



Eighth Regular Meeting  
2022-2023 Bradley University Senate  
3:10 p.m., Wednesday, May 1, 2023  
Marty Theatre, Michel Student Center



## **MISSION:**

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application and interpretation of knowledge.

### **I. Call to Order**

### **II. Announcements**

0. The meeting is being recorded and livestreamed. Thank you IT!
1. All continuing and new senators need to stay for the Special Meeting of the 2023-24 University Senate in order to elect the executive committee.

### **III. Approval of the Minutes of the Seventh Regular Meeting of the 2022-2023 University Senate, April 20, 2023**

See attached Minutes

#### IV. Report from Student Body President Jack Batz

#### V. Reports from Committees

##### A. Curriculum and Regulations

##### 1. Curriculum Consent Items

236945	Core curriculum addition	CHM CHM 301 Societal Impacts of Chemistry
235480	Core curriculum addition	ECL ETE 306 Novice Teaching Experience Grades 1-6
235482	Core curriculum addition	IDP ETE 303 Novice Teaching Experience in K-12 Classrooms
235483	Core curriculum addition	ECL ETE 304 Early Childhood Novice Teaching Experience
235484	Core curriculum addition	ECL ETE 305 Novice Teaching Experience in a LBSI Setting
235485	Core curriculum addition	ECL ETE 307 Novice Teaching Experience in Grades 5-8
235486	Core curriculum addition	IDP ETE 308 Novice Teaching Experience in the High School
234080	Core curriculum addition	SOC SOC 240 Research Methods
229611	Core curriculum addition	CFA CFA 362 Hollywood's Greatest Cinematic Genres
228836	Core curriculum addition	PSI I S 490 Directed Study and Travel Abroad: Selected Region
228842	Core curriculum addition	PSI I S 499 Research in International Relations
220315	Core curriculum addition	BUS BUS 401 Senior Consulting Project II
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236173	Course addition	ECL ENC 700 Independent Study
236176	Course addition	ECL ENC 701 Scholarly Writing Workshop
236183	Course addition	ECL ENC 702 Current Topics and Issues in Education
234945	Course addition	HIS HIS 420 Internship in Digital Humanities and Public History
234849	Course addition	ETE 362 Methods of Teaching Science 6-12
234325	Course addition	ETE 361 Methods of Teaching Mathematics 6-12
233162	Course addition	ECL ETE Methods of Teaching Social Science Grades 6-12
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235586	Course modification	ATG ATG 677 Tax Research
235474	Course modification	CS CS 502 Advanced Programming
235426	Course modification	CS CS 571 Database Management Systems
235428	Course modification	CS CS 594 Capstone Project for Data Science
235427	Course modification	CS CS 572 Distributed Databases and Big Data
235430	Course modification	CS CS 563 Knowledge Discovery and Data Mining
234014	Course modification	ECL ETE 303 Novice Teaching Experience in K-12

		Classrooms
234017	Course modification	ECL ETE 304 Early Childhood Novice Teaching Experience
234018	Course modification	ECL ETE 305 Novice Teaching Experience in a LBSI Setting
234019	Course modification	ECL ETE 306 Novice Teaching Experience Grades 1-6
234020	Course modification	ECL ETE 307 Novice Teaching Experience in Grades 5-8

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236587	Course deletion	E E E E 551 Radio Frequency Circuits and Systems
236591	Course deletion	E E E E 630 Random Variables and Signals
236592	Course deletion	E E E E 631 Advanced Communication Theory
236593	Course deletion	E E E E 640 Dynamic Systems Analysis
236594	Course deletion	E E E E 642 Advanced Control Systems
236595	Course deletion	E E E E 681 Research
236596	Course deletion	E E E E 699 Thesis

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## 2. Curriculum Items requiring a motion

236158	Major modification	ECL Middle School Education – English
236160	Major modification	ECL Middle School Education – Mathematics
236162	Major modification	ECL Middle School Education – Social Science
236161	Major modification	ECL Middle School Education – Science
235507	Major modification	ECL High School Education
235478	Major modification	ECL Elementary Education (ESL Endorsement)
235487	Major modification	ECL Early Childhood Education (ECL Endorsement)
235488	Major modification	ECL Learning Behavior Specialist 1
235190	Major modification	I M Game Design

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236762	Program modification	E E Master of Science in Electrical Engineering
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234974	Concentration addition	HIS Digital Humanities and Public History
234811	Concentration addition	HIS Difference, Identity and Power

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235476	Minor Modification	CS Computer Science and Information Systems
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## 3. Motion to change Faculty Handbook language regarding membership and chair of Subcommittee on Regulations and Degree Requirements as indicated below in red.

Section I.E.Article V-Committees, 3.The Committee on Curriculum & Regulations

5. The Subcommittee on Regulations and Degree Requirements
- a. The function of the Subcommittee on Regulations and Degree Requirements shall be:
    - 1) To review periodically, making recommendations to the Committee on Curriculum and Regulations when appropriate;
      - a) The areas described in the University Catalog in the section on Academic Regulations;
    - 2) To construct and propose the academic calendar.
    - 3) To review the qualifications of nominees for honorary degrees and submit recommendations to the President of the University and to the Board of Trustees for approval.
  - b. The Subcommittee on Regulations and Degree Requirements shall consist of the following:
    - 1) The Registrar (**ex-officio member**)
    - 2) One dean selected by the Committee on Curriculum and Regulations for a term of **five three** years.
    - 3) One faculty member from each of the colleges to serve terms of **five three** years. The terms should be staggered to ensure continuity on the committee.
    - 4) The faculty members on the committee shall be appointed by the dean of the college in consultation with the executive committee of the college.
  - c. **The committee shall be permanently co-chaired by the Registrar. Additionally, a co-chair shall be elected by and from the committee at large, who shall serve for a three-year term.**

#### 4. Motion to approve changes to the Latin Honors policy as highlighted below

##### **Latin Honors**

##### **Cum Laude, Magna Cum Laude, Summa Cum Laude**

By commencement honors, Bradley University recognizes a **graduating, undergraduate** student's superior scholastic achievement **through the awarding of Latin Honors**. Evidence of achievement is shown by the student's grade point average (GPA). ~~To be awarded special honors at Commencement, a student must have earned or be registered for a minimum of 60 semester hours in residence at Bradley University.~~ A student will be awarded ~~Commencement~~ **Latin** Honors according to the following standard:

- 3.40-3.59 Cum Laude
- 3.60-3.79 Magna Cum Laude
- 3.80-4.00 Summa Cum Laude

For recognition at Honors Day and at Commencement, the computation of the **Latin** Honors designation earned by GPA shall be made on the basis of cumulative GPA and hours completed at the end of the semester/**term** immediately preceding graduation (normally after seven semesters of work).

The computation of the GPA for **Latin** Honors designation on the student's permanent record and diploma shall be made on the basis of all work completed at Bradley University

at the time of graduation. Note that Latin Honors awarded for recognition at Commencement may not be the same as final earned Latin Honors.

Students who have successfully completed the requirements of the University Honors Program will be recognized for this achievement by a separate certificate.

## **B. Executive Committee**

### **1. Motion to change Section I.E.V.4.2, page 21, the statement on the membership of the Senate Committee on elections as indicated below.**

2. The Committee on Elections shall consist of ~~four~~ three Senators serving staggered terms of two years. New members, including the Chairperson, shall be recommended from the membership of the new Senate by the Executive Committee of the prior Senate, for approval at the May meeting.

### **2. Motion to remove the Non-smoking Policy, Article V. Part A. page 182, from the Faculty Handbook.**

Current language:

#### V.A. Non-Smoking Policy

Because of its concern for the comfort, safety, and well-being of its employees and students, Bradley University has chosen to become a smoke-free environment. Effective May 17, 1993 the following non-smoking policy will be in place:

1. There shall be no smoking in any building (except the residence halls) owned, leased, or directly managed for the conduct of education or business by Bradley University. There shall be no smoking in any corridor, lobby, rest room, classroom, private office, waiting area, cafeteria, meeting room, or in any vehicle owned by the University.
2. Conference Facilities which are leased by the public may be considered smoking or non-smoking for the event only. The conference facilities director shall encourage the lessee to opt for nonsmoking.
3. Academic and business administrators shall be responsible for ensuring that the nonsmoking policy is upheld in their individual colleges, departments, and offices.

### **3. Motion to replace Article V. Part B. page 182, with the statement indicated below.**

Current language:

#### B. Compliance with Laws

Bradley University and its operations are subject to numerous federal, state, and local laws and

regulations. Examples include the Americans with Disabilities Act, the Clery Act, the federal Common Rule on Human Subject Research, the Copyright Act, the Drug-Free School and Communities Act of 1989, the Family Educational Rights and Privacy Act, the Illinois Human Rights Act, Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. As a matter of policy, all Bradley employees are expected to comply with the laws and regulations that apply to its operations.

In compliance with the Drug-Free School and Communities Act of 1989, Bradley University recognizes that an academic community can be harmed in many ways by the abuse of alcohol and the use of other drugs. Problems associated with illicit use and abuse of substances harm the University and the community at large.

Bradley University promotes an environment that reinforces healthy, responsible living, respect for community laws, campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.

As appropriate, all Bradley University employees will be informed of the University policy on a drug-free campus.

Replace with the statement:

~~Employees of Bradley University are obligated to observe all applicable federal, state, and local laws and regulations.~~

(motion was amended at the last meeting to strike this language)

### **C. Report from the University Resource Committee**

### **D. Annual committee reports for the following committees attached.**

Academic Review Board  
Continuing Education  
Contractual Arrangements  
Curriculum and Regulations  
Elections Committee  
Faculty Grievance  
International Initiatives  
Sabbatical Leave  
Student Grievance  
Tenure Promotion Dismissal  
University Resources Committee

**VI. Reports from Administrators**

**A. President Standifird**

**B. Provost and Senior Vice President for Academic Affairs Zakahi**

**VII. Old Business**

**VIII. New Business**

**IX. Adjournment**



Teresa Drake <tdrake@fsmail.bradley.edu>

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## ARB annual committee report for senate

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Kevin Swafford <swafford@fsmail.bradley.edu>  
To: Teresa Drake <tdrake@fsmail.bradley.edu>

Mon, May 1, 2023 at 9:40 AM

Dear Teresa:

Here is a brief report on the work of the Academic Review Board.

The Academic did not meet face-to-face at any point during the 2022-2023 academic year. However, we were once again quite busy. During the past year, the ARB received 50 petitions (with three currently in progress):

--21 petitions for residency waivers (24 of last 30 hours in residence): 19 approved, 2 pending;

--6 petitions for Jr/Sr hour waivers (graduate with fewer than 40 Jr/Sr hours): 5 approved, 1 denied;

--23 reinstatement petitions -- 13 approved (2 provisionally, 1 delayed): 9 denied, 1 pending.

Best, Kevin

[Quoted text hidden]

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Kevin Swafford, Ph.D.  
Professor of English  
Coordinator of Graduate Studies in English  
Chair, Academic Review Board  
Bradley University

309-677-2451



Date: April 28, 2023

To: Teresa Drake, President  
University Senate

From: Michelle Riggio Rarick, Executive Director  
Continuing Education

Re: Senate Committee on Continuing Education

The University Senate Committee on Continuing Education met on February 20, 2023.

Committee members were informed of the division's move from its building on the corner of University and Main to the Business and Engineering Convergence Center's RLI Suite.

Members were also updated on the IT Workforce Accelerator Project, which was awarded a \$14 million federal Good Jobs Challenge grant in August 2022. The project, developed by consortium of Bradley University, Illinois Central College, and Eureka College, was one of only 32 awardees nationwide, and aims to create a sustainable workforce ecosystem in Central Illinois by providing free training to credential and place over 1,000 learners in high quality IT jobs over the next three years.

Bradley's share of the grant is \$1.9 million, and will be used to provide non-credit credentials in healthcare IT, computer programming, and youth talent pipeline programs. Throughout the first year of the grant (September 2022 – August 2023), Continuing Education is focused on building programmatic systems, infrastructure, and capacity for its curriculum responsibilities.

In addition, committee members discussed the feasibility of Adulting 101 community workshops to help demystify the reality of becoming an adult with life skills and tools for independence, and the creation of a Midlife Career Transition Program as an offshoot of the Osher Lifelong Learning Institute. The committee will continue to benchmark similar programs across the nation.

**To: Teresa Drake, President of the University Senate**  
**From: Committee on Contractual Arrangements**  
Kristi McQuade, Chair; Dayna Fico; Elena Gabor;  
Dennis Koch; Tanya Marcum; Anna Ullmann  
**Re: Annual Report (2022-23 academic year)**  
**Date: April 27, 2023**

The Committee met five times during the 2022-23 academic year to work on the following projects.

- 1. Provide feedback on changes to health benefits** – Complete - The Committee held a joint meeting with the Staff Council in August to hear a presentation by Crystal Elliott outlining changes to employee health benefits for 2022-2023.
- 2. Provide feedback on changes to 403(b) retirement investments** – Complete - The Committee held a joint meeting with the Staff Council and Senate Executive Committee in February to hear a presentation from the University 403(b) Investment Committee outlining changes to proposed retirement investments to be implemented in the Fall 2023.
- 3. Consider Whether Current Tuition Remission Policies are Fair and Equitable** – In Progress - The Committee was tasked in 2021-22 with evaluating whether the current policies on tuition remission benefits are fair and equitable. As a first step, we have met with representatives from Student Financial Services to try to understand current issues with administration of this benefit. We are in the initial stages of working with members of Staff Council to identify ways to improve communication of the policy details and administration of the policy as well as to collect data on similar policies at peer institutions.
- 4. Faculty Compensation** - In Progress - The Committee was asked in 2020-21 to develop handbook language regarding chair compensation. Our initial discussions on this led to the conclusion that we would need additional information from the Provost's office to be able to draft appropriate language. We decided to incorporate this inquiry into a larger project focused on collecting a more comprehensive set of data related to faculty compensation. In October 2022, we contacted the Provost's office requesting the information listed below. The Provost's office has indicated they are working on collecting the requested data.

***Salary increases related to promotion:***

- 1. What are the current salary increases associated with promotion to Associate and Full Professor?*
- 2. When were they last increased?*
- 3. Do the salary increases for promotion to Associate and Full Professor differ among colleges? If yes, please describe the differences and explain the reasoning behind them.*
- 4. Are salary increases for promotion negotiable? If so, what is the negotiation process?*
- 5. What were average salaries of the different ranks, by college, in 2017-18, and what are they now, in 2022-23?*

***Affiliate (adjunct) pay:***

- 1. What is the current affiliate pay rate per credit hour? Per course?*
- 2. Does affiliate pay differ among colleges? If so, how?*
- 3. What percentage of freshman courses are covered by affiliate instructors?*
- 4. What percentage of BCC courses are covered by affiliate instructors?*

***Compensation for department chairs:***

- 1. What is the policy for compensating department chairs? Please address course release policies, academic year supplemental pay, and extra compensation for summer work or any other duties.*
- 2. How does the actual implementation of these compensation policies for department chairs vary by college?*

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**The Committee on Contractual Arrangements (from p 25-26 the Faculty Handbook, Rev 2.16)**

1. The functions of the Committee on Contractual Arrangements shall be:
  - a. To work with and act in advisory capacity to the Administration in establishing the best possible contractual arrangements for faculty and administrators;
  - b. To act as a vehicle for communication between the Administration and the faculty and administrators. The Committee shall receive, review and make recommendations concerning all changes proposed in contractual arrangements for faculty and administrators. It shall gather information from within and outside the University. It shall consult with and discuss its findings with faculty, administrators, and Administration;
  - c. To be responsible for recommending to the Senate changes in those parts of the Faculty Handbook which are related to contractual agreements. It shall receive, review and make recommendations regarding all contractual changes proposed for these sections of the Faculty Handbook. These changes in the Faculty Handbook shall be approved by Senate, the President of the University, and if necessary, by the Board of Trustees.
2. The Committee shall be composed of five members. The University Senate shall elect four members, one from the administrators and three from the fulltime faculty. The Executive Committee of the Senate shall appoint the fifth member, who shall be chosen from among those who have training and expertise in areas relevant to the Committee. This appointment is subject to Senate approval. At least one member must be a member of the University Senate, but the other four need not be Senate members. Committee members shall serve for staggered three-year terms which begin at the start of the Fall semester. The committee shall elect a chairperson and secretary at its first meeting in the Fall semester.

## Curriculum and Regulations Report: 2022-23 Academic Year

C&R's voting membership consists of:

- Provost Zakahi
- Register Andy Kindler
- Deans Molly Gribb, Jeff Huberman, Jessica Clark, and Dan Moon
- Faculty Representatives are:
  - John Nielsen
  - Naomi Stover
  - Chad Lowell
  - Jeff Bakken
  - Matt McGowan
  - And Jing Wang

Non-voting attendees are:

- Rachel Vollmer who attends as chair of the Subcommittee on Curriculum – known as Sub C
- Jobie Skaggs who attends as chair of the Graduate Executive Committee
- Rob Prescott who attends as chair of the Subcommittee on the Core Committee – known as the Bradley Core Committee
- Andy Kindler and Jessica Clark co-chair the Committee on Regulations and Degree Requirements, known as RDR
- Teresa Drake, University Senate President, also attends frequently

The committee is chaired by Wendy Schweigert

During the 2022-23 Academic year, C&R met 7 times.

Our meetings involve decisions related to the Addition, Modification, and Deletion of Undergraduate Courses, Concentrations, Programs, Minors, and Majors; the Addition, Modification and Deletion of Graduate Courses, Programs and Certificates; and Additions of Courses to the BCC.

Following that, the committee addresses issues considered by RDR and issues brought to us from other people or offices that are relevant to Curriculum or Regulations.

During this academic year, from Sub C:

- C&R approved 36 new undergraduate courses, the modification of 141 undergraduate courses, and the deletion of 23 undergraduate courses.
- C&R also approved the addition of 1 Concentrations, 1 Minor, and 11 Majors
- We approved the modification of 2 Concentrations, 1 Program, 11 Minors, and 29 Majors
- We approved the deletion of 1 Major

From the Graduate Executive Committee

- C&R approved the addition of 41 courses, the deletion of 20 courses, and the modification of 83 courses.
- In addition, we approved the addition of 3 programs and 1 certificate and the modification of 7 programs and 5 certificates.

Finally, for the BCC

- we approved the addition of 39 courses

Issues that were addressed were:

- The online course initiative with a recommendation to the Senate Executive Committee that the Contractual Arrangements Committee develop and propose a policy on online course ownership.
- Compliance with new HLC policy on publication of the acceptance of transfer credits. C&R created a subcommittee to review the transfer policy and will submit a report on findings and recommendations to RDR. After review and approval by RDR, the report and recommendations will be reviewed for approval by C&R for submission to Senate if approved.
- The Proof of English Proficiency policy was reviewed and sent to Senate where it was approved.
- The 2026-27 academic calendar is still under review by C&R
- A proposed revision to the Handbook language regarding the chair selection for RDR was reviewed and approved and has been sent to Senate.
- The present plagiarism policy was discussed. RDR will be asked to review the present policy and propose a new policy if deemed appropriate. The issue of plagiarism is more complex than might be thought at first so a working group consisting of members of C&R, RDR, Jim Ryan from the International Trade Center, and, hopefully, the new Student Body President will craft the charge for RDR. Expectation is that RDR will be charged with this effort at the very beginning of Fall 23.

**Senate Elections Committee**  
**Annual Report – Academic Year 2022-2023**

01 May 2023

To: Teresa Drake, President, University Senate  
From: Tom Carty (chair), Megan Rimmel, Eden Blair, Brent Wiley  
Re: Annual Report for the Elections Committee

Dear Professor Drake,

During the 2022–2023 Academic Year, the Senate Elections Committee held elections. Elections are now completed and the results are in the attached supporting document.

Sincerely,

Tom Carty, chair of the Senate Elections Committee

**Senate Elections Committee**  
**Election Results – Academic Year 2022-2023**

1. **contractual arrangements committee**

- Melissa Franzen

2. **faculty grievance committee**

- Jeries Abou-Hanna
- Kevin Swafford
- Udo Schnupf

3. **tenure, promotion, and dismissal committee**

- Melvy Portocarrero
- Matthew O'Brien
- Ahmad Fakheri (alternate)

4. **strategic planning committee**

- Sherri Morris (LAS: 2026)
- vacant (FCB: 2025)
- Karl Jung (EHS: 2025)
- John Yoo (CCET: 2026)

TO: Dr. Teresa Drake, President Bradley University Senate

FROM: Dr. Alexander Hertich, Chair Faculty Grievance Committee

DATE: 4/28/23

RE: Faculty Grievance Committee Annual Report

The Faculty Grievance Committee (Drs. Alexander Hertich (chair), Carmen Keist, Michael Lang, Twila Lukowiak, Iqbal Shareef) is currently working on two grievance cases. Over the course of the 2022-23 academic year, in addition to asynchronous work over email and Google Docs, smaller meetings between various Committee members and members of the Bradley community, the Committee has met via Zoom 18 times thus far to review the petitions at hand.

**SENATE STANDING COMMITTEE ON INTERNATIONAL INITIATIVES**  
**Report to the University Senate**  
**Submitted on May 1, 2023**

The Senate Standing Committee on International Initiatives was created as required by the Bradley University Strategic Plan (2017-2022) Implementation Plan (SPIP). Specifically, the Committee was constituted to support BUSP Goal #2, Objective 4:

*Support and enhance an informed and internationalized curriculum, opportunities to participate in global learning, and international academic experiences.*

The Committee began meeting during the Fall 2019 semester. Building on last year's activities, it continued an active schedule during the 2022-23 academic year.

**AY 2022-23 ACTIVITIES**

- For the Fall 2022 semester, our priorities were:
  - Begin the process of creating a form to be used when a member of the Bradley community wants to propose a new international partnership.
  - Continue to monitor progress of the updated English proficiency requirements for international students submitted to the Senate in late Spring 2022 semester.
  - Begin discussions with enrollment management of their strategy to increase international students attending Bradley.
  - Confirm a representative on the committee from the Office of Inclusive Excellence.
  - Begin discussions on how to leverage faculty and staff in the Bradley community with significant international experiences, such as those that have come to Bradley having previously lived outside the U.S.
  - Continue to monitor Bradley's application to add non-degree seeking students to our F-1 Visa program given the elimination of our J-1 Visa program in January 2022.
- For the Spring 2023 semester, our priorities were:
  - Finalize the international partnership proposal form and document the procedures for routing and approving such partnerships including the specific role of this committee.
  - Continue work on the English proficiency recommendations.
  - Make recommendations to Senate on changes to the committee membership structure.

**Outcomes and Progress on our Goals**

**International Tuition Exchange Agreements and Other International Partnerships**

- The committee spend a considerable amount of time on this initiative and we are pleased to report that the form is now completed and approved by the Provost and Dr. Jones. The form is uploaded to the Global Bradley website and the Provost website. We also documented the routing process and posted it online. The goal of the form is to help the proposer work through all the relevant issues when making international partnership recommendations. Key decisions taken by the committee in consultation with other units:
  - OGSi will provide guidance in completing the form.
  - The Office of Education Abroad must be consulted if the partnership will include sending Bradley students to the partnering institution. The goal is to ensure Bradley students will have a positive, safe, and supportive experience. If appropriate, the Director of the Office

- of Education Abroad can indicate the partnering institution is not adequately positioned to support Bradley students, and the proposal would not move forward without addressing those issues.
- The role of the Senate Standing Committee on International Initiatives is to make recommendations to the Provost to approve or not approve the proposal.

### **Recommendations to Modify the English Proficiency Admissions Requirements**

- In the Fall of 2022, our recommendations were approved by the Subcommittee on Regulations and Degree Requirements and subsequently by Curriculum and Regulations. Prior to sending to the full Senate, the question arose as to why have a list of countries under which applicants can request a waiver if they still have to provide transcripts evidencing that the primary mode of instruction was English. The committee and enrollment management agreed and removed the list with the updated waiver wording to: *“Applicants that graduated from a high school where the primary mode of instruction was English. Transcripts from the secondary institution must be provided for verification.”* That final version was re-routed and ultimately accepted by Senate at the April meeting. Enrollment management recently commented they believe it is already having a positive impact on international applications. Final version is in Appendix 3.

### **Discussions with Enrollment Management: International Student Recruitment Strategy**

- The committee invited a presentation by Dr. Justin Ball on their strategy to increase international students at the university. It was a very productive discussion including updates on a new partnership with Gary Bergman, President of University Study. Gary was previously the director of Bradley’s Enrollment Management and now manages a successful international student placement company. We see this as a very positive initiative and emphasized we believe focusing on undergraduate international recruitment is critical. Based on recent conversations with Enrollment Management, we believe that emphasis is being made.

### **Representation from the Office of Inclusive Excellence**

- We are pleased to confirm that Dr. Warren Anderson has joined our committee and has been participating in meetings starting with the Spring semester.

### **Leveraging Faculty and Staff with International Backgrounds**

- Dr. Grace Wang brought forward to the committee the suggestion we identify faculty and staff with international backgrounds and leverage their experiences, contacts, and knowledge to support international initiatives. It was agreed Dr. Wang and other committee members would hold a Fall Forum workshop to discuss this concept. A proposal will be made to CTEL this summer.

### **F-1 Non-Degree Seeking Students Visa Status**

- In late April 2023, Bradley’s application to issue visas to non-degree seeking students under our F-1 program was approved. The timing was important as we anticipate three students for Fall 2023 from tuition exchange partners. Without this approval, Bradley would have incurred considerable costs to have a J-1 visa issued by a third-party. Moving forward, we will admit inbound tuition exchange international students under our F-1 program.

## RECOMMENDATIONS

### Recommendations to Senate on Changes to the Committee Membership Structure

1. The current membership structure is provided in Appendix 2. There have been changes in various units that requires modification to the current structure. Since 2019:
  - a. The Office of Global Studies and Initiatives (OGSI) was created.
  - b. The position Assistant Director of International Student Engagement and Residential Life was created.
  - c. International recruitment was moved from the Graduate School to Enrollment Management adding the position of Assistant Director, International Recruitment Manager.

Based on the above changes, and after discussions with the VPs of the involved units, we will be requesting from Senate in the Fall changes to the current structure to accommodate the above. Specifically, we'll add the OGSI Faculty Director as an Ex-officio member; and rather than specify positions from Enrollment Management and Residential Life, we will indicate that representatives will be appointed by the respective VPs.

## **APPENDIX 1**

### ARTICLE V – COMMITTEES, 1. Standing Committees of the University Senate

#### **Standing Committee on International Initiatives**

1. The Standing Committee on International Initiatives shall:

a. Support and enhance an informed and internationalized curriculum, opportunities to participate in global learning, and international academic experiences. In order to accomplish the foregoing objectives, the committee shall:

- 1) Oversee campus internationalization, including global initiatives in curriculum design, campus programming intended to increase global awareness, faculty and student development, and cross-cultural competency;
- 2) Enhance education abroad opportunities, including semester- and year-long study abroad; Interim Programs Abroad; and short-term international experiences, including internships, service learning, and other experiential learning abroad;
- 3) Evaluate international academic partnership agreements;
- 4) Support international student and scholar services;
- 5) Identify mechanisms that can provide stable funding for international initiatives, including development strategies within the colleges and across the University;
- 6) Partner with other associated areas within the University that have a direct or indirect bearing on campus internationalization, education abroad, international student and scholar services, and the integration of global learning and cross-cultural competency into the University's curriculum, programs, and academic community; and partner with organizations representing an international campus-community constituency, such as Peoria Area Friends of International Students (PAFIS) and Peoria Area World Affairs Council (PAWAC).

b) Facilitate the implementation of initiatives relevant to internationalization and global learning in the current University Strategic Plan, and play a crucial role in developing initiatives for future University Strategic Plans.

2. The Committee on International Initiatives shall consist of the following:

a) Faculty or staff members appointed by the Dean of the respective Colleges for staggered three-year terms:

- 1) One member from the College of Business;
- 2) One member from the College of Communications and Fine Arts;
- 3) One member from the College of Education and Health Sciences;
- 4) One member from the College of Engineering and Technology;
- 5) One member from the College of Liberal Arts and Sciences.

b) Faculty or staff members appointed by the department chairs or directors of those academic programs with explicitly internationalized/globalized curriculum for three-year terms:

- 1) One member from International Business;
- 2) One member from the Institute of International Studies;
- 3) One member from World Languages and Cultures.

c) Ex-officio members:

- 1) The Director of Education Abroad;
- 2) The Director of the Office of International Student and Scholar Services;
- 3) The Senior Associate Director of Admissions and International Coordinator;
- 4) The Executive Director of Diversity and Inclusion;
- 5) The Executive Director for the Center for Teaching Excellence and Learning (CTEL).

d) Other committee member:

- 1) One faculty or staff member appointed by the Provost and Senior Vice President for Academic Affairs.

e) The Chairperson will be elected from the committee membership.

**APPENDIX 2**  
**Senate Standing Committee on International Initiatives**  
 Membership – Spring 2023

2. The Committee on International Initiatives shall consist of the following:

a) Faculty or staff members appointed by the Dean of the respective Colleges for staggered three-year terms:

1. Foster College of Business	<b>Jim Foley</b>
2. Slane College of Communication and Fine Arts	<b>Grace Wang</b>
3. College of Education and Health Sciences	<b>Cecile Arquette</b>
4. College of Engineering and Technology	<b>Kris Maillacheruvu</b>
5. College of Liberal Arts and Sciences	<b>Isaac Oliver</b>

b) Faculty or staff members appointed by the department chairs or directors of those academic programs with explicitly internationalized/globalized curriculum for three-year terms:

1. International Business	<b>Raj Iyer</b>
2. International Studies	<b>Deborah Kessler</b>
3. World Languages and Cultures	<b>Melvy Portocarrero</b>

c) Ex-officio members:

1. The Director of Education Abroad	<b>Christine Blouch</b>
2. Director of Graduate and International Admission	Currently represented by Maci Murray, Assistant Director, International Recruitment Manager
3. The Assistant Director of International Student Services	<b>Alyssa Braun</b>
4. Vice President for Diversity, Equity and Inclusion	<b>Warren Anderson</b>
5. The Executive Director for the Center for Teaching Excellence and Learning (CTEL)	<b>Tim Koeltzow</b>

d) Other committee member:

1. One faculty or staff member appointed by the Provost and Senior Vice President for Academic Affairs.	<b>Jobie Skaggs</b>
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e) The Chairperson will be elected from the committee membership: **Jim Foley**

**APPENDIX 3**  
**Senate Standing Committee on International Initiatives**

**Proof of English Proficiency – Proposed Standard March 2022 (Updated March 2023) Approved by Senate April 20, 2023**

**UNDERGRADUATE**

**Proof of English Proficiency**

Non-US citizens, with the exception of Legal Permanent Residents, are required to show proof of English language proficiency. Acceptable exams and minimum scores are listed below:

TOEFL iBT minimum 79 (paper-based minimum 550)

IELTS minimum 6.5 overall band

PTE Academic minimum 56

E3PT minimum 68

ACT minimum 19 on English exam

SAT minimum 1000 combined score

Cambridge English C2, C1, or B2 (minimum 176)

GCSE or IGCSE minimum A in A Levels English

Bradley's institutional code for score reporting is 1070. All scores should be sent directly to Bradley University. Graduate and International Admission does not accept language certificates; letters from counselors, advisors, or professors; or other assessments not listed above as proof of English language proficiency.

**English Proficiency Waiver**

Applicants who are eligible for a waiver of English language proficiency must meet one of the following requirements:

1. Applicants that graduated from a high school where the primary mode of instruction was English. Transcripts from the secondary institution must be provided for verification.
2. One year of full-time study or more at a secondary institution located in the U.S. within the last 4 years. Transcript and proof that academic courses were taught in English must be provided for verification.

3. Two years or more of continuous full-time work experience in the U.S. within the last 4 years. A current resume and an employment letter on company letterhead stating the dates of employment for verification.

## GRADUATE

English Language Proficiency (all non-U.S. citizens or Permanent Residents)

Applicants who are not U.S. citizens, with the exception of Legal Permanent Residents, are required to provide proof of English language proficiency. Acceptable exams and minimum scores are listed below:

TOEFL iBT minimum 79 (paper-based minimum 550)

IELTS minimum 6.5 overall band

PTE Academic minimum 56

E3PT minimum 68

Bradley's institutional code for score reporting is 1070. All scores should be sent directly to Bradley University. Graduate and International Admission does not accept language certificates; letters from counselors, advisors, or professors; or other assessments not listed above as proof of English language proficiency.

## English Proficiency Waiver

Applicants who are eligible for a waiver of English language proficiency must meet one of the following requirements:

1. Applicants that graduated from a high school where the primary mode of instruction was English. Transcripts from the secondary institution must be provided for verification.
2. One year of full-time study or more at post-secondary institution located in the U.S. within the last 4 years. Transcript and proof that academic courses were taught in English must be provided for verification.
3. Two years or more of continuous full-time work experience in the U.S. within the last 4 years. A current resume and an employment letter on company letterhead stating the dates of employment for verification.



Teresa Drake <tdrake@fsmail.bradley.edu>

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**sabbatical leave annual committee report to senate**

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**Aleksander Malinowski** <olekmali@fsmail.bradley.edu>

Thu, Apr 27, 2023 at 3:40 PM

To: Teresa Drake <tdrake@fsmail.bradley.edu>

Cc: Mathew Timm <mtimm@fsmail.bradley.edu>, Tony Adams <tadams@fsmail.bradley.edu>

Dear Teresa,

The University Sabbatical Leave Committee received 20 sabbatical applications for the 2022-23 academic year. We found all of them to be meritorious and ranked them according to the suggested priority level in case not all of them can be granted. We submitted our recommendations to Provost Zakahi on November 4, 2022. Per Swords Hall request we resent it to M. Zuecrcher on November 21. I left out the confidential data from the attached report that was originally sent to Provost Zakhari. We meet again in Fall 2023 to review sabbatical applications for the 2024-25 academic year.

[Quoted text hidden]



**SB\_recommendation\_letter.pdf**

27K

TO: Dr. Teresa Drake, President Bradley University Senate  
FROM: Dr. Twila Lukowiak, Student Grievance Committee Member  
DATE: 4/27/23  
RE: Student Grievance Committee Annual Report

During the course of the 2022-23 academic year, the Student Grievance Committee (Drs. Chad Clark, Heather Longfellow, Twila Lukowiak, Kevin Swafford, and Jing Wang) were not presented with any student grievance cases to resolve. Therefore, we did not meet as a committee. We look forward to serving the University as a committee if the need arises.

Teresa Drake <[tdrake@fsmail.bradley.edu](mailto:tdrake@fsmail.bradley.edu)>

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## TPD Annual Report

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**Jen Jost** <[jjost@fsmail.bradley.edu](mailto:jjost@fsmail.bradley.edu)>

Tue, May 2, 2023 at 9:24 PM

To: Teresa Drake <[tdrake@fsmail.bradley.edu](mailto:tdrake@fsmail.bradley.edu)>

Hi Teresa,

Here's our annual report. Please let me know if you have any questions or would like more details for any of the information included.

Thanks!

Jen

The Tenure, Promotion, and Dismissal committee consisted of Amy Bacon, Jeff Bakken, Lane Beckes, Tom Carty (Alternate), Jim Courtad (Alternate), Jen Jost (Chair), and Juan Rios Vega (Sabbatical SP23).

The committee met five times in FA22 and 6 times in SP23.

There were no active cases assigned to the committee.

The committee worked to revise the faculty handbook language pertaining to Extending the Probationary Period. Using the Faculty Gender Equity Initiatives Report as a guideline, we drafted substantial changes to the policy. After several rounds of discussion and revision, both on the Senate floor and with the help of the Handbook Rewrite Committee, revised language was accepted at the last senate meeting on April 20.

Jennifer Jost, Ph.D.

Associate Chair and Associate Professor, Biology

Honors Program, Assistant Director

Bradley University

[1501 W. Bradley Ave](#)

[Peoria, IL 61625](#)

Phone: 309.677.3013

Fax: 309.677.3558

Office: Olin Hall, Room 113



# Report of the University Resource Committee

Prepared for the Bradley University Senate  
3 May 2023  
Aaron Buchho, Chair  
Michelle Fry  
Ryan Schmidgall  
Iqbal Shareef

1

## Charge of the Committee

What are the responsibilities of the URC?

- University-wide and long-term
  - Review and analyze policies, projections, procedures, and results of University decisions
  - Consult with faculty and other members of the University
  - Make reports and recommendations to the Senate
- Obtain timely and needed information from the University
- Consult with University administration regarding resource allocation

(from the Faculty Handbook)

2

## What Did We Do

We fulfilled our charge.

- Performed multiple analyses of University actions involving the acquisition and allocation of resources, using publicly available data
  - Unless noted otherwise, data was obtained from Bradley University audited financial reports and the University's annual Statistical Profile, which were available on the Bradley website at the time the analyses were performed.
- Consulted with various faculty members and University personnel, formally and informally
- Reporting to the Senate
- Obtained information as available from the Controller's Office

3

## The Situation:

Who are we going to be?

- ***Is Bradley a private institution of higher education that competes on differentiation based on the quality of the educational experience***
- or***
- ***A state institution of higher education that competes on the basis of price?***

4

## Strategic Positioning

Where is Bradley?

Scope of Market Coverage:

Broad  
↑  
↓  
Narrow

Source of Competitive Advantage: Low Cost ← → Differentiation

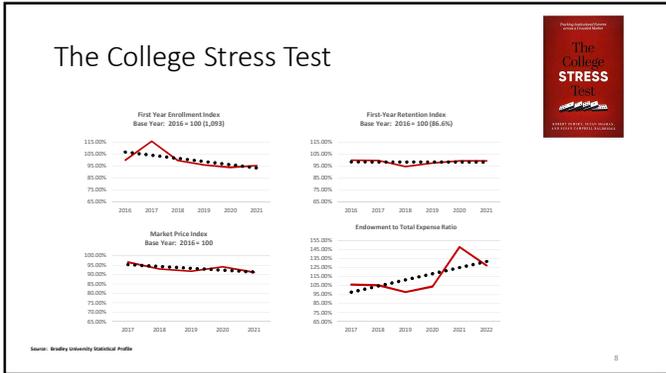
5

## Risk

6

### The College Stress Test

- Empirical Data Base (IPEDS)
- Predicting Financial Stress - Risk
- Broken out by College type
- Private 4 Year Not For Profit - 4 Key Measures:
  - First-Year Enrollment Index
  - First-Year Retention Index
  - Market Price Index
  - Endowment to Total Expense Ratio



### The College Stress Test

- Bradley is NOT in a stressed condition
- At the present time, Bradley is not in imminent danger of an Alert or a Warning
- Trend lines for Enrollment, Retention, and Market Price indices are problematic
- If the Enrollment trend continues, we may be in the Alert/Warning state in the next 3 to 5 years.

## Financial Performance Update

### Historical Financial Performance

**Change in Net Assets from Operations**

The current financial model of the University is not sustainable in the long run.

Year	Gross Tuition less Discounts <b>Net Tuition Revenue</b>	Includes Auxiliary, Fees, Unrestricted Funds, Contributions, Miscellaneous <b>Total Operating Revenue</b>	Instructional, Student Services, General Administrative, etc. <b>Total Operating Expenditures</b>	Gain or (Loss) from Core Operations <b>Change in Net Assets from Operating Activities</b>
2018	\$102,334	\$152,999	\$156,613	(\$3,616)
2019	\$101,815	\$157,660	\$158,017	(\$357)
2020	\$101,482	\$163,840	\$154,131	\$9,709
2021	\$ 98,679	\$147,355	\$145,364	\$1,991*
2022	\$ 91,328	\$160,882	\$151,102	\$9,780**

\* Source: Bradley University Audited Financials: Change in Net Assets from Operations  
 \*\* Includes \$4M+ from HEERF/CARES Act funding; actual operating loss \$2M  
 \*\*\* Includes \$5M+ from HEERF/CARES act funding

### Net Tuition Revenue

- In 2018, Net Tuition Revenue was \$102.3 million; in 2022, Net tuition revenue was \$91.3 million, a decrease of \$11 million.

#### WHY?

- Simple Answer:
  - a) Either Volume (the number of students; enrollment & retention) was too low, or
  - b) Price realization was not adequate
- ...or some combination of these 2.

# Revenues

As a tuition-driven private institution, Bradley is sensitive to declines in revenue.

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# Why?

- Volume: Enrollment trends are below capacity
- Price: Tuition rates continue to lag the market
- Price: Discount rates have continued to increase
- Loss: Retention rates reduce income
- Loss: Unrestricted Giving has continued to decline

Analysis by the URC indicates that there are 5 major issues that need to be discussed.

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# Volume: Enrollment Trends

# Bradley enrollment trend compared with 4 year private nonprofit universities

Bradley enrollment has declined steadily compared to other private universities.

Undergraduate Enrollment Change between 1996 and 2022

https://nces.ed.gov/ipeds/data/ipeds\_tables/1121\_303\_70.asp  
Currently only available until 2020

15

# Bradley enrollment trends 1993 – 2022 by location

Enrollment by Location - 1993 - 2022

Bradley has become increasingly reliant on the Chicago metro area.

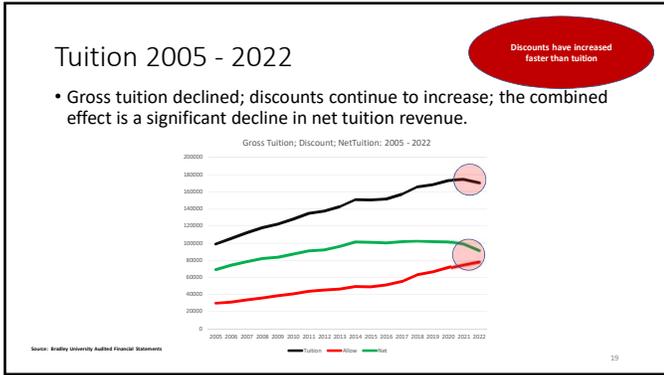
Source: Bradley Statistical Profiles 1993, 2003, 2013, 2022

16

# Price: Tuition & Discounting

Price is stated tuition less discounts.

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### Recommendation:

There has to be a focus on recruiting, admissions, and enrollment, and pricing action is essential.

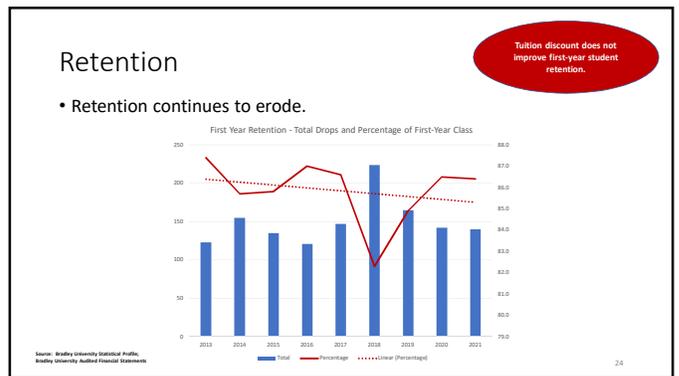
- The URC recommends that the University engage in a systematic analysis of its practices as regards discounting and tuition discounts. Under the current system, Enrollment Management is accountable for securing a desired number of incoming first-year students. This is supported by the Financial Aid office, but neither group is accountable (at the present time) for the overall budgeted Tuition Revenue. Discounts are established through discussions with senior leadership. The best way to focus attention on the proper metrics is to hold the Office of Enrollment Management (including Financial Aid) accountable for securing the budgeted Tuition Revenue on an annual basis.

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Once students commit to Bradley, do we keep them?

## Loss: Retention

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### Retention

- Retention loss is approximately \$8 to \$10 million in annual revenue.

The cumulative financial impact of retention on tuition revenue is highly significant.

Cumulative Annual Effect of Retention on Net Tuition (Lost Revenue Dollars)

Year	Year 1	Year 2	Year 3
2017	~200,000	~300,000	~400,000
2018	~400,000	~500,000	~600,000
2019	~300,000	~400,000	~500,000
2020	~300,000	~400,000	~500,000
2021	~200,000	~300,000	~400,000

Source: Bradley University Statistical Profile, Bradley University Audited Financial Statements

25

Annual unrestricted gifts are another potential course of revenue for the University.

## Loss: Unrestricted Gifts

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### Giving

- Contributions to the University have shown a negative trend.

The University continues to see annual giving trend downward.

Total Contributions

Year	Actual	3-yr. Mov. Avg. (Actual)
2005	~12,000	~12,000
2006	~15,000	~15,000
2007	~20,000	~20,000
2008	~28,000	~28,000
2009	~15,000	~15,000
2010	~12,000	~12,000
2011	~10,000	~10,000
2012	~12,000	~12,000
2013	~8,000	~8,000
2014	~15,000	~15,000
2015	~10,000	~10,000
2016	~5,000	~5,000
2017	~10,000	~10,000
2018	~5,000	~5,000
2019	~8,000	~8,000
2020	~12,000	~12,000
2021	~5,000	~5,000
2022	~8,000	~8,000

Source: Bradley University Audited Financial Statements

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### Unrestricted Giving

- Unrestricted contributions continue to be an issue.

The University has fewer unrestricted resources coming from donors than in the past.

Unrestricted Contributions

Year	Actual	3-yr. Mov. Avg. (Actual)
2005	~6,000	~6,000
2006	~4,000	~4,000
2007	~4,000	~4,000
2008	~4,000	~4,000
2009	~2,000	~2,000
2010	~1,500	~1,500
2011	~2,000	~2,000
2012	~3,000	~3,000
2013	~1,500	~1,500
2014	~1,500	~1,500
2015	~1,500	~1,500
2016	~1,500	~1,500
2017	~1,500	~1,500
2018	~1,500	~1,500
2019	~1,500	~1,500
2020	~1,500	~1,500
2021	~1,500	~1,500
2022	~1,500	~1,500

Source: Bradley University Audited Financial Statements

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### Recommendation:

Establish clear priorities to improve fund development effectiveness and efficiency.

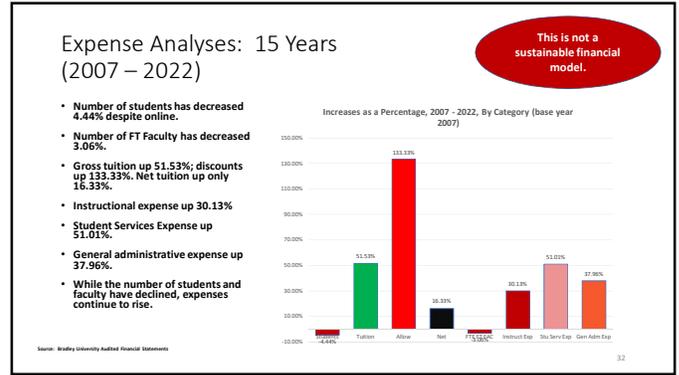
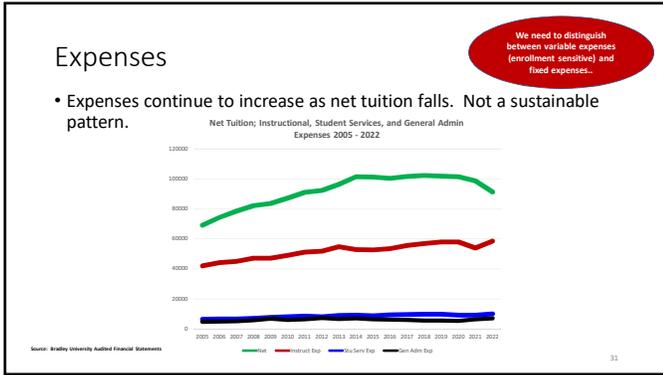
- The URC recommends that the University establish clear, measurable objectives for Annual Giving and for Total Giving. The objectives should be structured to move the University from the trend of long-term decline in giving to positive growth in fund development, providing the University with necessary funds for operations as well as for major programs. Accountability for meeting these objectives should be assigned to the Advancement and Development offices.

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Expense control is essential.

## Expenses

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### Historical Financial Performance

#### Change in Expenses: 5 Years (2018 – 2022)

Tuition continues to decline while expenses continue to rise, resulting in decreased financial performance.

Year	Net Tuition	Instructional Expense	Student Services Expense	General Administrative Expense
2018 - 2019	-0.51%	1.96%	-1.04%	-3.50%
2019 - 2020	-0.33%	-0.08%	-5.49%	-2.81%
2020 - 2021	-2.76%	-6.74%	0.18%	19.34%
2021 - 2022	-7.45%	8.41%	9.09%	12.00%
5 Year change	-10.75%	3.00%	2.20%	25.35%

Source: Bradley University Audited Financials: Change in Net Assets from Operations

### Recommendation:

Budgetary and fiscal discipline is essential for financial performance.

- The URC recommends that the University properly implement the Incentive Based Budgeting process to create a transparent, comprehensive, and clear process for establishing annual expense budgets for academic and administrative units.
- Budgets need to be established (in light of the overall Vision and Strategy for the University), and understood by all persons with oversight responsibility.
- Once established academic and administrative units must be held to the budgeted expenses in order to drive fiscal discipline into all of the key organizational elements and persons in the University.
- Expense management must be balanced across the University

# What To Do

### The Situation:

Who are we going to be?

- Is Bradley a private institution of higher education that competes on differentiation based on the quality of the educational experience or
- A state institution of higher education that competes on the basis of price?

### The Situation:

**We cannot compete on price with state subsidized education.**

- State subsidies for higher education in Illinois total \$2.24 Billion, plus \$2.11 Billion for employee pensions\*
  - The University of Illinois system reports 27% of revenues from state appropriations, or \$1.993 Billion; 18% from student tuition and fees, or \$1.341 Billion.
  - Illinois State University reports 33% of revenues from state appropriations, or \$220 Million; 31% of revenue from tuition, or \$210 million
  - Northern Illinois University reports 40% of revenues from state appropriations, or \$225 million; 31% of revenue from tuition, or \$175 million
  - Southern Illinois University reports 32% of revenues from state appropriations, or \$204 million; 34% of revenue from tuition, or \$217 million

**Bradley cannot compete on price with these subsidies**

\*Fiscal Year 2022 State Budget Includes Largest Investments in Higher Education in Decades (Illinois.gov)  
Source: \*Iga.gov and financial statements

### Price Bradley vs. Illinois State Schools

**We are pricing below state school base tuitions.**

### Price Comparison Bradley vs. Competitor Schools

**We are pricing below private competitors and are below state yields after subsidies.**

College/University	Sticker Price	Net Price (Iga report c. 2021)	Discount	Differential	If this were Bradley's price we would gain:
DePaul	\$65,024	\$28,082	56.14%	\$9,071	\$36M
Loyola (Chicago)	\$69,758	\$22,826	67.28%	\$3,815	\$15M
North Central	\$60,480	\$23,211	61.62%	\$4,200	\$16M
Illinois Wesleyan	\$71,693	\$21,312	70.27%	\$2,301	\$8M
Macomb	\$54,459	\$30,312	52.29%	\$11,100	\$44M
Laura	\$43,484	\$17,599	59.53%	-\$1,432	
Butler	\$66,411	\$31,850	52.04%	\$12,839	\$50M
<b>Bradley</b>	<b>\$54,277</b>	<b>\$19,011</b>	<b>64.97%</b>		
SIU	\$33,701	\$14,615	56.63%	\$25,071	\$ 6,060
U of I - U/C	\$32,425	\$5,891	81.83%	\$30,059	\$ 11,048
UIC	\$31,816	\$8,978	71.78%	\$33,146	\$ 14,135
UI S	\$27,219	\$9,449	65.29%	\$33,617	\$ 14,806
UIU	\$26,533	\$10,987	58.59%		
NIU	\$27,192	\$11,505	57.69%	\$22,682	\$ 3,671
WIU	\$28,193	\$9,560	66.09%		
SIU-C	\$31,250	\$13,455	56.94%	\$27,471	\$ 8,460

Data from tuitiontracker.org plus Iga website

**Are we doing the right things?**

### Increasing Revenue:

**There are finite options for increasing revenues.**

**Options for Increasing Revenue:**

- Increase the number of students
  - More students for current programs (Recruiting and Admissions)
  - New programs for current students (Program Development/Interdisciplinary Programs)
  - New programs for new students (Program Development/Interdisciplinary Programs)
 (Note: This can include new academic programs or new methods of delivery or both.)
- Improve Retention
  - Improve the student experience
- Improve Tuition Realization
  - New, unique academic programs with little competitive threat; Premium Price

**STOP COMPETING BASED ON PRICE**

### Recommendation:

**Who are we going to be?**

- The URC recommends that the University engage in a process and decide what Bradley University must become in the future to meet the needs of the targeted learners.
  - Residential versus Online
  - Teaching versus Comprehensive/Research
  - Financially-Based Program Review
  - Student Experience and Services
  - Values and Culture
- These must be clearly communicated both internally and externally.

Report of the URC to the University Senate

Questions?  
Comments?  
Thoughts?  
Observations?

43

Thank You.

Report  
of the  
University Resource Committee  
Prepared for the Bradley University Senate  
3 May 2023

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Seventh Regular Meeting **Minutes**  
2022-2023 Bradley University Senate  
3:10 p.m., Thursday, April 20, 2023  
Ballroom A, Michel Student Center



## **MISSION:**

Bradley University empowers students for immediate and sustained success in their personal and professional endeavors by combining professional preparation, liberal arts and sciences and co-curricular experiences. Alongside our dedication to students, we embrace the generation, application and interpretation of knowledge.

### **I. Call to Order**

The meeting started at 3:19 PM.

### **II. Announcements**

0. The meeting is being recorded and livestreamed. Thank you IT!
1. Social immediately following the meeting.
2. May meeting will be in Marty Theatre, new senators need to attend Special Meeting immediately following.
3. University Resources Committee will provide a presentation of their annual report at the May meeting.

### **III. Approval of the Minutes of the Sixth Regular Meeting of the 2022-2023 University Senate, March 23, 2023**

See attached Minutes

**Motion to approve the 6<sup>th</sup> regular meeting minutes from 2022-2023**  
**Mat Timm (motion), Kevin Kimberlin (2<sup>nd</sup>)**  
**The motion carries unanimously.**

#### **IV. Report from the Student Body President**

Jack Batz, a junior political science major, will be the new president beginning on May 1<sup>st</sup>.

#### **V. Reports from Administrators**

##### **A. President Standifird**

Budget – We are beginning to get a sense for the budget. Although not final yet, we are trending slightly over budget. They are working on the preliminary budget for the board by May's meeting, and these figures will be provided at our next May Senate meeting.

Enrollment – The numbers are trending quite low. 1,020 is an estimate for enrollment (but we will not know until May 1<sup>st</sup>). We historically have been within 1% of estimates in the past. He will also have better enrollment numbers at the May Senate meeting. We already know that next year is going to be a rough year with respect to the budget.

Rebranding effort – There will be a BBQ on May 3<sup>rd</sup> from 11am to 1pm in the Quad.

McCord lecture series – We are excited to have this up and running again. Thank you to Joshua Lewer for leading this effort. The lecture is at 7:30am on April 21<sup>st</sup> with Nuria Fernandez as the 2023 speaker.

Faculty publishing party – Will occur on April 21<sup>st</sup> from 1 to 3pm in the library.

##### **B. Provost and Senior Vice President for Academic Affairs Zakahi**

Progress report – A link to an update for the Gender Equity Recommendations Progress Report will be sent out to the campus community early next week.

Plagiarism – In general, the English department did not see a significant increase in plagiarism on campus. Discussions also occurred with eight department chairs: three were very concerned as they perceived a significant uptick in the amount of plagiarism, three were mildly concerned (saw some increase this year, but not necessarily a trend), and two are not concerned. There does not appear to be an increase in the cases that are being reported through the formal channels in the University. The recommended path for policy updates is through the Regulations and Degree Requirements Committee.

Chatbots – There are a number of students using Chatbots, and faculty are using them as well (for example, for coding). We are not going to be able to stop Chatbots completely, which many agreed as discussed during a national meeting in Texas. There will be a lack of evidence from Chatbots, compared to we would get from Turnitin. Going forward, we want to bring in half a dozen people to further this discussion, and put together forums in the fall semester.

## VI. Reports from Committees

### A. Curriculum and Regulations

#### 1. Curriculum Consent Items

236078	Core curriculum addition	ART ART 426 Photographic Portfolio
235133	Core curriculum addition	COM COM 481 Advertising Campaigns
235097	Core curriculum addition	IME IME 301 Engineering Economy I
235022	Core curriculum addition	MUS MUS 382 Music and World Culture
235007	Core curriculum addition	IDP EGT 340 Sustainability Issues in Business and Engineering
235006	Core curriculum addition	IDP BUS 340 Sustainability Issues in Business and Engineering
234804	Core curriculum addition	ART ART 306 Designing for a Brand Experience
234642	Core curriculum addition	ETE ETE 361 Methods of Teaching Mathematics 6-12
234397	Core curriculum addition	I M I M 499 Exhibit Production
234147	Core curriculum addition	SOC SOC 320 Social Theory
234081	Core curriculum addition	SOC SOC 322 Self and Social Interaction
231627	Core curriculum addition	HIS HIS 352 Introduction to Digital Humanities
----		
235454	Course addition	NUR NUR 666 Management of Adolescents, Adults, and Geriatrics I
235455	Course addition	NUR NUR 667 Management of Adolescents, Adults, and Geriatrics II
235456	Course addition	NUR NUR 668 Management of Adolescents, Adults, and Geriatrics III
235367	Course addition	NUR NUR 655 Diagnostic Reasoning
235368	Course addition	NUR NUR 656 Management of Acutely Ill Adults and Geriatrics I
235369	Course addition	NUR NUR 657 Management of Acutely Ill Adults and Geriatrics II
235370	Course addition	NUR NUR 658 Management of Acutely Ill Adults and Geriatrics III
235293	Course addition	FCS FCS 595 Supervised Experiential Learning
235267	Course addition	E E ECE 475 Security for Industrial Automation
235268	Course addition	E E ECE 575 Security for Industrial Automation
235155	Course addition	THE THE 339 History of the American Musical Theatre
235010	Course addition	IDP BUS 340 Sustainability Issues in Business and Engineering
235009	Course addition	IDP EGT 340 Sustainability Issues in Business and Engineering
234977	Course addition	MUS MUS 347 Basketball Band
234978	Course addition	MUS MUS 348 Resonant Fusion

234979	Course addition	MUS MUS 349 Hilltop Combo
234582	Course addition	MUS MUS 471 Instrumental Pedagogy and Literature
234122	Course addition	CSD CSD 520 Clinical Practicum I
234127	Course addition	CSD CSD 521 Clinical Practicum II
234146	Course addition	CSD CSD 522 Clinical Practicum III
234148	Course addition	CSD CSD 530 Clinical Practicum IV
234149	Course addition	CSD CSD 531 Clinical Practicum V
233641	Course addition	CSD CSD 501 Communication Disorders in Infants and Toddlers
233644	Course addition	CSD CSD 502 Phonological Disorders
233647	Course addition	CSD CSD 503 Motor Speech Disorders
233649	Course addition	CSD CSD 504 School Age Language and Literacy Disorders
233650	Course addition	CSD CSD 505 Aphasia and Related Disorders
233651	Course addition	CSD CSD 506 Augmentative and Alternative Communication
233652	Course addition	CSD CSD 507 Autism
233653	Course addition	CSD CSD 508 Dysphagia
233654	Course addition	CSD CSD 509 Fluency Disorders
233655	Course addition	CSD CSD 510 Voice Disorders
233656	Course addition	CSD CSD 511 Pediatric Feeding Strategies
233658	Course addition	CSD CSD 512 Cognitive Rehabilitation
233668	Course addition	CSD CSD 513 Ethics and Contemporary Professional Issues
233671	Course addition	CSD CSD 514 Counseling in Communication Disorders
229475	Course addition	SEI SEI 305 Innovation Journey
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235475	Course modification	CS CS 491 Capstone Project II
235418	Course modification	CS CS 462 Machine Learning
235419	Course modification	CS CS 370 Database Management Systems
235421	Course modification	CS CS 461 Artificial Intelligence
235424	Course modification	CS CS 562 Machine Learning
235379	Course modification	CIV CIV 113 Unified Fine Arts and Western Civilization I
235380	Course modification	CIV CIV 114 Unified Fine Arts and Western Civilization II
235411	Course modification	CS CS 472 Distributed Databases and Big Data
235413	Course modification	CS CS 141 Introduction to Python Programming
235429	Course modification	CS CS 699 Thesis in Computer Science
235406	Course modification	CS CS 360 Fundamentals of Data Science
235409	Course modification	CS CS 463 Knowledge Discovery and Data Mining
235422	Course modification	CS CS 541 Python Programming for Data Science
235423	Course modification	CS CS 560 Fundamentals of Data Science
235330	Course modification	E E ECE 470 Embedded Data Structures and Object Oriented Programming

235331	Course modification	E E ECE 471 Real-time Operating Systems
235332	Course modification	E E ECE 472 Embedded Microcontroller Linux
235334	Course modification	E E ECE 473 Embedded TCP/IP
235335	Course modification	E E ECE 480 Digital Systems: Communication and Interface
235336	Course modification	E E ECE 482 Digital Systems: High Level Synthesis and Codesign
235337	Course modification	E E ECE 483 Digital Systems: Microprocessor Architecture and Design
235339	Course modification	E E ECE 484 Digital Systems: Peripheral Architecture and Design
235362	Course modification	E E ECE 570 Embedded Data Structures and Object Oriented Programming
235363	Course modification	E E ECE 571 Real-time Operating Systems
235365	Course modification	E E ECE 573 Embedded TCP/IP
235364	Course modification	E E ECE 572 Embedded Microcontroller Linux
235310	Course modification	HIS HIS 342 Europe, 1789-1914
235321	Course modification	NUR NUR 684 Advanced Psychiatric Interviewing and Differential Diagnosis
235314	Course modification	NUR NUR 680 Psychiatric Mental Health Nurse Practitioner (PMHNP) Roles
235323	Course modification	NUR NUR 685 PMHNP Continuum of Care Across the Lifespan and Practicum I
235325	Course modification	NUR NUR 686 PMHNP Continuum of Care Across the Lifespan and Practicum II
235294	Course modification	FCS 586 Supervised Research in Family and Consumer Sciences
235319	Course modification	NUR NUR 682 Psychopharmacology and Neurophysiology for the PMHNP
235327	Course modification	NUR NUR 687 PMHNP Sub-Specialty Focus and Practicum III
235328	Course modification	NUR NUR 688 Professional Aspects of the PMHNP
235277	Course modification	FCS FCS 272 Hospitality Facilities Management
235278	Course modification	FCS FCS 376 Professional Development Seminar
235279	Course modification	FCS FCS 470 Special Topics in Hospitality Business
235283	Course modification	HIS HIS 329 Modern Germany 1870-Present
235284	Course modification	HIS HIS 340 Europe Since 1914
235265	Course modification	CS CIS 491 Computer Information System Project Management
235261	Course modification	CS CIS 300 Computers and Society
235262	Course modification	CS CIS 475 Computer Information Systems Analysis, Design and Integration
235237	Course modification	CS CS 480 Social and Professional Issues in Computing
235238	Course modification	CS CS 490 Capstone Project I
235229	Course modification	ATG ATG 430 Professional Skills of Inquiry
235208	Course modification	CS CS 140 Advanced Programming Concepts and Languages
235209	Course modification	CS CS 210 Advanced Data Structures and

Algorithms		
235210	Course modification	CS CS 370 Database Management Systems
235206	Course modification	ART ART 205 Typographic Design
235207	Course modification	CS CS 101 Introduction to Programming
235179	Course modification	CS CS 100 Introduction to Programming Concepts and Languages
235164	Course modification	ECL ENC 669 Education Law, Advocacy and Leadership
235098	Course modification	ECL ENC 653 Professional School Counseling K-8
234957	Course modification	CHM CHM 104 Essentials of General Chemistry
234958	Course modification	CHM CHM 162 Fundamentals of Organic and Biochemistry
234876	Course modification	ENC ENC 630 Diagnosis and Treatment of Mental Disorders
234831	Course modification	ECL ENC 608 Brain-Based Counseling Interventions
234834	Course modification	ECL ENC 654 Consultation in the Helping Professions
234835	Course modification	ECL ENC 690 Practicum
234836	Course modification	ECL ENC 691 Internship I
234832	Course modification	ECL ENC 661 Intimate Partner Relationships and Family Counseling
234829	Course modification	ECL ENC 551 Prevention and Treatment of Substance-Related and Addictive Disorders
234830	Course modification	ECL ENC 620 Professional Counseling Orientation and Ethical Practice
234833	Course modification	ECL ENC 631 Trauma, Crisis and Grief Counseling
234802	Course modification	FIN FIN 200 Introduction to Finance
234758	Course modification	ART ART 220 Professional Lecture Series/Studio Visits I
234760	Course modification	ART ART 221 Professional Lecture Series/Studio Visits II
234664	Course modification	OTD OTD 751 Capstone Implementation
234676	Course modification	CHM CHM 253 Organic Chemistry Laboratory I
234653	Course modification	ECL ENC 540 Human Growth and Development Across the Lifespan
234666	Course modification	OTD OTD 803 Evidence-based Clinical Inquiry in OT
234668	Course modification	OTD OTD 813 Research Methodology-Qualitative Methods
234669	Course modification	OTD OTD 823 Educational Principles in OT
234670	Course modification	OTD OTD 833 Advanced Practice Trends in OT
234671	Course modification	OTD OTD 843 Evidence-based Project Discovery and Design
234672	Course modification	OTD OTD 845 Evidence-based Project Implementation
234571	Course modification	CHM CHM 252 Organic Chemistry I
234360	Course modification	FCS NPL 381 Seminar in Leadership
234359	Course modification	FCS NPL 300 Advanced Leadership
234152	Course modification	SOC SOC 320 Social Theory

233956	Course modification	SOC SOC 334 Crime and Society
233929	Course modification	SOC SOC 330 Perspectives on Deviance
233930	Course modification	SOC SOC 331 Correctional Policies and Society
233931	Course modification	SOC SOC 322 Juvenile Delinquency
233932	Course modification	SOC SOC 333 Sociology of Violence
233933	Course modification	SOC SOC 341 Medical Sociology
233934	Course modification	ANT ANT 305 Peoples and Cultures of the World
233936	Course modification	ANT ANT 314 Indigenous Peoples
233938	Course modification	SOC SOC 240 Research Methods
233935	Course modification	ANT ANT 306 Illness and Healing in Cross-Cultural Perspective
233937	Course modification	ANT ANT 403 Anthropology Senior Project
233939	Course modification	SOC SOC 300 Gender in Cross-Cultural Perspective
233940	Course modification	SOC SOC 311 Families in Cross-Cultural Perspective
233840	Course modification	HIS HIS 382 European Women, Gender, and Sexuality Since 1600
233741	Course modification	SOC SOC 391 Internship in Applied Sociology
233757	Course modification	SOC SOC 313 Race, Ethnicity, and Power
233765	Course modification	FIN FIN 325 Investment Analysis
233747	Course modification	SOC SOC 491 Directed Research
233743	Course modification	SOC SOC 492 Advanced Research Colloquium
233691	Course modification	SOC SOC 343 Sociology of Mental Health
233693	Course modification	SOC SOC 315 Gender and Society
233689	Course modification	SOC SOC 310 Sociology of Families
232951	Course modification	CE CE 498 Civil Engineering Design Project II
231270	Course modification	M L M L 300 Environments of Organizations
228736	Course modification	ATG ATG 530 Professional Skills of Inquiry
205135	Course modification	SOC SOC 312 Social Inequality
204792	Course modification	I M I M 344 Environmental Storytelling

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235270	Course deletion	FCS FCS 370 Hospitality Management Accounting
235272	Course deletion	FCS FCS 371 Convention & Meeting Planning
235273	Course deletion	FCS FCS 372 Hospitality Law
235274	Course deletion	FCS FCS 375 Hospitality Practicum I
235276	Course deletion	FCS FCS 475 Hospitality Practicum II
234980	Course deletion	MUS MUS 310 Ensemble
234361	Course deletion	FCS ENC 200 Introduction to Leadership Studies
234362	Course deletion	FCS ENC 305 Service Learning: Outreach & Engagement
234363	Course deletion	FCS ENC 380 Independent Study
234364	Course deletion	FCS ENC 486 Leadership Practicum
233738	Course deletion	SOC SOC 392 Internship in Applied Sociology
233756	Course deletion	SOC SOC 212 Sociology of Diversity
233761	Course deletion	SOC SOC 450 Senior Seminar in Sociology
233690	Course deletion	SOC SOC 420 Critical Theory
233703	Course deletion	SOC SOC 321 Individual and Society

233704	Course deletion	SOC SOC 342 Social Policy
226710	Course deletion	FIN FIN 384 Entrepreneurial Finance
226711	Course deletion	FIN FIN 323 International Financial Management
226712	Course deletion	FIN FIN 423 Advanced Business Finance
226713	Course deletion	FIN FIN 424 Capital Budgeting

No motion needed for these items. Approved unanimously.

## 2. Curriculum Items requiring a motion

234266	Major addition	C E 4+1 BSC / MSCE
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235271	Major modification	FCS Hospitality Management
235181	Major modification	I M Game Art
235066	Major modification	I M User Experience Design
234808	Major modification	FIN Corporate Finance
233954	Major modification	SOC Sociology
232458	Major modification	HIS History and Social Studies Education (9-12) Major
231274	Major modification	M L Management and Leadership
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233639	Program addition	CSD Speech Language Pathology
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234973	Program modification	ENC Counseling Program
234879	Program modification	FCS Master of Science in Nutrition and Dietetics
234662	Program modification	OTD Entry Level Occupational Therapy Doctorate
234203	Program modification	BUS Master of Business Administration
229474	Program modification	SEI Entrepreneurial Scholar
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234374	Certificate addition	FCS Nonprofit Leadership
232117	Certificate addition	CS Data Science
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235434	Concentration modification	MUS Bachelor of Music in Performance (Orchestral/Band Instruments Concentration)
235214	Concentration modification	ECL Professional School Counseling
235192	Concentration modification	ECL Clinical Mental Health Counseling
231597	Concentration modification	M L Management and Leadership (Human Resource Management)
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233941	Minor Modification	SOC Sociology
233145	Minor Modification	AAS African American Studies
232919	Minor Modification	FCS Leadership Studies
231142	Minor Modification	BUS MIS Minor

**Motion to approve the addition and modifications.****Jessica Clark (motion)****The motion carries unanimously.****3. Motion to change Faculty Handbook language regarding membership and chair of Subcommittee on Regulations and Degree Requirements as indicated below in red.**

Section I.E.Article V-Committees, 3.The Committee on Curriculum &amp; Regulations

## 5. The Subcommittee on Regulations and Degree Requirements

a. The function of the Subcommittee on Regulations and Degree Requirements shall be:

- 1) To review periodically, making recommendations to the Committee on Curriculum and Regulations when appropriate;
  - a) The areas described in the University Catalog in the section on Academic Regulations;
- 2) To construct and propose the academic calendar.
- 3) To review the qualifications of nominees for honorary degrees and submit recommendations to the President of the University and to the Board of Trustees for approval.

b. The Subcommittee on Regulations and Degree Requirements shall consist of the following:

- 1) The Registrar (**ex-officio member**)
- 2) One dean selected by the Committee on Curriculum and Regulations for a term of **five three** years.
- 3) One faculty member from each of the colleges to serve terms of **five three** years. The terms should be staggered to ensure continuity on the committee.
- 4) The faculty members on the committee shall be appointed by the dean of the college in consultation with the executive committee of the college.

**c. The committee shall be permanently co-chaired by the Registrar. Additionally, a co-chair shall be elected by and from the committee at large, who shall serve for a three-year term.**

**Motion to approve these addition and modifications.****Mat Timm (motion)**

We will vote on this at the next meeting.

**4. Motion to change Proof of English Proficiency policy – see attached proposal****Motion to approve the proposal.****Kristi McQuade (motion)****The motion carries unanimously.**

## **B. Tenure, Promotion, and Dismissal** – see attached hand out

**1. Motion:** to change Faculty Handbook language regarding extending the probationary period as indicated below.

### **Section D. Tenure**

#### **Subsection 4. Policy for Extending the Probationary Period**

Faculty members ~~may~~ **shall** be granted, ~~upon request, a single~~ one-year extension of the probationary period (not to be confused with a leave of absence) under the following circumstances:

- a. Becoming a parent or legal guardian during the probationary period or in the two years prior to appointment ~~Adoption or birth of a child; Care of a child, adoption of a child under six years of age, or birth of a child;~~
- b. Need to devote substantial time to the care of a diseased, ill, or injured person, **or one with special support needs;**
- c. Disease, illness, or injury debilitating the probationary faculty member.

**In the case of multiple events (for instance, the birth of a second child, or the birth of a child and the need to care for a seriously ill parent), the faculty member can choose to be granted an additional one-year extension. Additional extensions beyond these two may be granted under extraordinary circumstances.**

In each of the circumstances listed above it is expected that the faculty member is employed full-time and will continue to perform ~~his or her~~ **their** duties as specified in the Faculty Workload Statement, **but evaluation of progress towards tenure with respect to scholarship and creative activity will be suspended during the extension, and the addition of time shall not lead to increased expectations for overall scholarship or creative production to be completed during the probationary period. In no circumstance shall an extension of the probationary period be used for any punitive or adverse action.**

A request, **with supporting documentation**, to extend the probationary period should be made to the department chairperson in writing no later than April 1st prior to the final year of the probationary period. **If the faculty member chooses**, the department chairperson will forward the request to the tenure committee of the department for ~~its consideration~~ **verification of eligibility. This committee will forward to the chairperson the vote and the explanation to substantiate the recommendation. The chairperson will ~~then~~ forward the ~~committee results~~ **request along with his or her recommendation** to the dean, who will forward this documentation ~~along with his or her recommendation~~ to the Provost and Vice President for Academic Affairs who will ~~render a final decision~~ **approve the process.** This ~~decision should~~ **approval will** reach the faculty member no later than 30 days from the date the department chairperson receives the request. All appeals of the decision of the Provost and Vice President for Academic Affairs will be made through the normal grievance procedures.**

**Motion to amend the language to insert “automatically” in the sentence about faculty members shall be “automatically” granted an extension per the hand out.**

**Mat Timm (motion), Eden Blair (2<sup>nd</sup>).**

**The motion carries unanimously.**

**Motion to amend the language in the original section b to add wording per the hand out, as well as:**

- **Changing son/daughter to child/dependent**
- **Defining scholarship as research or creative production**
- **Changing spouse to spouse/partner**

**Mat Timm (motion), Jackie Hogan (2<sup>nd</sup>)**

**The motion carries.**

**Motion to amend the language to substitute the original wording with the new text per the hand out for the section “in the case of multiple events...”**

**Mat Timm (motion)**

**The motion carries unanimously.**

**Motion to amend with the modified language for the section “in each of the circumstances listed above...” per the hand out and defining scholarship as research or creative production.**

**Mat Timm (motion)**

**The motion carries unanimously.**

**Motion to amend the wording in the process section, “request to extend...”, per the hand out.**

**Mat Timm (motion)**

**The motion carries unanimously.**

**Motion to approve the amended motion, in-full. (see full amended and approved clean copy of language below in blue)**

**The motion carries unanimously.**

## **Section D. Tenure**

### **Subsection 4. Policy for Extending the Probationary Period**

Faculty members shall be automatically granted, upon request, a one-year extension of the probationary period (not to be confused with a leave of absence) in the event that they become a parent or legal guardian during the probationary period or in the two years prior to appointment.

Faculty members may request a one-year extension of the probationary period under the following circumstances:

- a. Need to devote substantial time to the care of a person;
- b. Any qualifying exigency arising out of the fact that the faculty member, or their spouse/partner, child/dependent, or parent is a covered military member on “covered active duty;”
- c. A life event that substantially impedes the faculty member’s ability to complete the scholarship (research or creative production) required for tenure and promotion.

In the case of multiple events, the faculty member can request a second one-year extension. Additional extensions may be requested under extraordinary circumstances.

In each of the circumstances listed above it is expected that the faculty member is employed full-time and will continue to perform their teaching and service duties as specified in the Faculty Workload Statement. The addition of time shall not lead to increased expectations for overall scholarship (research or creative production).

A request to extend the probationary period should be made to the Provost in writing no later than April 1<sup>st</sup> prior to the final year of the probationary period. Requests may be made for events that occurred earlier during the probationary period.

Requests must be supported by documentation submitted directly to and maintained confidentially by the Human Resources Department. Upon confirmation by HR that the documentation is consistent with the request, the Provost will evaluate the request and render a final decision. This decision must be communicated in writing to the faculty member, department chair, department tenure and promotion committee, and dean no later than 30 days from the date the Provost received the request. All appeals of the decision of the Provost and Vice President for Academic Affairs will be made through the established grievance procedures.

## **C. Executive Committee**

### **1. Change in wording to Faculty Handbook regarding tuition remission p. 56 (FYI only)**

#### **Section II.B.3.d.1)Fringe Benefits**

Replace current language:

k) 17) Tuition remission for graduate courses taken by the employee, the employee's spouse, or the employee's dependents is a taxable benefit.

with:

k) 17) Tuition remission for graduate courses may be a taxable benefit. For more information on taxability of such benefits, reference 26 U.S. Code § 127 - Educational Assistance Programs.

### **2. Motion to change the Handbook language about meetings of the Board of Trustees I.A.2 pages 1 and 2.**

I.A.2.

2. Board of Trustees

Bradley University, an Illinois, not-for-profit corporation, is controlled by a Board of Trustees consisting at any given time of not less than 21 and no more than 40 members, including the President of the University. The Board consists of members which include Life Trustees, Term Trustees (elected for six years), two Alumni Term Trustees (elected for six years), and the President of the University. The President reports to the Board of Trustees.

The Board of Trustees is responsible for determining the basic policies which govern the University. It appoints the President, counsels with the President and reviews the President's administration of University affairs.

Officers of the Board are a Chairman, Vice Chairman, Secretary-Treasurer, and such Assistant Secretary-Treasurers as the Board shall elect. The Board meets quarterly, with sessions ~~on the fourth Friday of January, April (Annual Meeting), July and October.~~ **on such dates as determined by the President of the University in consultation with the Chair of the Board of Trustees and the University Senate President. Board meetings shall be scheduled so as to avoid conflicts with the Regular Meetings of the University Senate.** Ample time is provided at these quarterly meetings for the various committees of the Board to meet, and these committees include Executive, Trustee and Nominations, Academic Planning, Finance and Property, University Advancement, Student Affairs, and Audit.

**Motion to change this Handbook language.  
The motion carries unanimously.**

### **3. Motion to change the Handbook language about University Senate Membership**

Current language:

#### ARTICLE II - UNIVERSITY SENATE

##### 1. Membership

1. The President, ~~and Vice Presidents of the University,~~ **the Provost and Senior Vice President for Academic Affairs, the Vice President for Student Affairs, the Deans of Colleges, the Associate Provost for Information Technologies and Resources, the Chief Information Officer, the Registrar, the President of the Staff Council, the Vice President of the Staff Council,** and the immediate Past President of the University Senate shall be ex officio members of the University Senate.

**2. The President of the University, in consultation with the President of the University Senate, may appoint two additional representatives who shall be selected from Bradley administration, staff or faculty, and who shall be voting members of the University Senate. These appointments shall be two-year terms and are renewable.**

~~2.~~ **3. The Student Senate...**

**Motion to amend this language to remove the President of the Staff Council and the Vice President of the Staff Council from this membership list.**

**Travis Stern (motion)**

**The motion carries unanimously.**

### **4. Motion to change Section I.E.V.4.2, page 21, the statement on the membership of the Senate Committee on elections as indicated below.**

2. The Committee on Elections shall consist of ~~four~~ **three** Senators serving staggered terms of two years. New members, including the Chairperson, shall be recommended from the membership of the new Senate by the Executive Committee of the prior Senate, for approval at the May meeting.

**This came from executive council and we will vote on this at a future meeting.**

**5. Motion to remove the Non-smoking Policy, Article V. Part A. page 182, from the Faculty Handbook.**

Current language:

**V.A. Non-Smoking Policy**

Because of its concern for the comfort, safety, and well-being of its employees and students, Bradley University has chosen to become a smoke-free environment. Effective May 17, 1993 the following non-smoking policy will be in place:

1. There shall be no smoking in any building (except the residence halls) owned, leased, or directly managed for the conduct of education or business by Bradley University. There shall be no smoking in any corridor, lobby, rest room, classroom, private office, waiting area, cafeteria, meeting room, or in any vehicle owned by the University.
2. Conference Facilities which are leased by the public may be considered smoking or non-smoking for the event only. The conference facilities director shall encourage the lessee to opt for nonsmoking.
3. Academic and business administrators shall be responsible for ensuring that the nonsmoking policy is upheld in their individual colleges, departments, and offices.

**This came from executive council and we will vote on this at a future meeting.**

**6. Motion to replace Article V. Part B. page 182, with the statement indicated below.**

Current language:

**B. Compliance with Laws**

Bradley University and its operations are subject to numerous federal, state, and local laws and regulations. Examples include the Americans with Disabilities Act, the Clery Act, the federal Common Rule on Human Subject Research, the Copyright Act, the Drug-Free School and Communities Act of 1989, the Family Educational Rights and Privacy Act, the Illinois Human Rights Act, Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. As a matter of policy, all Bradley employees are expected to comply with the laws and regulations that apply to its operations.

In compliance with the Drug-Free School and Communities Act of 1989, Bradley University recognizes that an academic community can be harmed in many ways by the abuse of alcohol and the use of other drugs. Problems associated with illicit use and abuse of substances harm the University and the community at large.

Bradley University promotes an environment that reinforces healthy, responsible living, respect for community laws, campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.

As appropriate, all Bradley University employees will be informed of the University policy on a drug-free campus.

Replace with the statement:

Employees of Bradley University are obligated to observe all applicable federal, state, and local laws and regulations.

**Motion to amend to exclude the language in red above.  
Jim Muncy (motion), Mat Timm (2<sup>nd</sup>)  
The motion carries unanimously.**

**VII. Old Business**

**VIII. New Business**

**IX. Adjournment**

Meeting ended at 4:36pm

UNIVERSITY SENATE MEETING SIGN IN SHEET –

SENATORS

Meeting Date: 4/20/23

Name		Name	
Anderson, Warren		Kelly, Todd	
Arquette, Cecile	<i>Cecile</i>	Khodair, Yasser	
Ball, Justin		Kimberlin, Kevin	<i>RRK</i>
Blair, Eden	<i>EB</i>	Kindler, Andy	<i>AK</i>
Borton, Rachel	<i>RKB</i>	Lewer, Joshua	<i>JL</i>
Brammeier, Heather		Lukowiak, Twila	
Burroughs, Meghan	<i>M. Burroughs</i>	Marsh, Christopher	<i>COGM</i>
Carty, Tom	<i>TEC</i>	McAsey, Mike	<i>M.M.</i>
Cisneros, Adolfo	<i>C</i>	McQuade, Kristi	<i>KM</i>
Clark, Jessica	<i>JACK</i>	Miller, Johanna	<i>JM</i>
Cox, Sheryl		Moon, Daniel	
Davison-Aviles, Robert	<i>Bob</i>	Morris, Marty	
Daye, David		Mou, Libin	<i>LM</i>
Drake, Teresa	<i>TD</i>	Muncy, Jim	<i>JM</i>
Erickson, Deborah		Nair, Kalyani	<i>Kalyani</i>
Ford, Heather	<i>HF</i>	Newton, Lee	<i>Lee</i>
Frazier, Meg	<i>MM</i>	Nielsen, John	<i>John</i>
George, Burl	<i>Burl</i>	Petravick, Simon	<i>Simon</i>
Gillespie, Oscar		Petrovich, Jason	
Glassmeyer, Danielle	<i>Danielle</i>	Portocarrero, Melvy	<i>MVP</i>
Gore, Bryce		Rommel, Megan	<i>MRR</i>
Grandstaff, Jaime	<i>Jaime</i>	Reynolds, Chris	
Gribb, Molly	<i>Molly</i>	Schnupf, Udo	<i>Udo</i>
Grugan, Amy	<i>Amy</i>	Schweigert, Wendy	
Ham, Ethan	<i>Eth</i>	Shastry, Prasad	
Hawkins, Samuel	<i>SH</i>	Spires, Todd	
Hogan, Jackie	<i>Jackie</i>	Standifird, Stephen	<i>SS</i>
Huberman, Jeffrey		Stern, Travis	<i>TVS</i>
Jones, Chris		Stover, Naomi	<i>NS</i>
Kastberg, Erin		Thomas, Nathan	
Kelley, Andy	<i>AK</i>	Timm, Mat	<i>MT</i>
Kelly, Joe	<i>Joe</i>	Williams, Chris	<i>CK</i>
		Way, Jamie	<i>JSW</i>
		Zakahi, Walter	<i>WZ</i>

