

**UNIVERSITY REVIEW COMMITTEE**  
Illinois State University

Monday, September 11, 2017  
2 p.m., Hovey 302

**MINUTES**

Members present: Sam Catanzaro, Kevin Edwards, Diane Dean, Joe Goodman, Sarah Smelser, Sheryl Jenkins

Members not present: Angela Bonnell, Doris Houston

Others present: Bruce Stoffel (recorder)

Note: In these minutes “URC” refers to the University Review Committee at Illinois State University; “Caucus” refers to the Faculty Caucus of the Academic Senate at Illinois State University; “ASPT” refers to appointment, salary, promotion, and tenure policies of Illinois State University; and “ASPT document” refers to *Faculty Appointment, Salary, Promotion, and Tenure Policies* effective January 1, 2017.

Call to order

Sam Catanzaro, Associate Vice President for Academic Administration, Policy, and Faculty Affairs, called the meeting to order at 2:05 p.m. Catanzaro said he would facilitate the meeting until the committee elects its 2017-2018 chairperson (scheduled for later in the meeting).

I. Welcome and introductions

Committee members introduced themselves. The group welcomed new member Kevin Edwards, who has been elected by his peers to represent the Sciences Division of the College of Arts and Sciences.

II. Overview of committee work in 2017-2018

Catanzaro summarized the charge of the University Review Committee. He explained that URC is responsible for periodic review of university-wide ASPT policies and recommendation of ASPT policy changes to the Faculty Caucus of the Academic Senate. He noted that URC reviews data regarding the ASPT system through its annual review of reports prepared by college faculty status committees each spring. Those reports include data regarding promotion decisions, tenure decisions, faculty evaluations, reappointment decisions, and cumulative post-tenure reviews.

Catanzaro reviewed recent development by URC of articles regarding faculty discipline, including sanctions, suspensions, and dismissal. He explained that URC compiled a new draft of the disciplinary articles last academic year and in August 2017 voted to recommend the draft to the Caucus. Catanzaro reported that 2016-2017 URC chairperson Diane Dean has subsequently sent the articles to the Caucus for its consideration of them this academic year. Dean said URC representatives will need to be present at Caucus meetings when the disciplinary articles are discussed, to answer questions Caucus members may have regarding them.

Catanzaro provided a brief history leading to establishment by the Caucus in spring 2016 of an ad hoc committee on equity review. Catanzaro said the university-wide ASPT document has since 1979 provided that URC could conduct equity review. Catanzaro said that is not clear why that provision was included in the 1979 edition and subsequent editions of the document. He added that, to his knowledge, an equity review has never been conducted by URC. Catanzaro said that URC, through its most recent review of university-wide ASPT policies, recommended that the Caucus provide in the ASPT policies that equity review be required rather than optional. The ASPT document approved by the Caucus in spring 2016 included such a provision. The Caucus subsequently voted to establish an ad hoc committee to define the scope of equity review and to develop a schedule for such review by URC. The ad hoc equity review committee is to include two representatives from

URC, the chairperson or the chairperson's designee and a second representative selected by URC from its membership. While the ad hoc committee was created through a spring 2016 Caucus resolution, the committee was not formed in 2016-2017 pending the hiring of a new director for the Office of Equal Opportunity and Access. A new director has since been hired, and organization of the ad hoc committee is now underway.

Dean noted the need to reactivate URC work on several issues set aside in 2016-2017 by the committee so it could focus on the disciplinary articles. One is completion of work by a 2015-2016 URC working group regarding student reactions to teaching performance. Another is establishment of a working group to study ASPT policies regarding service assignments. A third, she noted, is review of the university policy regarding salary adjustments. Bruce Stoffel noted that two URC working groups completed their work in spring 2016, but transmittal of their reports to the Caucus was delayed until the Caucus completed its work on the ASPT policies. Transmittal of those reports needs to be scheduled through the Academic Senate chairperson, he said. Issues addressed by the two working groups are salary increments associated with promotion and the performance evaluation process.

### III. Election of officers for 2017-2018

Catanzaro summarized roles of the three URC officers provided for in ASPT policies: chairperson, vice-chairperson, and secretary. Catanzaro then opened nominations for the position of URC chairperson. Sarah Smelser nominated Dean. Joe Goodman seconded the motion. Dean accepted the nomination, stating that she was honored to serve as URC chairperson in 2016-2017 and would be honored to serve in that position in 2017-2018. Sheryl Jenkins thanked Dean for her willingness to continue in the role, noting that Dean is especially qualified for the position. Hearing no further nominations, Catanzaro closed nominations and called for a vote. The motion carried on voice vote, all voting in the affirmative.

Catanzaro passed the role of meeting facilitator to newly-elected chairperson Dean.

Dean opened nominations for the position of URC vice-chairperson. Smelser said she would be willing to serve as vice-chairperson and moved her nomination. Goodman seconded the motion. Hearing no further nominations, Dean closed nominations and called for a vote. The motion carried on voice vote, all voting in the affirmative. Dean opened nominations for the position of URC secretary. Jenkins said she would be willing to serve as secretary unless another committee member wants to do so. There being no other committee members expressing interest, Jenkins moved her nomination. Goodman seconded the motion. Hearing no further nominations, Dean closed nominations and called for a vote. The motion carried on voice vote, all voting in the affirmative.

### IV. Selection of URC representatives (2) on the Ad Hoc Committee for Equity Review

Goodman asked if anyone had talked with Doris Houston regarding her interest in serving on the equity review committee. Dean responded that she had. Dean said that during the academic year Jenkins served as URC chairperson, Houston had expressed interest in serving on an ad hoc equity review committee if such a committee is established. Dean added that, since that time, Houston has served as chairperson of the campus climate initiative, and is, therefore, uniquely qualified to represent URC on the ad hoc equity review committee. Dean asked if any other URC member is interested in serving on that committee. No URC member present expressed such interest. Jenkins moved that Houston be selected to serve as one URC representative on the ad hoc equity review committee. Goodman seconded the motion. The motion carried on voice vote, all voting in the affirmative.

Dean asked committee members to ponder whether URC should name an alternate for Houston in the event she is unable to attend an equity review committee meeting. Kevin Edwards asked if any URC member is allowed to attend those meetings. Dean responded that she does not know for sure, but all meetings of Academic Senate committees are open meetings (unless the committee votes to discuss an issue in executive session, Catanzaro qualified).

Dean said she will contact Academic Senate chairperson Susan Kalter regarding URC representation on the equity review committee. Dean said she intends to serve on the committee with Houston.

V. Meeting schedule for fall 2017

Smelser said the two open positions on URC should be filled before URC establishes its fall meeting schedule. Dean noted that, in addition to deciding when to meet, URC will need to decide how often it should meet. She said URC will not be in a position to make that decision until more is known about the process through which the Caucus plans to review the disciplinary articles. Stoffel asked committee members to email him regarding days of the week and times of day they would not be able to attend a URC meeting this fall. He said he will compile that information and work with Dean to draft a meeting schedule once the two vacant committee positions have been filled and the new members have sent him their meeting conflicts.

VI. Other business

Dean asked Stoffel to inquire with Angela Bonnell and Christopher Horvath (member of the 2016-2017 URC) whether either wants to attend the September 13, 2017 Caucus meeting, at which the ASPT disciplinary articles are scheduled to be discussed.

There was no other business.

VII. Adjournment

Jenkins moved that the meeting adjourn. Smelser seconded the motion. The motion carried on voice vote, all voting in the affirmative. The meeting adjourned at 2:50 p.m.

Respectfully submitted,  
Sheryl Jenkins, Secretary  
Bruce Stoffel, Recorder

Attachments: None