 47103 FIN BS-MSQF (FIN 32)

C. Regulations and Degree Requirements (page 10)

1. Academic calendar for 2015-16

D. Graduate Executive Committee

1. Grievance Policy for Graduate Students (page 13)

2. Program Addition

ID 41273 E E Electrical Engineering

3. Program Modification

ID 47102 FIN Master of Science in Quantitative Finance

4. Concentration Additions

ID 61491 CS Mobile Computing

ID 61495 CS Computing Management

5. Course Addition

ID 22645 BMA BMA 682 Entrepreneurship

ID 38836 FIN FIN 655 Practicum in Quantitative Finance

E. Annual Reports from Standing Committees

1. Admissions and Retention (page 14)

2. Affirmative Action (page 15)

3. Continuing Education and Professional Development (page 16)

4. Contractual Arrangements (page 17)

5. Elections (page 18)

6. Faculty Grievance (page 20)

7. Honorary Degrees (page 21)

8. Retirement Advisory (page 22)

9. Sabbatical Leave (page 23)
10. Strategic Planning (page 24)
11. Student Grievance (page 25)
12. University Resources (page 26)

VI. New Business

- A. Ratification of VPAA appointment, Jason Zaborowski, to the General Education Subcommittee to a 3 year term.
- B. Ratification of CLAS appointment, Peter Dusenbery, to the General Education Subcommittee to a 3 year term.

VII. Other Business

- A. Report from Student Senator

VIII. Adjournment

**Bradley University Senate
Minutes
Seventh Regular Meeting of the 2011-2012 Senate**

3:10 P.M. April 19, 2012
Michel Student Center Marty Theater

- I. Call to order
- II. Announcements
 - A. Please initial attendance sheet
 - B. Eighth regular meeting of the 2011-12 Senate will be on Study Day, which is May 2, starting at 3:10 in Marty Theatre.
 - C. A special meeting of the 2012-13 Senate will follow immediately after the eighth meeting.
 - D. By action of the C & R Committee, all members of the Bradley faculty will now have, at minimum, access to CRCRS for information only.
- III. Approval of Minutes
 - A. Sixth Regular University Senate Meeting, March 22, 2012. Approved by general consent.
- IV. Reports from Administrators
 - A. President Glasser – away on University business
 - B. Provost Glassman – no report
- V. Reports from Standing Committees
 - A. Curriculum and Regulations Committee

["Directed Institutions" are those with which we maintain a direct affiliation, at which Bradley students can study abroad for a semester or a year and retain eligibility for use of their Bradley-sponsored financial aid resources.]

 1. OCP Program Additions

ID 61971 OCP Addition to the list of Directed Institutions for Study Abroad: CIEE academic program in Berlin

Summary The CIEE academic program in Berlin is intended for students who have an interest in contemporary Germany and who wish to pursue coursework in English and study German language. The program accommodates German language study at the beginning to advanced levels. A wide range of courses are also taught in English, focused on modern Germany and Europe. An extensive orientation is provided for CIEE students arriving in Berlin, and the program features overnight excursions as part of the academic program. Students participate in activities with German students, including language partners. Meanwhile, they

live and learn in one of Europe's most accessible, multicultural European metropolitan cultures.

ID 61972 OCP Addition to the list of BU Directed Institutions for Study Abroad: Konkuk University, Seoul

Summary: The International Programs Office believes that Konkuk University will provide a good academic program as well as comprehensive services directed to a diverse international student population. The Seoul campus, enrolling nearly 14,000 undergraduates, comprises 15 colleges offering a diverse range of subjects. Those Colleges include Liberal Arts, Art & Design, Education, Architecture, Engineering, Information & Communication, Political Science, Science, Law, Commerce & Economics, Business Administration, Animal Bioscience, Veterinary Medicine, Life & Environmental Science, and General Studies. Campus facilities are consistent with a major urban university in terms of resources that include a library, student union, health service, on-campus housing, and numerous club and activity facilities.

1st Lee Newton, 2nd Amit Sinha. Approved.

2. Major/Program Modifications

ID 58526 ATG Accounting

ID 61231 CHM Chemistry

ID 61232 CHM Biochemistry

ID 61233 CHM Chemistry-Preprofessional

ID 61234 CHM Chemistry-Business

ID 61235 CHM Chemistry-Secondary Education

Approved by General Consent

3. Course Addition

ID 58524 ATG ATG 203 Research and Analysis in Accounting

ID 58525 ATG ATG 268 Business Ethics

ID 61488 CS CIS 433 Mobile and Wireless Networks

ID 61489 CS CIS 446 Advanced Mobile Programming

ID 61490 CS CS 493 Web and Mobile Software Systems

ID 61498 CS CIS 473 Quality Management in Computing

ID 61530 PLS PLS 314 The U.S. Congress

ID 61580 PLS PLS 315 The U.S. Presidency

Approved by General Consent

4. Course Modification

ID 59541 ATG ATG 204 COST ACCOUNTING

ID 59542 ATG ATG 301 Intermediate Accounting I

ID 59545 ATG ATG 302 Intermediate Accounting II

ID 59543 ATG ATG 383 Accounting Systems and Control

ID 61480 CHM CHM 252 Organic Chemistry I

ID 59516 CHM CHM 360 Biochemistry
ID 61229 CHM CHM 470 Physical Chemistry I
ID 61230 CHM CHM 476 Physical Chemistry II
ID 61485 CS CS 102 Data Structures
ID 61484 CS CS 140 Advanced Programming
Concepts and Languages
ID 61486 CS CS 220 Computer Architecture
ID 58916 MTH MTH 109 College Algebra
ID 59532 MTH MTH 115 Brief Calculus With Applications I
ID 59534 MTH MTH 120 Discrete Mathematics
ID 59536 MTH MTH 190 Topics in Mathematics for
Middle School Teachers
ID 56606 NUR NUR 533 International Health and Nursing
ID 59774 P T H S 320 Applied Physiology of Exercise
ID 59778 P T H S 460 Kinesiology
ID 61581 PLS PLS 483 Readings in Political Science I
ID 61583 PLS PLS 484 Readings in Political Science II
ID 58821 SOC SOC 490 Directed Readings
ID 58822 SOC SOC 491 Directed Research
ID 58823 SOC SOC 492 Directed Research II

Approved by General Consent

5. Course Deletion

ID 61479 CHM CHM 467 Advanced Biochemistry Laboratory

1st Matt O'Brien, 2nd Mat Timm. Approved.

B. Regulations and Degree Requirements

1. Course numbering regulation

Motion:

Courses numbered 500-599 primarily serve as graduate courses taught at the graduate level, and are open to graduate students and qualified undergraduate students. Qualified undergraduate students seeking graduate credit are seniors with at least a 3.00 overall GPA, or students who have obtained permission from the course instructor and the chairman of the department offering the course, as well as the consent of the Dean of the Graduate School. (Refer to the graduate catalog section on Bradley Seniors Taking Courses for Graduate Credit for complete eligibility requirements.) Because these courses are not open to all undergraduates, no undergraduate program of study may require a student to enroll in a course

numbered 500-599. Students who wish to use 500 level courses for undergraduate credit must meet the requirements imposed by the department and the college in which the course is offered. These college and departmental requirements are available in the appropriate college and department offices and in the Graduate School.

1st Joan Sattler, 2st Alberto Delgado. Approved.

C. Graduate Executive Committee

1. Program Modifications

ID 48687 ELH Professional School Counseling

ID 61482 CHM MS in Biochemistry

ID 61483 CHM MS in Chemistry

1st Joan Sattler, 2nd Skip Burhans. Approved.

2. Course Addition (For information only)

ID 48689 CHM CHM 624 Fundamentals of Separation Science

ID 61478 CHM CHM 682 Thesis Research Seminar

ID 61477 CHM CHM 697 Research

3. Course Modifications (For information only)

ID 59544 ATG ATG 677 Federal Taxes II

ID 61476 CHM CHM 680 Literature Seminar

ID 61481 CHM CHM 699 Thesis

ID 48567 ELH EHC 654 Consultation in the Helping Professions

VI. Unfinished Business - None

VII. New Business - None.

VIII. Other Business

A. Report from Student Senator – no report

IX. Adjournment. Motion Matt O'Brien. 3:17 PM

Bradley University Senate
Seventh Regular Meeting 2011-2012
April 19, 2012
Attendance Sheet

FACULTY
(please initial)

Adams, Mollie		Gabor, Elena	<i>JB</i>	Montgomery, DeMaris	<i>DAM</i>
Andersh, Brad		Goitein, Bernie	<i>BZ</i>	Morris, Martin	<i>MM</i>
Brammeier, H		Heinemann, Steve		Nanyes, Ollie	<i>ON</i>
Britner, Shari	<i>SB</i>	Hill, Donna		Newton, Lee	<i>LN</i>
Brown, George	<i>GB</i>	Huggins, Brian	<i>BHA</i>	O'Brien, Matt	<i>MOB</i>
Brown, Mark		Jones, Michele		Podlasek, Bob	<i>BP</i>
Bukowski, Charles	<i>CB</i>	Jost, Jennifer	<i>JJ</i>	Scott, Amy	
Burhans, Skip	<i>SB</i>	Kelley, Andrew	<i>AK</i>	Shastry, Prasad	<i>PS</i>
Cisneros, Adolfo	<i>AC</i>	Kerr, Stephen	<i>SK</i>	Sinha, Amit	<i>AS</i>
Craig, Martha	<i>MC</i>	Krishnamoorthi, K	<i>KK</i>	Skaggs, Jobie	<i>JS</i>
Dannehl, Charles	<i>CD</i>	Lee, Hwa		Timm, Mat	<i>MT</i>
Davidson, Jeannette	<i>JD</i>	Lewer, Joshua	<i>RL</i>	Tippett, Steve	<i>ST</i>
Degitz, Robert	<i>RD</i>	Liu, Jiangbo	<i>SL</i>	Wiebold, Lori	<i>WL</i>
El-Chabib, Hassan		Lozano, Jose		Young, Margaret	
Erickson, Deborah	<i>DE</i>	Lukowiak, Twila	<i>TL</i>	Zietlow, David	<i>DZ</i>
Fry, Michelle		McGil, Monica	<i>MM</i>		

EX-OFFICIO
(please initial)

Anna, Gary	<i>GA</i>	Glasser, Joanne	
Beaty, Kathie	<i>KB</i>	Huberman, Jeffrey	<i>JH</i>
Cluskey, Molly	<i>MC</i>	Johnson, Richard	<i>JR</i>
Delgado, Alberto	<i>AD</i>	Malinowski, Olek	<i>OM</i>
Etaugh, Claire	<i>CE</i>	McAsey, Mike	<i>MM</i>
Galik, Barbara	<i>GB</i>	Ruch, Chuck	<i>CR</i>
Galsky, Alan	<i>GA</i>	Sattler, Joan	<i>JS</i>
Glassman, David	<i>GD</i>	Scott, Robert	<i>RS</i>
		Vickerman, Pat	<i>PV</i>

STUDENTS
(please initial)

Russell Howland		Wade Hatler	
Derek Cantu		Erin Osborn	<i>EO</i>

BRADLEY
UNIVERSITY

April 18, 2012

TO: Dr. Brian Huggins, President
University Senate

FR: Subcommittee on Academic Regulations and Degree Requirements
Kathie Beaty, Brad Andersh, Steve Snyder, Hwa Lee, Ahmad Fakheri,
Ed Sattler, Joan Sattler, chairperson 

RE: Approved Item for the University Senate
2015-2016 Academic Calendar

The attached 2015-2016 Academic Calendar was approved and forwarded to the Provost's Office on April 4, 2012. It was then approved by the Senate Committee on Curriculum and Regulations at the April 17, 2012 meeting. It is now forwarded to you for consideration and approval by the University Senate.

**ACADEMIC CALENDAR
2015-16**

FIRST SEMESTER

August 17, Monday	Reporting date for faculty
August 22, Saturday	Residence halls open
August 26, Wednesday	Classes begin
October 10, Saturday	Fall Recess begins
October 14, Wednesday	Classes resume
November 25, Wednesday	Thanksgiving Recess begins (no classes)
November 30, Monday	Classes resume
December 8, Tuesday	Last day of classes
December 9, Wednesday	Study Day
December 10, Thursday	Final Examinations begin
December 16, Wednesday	Final Examinations end
December 19, Saturday	Undergraduate Commencement

JANUARY INTERIM

January 4, Monday	First day of classes Classes meet Monday – Saturday
January 18, Monday	Final Examinations

SECOND SEMESTER

January 11, Monday	Reporting date for new faculty
January 17, Sunday	Residence halls open
January 20, Wednesday	Classes begin
March 12, Saturday	Spring Recess begins

2015-16, continued

SECOND SEMESTER, continued

March 21, Monday	Classes resume
May 3, Tuesday	Last day of classes
May 4, Wednesday	Study Day
May 5, Thursday	Final Examinations begin
May 11, Wednesday	Final Examinations end
May 14, Saturday	Undergraduate Commencement

SUMMER SESSIONS

May 16, Monday	May Interim I begins
May 16, Monday	May Interim II begins
NO CLASSES on Memorial Day Holiday	
June 3, Friday	May Interim I ends
June 6, Monday	Summer Session I begins
NO CLASSES on Fourth of July Holiday	
July 8, Friday	Summer Session I ends May Interim II ends
July 11, Monday	Summer Session II begins
August 12, Friday	Summer Session II ends

MEMO

TO: Dr. Brian Huggins, President, University Senate

FM: Dr. Alberto Delgado, Chair, Executive Committee of the Graduate School

RE: Proposed change to grievance process for graduate student

DATE: 20 April 2012

At its meeting on 29 March 2012, the Executive Committee of the Graduate Faculty unanimously passed the motion below regarding the grievance policies for graduate students. This motion was necessitated by the discovery that parts of the grievance policies in the Graduate Catalog and the Faculty Handbook differed. The motion reflects the unanimous opinion of the Executive Committee of the Graduate Faculty that the language in the Faculty Handbook shall have authority.

Motion. The grievance policy for graduate students shall follow the policies as articulated in the Faculty Handbook. The Graduate Catalog shall reflect the necessary changes.

The Senate Committee on Curriculum and Regulations provided its consent for the motion at its meeting on 17 April 2012.

The motion is being forwarded to you for consideration by the University Senate.

Memo

To : University Senate
From : Admissions and Retention Committee

The Admissions and Retention Committee met and discussed current trends in admissions and retention at Bradley University. Retention rates continue to be high. All indications are that this will continue. Admissions are promising.

The Admissions and Retention Committee would like to take this opportunity to publicly thank Barbara Carraway for her service to Bradley University. Barbara's efforts have positively affected the lives of a great many Bradley students. Her efforts to improve retention rates have been noteworthy. Thank you, Barbara!

Respectfully submitted,
Herbert E. Kasube
Herbert E. Kasube
Admissions and Retention Committee Chair

Report from the Affirmative Action Committee, 2011-2012 Academic Year.

The Affirmative Action Committee met three times: 26 October 2011, 7 December 2011, and on 21 March 2012.

At the first meeting, Bernie Goitein (business college) presented his findings from reviewing the recruitment literature and the Bradley University website. He expressed concern that many, especially those coming from families who are unfamiliar with higher education, might not be aware that Bradley University offers degree programs in engineering.

This concern was relevant to the Affirmative Action Committee as engineering and business programs are popular with “first time to college” students and many minority students are in this category.

At the second meeting, Nickie Roberson (enrollment management) presented facts and figures concerning minority student recruitment and enrollment. Of interest is that the retention rates for minority students are statistically equal to the retention rates of non-minority students, and this trend applies across the various categories of minority student (African American, Latino/Latina, etc.)

At the third meeting, Nena Peplow (human resources) presented facts and figures concerning minority employment (hourly staff, professional staff and faculty). There wasn't much new here; Bradley seems to be in line with other universities of the same type.

Respectfully Submitted

Ollie Nanyes
Chair, Affirmative Action Committee

University Senate Committee on Continuing Education and Professional Development Annual Report to the Senate for Academic Year 2011-2012

The committee met twice in academic year 2011-2012. The first meeting was held on November 18, 2011. Continuing Education Marketing Director Carla Montez, with staff member Lee Ann Kriegshauser, presented to the committee the initial draft of the division's new website. Carla discussed the process that the division used to review its current website and determine what should and should not go into the new site. The division's site is used by both internal and external audiences. Carla and Lee Ann explained how we developed the site to be informative and user friendly for all audiences. With support and direction from Jim Crone, Carla and Lee are creating the new website using Bradley's content management system. This is a change from the current site which uses Dreamweaver software. Carla and Lee add to, delete from, and edit three websites: Continuing Education, the Foster College's Executive Development Center, and the North American Association of Summer Sessions. Each uses different software.

Committee members provided positive feedback for the website and offered to review it again when it is finished. The division determined that the best time to switch to the new and more complex website is in January, prior to the start of spring OLLI programs.

The Committee met again on February 24. We showed them the new website and demonstrated different ways that it can be used to access information and register for a program. The division is making extensive use of the calendar function. The website features expanded information about OLLI programs, including PDFs of many documents and forms. The home page features a section labeled, "Today..." and each work day, this section is updated with something going on in the division, from celebrating a birthday to the start of a program or participation in committee meetings. Carla Montez showed committee members that on the day of the meeting, the website informed visitors that the Senate Committee on Continuing Education is meeting.

Janet Lange, Executive Director, shared the division's annual report with the committee and explained that staff members will begin strategic planning.

Committee Members

Janet Lange, Executive Director and Chair

Stephen Banning, Interim Associate Dean of the Graduate School, Ex Officio

Young Park, LAS

Ahmed Elshahat, FCBA

Winifred Anakwa, EGT

Elena Gabor, SCFA

Twila Lukowiak, EHS

To: Brian Huggins, President of the University Senate

From: Committee on Contractual Arrangements (Kristi McQuade, Chair; Tony Bedenikovic; Pratima Gandhi; Lee Newton; Robert Wolffe)

Re: Annual Report (2011-12 academic year)

Date: 23 April 2012

The following activities were performed by the Committee on Contractual Arrangements during this past academic year.

1. MARKIN CENTER - During the 2010-2011 academic year, the Committee had submitted a proposal to Mike Keup and Alan Galsky to expand the hours of access to the Markin Center for individuals with family passes. At the time, access for family members was limited to weekends, school holidays, and summer/interim. In January 2012, the policy was changed to allow family members use of the facility from 6 AM to 9 AM on Monday through Friday in addition to weekends, school holidays, and summer/interim.
2. OTHER –
 - a. The Committee met with Provost Glassman to discuss a variety of issues related to contractual arrangements.
 - b. Elections – The Committee discussed timing of elections for standing committees and plans to submit a proposal to the Senate Executive Committee on this subject.
 - c. Extra Compensation – The Committee discussed possible mechanisms to compensate faculty with overloads due to such courses as Independent Study, Readings, Research, etc. A key goal for the Committee in the 2012-2013 academic year is to compare the “bookkeeping” systems that the different departments and colleges use for these types of courses and to explore the feasibility of developing college- or university-wide bookkeeping systems that fairly credit faculty who take on responsibilities that go above the normal faculty workload. The long-term goal is to explore means by which to compensate faculty for these extra responsibilities.

2011-2012 Senate Elections Committee Report

Committee Members: Andrew Kelley, Stephen Kerr, Steven Tippet, and Brad Andersh (Chair)

The Senate Elections Committee conducted the following elections during the 2011-2012 academic year.

1. **Strategic Planning Committee - LAS representative** (*Martha Craig was elected*)
2. **Strategic Planning Committee - EGT representative** (*K.S. Krishnamoorthi was elected*)
3. **Committee on Tenure, Promotion, & Dismissal** (*Alexander Hertich and Larry Xue were elected and Patricia Chrosniak was elected as the alternate*)
4. **Faculty Grievance Committee** (*Thomas Palakeel and Jean Jost were elected and Twila Lukowiak was elected as the alternate*)
5. **Contractual Arrangements Committee - Faculty representative** (*Kristi McQuade was elected*)
6. **Contractual Arrangements Committee – Administrative representative** (*Pratima Gandhi was elected*)

The election for the representatives to serve on the contractual arrangements committee was conducted using Qualtrics Survey software. Although there were issues with the initial message being recognized as spam on individual computers, it was our impression that the use of the electronic ballot was a success. IRT has listed the server at Qualtrics as an accepted originator for mail from .bradley.edu, which should solve the spam filter problem. Therefore we propose the following policy for your consideration. Voting on a policy will occur at the first senate meeting in the fall.

Proposed Senate Elections Committee Policy

In an effort to improve election integrity, voter response rates, and election timing, all nomination solicitations and elections conducted by the Senate Elections Committee shall be administered electronically when possible. Every effort must be made to insure that each elector can only submit one vote and that voting is anonymous. In addition, a minimum of two weeks must be given to nominators to complete the nomination forms and for electors to submit ballots.

Clarification of aspects of the policy:

Our plan is to solicit nominations via email. In the email we will request that interested individuals print the nomination form, obtain the necessary signatures, and send the forms back via campus mail. This would eliminate the need for attaching stickers to the nomination forms, and it would reduce the amount of paper that is wasted. A very small percentage of the nomination forms are returned.

Elections will be conducted in the manner that was used during the fall 2011 semester. An email will be sent with the link to the ballot and with the deadline by which the ballot needs to be completed. We will make sure that we delete the text from the email that gives the recipient the option to: "Follow the link to opt out of future emails."

The text "when possible" was added to the end of the first sentence of the proposed policy because we do not know what software will be available in the future. Qualtrics worked well for our purposes, but there is no guarantee that the University will always use Qualtrics. We wanted to leave some flexibility so that we don't have to change the policy if our software package changed or if something else happens that causes the senate to question the use of electronic ballots.

Report from the Faculty Grievance Committee, 2011-2012 Academic Year.

The Faculty Grievance Committee had no business during the 2011-12 academic year and did not meet.

Ted Flemking
Jean Jost
Kevin Kimberlin
Jiang Liu
Twila Lukowiak
Thomas Palakeel

April 26, 2012

To: Brian Huggins
Chair, University Senate

From: David Glassman
Chair, Honorary Degree Committee

RE: Report of Activities: 2011-2012

The Honorary Degree Committee convened electronically to review nominations for the conferring of Bradley University honorary degrees. The committee nominated Mr. Thomas Donahue to receive the honorary degree of Doctor of Humane Letters which was presented to Mr. Donahue at the December 2011 undergraduate commencement ceremony. The committee nominated Mr. William Ford to be awarded the honorary degree of Doctor of Humane Letters during the May 2012 undergraduate commencement ceremony and Mr. Jerre Stead to be awarded the honorary degree of Doctor of Humane Letters during the May 2012 graduate commencement ceremony.

This ends our report.

Respectfully submitted,

David Glassman
Chair, Honorary Degree Committee

Report from the Retirement Advisory Committee, 2011-2012 Academic Year.

The Retirement Advisory Committee did not meet during the 2011-12 academic year.

Kristi McQuade

Amit Sinha

Kelly Roos

Lori Wiebold

Nena Peplow

April 11, 2012

To: The President of the University Senate

Re: Report of the University Sabbatical Leave Committee of 2011 – 2012 year.

The University Sabbatical Committee received 22 proposals from four of the Colleges of the University this year. The committee reviewed these proposals using the sabbatical leave criteria in the faculty handbook, and approved 21 out of the 22 proposals. All of the proposals were placed in rank order, and were then sent with the committee's recommendations to the Provost. The Provost in turn approved 21 of the 22 proposals for the 2012-2013 academic year.

The committee would like to make the following recommendations to the Senate:

1. The custom that a faculty member applying for sabbatical cannot simultaneously serve on the Sabbatical Leave Committee should be formalized and made known to the Deans. This committee made the same recommendation last year, but had to request a new member as we had an application to consider from a person who was also nominated to the committee. This caused a delay in starting the committee's work in the fall.
2. Applicants should be encouraged to submit detailed, complete proposals as required in the handbook. In particular, the committee urges applicants to be specific regarding matters such as where they plan to submit publications (names of journals, include book contracts) and to make as clear as possible their exact plans for the requested sabbatical leave.
3. Applicants who have had a previous sabbatical need to be reminded by their respective College Sabbatical Leave Committees that they should include a copy of their last sabbatical report with their new applications.

Submitted by:

Cecile Arquette (Chair)
Jeanie Bukowski
K.S. Krishnamoorthi
Ed Lamoureux
Vince Showers

April 26, 2012

To: Brian Huggins
Chair, University Senate

From: David Glassman
Chair, Strategic Planning Committee

RE: Report of Activities: 2011-2012

The Strategic Planning Committee met regularly throughout the Fall semester finalizing the 2012-2017 University Strategic Plan. The Plan was approved by the University Senate in December 2011 and by the Bradley University Board of Trustees at their January 2012 meeting. The committee met in February to discuss strategies for monitoring the progression of initiatives outlined in the Plan. It was agreed by committee members that we will continue to meet regularly to provide assistance and assessment review of plan-related activities over the next five years. The 2012-2017 University Strategic Plan can be found at www.bradley.edu/strategicplan.

This ends our report.

Respectfully submitted,

David Glassman
Chair, Strategic Planning Committee

Bradley University
Student Grievance Committee
Annual Report
2011-2012

Members: Derek Cantu - undergraduate student; Candace Esken - graduate student; Janice Frazier - CFA; James Irwin - EGT; Deitra Kuester - EHS; Edward Sattler - BUS; Jill Wightman - LAS

The Student Grievance Committee met several times this academic year. First to conduct the chair election. The chair was contacted concerning five potential grievances. In each case the procedure from the student handbook was explained to the submitting student and three formal grievances were submitted, reviewed, and recommendations sent to the Provost.

The committee plans to make suggestions to the grievance procedure documentation in fall 2012.

Respectfully submitted: James Irwin Jr, Chair

UNIVERSITY RESOURCES COMMITTEE
2011-2012 REPORT

1. Membership:

Shyam Bhandari, Kurt Field, Marc Hitchen (Student), Stephen Kerr (Chair) Allyn Kosenko, William McGehee, Iqbal Shareef

2. Charge:

The University Resources Committee of the Bradley University Senate is charged to do the following:

- A. To foster the compatibility of resource allocations with the overall University goals by focusing its attention on university-wide and long-range decisions by the following activities:
 - (1) To review and analyze policies, projections, procedures, and results of University actions involving the acquisition and allocation of resources,
 - (2) To consult with and discuss its findings with the faculty and other members of the University community,
 - (3) To make periodic reports and recommendations to the University Senate which may make recommendations to the President.
- B. To obtain timely and needed information from the Aniversity Administration as required for the effective performance of its duties.
- C. To consult with the University Administration in preparing policies and procedures affecting resource allocation.

3. Scope of Activity:

The committee fulfilled its charge by interviewing Pratima Gandhi, Susan Andrews, David Pardieck, Chuck Ruch, David Glassman, Gary Anna, Pat Vickerman, and Joanne Glasser. The committee obtained copies of the 2011 financial statements and the IRS Form 990 for the 2010 and 2011 year-ends. We have focused on longer-term issues impacting the revenues and resources of the University. Over the course of the year, the committee had 15 regular meetings leading to this report of findings which we are now bringing to the full Senate.

4. Committee Findings:

Enrollment Management: The last financial statements reveal that \$91 million of our total revenues of \$145 are from tuition. Enrollment management is, therefore, the most important revenue channel supporting our scholarly mission. The committee notes that for a very long time this crucial area has appeared to be in reactive mode. We were given information concerning tough economic conditions. However, we also found that we do have cohort institutions that are filling their programs so they can be somewhat selective in their admission decisions. It is our observation that the search for a Vice President for Enrollment Management has been on the agenda for at least the last two academic years. This position is of critical strategic importance. We solidly agree with the high priority

administrators have given this search for the open position. We urge the administration to make the resources available to attract and retain a candidate with the skill set necessary to bring longer-term stability to this unit.

Convergence: This concept is a major focus in the recently updated strategic plan. The committee devoted a lot of time considering how the convergence initiative might impact resource allocations to our academic programs.

The most tangible evidence of convergence is the plan for a new physical home for the Colleges of Business and Engineering. A new facility provides fresh and exciting possibilities for both colleges. We were pleased to discover a shared executive commitment to financial prudence. Construction will not start until adequate cash has been received through development initiatives. Still, even though construction is likely several years away the structural plans seem to be near completion.

We did probe more into the planning for convergences in terms of understanding how it will impact resources for academic programs. There are a lot of interesting initiatives in the works. However we have some concerns that academic convergence has not yet reached a level of clarity needed to support the campaign that will be needed to launch the new building. The dislocation of the business programs for at least 3 years needs to be thought through carefully. We are concerned about the impact of the long dislocation on ability of the business programs to contribute to the university's resources. It would be helpful gain more information about the plans for academic convergence in the year ahead. Perhaps the Senate could be involved in scoping out the possible tiers of engagement as they are identified and thereby help disseminate the message around campus.

IRS FORM 990: Consideration of the long-term resource allocations by the University Resources Committee should be based on realistic information. Sharing information increases transparency and enhances shared governance. We have been surprised that the IRS Form 990 disclosures have not been completed until the latest possible deadline. The form covering the year-ending May 31st, 2011, was not completed until the end of March 2012 and will not show up in public data-bases until perhaps late in May. We are struggling to understand this time-line since the audited financial statements were completed at the end of September 2011. We think it would give us all a better image of good stewardship and transparency if a way could be found to accelerate the completion and release of this report.

Salary and Benefits: – Bradley can only retain excellent faculty so long as the compensation package is competitive. The committee spent some time considering that the programs in most demand by employers find that their faculty will also be high demand. In order to protect our ability to generate tuition based on excellent teaching, retaining faculty is especially important. We did hear an awareness of the problem from the Provost. Still, the urgency of this matter should bring this matter onto the University-wide agenda because it is linked to our strategic ability to attract top-quality students.

A salary adjustment review has been announced three times in recent years. Most recently it was announced at the 2011 University Conference. The committee is concerned because a perception was created that has not been met. We have suggested to Provost Glassman and to VP Anna that the situation would be less stressful if the adjustment were announced and, at the same time implementation was phased in over time. We were given to understand that serious consideration was given to the delays. Nonetheless, that perception created by the announcements has not been addressed with symmetrical updates.

Goals for Next Year.: As a standing committee of Senate, we were guilty of failing to report on our deliberations to the regular meetings of Senate during 2011/12. We realize that our actions contributed to agendas that were dominated by approval of curriculum items. We realize that our updates could spark useful discussion and information exchange that will make Bradley stronger. We will make an effort to report more regularly and thereby enhance the role of Senate in shared governance during the 2012/13 academic year.