**WESTERN ILLINOIS UNIVERSITY**

**FACULTY SENATE**

**Regular Meeting, *28 October 2014*, 4:00 p.m.**

**Capitol Rooms - University Union**

**A C T I O N M I N U T E S**

**SENATORS PRESENT:** L. Brice, A. Burke, G. Cabedo-Timmons, M. Carncross, R. Chaves, :45etary. and councils, and to the SEnate for their work this year, to the chairs of SEnate hat she feels as appropriate for tA. Hyde, G. Jorgensen, C. Keist, J. Myers, T. Roberts, T. Sadler, A. Silberer, M. Singh, S. Szyjka

Ex-officio: Ken Hawkinson, Provost; Steve Rock, Parliamentarian

**SENATORS ABSENT:** J. Baylor, S. Bennett, J. Brown, J. Choi, S. Cordes, D. DeVolder, S. Romano, M. Siddiqi, T. Westerhold

**GUESTS:** Mark Bernards, Julie DeWees, Robert Emmert, Stephen Frazier, Scott Harris, Andrea Henderson, Sue Hum-Musser, Dick Janoski, Charles Lydeard, Esmeralda Moreno, Russ Morgan, Kathy Neumann, Lorette Oden, Jim Olsen, Nancy Parsons, Erskine Smith, Karen Trusley, Karen Zellman

1. Consideration of Minutes
   1. 14 October 2014

**MINUTES APPROVED AS DISTRIBUTED**

1. Announcements
   1. Provost’s Report

The President, Provost, and deans will be holding one-hour town hall meetings with faculty in each college on the following dates:

* College of Business and Technology, November 11 at 2:30 p.m. in Stipes 121
* College of Fine Arts and Communication, December 4 at 10 a.m. in Hainline Theatre
* University Libraries, December 9 at 2:00 p.m. in the Library Staff Lounge
* College of Arts and Sciences, December 10 at 3:00 p.m. in Morgan Hall 101A
* College of Education and Human Services, December 11 at 9:00 a.m. in Horrabin Hall 1

The Distinguished Faculty Lecturer Committee met with the Provost today. The call for nominations for this most prestigious of faculty awards will go out in January. The Distinguished Faculty Lecturer Award is the highest honor a WIU professor can receive.

Provost Hawkinson told Faculty Senate that he was surprised and excited that Governor Quinn announced another major initiative on Friday by releasing $5 million dollars in planning money for Phase III of the Quad Cities Riverfront campus. The Provost also reiterated the University’s commitment to building a Science Complex on the Macomb campus. He hopes that a capital bill will be approved next year; the Science Complex is number five on the capital improvements list.

Provost Hawkinson expressed his thanks to Faculty Senate for encouraging faculty colleagues to report early warning grades and for showing interest in this process. This year, 66 percent of courses had early warning grades reported, a slight increase over last year when 64.5 percent reported early warning grades. Early warning grades were reported in 76 percent of Arts and Sciences courses; Business and Technology reported in 80 percent of their courses; Education and Human Services had a 57 percent reportage rate this year; and Fine Arts and Communication faculty reported for 50 percent of that college’s courses. Provost Hawkinson explained that Fine Arts and Communication has a large number of applied or one-on-one courses, which accounts somewhat for their lower reporting rate.

President Thomas will hold a town hall meeting with WIU students at 6:00 p.m. today in order to discuss economic development in Macomb and the WIU campus. A similar economic development meeting will be held for faculty at 3:30 Wednesday, October 29 in the Union Grand Ballroom.

* 1. Student Government Association (SGA) Report

(Esmeralda Moreno, SGA student representative)

SGA last week considered a proposed constitutional amendment to establish a universal conference application process. Ms. Moreno explained that some senators thought that those selected to attend the recent Association of Student Governments conference were hand selected, and they would like to see more fairness in the selection process. Ms. Moreno said that this conference is the first one that Western’s Student Government Association has attended in 15 years, and they needed to act quickly on the information. The proposed amendment was tabled.

A bill to establish a crosswalk and signage for the Lincoln-Washington-Grote bus stop area passed at last week’s SGA meeting. A bill to establish courtesy meters also passed at last week’s meeting. Ms. Moreno explained that SGA will ask the Office of Public Safety (OPS) to extend the time on current meters because they do not allow students to park, attend class, and return to the meters before they expire. SGA will also ask OPS to establish a policy whereby “The fines associated with expired parking meters be increased by an additional amount not to exceed $10 more than current fines.”

SGA passed a bill requesting repair of the road between North Charles and the North Quad residence halls. Ms. Moreno explained that the road is unsafe and very rough, particularly in winter. SGA also appropriated $500 for the Students Today, Leaders Forever (STLF) student organization.

Ms. Moreno reported that SGA is still very concerned about the mold situation in East Village. She said that although Associate Vice President for Student Services J.B. Biernbaum spoke to SGA, there is still a feeling that the problem has not been fully addressed. SGA considered a bill to ask WIU’s administration for more testing in East Village apartments followed by a report to SGA on those findings. The bill also asks Facilities Management Director Scott Coker to update SGA monthly until the East Village mold situation is resolved. The bill was tabled last week and will be voted on tonight.

Ms. Moreno reported that three members of SGA attended the Association for Student Governments meeting this past weekend where they learned a lot about becoming more of a presence in the student body, becoming friends to the administration, and better marketing strategies. Attendees will make a presentation on the conference at tonight’s SGA meeting.

* 1. Other Announcements
     1. Title IX and Campus Safety

(Scott Harris, Director, Office of Public Safety, and Karen Trusley, Program Assistant, Equal Opportunity and Access)

Chairperson Singh stated that since universities across the United States are discussing campus safety and wellness, the Executive Committee thought it would be beneficial to update Faculty Senate on what is happening at WIU related to these issues. Chief Harris thanked Faculty Senate for the opportunity to talk about campus safety as well as expressing his thanks to the members of the Office of Public Safety and Vice President for Administrative Services Julie DeWees. Chief Harris thinks the synergy at WIU is great because too often safety issues are left entirely to the police or offices of public safety on campuses but at WIU the topic of safety seems to be everyone’s interest and responsibility.

Chief Harris informed Faculty Senate that OPS sent one officer to a 40-hour crime scene processing class this year. He explained that while OPS can rely on the Illinois State Police for crime scene processing, they also wanted someone in-house with knowledge about these procedures. In June, OPS reallocated manpower to create an investigation division. Two officers now follow up on investigations to provide better quality and more continuity.

OPS officers underwent 852 hours of training in FY 14. In 2013, all 25 OPS officers attended eight hours of domestic violence training, and this year all officers will be required to complete a five-hour online sexual assault course put on by the Illinois Law Enforcement Training and Standards Board. Chief Harris completed his training in July; all OPS officers must complete the online course by December 31, 2014.

OPS is currently promoting Crime Stoppers and Text a Tip programs by posting flyers on every residence hall floor. Last year, OPS put Crime Stoppers information on the Corbin-Olson residence hall electronic message board and gave a presentation to the WIU Investigators Club. Chief Harris related that the Investigators Club was so impressed by the presentation that when Crime Stoppers held their annual meeting this year, two members of the WIU Investigators Club attended to present Crime Stoppers with a $200 check.

OPS has partnered with University Relations and Broadcasting students to create safety videos. In 2013, they created “Lock Your Door,” a video to address thefts from residence hall rooms, most of which occur when students leave their doors unlocked for short periods of time. Chief Harris added that no thefts have occurred from locked residence hall rooms over the past two years; all have been from unlocked, unattended rooms. A video on the student escort service is now in production, which will be followed by a student intervention video.

OPS will complete accreditation through the Illinois Law Enforcement Accreditation Program in 2015. OPS is trying to increase the number of foot patrols and safety escorts. They are also trying to get more officers in residence halls and hope that the new videos will spur discussions. OPS officers also spoke with students in UNIV 100 classes this year.

Chief Harris reported to Faculty Senate on the recent Clery Report. In January through September 2014, there were seven burglaries at WIU; during the same time period in 2013, there were 31 burglaries reported. Thefts have stayed almost the same for 2013 and 2014, with 72 in 2013 and 73 in 2014. Chief Harris explained, however, that 27 of the thefts in 2014 were attributed to one individual. There were four arsons investigated in 2013 and one during the January through September period in 2014. Three vehicle thefts were reported during that period in 2013 versus one for the same period in 2014. Reported sexual assaults are up from two in 2013 to four in 2014, which may partly be attributed to increased efforts to encourage students to report assaults.

OPS conducts two Rape Aggression Defense (RAD) classes every year. These are advertised through University Relations, posters in residence halls and the Student Recreation Center, and word of mouth in classrooms. This fall only four women had signed up for the classes, and they were almost cancelled; then Vice President DeWees and Library professor Bill Thompson agreed to sponsor ten students for the $20 fee, which resulted in sufficient numbers being gained to hold the class. Chief Harris thanked faculty for making students aware of the program; student participants told OPS officers that they were aware of the program but procrastinated about signing up, but when told by faculty that the course was free this fall they felt they had no excuse not to participate. Ms. Moreno asked if OPS has considered making the RAD classes permanently free. Chief Harris responded that the decision has been made to make the classes free from now on.

Senator Roberts asked if Clery Report results are available for years prior to 2013. Chief Harris responded that OPS on its website includes its annual security report with data going back four years. He stated that there were 60 burglaries in all of 2013, 57 in 2012, and 79 in 2011. Three sexual assaults were reported in 2013, and 12-13 in the previous two years. Chief Harris stated that as a police chief, he wants to see crime go down, but the figures do not indicate whether crime is actually less or is being less reported. He stated that OPS is always looking for ways to encourage individuals to report crimes.

Chairperson Singh introduced Ms. Trusley from the Office of Equal Opportunity and Access (EOA). Ms. Trusley told Faculty Senate that there have been several incidents in national news reports recently involving dating and/or domestic violence as well as reports of sex discrimination in general. She said there is also a push for colleges and universities to address these types of reports on their own campuses. Ms. Trusley told senators that her office has been provided with updated guidelines on how to handle these types of issues.

WIU has split its anti-harassment policy into a non-discrimination policy and a sexual misconduct policy. These policies specify that if a Title IX or sexual harassment incident is reported to a University employee, the employee must report it to the University’s Title IX Coordinator, Andrea Henderson. The Office of Equal Opportunity and Access is providing training to departments as a follow-up to these policy changes.

Ms. Trusley provided an overview of the process when a complaint is filed with her office. A complaint of sexual harassment, violence, or assault typically involves a WIU student, or a WIU employee that is known to the student, reporting the incident to Student Judicial Programs, OPS, a residential assistant, a graduate assistant, Macomb Police or another community agency, who then report the incident to the EOA Office. Ms. Trusley reviews the reported information and assigns the case to an investigator, who may notify the victim of campus resources and his/her right to file an internal complaint. If the victim declines to file an internal complaint, the EOA Office may still assess the incident for any campus risk; if such risk is found, an investigation must be conducted without the cooperation of the victim. Ms. Trusley stressed that her office tries to honor the wishes of the victim, but if a pattern of behavior is discovered, the risk must be addressed with or without the victim’s cooperation. If no risk is found, the investigation is closed.

If the victim does decide to file an internal complaint, the investigator schedules a meeting with the victim, interviews witnesses, reviews written information, then decides if University policy has been violated. If no violation is found to have occurred, the victim is notified and the investigation is closed. If a violation is found, both parties are notified, as well as Student Judicial Programs in the case of a student, the appropriate vice president if a faculty member is involved, and the appropriate supervisor for a civil service employee. The appropriate supervisory entity administers the discipline to the offender, then reports that discipline to the Title IX Coordinator. Resources for victims include OPS, the Counseling Center, Psychology Clinic, Western Illinois Regional Council, partnerships that have been established in the Quad Cities, WIU’s Employee Assistance Program, and national resources such as the Rape and Incest National Network. Ms. Trusley added that the EOA Office keeps paper files in a separate, secure filing cabinet in their office.

Senator Myers asked how many reports the Office of Equal Opportunity and Access receives per year. Ms. Trusley replied that she has handled 178 cases since she began in that office a year ago. She clarified that cases can range from arguments between roomates to sexual assault or domestic violence; Title IX is not implicated in all cases reported. Senator Myers asked if the office follows up when they see patterns of behavior. She noted that the Center for Masculinities and Men’s Development sometimes sponsors programs, but she has not seen any specific programs addressing Title IX. Senator Myers observed that there seems to be a significant amount of issues being reported and asked if the University should be doing more presentations or making other efforts. Ms. Trusley responded that education is one of the duties that she is charged with, and she is willing to address any group on campus. She recently gave presentations to Athletics and the Library.

Senator Roberts asked if the language in Title IX specifies procedures that universities must follow for investigating reports or if the procedures described by Ms. Trusley are ones that have been developed internally for WIU. Ms. Trusley replied that WIU’s procedures represent a combination of external and internal guidelines. She explained that Title IX provides an overview of how to comply with the law at <http://www.knowyourix.org>. WIU’s procedures were developed by the Office of Equal Opportunity and Access after seeing what universities across the state were doing and making adjustments so that the policy complies with both Title IX and works for Western’s students, faculty, and staff.

* + 1. Technology Update

(Stephen Frazier, Executive Director and CIO, University Technology)

Mr. Frazier reported that all residence halls were converted to wireless technology over the past summer. Bandwidth was also increased for Resnet, the campus network, and the Quad Cities campus. Mr. Frazier stated that technology units across campus have now been consolidated so that Electronic Student Services, Administrative Information Management Services, and Quad Cities technology all report to the University Technology CIO.

University Technology is currently working on a request for purchase to hire a consultant for the business processes running on the mainframe. Mr. Frazier stated that the consultant will take a close look at the information being captured on the mainframe, then do a gap analysis to compare to current offerings in the marketplace. He added that the consultant will recommend either moving off of the mainframe or remaining with the current configuration and enhancing it.

University Technology is also working on a request for purchase to partner with a company for IT security. Mr. Frazier stated that WIU’s chief security officer left over the summer, and the partnership would provide a broader perspective and make Western’s computer processes more secure. University Technology plans to bring Symmetric to WIU to perform a two-week study on data loss prevention and how data moves across the internet. He stated that Symmetric will examine what types of sensitive data are moving into the internet from WIU, such as social security numbers.

University Technology has written scripts to scan for sensitive information on Zimbra, but Mr. Frazier stated that the scans will probably not take place for about another year. Currently, scans are taking place on University p-drives. Mr. Frazier stated that the scans can be a very lengthy process; it may take two or three semesters just to scan the p-drives. When sensitive data is discovered, University Technology contacts the individual and helps him or her to remove the data, then scans the computer again. Mr. Frazier stated that individuals have a tendency to keep emails, and since the University formerly relied on social security numbers for identification, he anticipates that the scans will find quite a bit of sensitive information stored in Zimbra accounts. He said that the scans will send an email to the individual with a link referencing the sensitive data, and the individual can then determine what to do with the sensitive information. Mr. Frazier added that University Technology will let the University know in advance once they are ready to start the scans.

Mr. Frazier reported that students and others are downloading copyrighted material, such as music and videos, in violation of the Higher Education Opportunities Act. He was recently contacted by NBC-Universal who informed him that WIU is one of the top offenders in the nation. Mr. Frazier believes that WIU is in the top 20 offenders because it is a large residential university. University Technology has appliances which look at traffic and can scan specifically for copyrighted material and intervene to prevent those materials from being downloaded. University Technology has been monitoring this activity for the past two years and is now being pushed to put into effect a graduated response. Appliances will interrupt the screen of individuals downloading prohibited material, inform them that the download is illegal, and provide them with information on how to obtain the material legally. The second time an illegal download is detected, the internet will be shut down for that individual for a period of time. The third infraction will result in the individual being required to talk to University Technology before regaining internet service. University Technology will inform the individual at that time that a fourth occurrence will result in a student being referred to Student Judicial Programs before his/her account can be reactivated and a faculty member being referred to the Provost. Chairperson Singh asked if this process is already underway. Mr. Frazier responded that the program is currently monitoring activity; a proposal has been submitted to IT Governance asking that a policy be approved. Mr. Frazier stated that a lot of students think that because there are no repercussions for downloading copyrighted material at home, it is okay to continue to do so at school. University Technology plans to distribute materials to try to educate the public on the process. Chairperson Singh asked if the copyright infractions extend to software and their attachments; Mr. Frazier replied that it only applies to music and videos. Senator Brice asked what timeframe is anticipated for creating the policy. Mr. Frazier responded that the first IT Governance Council meeting is November 10, and he anticipates that this group will make a decision on the policy. He hopes that the policy can be implemented beginning January 1. Senator Carncross asked if the policy refers only to illegal downloads or also to streaming; Mr. Frazier replied that it addresses any illegal accessing of copyrighted music and videos. He explained that the publishing industry is particularly concerned about individuals sharing videos and music that have been illegally obtained; most efforts to this point have not been focused on illegal downloads but on illegal sharing. Provost Hawkinson asked what kinds of penalties the University might incur if they do not take action in regard to this issue. Mr. Frazier responded that for each illegal download the University could incur up to a $150,000 fine. WIU is mandated to address this issue because it receives government funding.

Parliamentarian Rock related that faculty members frequently receive phishing scams and other spam in their inboxes, some of which appear to be valid. He asked if Mr. Frazier wishes to be notified when these items are received. Mr. Frazier responded that University Technology would appreciate being notified; the Help Desk is the best point of contact, or faculty can send issues directly to Mr. Frazier. He explained that there is sometimes a catch-up period where the company that designed the filtering software misses some items, but if problem emails are brought to the attention of University Technology they can be immediately blocked.

1. Reports of Committees and Councils
   1. Council for Curricular Programs and Instruction

(Mark Bernards, Chair)

* + 1. Curricular Requests from the Department of Health Sciences and Social Work
       1. Request for Change of Major
          1. Social Work

The proposal replaces the General Education requirement for students to take a foreign language course with a requirement that they take either a foreign language or an additional Multicultural course. Senator Cabedo-Timmons observed that the foreign language course utilized by Social Work students was developed exclusively for them and meets three times per week. Senator Cabedo-Timmons added that she worked a year and a half to create the class at the request of the Department of Social Work. Social Work professor Karen Zellman explained that a foreign language class does not help students meet their General Education requirements so they are reluctant to take it, particularly since many Social Work majors are transfer students who want to graduate in two years. Dr. Zellman believes that students benefit from being bilingual, but stated that the requirement has not worked out as the department had hoped.

**CHANGE OF MAJOR APPROVED**

* + 1. Curricular Requests from the Department of Biological Sciences
       1. Request for New Option
          1. Environmental Biology

**NEW OPTION APPROVED**

* + 1. Curricular Requests from the Department of Mathematics
       1. Request for New Course
          1. MATH 260, Numeric, Algebraic, and Geometric Reasoning for Teaching and Learning, 4 s.h.

**NEW COURSE APPROVED**

* + 1. Curricular Requests from the Department of Art
       1. Request for New Course
          1. ARTS 446, Advanced Digital Art Photography, 3 s.h.

**NEW COURSE APPROVED**

* + - 1. Request for Change of Option
         1. Art

**CHANGE OF OPTION APPROVED**

1. Old Business

As a follow-up to an announcement made at the last Faculty Senate meeting, Chairperson Singh stated that, with the approval of the Executive Committee, he sent a letter to the administration of Chicago State University indicating that WIU’s Faculty Senate hopes that the issues leading to that university dissolving its faculty senate can be resolved and that Chicago State can return to shared governance.

1. New Business – None

**Motion:** To adjourn (Brice)

The Faculty Senate adjourned at 4:48 p.m.

Lee Brice, Senate Secretary

Annette Hamm, Faculty Senate Recording Secretary