



**Faculty Senate
Executive Committee**
Thursday, November 8, 2012
3:00 p.m. – 5:00 p.m. – Adelbert Hall, Room M2

AGENDA

3:00 p.m.	Approval of minutes from the October 12, 2012 Executive Committee meeting, <i>attachment</i>	R. Dubin
3:05 p.m.	Provost's Announcements	B. Baeslack
3:10 p.m.	Chair's Announcements	R. Dubin
3:15 p.m.	Tuition Exchange Program	N. Ziats
3:30 p.m.	Graduate Student Leave Policy, <i>attachments</i>	C. Rozek M. Snider
3:40 p.m.	Music Department Degree Name Changes, <i>attachments</i>	P. Bennett
3:45 p.m.	Update on SAGES Governance Proposal	R. Dubin
3:55 p.m.	Update on Course Evaluations	R. Dubin
4:10 p.m.	Brief reports from Executive Committee members	J. Mansour D. Nance
4:20 p.m.	Approval of November 20, 2012 Faculty Senate Agenda, <i>attachment</i>	R. Dubin

**Faculty Senate Executive Committee
Minutes of the November 8, 2012 Meeting
Adelbert Hall, Room M2**

Committee Members in Attendance

Bud Baeslack	Steve Garverick	David Singer
Richard Buchanan	Joseph Mansour	Rebecca Zirm
Gary Chottiner	William Merrick	
David Crampton	Dale Nance	
Robin Dubin	Leena Palomo	

Committee Members Absent

Barbara Snyder
Patricia Higgins

Others Present

Peter Bennett	Martin Snider
Christine Cano	Nicholas Ziats
Charles Rozek	

Call to Order

Prof. Robin Dubin, chair, Faculty Senate, called the meeting to order at 3:00p.m.

Approval of Minutes

The minutes of the October 12, 2012 meeting of the Faculty Senate Executive Committee were reviewed and approved.

Provost's Announcements

Provost Bud Baeslack reported that President Snyder was unable to attend the meeting because she is in Japan. The strategic planning steering committee will be meeting tomorrow and a strategic planning website will be launched shortly. Working groups are being formed and campus forums will be scheduled.

Chair's Announcements

1. Prof. Dubin thanked Prof. Gary Chottiner for serving as interim chair of FSCUE
3. Prof. Dubin asked the committee for their opinion on whether the deans of the college/schools should be given access to the Executive Committee Google site. The committee agreed to participate in this program. The TE program expands the University's current faculty and staff tuition benefit so that it can be used at other institutions. Dependents of faculty and staff at

other TE schools

can apply to Case. The scholarships are competitive and not guaranteed. The intent is for this to be a revenue neutral program for Case that would enhance faculty and staff recruitment and retention. The

Provost's office is currently researching the specifics of the program and the committee decided that it should not be presented to the Faculty Senate until the research is complete.

Proposal for a Graduate Student Leave Policy

Prof. Martin Snider, chair, Committee on Graduate Studies presented a revised proposal for a graduate student leave policy. The Executive Committee, at its October 12, 2012 meeting, had approved sending the policy to the Faculty Senate for review at its October 25, 2012 meeting, but it had been subsequently removed from the Faculty Senate agenda after several members of the Committee on Graduate Studies objected to the changes made by the Executive Committee. The revised proposal, which had been unanimously approved by the Committee on Graduate Studies, clarifies the leave policy for supported graduate students (6 weeks for the birth mother or primary caregiver and 3 weeks for the other parent or domestic partner) and provides that the leave must be taken within 12 months of the birth or adoption. The

Report from the Case School of Engineering

Prof. Joseph Mansour reported that the Executive Committee from CSE has met three times this semester.

Faculty Senate Graduate Studies Committee

Graduate Student Leave Policy

Changes to Parental Leave Section

The Faculty Senate Graduate Studies Committee met November 5, 2012 and considered changes to the Parental Leave section of the policy. In considering this section of the policy, the committee took the following existing policies into consideration:

1. The University's Paid Parental Leave for Staff (Appendix 1). This offers up to 6 weeks of paid leave for birthmothers or primary caregivers and up to 3 weeks paid leave to the other parent or domestic partner. The leave must be used within 12 months of birth or adoption.
- 2) The [University's Interim Faculty Parental Leave Policy](#) (Appendix 2). This policy offers up to 16 weeks of paid parental leave during the academic year for faculty primary caregivers and up to

Graduate Student Holiday, Vacation, Parental Leave and Sick Leave Policies

These policies apply to graduate students in the School of Graduate Studies who receive stipends that support their effort toward earning a degree during the period when they receive support. They represent the minimum to which graduate students are entitled.

If a graduate student receives a stipend, they will receive support for holidays, vacations, sick leave and parental leave as set forth below. The stipend support for those days will be at the same rate as for normal work days. For all anticipated leaves longer than two weeks, appropriate departmental approvals must be obtained and paperwork submitted to the Dean of School of Graduate Studies prior to the start of the leave.

These policies do not supersede other University policies concerning attendance or residence at the University, e.g. participating in classroom activities as a student or teaching assistant. These policies only apply to student effort toward earning a degree.

Holidays. Graduate students are entitled to observe University closings for Holidays and other recognized events. The University currently recognizes 8 named holidays, 1 university designated holiday and 1 personal floating holiday.

Vacations. Graduate students are allowed two weeks of vacation per calendar year (10 traditional work days) if they receive full support during a 12-month period. Students who receive less than 12 months of support are not entitled to vacation during the period of support. Vacation is not provided during the supported period when students receive support for part of the year. The dates of vacations must be approved in advance by the student's research mentor to ensure that time-sensitive work is not disrupted

Vacation days can be accrued from one year to the next year only with the prior written approval of the Program and only up to a maximum of 20 traditional work days, to allow for international travel, for example. There is no terminal leave.

The times between academic terms and the summer are considered part of the active training period and are not to be regarded as vacation time.

Sick Leave. Graduate students are entitled to two weeks (10 traditional work days) of sick leave per year, with no year-to-year accrual. Sick leave may be used for medical conditions related to pregnancy and childbirth. Under exceptional circumstances, additional sick leave days may be granted following receipt of a written request from a physician, and prior written approval by the Program.

Parental Leave. Graduate students are entitled to ~~six weeks of paid~~ parental leave ~~per annum~~ for the adoption or birth of a child. The birth mother or primary caregiver is entitled to 6 weeks leave and the other parent or domestic partner is entitled to 3 weeks leave. When both parents are supported graduate students, ~~each is eligible for a full six week~~the leave ~~either may be used~~ consecutively or together. The leave must be used within 12 months of birth or adoption. Parental leave must be approved in advance in

writing by the Program. It is permissible to add parental leave and sick leave together ~~to~~
allow for eight weeks leave for the adoption or birth of a child.

Faculty Senate of the University of California, San Diego took the
consideration

id Parental Leave for Staff

_____ (Appendix 1). This offers up to 6 weeks of paid
leave for birthmothers or primary caregivers and up to 3 weeks paid leave to the other parent
domestic partner The leave must be used within 12 months of birth or adoption.

2) The University's Interim Faculty Parental Leave Policy (Appendix 2). This policy offers up to
16 weeks of paid parental leave during the academic year for faculty primary caregivers and up to
3 weeks for secondary caregivers and domestic partners. The leave must be used within 12
months.

3) NIH Kirschstein National Research Service Awards (Appendix 3). These fellowships allow
for "

and sick leave together for the adoption or birth of a child.

Unpaid leave. Students who require additional leave beyond what is stipulated above, must seek prior written approval from the Dean of School of Graduate Studies for an unpaid leave of absence. Approval for a leave of absence must be requested in advance by the student and the student should provide documentation for the leave request and obtain approval. Conditions for the leave and approval must be submitted

Benefits for Birth Mothers, Categories 1, 2, and 3

FMLA-qualifying birth mothers are eligible to receive six weeks of paid parental leave after the birth of their child(ren). When the need for parenting leave is known, the birth mother must notify her supervisor and submit both the Leave of Absence (LOA) form and the Certificate of Health Care Provider (CHP) to Employee Relations thirty (30) days in advance of the leave.

Any leave which commences prior to delivery due to a serious health condition is considered personal medical leave and must be authorized by a health care provider. Paid parental leave will not be available for personal medical leaves taken prior to the birth or adoption of the child; the employee would be required to exhaust any available sick and/or vacation time before commencing an unpaid leave. In this instance, employees in categories 2 and 3 who are on a personal medical leave due to a serious health condition unrelated to childbirth should apply for Short Term Disability benefits once they have met the 2-week waiting period and have exhausted all their paid time off.

Birth mothers have the option of electing to use paid parental leave in addition to their sick and vacation time at any point after delivery during the leave.

As provided in policy and procedure IV-8, 8a, Administering Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family Medical Leave Act, once the mother is released by her physician to return to work, she may take the parenting leave intermittently only with supervisor's approval in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or paid by sick and/or vacation; no unpaid intermittent time off may be taken until paid parental leave and sick and vacation are exhausted. Any parenting leave must be taken within 12 months of the child's birth.

Benefits for Other Parents (Including Domestic Partners) –Birth of Child, Categories 1, 2, and 3

Other FMLA-qualifying parents (including domestic partners) are eligible to receive three weeks of paid parental leave after the birth of their child(ren). When the need for parenting leave is known, the parent must notify the supervisor and submit the LOA form to Employee Relations thirty (30) days in advance of the leave. After delivery, parents (including domestic partners) must provide a copy of the proof of birth to Employee Relations. Any parenting leave must be taken within 12 months of the child's birth. Employees on an unpaid leave must have exhausted all paid parental leave and vacation pay. Parents (including domestic partners) may take the parenting leave intermittently only with supervisor's approval in consultation with Employee Relations. Employees who require intermittent leave or a reduced work schedule must try to schedule their leaves so that they will not disrupt the department's operations. Intermittent time off will be paid parental leave or vacation; no unpaid intermittent time off may be taken until paid parental leave and vacation are exhausted.

Benefits for Adoptive Parents, Categories 1, 2, and 3

FMLA-qualifying employees who legally adopt a child are eligible to receive paid parental leave. The primary care-giver may receive up to six weeks of paid parental leave to care for and bond with a newly adopted child(ren). In addition, the primary care-giver has the option to use up to six weeks of their unused sick days and vacation day balance. The non-primary care-giver may receive up to three weeks of paid parental leave to care for and bond with a newly adopted child(ren). Paid parental leave is limited to a total of nine weeks if both parents/partners are employees of Case (six weeks for the primary care-giver and three weeks for the paid parental leave rMItA form primary care-giver and three weeks for the non-primary care-giver).

Appendix 2

The Parental Leave Policy for faculty provides for:

- x Up to sixteen weeks (16 weeks) of paid parental leave during the academic year for primary caregivers, including guardians, to care for and bond with a newborn, adopted or foster child under the age of 6; the leave

Appendix 3

RUTH L. KIRSCHSTEIN NATIONAL RESEARCH SERVICE AWARDS

(from grants.nih.gov/grants/policy/nihgps_2012/nihgps_ch11.htm)

11.2.13.1 Leave

Vacations and Holidays. Kirschstein-NRSA fellows may receive the same vacations and holidays available to individuals in comparable training positions at the sponsoring institution. Fellows shall continue to receive stipends during vacations and holidays. At academic institutions, the time between semesters or academic quarters generally is considered an active part of the training period and is not considered to be a vacation or holiday.

Sick Leave and Other Leave. Kirschstein-NRSA fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Under exceptional circumstances, this period may

To: Faculty Senate Executive Committee
From: Faculty Senate Graduate Studies Committee
Re: Proposals from the Music Department
November 1, 2012

At the October 2012 meeting, the Graduate Studies Committee approved proposals from the Music Department by unanimous votes. These three proposals will rename degrees in Early Music. The goal is to rename three existing programs to make the names consistent and clearer.

Proposal to Rename Music Degrees

Three degrees in the Music Department, the MA in Early Music Performance Practices, the

CWRU Action Form :
(instructions on back)

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Department: Music

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All student ensembles during the semester, to be approved by the faculty, to

Foreign Language

Prior to the semester, approved by the faculty, German, French, or Spanish excerpts on subject matter to be translated into the language permitted for the recital.

The minimum requirement is a college-level study of the language.

Lecture-Recital

Three juried recitals, each a 45 minute presentation, musical, historical, or literary. Each recital should be presented by a student and a faculty member. The student will be evaluated by the faculty (if possible) and the faculty member will be evaluated by the student. The student will receive no less than one recital, as mandated by the Department of Music. The completion of the recital presentation. In the event of a debriefing session, a debriefing session is necessary.

A research paper will evaluate each recital. A substantial thesis statement will be evaluated by a faculty member.

Students will be evaluated on the Department of Music during the semester by the faculty.

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Comprehensive

The Comprehensive exam is held in September. (DMAs are given in music history, not in performance). The exam can be repeated, but the sections of the written exam cannot.

The written exam consists of performance practice sections as follows:

Day 1: 9a

Day 1: 2p

Day 2: 9a

Day 2: 11a

Questions are drawn from the topics covered in seminars (and four short essays) and four short hour essays (chosen from the list below).

The second part of the exam is a detailed critical analysis of a piece of music of different style periods.

The oral exam is held on the same day as the written exam.

Degree overlap

Students in the DMA program are permitted to do so in the DMA requirements (for 3 hours) rather than the examinations will normally required for the DMA program.

Students who are in the DMA program, will be required for the DMA program.

CWRU Action Form
(instructions on back)

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DESCRIPTION:

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offered in the current E
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as being in Historical P

Current Graduate Degree
PhD in Musicology
Early Music Performan

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This is a much-needed
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Is this major/minor/program

If modification or replacement
degree requirement changes

Does this change in major/mi

If yes, which departments? _____

Contact person/committee: _____

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This is a Department of Music (including music history, 1750). A minor is needed to prepare to complete the

Admission Requirements

Admission to the program requires a performance at the level of the PhD in Music.

Audition Information

Three pieces, 3-5 minutes. We accept a variety of styles, and other pieces at the discretion of the candidate. Successful candidates will advance to prepare for a live audition.

Coursework

All program students must complete an examination to receive credit for a total of 36 hours of coursework, including: Music Research (MU 300), Music History (MU 301), Medieval/Renaissance Music Analysis (MU 302), and Music Seminars in Musicology (MU 303-305, see below). In addition, students are required to complete a thesis for the degree.

Ensemble Participation

All students are required to participate in an ensemble each semester.

Foreign Language

Prior to the exam, students must be approved by the instructor. Excerpts on subjects in German, French, or Spanish are permitted to be translated into English for the exam.

The minimum score for a passing grade is a college-level student.

Comprehensive Exam

The Comprehensive Exam is held in September. It is a written exam. Both the written and oral exams are provided with a list of topics.

The written exam is a performance piece as follows:

- Day 1:
- Day 1:
- Day 2:
- Day 2:

Questions are asked in seminars. The exam consists of short question and answer (on given topics).

The second exam is a compositional exam. It is an open book exam.

The oral exam is a written exam.

Lecture-Recitation

One juror is accompanied by the instructor in the required lecture. The instructor agreed to act as a juror and available draft, which will be a version of the lecture. The instructor, will not

Generally, the overall event not a lecture-recital will the lecture-recital

Students are on the Department the semester before

Dissertation

A minimum of PhD in musicology The dissertation is performance practice