AGENDA (as amended)

1. Call to order
   Professor Joan R. Fulton

2. Approval of Minutes of 24 January 2011

3. Acceptance of Agenda

4. Remarks by the President
   President France A. Córdova

5. Remarks of the Chairperson
   Professor Joan R. Fulton

6. Résumé of Items Under Consideration by Various Standing Committees
   For Information
   Professor Morris Levy

7. Question Time

   Change from Visitor to Auditor in University Regulations
   For Action
   Professor Andrew Luescher

9. University Senate Document 10-6
   Grief Absence Policy for Students (GAPS)
   For Discussion
   Professor Andrew Luescher

10. University Senate Document 10-8
    Attendance Policy
    For Discussion
    Professor Andrew Luescher

11. University Senate Document 10-7
    Academic Renewal
    For Discussion
    Professor Andrew Luescher

12. Update on the Undergraduate Honors, Studies and Success Task Force
    For Information
    Associate Provost Dennis Savaiano

13. Conflict of Commitment Involving Reportable Outside Activities Draft Policy
    For Information
    Vice President Alysa Rollock

14. New Business

15. Memorial Resolutions

16. Adjournment
UNIVERSITY SENATE
Fifth Meeting, Monday, 21 February 2011, 2:30 p.m.
Room 302, Stewart Center


Guests: Valerie O’Brien, Chris Sigurdson, Marissa Sura, Teri Lucie Thompson, and Eric Weddle.

1. The meeting was called to order at 2:35 p.m. by Chairperson Joan R Fulton.

2. The minutes of the meeting of 24 January 2011 were approved as distributed.

3. Professor Fulton proposed a friendly amendment to swap items 10 and 11 on the agenda. The Senate accepted this amendment and the agenda was approved as amended.

4. President France A. Córdova presented remarks to the Senate.

5. Professor Fulton presented the report of the chairperson (see Appendix A).

6. Professor Morris Levy presented, for information, the Résumé of Items under Consideration (ROI) by Various Standing Committees (see Appendix B). Professor Kathryn Orvis, Chair of the Nominating Committee, asked for additional volunteers for the position of Vice-Chair of the Senate. Professor David Williams, Chair of the Faculty
Affairs Committee, informed the Senate that a recent presentation given to the Board of Trustees by Vice Provost Beverly Davenport Sypher is on-line at the Board of Trustees web site (https://www2.itap.purdue.edu/bot/viewDocument.cfm?id=4387). The presentation provides a wealth of information on the faculty demographics of Purdue University over the last decade as well as the current faculty characteristics.

At “Question Time” several questions came from the floor for President Córdova. The gist of these inquiries and associated answers are presented below.

Professor Crossley asked if the President’s list of funding ideas in her presentation were prioritized. President Córdova stated that the list was not prioritized, but that the ideas presented were all considered important ideas. We would like to see increases in funding for every one of the proposed ideas.

Professor Aref asked about the proposed Purdue association with the City of New York and how it differed from the recent Purdue venture in Silicon Valley. President Córdova responded that the Silicon Valley venture takes advantage of the large number of Purdue alumni/alumnae in that region to provide a presence in this important geographical location of technology development. In addition, NASA made available space to house the venture. In the case of New York City (NYC), an offer seeking letters of intent was sent by Mayor Bloomberg’s Office to top applied science and engineering universities in the U.S. and other countries. The Mayor’s office believes that NYC is lacking in a top applied science and engineering institution and would like to help set up an institution in the city to meet this perceived lack. In the U.S., Purdue and Stanford are very interested and we will send a proposal of intent in the very near future.

Professor Sullivan asked for clarification of a statement President Córdova made during her remarks relative to the amount of monetary support the university provides for sponsored program research. President Córdova responded that for every dollar of research funding the university takes in we pay about $0.28 to support the research enterprise. This occurs because many funding agencies do not pay the full indirect costs associated with research or do not pay any indirect costs at all. Vice President Buckius elaborated on this by estimating that the university pays $50 – 60 million to cover indirect costs on a total current research budget of approximately $440 million. The university considers this an investment in research. VP Buckius suggested that if we double our research dollar intake to $800 million, we will be able to hold our indirect costs to about $0.25 for every dollar taken in. We have an advantage over universities that have medical schools because we tend not to put research funds into salaries as those institutions do. Hence, if we increase our intake of NIH and NSF monies, the bulk of the funds will be able to go towards research rather than salaries. He also emphasized that partnerships with other universities are important and will continue to be important in the future, especially to solve the large, complex problems that our society faces.

Professor Templin had a follow-up question to Dr. Aref’s question about the collaboration with NYC. He asked what the budget model will be for this collaborative effort. President Córdova responded that the model has not been finalized, but is being worked on right now. It is possible that it will be based primarily on fees and tuition as most of the programs will be master’s degree or professional programs. In addition, we will reach out to alumni/alumnae in the region and also seek funding from NYC.

8. Professor Andrew Luescher, chair of the Educational Policy Committee (EPC), presented University Senate Document 10-5, Change from Visitor to Auditor in University Regulations, for action. A motion was made and seconded to consider this document. There was no discussion and the motion passed by unanimous voice vote.
9. Professor Luescher next presented University Senate Document 10-6, *Grief Absence Policy for Students (GAPS)*, for discussion. Professor Hallett asked for clarification about the pathway of the paperwork. Professor Luescher noted that the paperwork would now go through the Office of the Dean of Students (ODOS). Professor Kain asked if this was the first official Purdue policy on grief absence (bereavement). Professor Luescher stated that this will be the first official university policy. In the past, the policy associated with grief absence allowed the instructor to decide whether to allow a student the absence period. This document will be considered for approval at the March 2011 Senate meeting.

10. Professor Luescher presented University Senate Document 10-8, *Attendance Policy*, for discussion. Professor Luescher noted that the minor changes in this policy were related to the introduction of the GAPS and will allow the policies to be in agreement. This document will be voted on at the March 2011 Senate meeting.

11. Professor Luescher presented University Senate Document 10-7, *Academic Renewal*, for discussion. This document will update the current policy in that it will allow credits from other institutions to remain part of the student’s academic record if the student is reinstated at Purdue University. This document will be considered for approval at the March 2011 Senate meeting.

12. Associate Provost Dennis Savaiano presented, for information, an update on the activities of the Undergraduate Honors, Studies and Success Task Force (See Appendix C).

13. Vice President for Ethics and Compliance Alysa Rollock presented, for information, the Conflict of Commitment Involving Reportable Outside Activities Draft Policy (See Appendix D).

14. There was no New Business

15. No memorial resolutions had been received.

16. The meeting adjourned at 4:10 p.m.
Good Afternoon. I will keep my comments short today, given that we have a full agenda. It is good to see that the Senate and its committees are active. In addition, to the work of the Standing committees we have important work going on through ad hoc or special committees. I have been part of a committee examining Textbook affordability. In that committee we are looking at guidelines for Purdue that would help keep some control over the cost of textbooks for the students. This is a challenging issue because the cost of textbooks is driven by the publishing companies and market forces that Purdue cannot control. Professor David Williams and I are representing the Senate on the Blue Ribbon Healthcare Committee. That committee will be submitting its report on March 1, 2011.

I visited Purdue North Central (PNC) and attended their Senate meeting on Friday, February 11, 2011. I had a wonderful day, enjoying the hospitality of the PNC faculty as well as some great conversations about faculty governance issues and about Purdue in general. The PNC Senate uses clickers to vote during their Senate meetings, which makes for very efficient voting (and keeps the voting anonymous). Perhaps we at West Lafayette should consider using clickers for our meetings.

There are several documents on our agenda today that come for discussion today and for vote at our March meeting. It is great to see the work of our standing committees culminating in documents that the Senate can act on. I remind you all to get your documents to Professor Morris Levy, as chairperson of the Steering Committee, for inclusion in the March meeting for discussion and then the April meeting for decision.

Thank you.
TO: University Senate  
FROM: Morris Levy, Chairperson, Steering Committee  
SUBJECT: Résumé of Items under Consideration by the Various Standing Committees

**STEERING COMMITTEE**
Morris Levy, Chairperson  
levy0@purdue.edu

The primary responsibility of the Steering Committee is the organization and distribution of the agenda for each meeting of the University Senate. This committee also receives communications from any faculty member or group of members and directs such communications to appropriate committees or officers for attention.

**ADVISORY COMMITTEE**
Joan R. Fulton, Chairperson of the Senate  
fultonj@purdue.edu

The responsibility of the University Senate Advisory Committee is to advise the President and/or Board of Trustees on any matter of concern to the faculty.

**NOMINATING COMMITTEE**
Kathryn S. Orvis, Chairperson  
Natalie J. Carroll, Vice-Chairperson  
orvis@purdue.edu  
nccarroll@purdue.edu

The Nominating Committee is responsible for presenting nominations for the University Senate and University committees. In filling committee vacancies the Nominating Committee seeks to have all interested Senators serve on at least one committee.

**EDUCATIONAL POLICY COMMITTEE**
Andrew Luescher, Chairperson  
luescher@purdue.edu

1. Student access and success  
2. Review of GPA requirements in early years  
3. GPA requirements after readmission  
4. Transfer credit  
5. Student Bereavement Policy  
6. Excess Undergraduate Credit

**FACULTY AFFAIRS COMMITTEE**
David J. Williams, Chairperson  
djw@purdue.edu

1. Proposed Revisions to Research Faculty Guidelines  
2. Faculty Survey  
3. Faculty Characteristics, Vice Provost Beverly Davenport Sypher  
4. Regional Campus Proportional Faculty Representation on Purdue University Senate

**STUDENT AFFAIRS COMMITTEE**
Thomas J. Templin, Chairperson  
ttemplin@purdue.edu

1. Student Conduct Code.

**UNIVERSITY RESOURCES POLICY COMMITTEE**
A. Paul Schwab, Chairperson  
pschwab@purdue.edu

1. Review fiscal policies and aid in generating budget transparency and economy  
2. Review of campus energy sufficiency, safety, and other Physical Facilities operations  
3. Enhancing graduate education and research opportunities  
4. Review of faculty committees  
Chair of the Senate, Joan R. Fulton, fultonj@purdue.edu  
Vice Chair of the Senate, Morris Levy, levy0@purdue.edu  
Secretary of the Senate, Joseph W. Camp, Jr., jcamp@purdue.edu  
University Senate Minutes: http://www.purdue.edu/faculty

Attachment A  
21 February 2011
<table>
<thead>
<tr>
<th>SENATE DOCUMENT</th>
<th>TITLE</th>
<th>ORIGIN</th>
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<tr>
<td>10-1*</td>
<td>Nominees for University Senate Standing Committees</td>
<td>Approved</td>
<td>Professor Natalie Carroll</td>
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<td>10-2*</td>
<td>Nominees for the University Censure &amp; Dismissal Committee</td>
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<td>10-3*</td>
<td>Change in the Membership of the Faculty Compensation and Benefits Committee</td>
<td>Approved</td>
<td>Professor David Williams</td>
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<td>10-4*</td>
<td>Reapportionment of the University Senate</td>
<td>Approved</td>
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<td>Attendance Policy</td>
<td>For Action</td>
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*Approved
University Senate Document 10-5
21 February 2011

TO: The University Senate
FROM: University Senate Educational Policy Committee (EPC)
SUBJECT: Change from “Visitor” to “Auditor”
DISPOSITION: University Senate for Vote
REFERENCES: Part 2 — Academic Regulations and Procedures
(University Senate Document 71-10, January 17, 1972)
Section VI — Classes (University Senate Document 6-5, March 19, 2007.)

Approved unanimously by EPC members present at the Meeting of November 1 (Alsup, Beals, Glotzbach, Gu, Hawkins, Kay, Kirkwood, Kmec, Luescher, Moriarty, Whittaker, Payne, Swiontek, Dooley)
Proposed Grief Absence Policy for Students

Policy Statement: Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS). GAPS Policy: Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student’s family.

Scope: This policy applies to all full-time and part-time students currently enrolled in the Purdue University System.

Immediate Family: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Relative living in the student’s home: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student’s home.

Relative: Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew or first cousin.

In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student should petition for grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified funeral services from West Lafayette, IN, as follows:

Within 150 mile radius of West Lafayette- No additional excused absence days

Between 150-300 mile radius of West Lafayette- One additional excused absence days

Beyond 300 mile radius of West Lafayette- Two additional excused absence days

Outside the 48 contiguous United States- Four additional excused absence days

A student should contact the ODOS to request that a notice of his or her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. If the student is not satisfied with the implementation of this policy by a faculty member, he or she is encouraged to contact the Department Head and if necessary, the ODOS, for further review of his or her case. In a case where grades are negatively affected, the student may follow the established grade appeals process.
First draft approved by the Student Affairs Committee: Thomas Atkinson, Zarjon Baha, Samantha Carey, Melissa Exum, Steven Hallett, Sally Hastings, Chad Jafvert, Steven Kimble, Stephen Konieczny, Brad Krites, James Ogg, Jessica Rombach, Joe Rust, Marion Trout, Thomas Templin, Li Zhang

Final version approved unanimously by EPC (Alsup, Dooley, Hawkins, Kay, Kirkwood, Kmec, Kubat, Luescher, Moriarty, Reed-Rhoads, Whittaker, Payne, Van Bogaert)
TO: The University Senate  
FROM: University Senate Educational Policy Committee (EPC)  
SUBJECT: Academic Renewal  
DISPOSITION: University Senate for Discussion  
REFERENCES: University Regulations 2008-09, Section VII, Academic Program, Part K

Approved unanimously by EPC (Alsup, Dooley, Hawkins, Kay, Kirkwood, Kmec, Kubat, Luescher, Moriarty, Reed-Rhoads, Whittaker, Payne, Van Bogaert)

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<tr>
<th>Current Services/Information</th>
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<td>2. The original Course grade record will remain unchanged on the transcript.</td>
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<td>3. The Academic Renewal Policy shall be a Purdue University policy and be independent of the student's School or College.</td>
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<td>5. Students must petition the faculty Committee on Scholastic Delinquencies and Readmission (CSDR) to have their Scholastic Indices recalculated using the Academic Renewal Policy. This recalculation will not be implemented unless the student is in good standing according to University policy, and has completed at least 12 credit hours after Re-Entry or Readmission. The petition for recalculation of the Scholastic Indices must be made by students within one full year from the start of the semester in which they are readmitted or granted Re-Entry.</td>
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TO: The University Senate  
FROM: University Senate Educational Policy Committee (EPC)  
SUBJECT: Attendance Policy  
DISPOSITION: University Senate for Discussion  
REFERENCES: University Regulations part 2, Section VI, A. Attendance

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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| 1. General Attendance Issues  
Instructors are expected to establish and clearly communicate in the course syllabus attendance policies relevant to individual courses. Course attendance policies must be consistent with University policy.  

It is recognized that occasionally it may be necessary for a student to be absent from a scheduled course activity for personal reasons beyond his/her control (e.g., illness, family emergency, bereavement, etc.). The University expects each student to be responsible for class-related work missed as a result of an unavoidable absence; this work may be made up at the discretion of the instructor.  

Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities and religious observances, the student should inform the instructor of the situation as far in advance as possible and the instructor should strive to accommodate the student. Individual course policies may state expected notification periods. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor’s department because of circumstances beyond the student’s control, the student or the student’s representative should contact the Office of the Dean of Students if the reported absence is expected to be for an extended period of time (normally a week or more). A member of the Dean of Students staff will notify the student’s instructor(s) of the circumstances. The student should be aware that this intervention does not change in any way the outcome of the instructor’s decision regarding the students’ academic work and performance in any given course.  

Regardless of whether these absences are anticipated or unanticipated, instructors are encouraged to accommodate the student. In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. The student should always consult with the instructor to determine the potential impact of any absence.  

Students holding the opinion that they have been wrongly denied an excused absence or the opportunity to make up missed work should contact the head of the department offering the course to attempt to resolve the conflict. | 1. General Attendance Issues  
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Regardless of whether these absences are anticipated or unanticipated, instructors are to allow for absences in accordance with the Student Bereavement Policy and in all other cases, are encouraged to accommodate the student. In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. The student should always consult with the instructor to determine the potential impact of any absence.  

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Approved unanimously by EPC (Alsup, Dooley, Hawkins, Kay, Kirkwood, Kmec, Kubat, Luescher, Moriarty, Reed-Rhoads, Whittaker, Payne, Van Bogaert)
UHSS Task Force charge

• “consider a future structure for Purdue’s current Honors, Undergraduate Studies, Student Access, Transition and Success and academic support/supplemental instruction” (and interdisciplinary and undergraduate research) programs

• “consider the impact of a core curriculum on the organization of UHP, USP and SATS along with overall first and second year success programs and the potential for individual majors”
• “develop at least three models for how Purdue can better promote, support, synergize and increase efficiency in the conduct of these programs”

Task Force members

- Susan Aufderheide, Director of USP
- Dennis Bowling, Assistant Dean for Student Services, CLA
- Dan Carpenter, Interim Director of SATS
- Ayse Ciftci, Assistant Professor of Educational Studies
- Kauline Davis, Director of Diversity, Veterinary Medicine
- Tomalee Doan, Associate Professor of Library Sciences
- Brent Drake, Assistant Vice Provost and Director of Enrollment Management Analysis
- Cesni Ennis, Associate Director of University Foundation Relations
- Karen Fingerman, Berner-Hanley Professor of Gerontology, CDFS
- Pam Home, Associate Vice Provost for Enrollment Management and Dean of Admissions
- PK Imbrie, Director of Engineering Honors
- Bria Jones USP student
- Jeff Karpicke, Assistant Professor of Psychological Sciences
- Sarah Stein Koch, Director of Management Undergraduate Programs
- Zhiyan (James) Ma UHP student
- Dennis Minchella, Associate Dean, Science
## Task Force continued

- Sidney Moon, Associate Dean, Education
- Eric Nauman, Associate Professor of Mechanical Engineering
- Chris Oesto, Director UHP
- Catharine Patrone, Assistant Director of UHP
- Donald Petrin, Associate Professor of Aviation Technology
- Terri Reed-Rhoads, Assistant Dean for Undergraduate Education, Engineering, EPC member
- Mary Sadowski, Associate Dean, Technology
- Dennis Savaiano, Associate Provost and Chair of the Task Force
- Heather Servaty-Seib, Associate Professor of Educational Studies
- Mark Daniel Ward, Assistant Professor of Statistics
- Kendra Watkins, USP student
- Mike Watts, Professor of Economics
- Toyinda Wilson-Long, LSAMP Program Coordinator, Discovery Learning Center

## Ex officio/mailing list

- Cheryl Altinkemer, Associate Vice President of Advancement
- Lisa Calvert, Vice President for Development
- Nancy Hannibal, Assistant Vice President Marketing Strategy and Research
- Julie Mariga, Associate Professor of Computer Technology and Chair, Academic Organization Committee
- Beth McCuskey, Associate Vice President for Housing and Food Service
- Dale Whittaker, Vice Provost for Undergraduate Academic Affairs
Guiding principles and goals: (Strategic Plan focused)

- Enhancing student success
  - Profile
  - Retention
  - Graduation rates
- Diversity as a core value
- Mobility for students
- Visibility of programs/recruiting students
- Faculty involvement
- Synergies and efficiencies

Task Force Activities

- Benchmarking peers both in person and in white papers
- Literature review
- Consultation with John Gardner
- Subgroup discussions and papers
  - Honors
  - Success
  - Exploratory and interdisciplinary
Visits

- Arizona State
- IU
- IUPUI
- Michigan
- Ohio State
- Penn State

DRAFT Synergies, efficiencies and visibility-Honors

- Single visible honors point of entry
- Focused recruiting effort
- Integrated campus-wide honors
- Stronger Honors Faculty involvement
- Honors residential experience
- Fundraising opportunities
DRAFT Synergies, efficiencies and visibility: Success

- Vision: PU students will become academically integrated into and socially connected with the institution
- Implement a culture shift toward
  - Connection, community and togetherness
  - Attachment to the institution
  - Diversity as a strength
  - Support and social opportunities

DRAFT Synergies, efficiencies and visibility: Exploration

- Four-year degree maps for each academic program
- Faculty participation
- University-wide coordinating body to manage undergraduate curricular & change of curricula issues
- BS degree option in Interdisciplinary Studies
- A core curriculum with common learning outcomes
- Additional interdisciplinary certificates and maybe majors (environmental studies)
- Undergraduate research academy
- Learning communities driven by faculty and academic grand challenges
- Discovery College and/or Honors College led by faculty
- Seamless connection to residential life and student affairs

- Success and exploratory programs in close proximity to students
Models

1. ‘Discovery College’
   1. Exploratory Studies
   2. Honors
   3. Interdisciplinary Studies
   4. UG Research
   5. Success programs

2. Discovery College + Success Programs
3. Honors College + Discovery College
4. Honors College + Discovery College + Success

Advancement

- Named College(s)
- Scholarships
- Named certificates and programs
- Named facilities
- Endowed faculty/staff
STATEMENT OF POLICY

The University recognizes that Reportable Outside Activities can in many circumstances offer important opportunities for Employees to expand their professional horizons, provide valuable public service, and transfer their skills and knowledge for the benefit of the community at large. Reportable Outside Activities, however, should be structured to avoid a Conflict of Commitment. The specific responsibilities and activities that constitute an appropriate and primary commitment to the University will vary among units and will depend on the nature of each Employee's responsibilities, but must be based on and consistent with this policy.

A full-time Employee’s primary professional or occupational commitment is to the University. Part-time Employees are expected to devote their professional or occupational time and energy in accordance with their agreed upon commitments. No Employee may engage in a Reportable Outside Activity that gives rise to a Conflict of Commitment.
To make sure that an appropriate balance is achieved, no Employee may engage in a Reportable Outside Activity until 1) the Employee has submitted the Reportable Outside Activity on a Reportable Outside Activity Form and 2) the Unit Head or OA Officer has given written approval for the Employee's participation in the Reportable Outside Activity described in the Reportable Outside Activity Form. Each Unit Head has a continuing obligation to monitor the Reportable Outside Activities of Employees they supervise and to withdraw in writing any previously granted permission if the Unit Head determines that the Reportable Outside Activity has resulted in a Conflict of Commitment for an Employee. Approval to engage in a Reportable Outside Activity does not alter or diminish in any sense the duties and responsibilities of the Employee to the University.

No tenured, tenure track or full-time member of the Faculty may hold tenure at any institution other than Purdue University, except in extraordinary circumstances and with the specific written permission of the Provost or the Vice Chancellor for Academic Affairs, as the case may be.

An Employee who 1) fails to file a Reportable Outside Activity Form for any Reportable Outside Activity, 2) files an incomplete, misleading or inaccurate Reportable Outside Activity Form, 3) engages in any Reportable Outside Activity without the written permission of his or her Unit Head or the OA Officer or after such permission has been withdrawn, 4) fails to file an amended Reportable Outside Activity Form if the scope or nature of an Reportable Outside Activity changes or 5) otherwise violates any of the provisions in this policy may be subject to appropriate discipline.

An Employee who disagrees with a decision of a Unit Head or the OA Officer regarding the existence of a Conflict of Commitment or the necessary elements of a Conflict of Commitment management plan may submit a written appeal in accordance with Section IV of the Procedures.

Situations involving Reportable Outside Activities also may involve issues addressed in the University's policy on Individual Financial Conflicts of Interest (X.2._), the policy on Effort Reporting (II.5.1) and in the Regulations Governing the Use and Assignment of University Facilities (I.4.1). Employees must comply with these and all other applicable policies and regulations.

**REASON FOR THIS POLICY**

This policy provides a framework for evaluating Employee requests to engage in Reportable Outside Activities based on the fundamental principle that all full-time Employees’ primary professional or occupational commitment is to Purdue University. The University believes it is necessary to maintain sufficient flexibility for evaluating such requests using criteria appropriate to the individual units in which Employees work. Such an approach provides Employees with meaningful guidance for the continued development and future structuring of productive external relationships.

This policy also provides assurance to Employees, the University community and the public that potential Conflicts of Commitment are examined and conducted in a manner
consistent with institutional and public values. It is intended to protect Employees from unwarranted suspicion that their Reportable Outside Activities divert them from fulfilling their responsibilities to the University or that those Reportable Outside Activities may improperly influence University decisions or operations.

Finally, this policy promotes compliance with Indiana Code 35-44-2-4, which prohibits ghost employment with governmental entities.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All units and Employees of Purdue University are governed by this policy.

WHO SHOULD KNOW THIS POLICY

Trustees
President
Chancellors
Vice Presidents/Vice Chancellors
Vice Provosts
Deans/Directors
Department Heads/Chairs
Faculty
All Other Employees

EXCLUSIONS

There are no exclusions from this policy.

WEB SITE ADDRESS FOR THIS POLICY

http://www.purdue.edu/policies/pages/ethics/x_1_3.shtml

CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Vice President for Ethics and Compliance</td>
<td>765-494-5830</td>
<td><a href="mailto:vpec@purdue.edu">vpec@purdue.edu</a></td>
</tr>
<tr>
<td>Questions Regarding Conflicts of Commitment</td>
<td>Calumet:</td>
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<tr>
<td></td>
<td>West Lafayette: Vice President for Ethics and Compliance</td>
<td>765-494-5830</td>
<td><a href="mailto:vpec@purdue.edu">vpec@purdue.edu</a></td>
</tr>
</tbody>
</table>
DEFINITIONS

Board of Trustees
The Board of Trustees of The Trustees of Purdue University.

Conflict of Commitment
A situation in which an Employee's Reportable Outside Activities would likely interfere with the Employee's ability to fulfill his or her commitment to the University or if such Employee’s responsibilities, financial interest or opportunity for personal benefit in connection with such Reportable Outside Activity would likely interfere with the Employee’s professional judgment in exercising any University duty or responsibility.

Due to the nature of their appointments and responsibilities, outside employment and other Reportable Outside Activities of nonexempt or clerical and service staff members that take place during off hours or during leave time will in most circumstances not divert their attention from University duties and represent a Conflict of Commitment. However, if for a specific Reportable Outside Activity, interference with such employee’s normal University duties may occur, approval of such outside employment or Reportable Outside Activity is required.

Consistent with its missions of discovery, delivery and engagement, the University encourages its tenured and tenure track Faculty to practice their professions. Such practice is often enhanced by engaging in Consulting. Such Consulting by tenure and tenure track Faculty, when combined with all other Reportable Outside Activities, generally may not exceed, on the average, one business day per week during the term of such Employee’s appointment.

In determining whether a Reportable Outside Activity constitutes a Conflict of Commitment, the University will consider whether such activity is to take place during the normal weekday business and/or instructional hours of the University.

Conflicts Committee
The committee (including subcommittees thereof) established and operating under the University's policy on Individual Financial Conflicts of Interest (X.2.1). Said committee will also perform the duties assigned by this policy on Conflicts of Commitment and Reportable Outside Activities.

Consulting
An Employee’s use of his or her professional capabilities and knowledge for the benefit of a third party in return for immediate or prospective gain. Consulting does not generally include service without compensation, or with only minor honoraria or other minor compensation, 1) on governmental agencies and boards, 2) on granting agency peer-group review panels, 3) on advisory groups for other universities or 4) in similar capacities primarily for the purpose of providing a public or University service.
Employee
An employee of Purdue, wherever located, and whether full-time or part-time, including but not limited to all executive officers, faculty and staff.

Faculty
For purposes of this policy, Faculty include all Purdue University tenured and tenure track faculty, clinical faculty, and research faculty, whether full- or part-time, including those on leave of absence with or without pay.

Human Resource Services
The human resources department on each of Purdue’s campuses, collectively.

Management or Professional Staff
Employees who hold positions at the University that are classified according to the Classification of Exempt and Non-Exempt Administrative and Professional Employees (IV.4.1) policy as either Management or Professional.

OA Officer
The Outside Activities Officer, which will be the VPEC or his or her designee.

President
Purdue's President.

Provost
Purdue's Executive Vice President for Academic Affairs and Provost.

Purdue, University and Purdue University
Any campus, unit, program, association or entity of Purdue University, including but not limited to Indiana University-Purdue University Fort Wayne, Purdue University Calumet, Purdue University North Central, Purdue University West Lafayette, Purdue Cooperative Extension Service and Purdue University College of Technology Statewide.

Reportable Outside Activity and Reportable Outside Activities
Any work, advice or service for an entity other than Purdue University that may potentially result in a Conflict of Commitment. The terms include, but are not limited to:

- Participation in any business enterprise as owner, partner, officer, supervisor, manager or in any capacity with management responsibilities
- Service as an officer, director, trustee or public representative of a professional association, educational institution, nonprofit organization, national commission or board, or foundation
- Consulting
- Teaching at, or representing oneself as a faculty member at, any other school or university
- Conducting research outside the University
- Service on an advisory council or scientific advisory board of a company or
organization

- Volunteer work that involves a commitment of time that may interfere with the Employee’s ability to fulfill his or her responsibilities to the University; volunteer work that takes place on Saturday or Sunday or outside of the regular business or instructional hours of the University generally will not pose a Conflict of Commitment.
- For Faculty and exempt Employees, any other employment with or service to an outside entity where compensation in the form of money, services, goods or other consideration of value is received.

Reportable Outside Activity and Reportable Outside Activities do not include:

- Volunteer work that does not interfere with the Employee’s ability to fulfill his or her responsibilities to the University.
- Hobbies or recreational activities.
- Religious activities.
- Preparing and publishing scholarly communications such as books, articles and other creative works.
- Peer review of manuscripts and grant proposals.
- Editing of publications or service on editorial boards for publications.

**Reportable Outside Activity Form**
Purdue University’s Reportable Outside Activity Form [hyperlink].

**Unit Head**
The applicable dean, vice chancellor, chancellor, associate or assistant vice president, vice president, Executive Vice President for Business and Finance and Treasurer, associate or assistant provost, Provost, or President who has executive management responsibilities for supervising the Employee.

The chairperson of the Board of Trustees will serve as the Unit Head of the President and any other Employees who report directly to the Board of Trustees. The President will serve as the Unit Head for all Employees reporting directly to the President.

**VPEC**
Purdue’s Vice President for Ethics and Compliance.

**RESPONSIBILITIES**

**Conflicts Committee**
Review and comment on University procedures (including design of forms and questionnaires for gathering information) proposed by the OA Officer for the approval of Reportable Outside Activities by Employees.

Review and comment on the design of management plans for real or potential Conflicts of Commitment arising from proposed Reportable Outside Activities and on procedures...
for monitoring these management plans.

Advise the OA Officer as requested.

Receive and evaluate appeals from Employees regarding management of real or potential Conflicts of Commitment arising from proposed Reportable Outside Activities.

**Employees**
Before engaging in any Reportable Outside Activity, file a Reportable Outside Activity Form with their Unit Head and obtain the approvals required by this policy.

Following approval of a Reportable Outside Activity, continue to devote his or her time, energy and loyalty to the missions, goals and programs of the University that are relevant to his or her employment duties.

Consult with his or her Unit Head, the OA Officer and/or the VPEC on questions of what constitutes a Reportable Outside Activity or any other questions regarding the proper interpretation of this policy.

**Human Resource Services**
Maintain copies of approved or disapproved Reportable Outside Activity Forms in an Employee’s personnel file.

**OA Officer**
Administer this policy.

Chair and coordinate the activities of the Conflicts Committee.

Provide guidance and training to Unit Heads regarding this policy’s procedures, as appropriate.

Upon request, assist Employees and Unit Heads concerning the proper interpretation and implementation of this policy.

Review and make determinations on filed Reportable Outside Activity Forms received from Unit Heads.

Provide copies of the Conflicts Committee’s decisions on Employee appeals regarding Reportable Outside Activities to the pertinent Unit Head, the requesting Employee and Human Resource Services.

**Unit Heads**
Upon request, help Employees under their supervision understand and comply with this policy.

Review and make determinations on filed Reportable Outside Activity Forms received
from Employees under their supervision or forward forms to the OA Officer for
determination when necessary.

Annually submit a Reportable Outside Activities Report to the OA Officer.

**VPEC**
Serve as the OA Officer or designate another Employee to do so.

Respond to requests for interpretation or clarification of this policy.

Serve on the Conflicts Committee.

**PROCEDURES**

I. **Annual Notice**
Prior to the beginning of each fiscal year, the VPEC will remind all Employees of
the obligation to file a Reportable Outside Activity Form with their Unit Head on
an annual basis as well as when requesting permission to engage in a new
Reportable Outside Activity.

II. **General Procedures**
All Employees must file with their Unit Head a separate Reportable Outside
Activity Form for each new Reportable Outside Activity and on an annual basis
for each Reportable Outside Activity in which they continue to participate, even if
they have previously received permission to participate in such activity. If the
scope or nature of a Reportable Outside Activity changes after permission has
been granted, the Employee must file a new Reportable Outside Activity Form
and obtain the approvals required by this policy to engage in the changed activity.

Within 10 business days of receiving a properly completed Reportable Outside
Activity Form, each Unit Head will:

1. Determine if particular Reportable Outside Activities will result in a
   Conflict of Commitment or will otherwise violate this policy.
2. Approve or deny each Reportable Outside Activity Form request based on
   such determination or forward the Reportable Outside Activity Form to
   the OA Officer if a determination cannot be made.
3. Monitor approved Reportable Outside Activities to make sure they have
   not developed over time into Conflicts of Commitment or other violations
   of this policy.

A Unit Head may not grant permission for an Employee to engage in a
Reportable Outside Activity that will result in a Conflict of Commitment or that
otherwise violates this policy. Unit Heads may consult at any time with the OA
Officer and with their own Unit Head for assistance in interpreting and
implementing this policy and in deciding if a particular Reportable Outside
Activity will or may result in a Conflict of Commitment.

Upon deciding whether to grant or deny an Employee's request to engage in a Reportable Outside Activity, the Unit Head promptly will give written notice of the decision to the requesting Employee, Human Resource Services (including a copy of the Reportable Outside Activity Form for inclusion in the Employee's personnel file) and such other direct or indirect supervisors of the Employee as deemed appropriate by the Unit Head.

Upon receiving a Reportable Outside Activity Form, the OA Officer will evaluate the request using this policy to determine if the proposed Reportable Outside Activity, by itself or in conjunction with any of the Employee's other approved Reportable Outside Activities, would result in a Conflict of Commitment or otherwise violate this policy. The OA Officer may:

1. Request that the Employee provide the OA Officer with additional information to assist in evaluating a request,
2. Consult with the Unit Head, the requesting Employee and any other person that the OA Officer deems appropriate to consult, and
3. Condition permission to engage in a Reportable Outside Activity on an agreement by the Employee to limit his or her participation in such activity within stated parameters. If such an agreement is reached, the OA Officer will state the terms of the agreement in the written permission.

The OA Officer will give written notice of his or her decision to grant, deny or impose conditions on an Employee's request to engage in a Reportable Outside Activity to the pertinent Unit Head, the requesting Employee, Human Resource Services (for inclusion in the Employee's personnel file) and such other direct or indirect supervisors of the Employee as deemed appropriate.

A Reportable Outside Activity Form submitted by the President will be reviewed by the chairperson of the Board of Trustees with the advice and assistance of the OA Officer. The chairperson may consult with the rest of the Board of Trustees or any person he or she deems appropriate in order to determine if the requested Reportable Outside Activity would create a Conflict of Commitment. The chairperson may grant or deny the President’s request or condition permission on an agreement by the President to limit his or her participation in such activity within stated parameters. Written notice of the decision will be provided to the President.

If at any time previously granted permission for an Employee to engage in a Reportable Outside Activity is withdrawn, the Employee must stop engaging in the activity.

III. Annual Reporting
Each Unit Head will annually submit to the OA Officer a Reportable Outside
Activities Report, which enumerates all Reportable Outside Activities approved for Employees in his or her unit during the previous fiscal year.

IV. Appeals
Employees who disagree with a denial of a request to engage in Reportable Outside Activities or the imposition of conditions or restrictions on any approval may submit a written appeal to the Conflicts Committee, whose joint decision on the matter will be final for all purposes.

The President may appeal a decision by the chairperson of the Board of Trustees to the Board of Trustees, whose decision regarding the matter will be final for all purposes.

RELATED DOCUMENTS, FORMS AND TOOLS

Indiana Code 35-44-2:
www.in.gov/legislative/ic/code/title35/ar44/ch2.html

Reportable Outside Activity Form:
[URL to be added]

Reportable Outside Activities Report template:
[URL to be added]

Related Policies:

- Classification of Exempt and Non-Exempt Administrative and Professional Employees (IV.4.1):
  www.purdue.edu/policies/pages/human_resources/iv_4_1.html
- Effort Reporting (II.5.1):
  www.purdue.edu/policies/pages/finances/ii_5_1.shtml
- Individual Financial Conflicts of Interest (X.2._):
  [URL to be added]
- Principles and Policies for Academic Freedom, Responsibilities and Tenure, and Procedures for Termination of Faculty Appointments for Cause (Executive Memorandum No. B-48):
- Regulations Governing the Use and Assignment of University Facilities (I.4.1):
  www.purdue.edu/policies/pages/facilities_lands/i_4_1.html

HISTORY AND UPDATES

[Date TBD]: This policy supersedes Executive Memorandum No. C-39, University Policy on Conflicts of Interest and Commitment, dated October 25, 1995.

This policy accompanies the policy on Individual Financial Conflicts of Interest (X.2._).
APPENDIX

There are no appendices to this policy.
Draft Policy on Conflicts of Commitment and Reportable Outside Activities

Alysa Christmas Rollock
Presentation to the Purdue University Senate
February 21, 2011
A Brief History

- Review of Executive Memorandum C-39 began several years ago
- Process for approving and updating policies adopted in October 2009
  - Executive Policy Review Group
  - University Policy Committee
  - Stakeholder feedback part of process
- Working Group formed in May, 2010
- Working Group met over summer and fall of 2010
- Multiple drafts presented to Faculty Affairs Committee
- Endorsed by FAC at its January 2011 meeting
Members of the Working Group

- Alan M. Beck, Faculty, Veterinary Medicine
- Peter E. Dunn, Associate Vice President for Research
- Nancy E. Edwards, Faculty, Nursing
- Cheryl A. Files, CSSAC Representative
- Angela L. Paxton, APSAC Representative
- A. Charlene Sullivan, Faculty, Management
- David J. Williams, Chair, Faculty Affairs Committee, Veterinary Medicine
- Jessica E. Teets, University Policy Office
- Alysa Christmas Rollock, VPEC
Reasons for Policy

- Framework for evaluating requests to engage in Reportable Outside Activities
- Protection of University employees from unwanted suspicion that such activities divert them from fulfilling their responsibilities to University or that such activities improperly influence University decisions or operations
- Compliance with state law IC 35-44-2-4 that prohibits ghost employment
Conflict of Commitment

- A situation in which an Employee's Reportable Outside Activities would likely interfere with the Employee's ability to fulfill his or her commitment to the University or if such Employee's responsibilities, financial interest or opportunity for personal benefit in connection with such Reportable Outside Activity would likely interfere with the Employee’s professional judgment in exercising any University duty or responsibility.
Special Considerations

- Nonexempt, clerical and service staff
- Consulting by tenured and tenure track faculty
- Whether activity takes place during normal weekday business or instructional hours
“Reportable Outside Activity” includes

- Participation in any business enterprise as owner, partner, officer, supervisor, manager or in any capacity with management responsibilities
- Service as an officer, director, trustee or public representative of a professional association, educational institution, nonprofit organization, national commission or board, or foundation
- Consulting
- Teaching at, or representing oneself as a faculty member at, any other school or university
- Conducting research outside the University
- Service on an advisory council or scientific advisory board of a company or organization
- Volunteer work that involves a commitment of time that may interfere with the Employee’s ability to fulfill his or her responsibilities to the University; volunteer work that takes place on Saturday or Sunday or outside of the regular business or instructional hours of the University generally will not pose a Conflict of Commitment
- For Faculty and exempt Employees, any other employment with or service to an outside entity where compensation in the form of money, services, goods or other consideration of value is received
“Reportable Outside Activity” excludes

- Volunteer work that does not interfere with the Employee’s ability to fulfill his or her responsibilities to the University
- Hobbies or recreational activities
- Religious activities
- Preparing and publishing scholarly communications such as books, articles and other creative works
- Peer review of manuscripts and grant proposals
- Editing of publications or service on editorial boards for publications
Procedures

- Annual notice to remind faculty and staff of obligation to file Reportable Outside Activity Form
- Within ten days, Unit Head will make determination or refer to Outside Activities Officer for determination
- Approval may be subject to certain conditions designed to manage potential conflict of commitment
- Faculty or staff member may appeal determination to Conflicts Committee (same committee that operates under proposed policy on Individual Financial Conflicts of Interest)
- Unit Head will submit annual report summarizing approvals granted during previous year
Conflicts Committee

- COI Officer as chairperson (ex officio)
- Responsible Official (ex officio)
- The VPEC (ex officio)
- Two faculty representatives from the West Lafayette campus, as recommended by the Faculty Affairs Committee of the University Senate
- One faculty representative from each of the regional campuses, as recommended by the University Senate of the corresponding campus
- One representative from the Administrative/Professional Staff Advisory Committee
- One representative from the Clerical/Service Staff Advisory Committee
- One representative from units reporting to the EVPT
- One representative from units reporting to the Provost
- One representative from each regional campus, as recommended by its Chancellor
- One representative for all other areas reporting directly to the President (one person total)
- Any additional members jointly appointed by the Provost, EVPT and VPEC
Conflicts Committee (cont.)

- Three-year terms, one third to expire each year
- Review and comment on University procedures (including design of disclosure forms and questionnaires for gathering information)
- Review and comment on the design of management plans for real or potential Conflicts of Interest and Conflicts of Commitment and on procedures for monitoring these management plans
- Advise the OA Officer as requested
- Receive and evaluate appeals from Employees
QUESTIONS?