A. MISSION AND ORGANIZATION

A-1. Indiana University
Indiana University Southeast (IU Southeast) is one of the eight campuses of Indiana University. As such, IU Southeast belongs to a distinguished tradition of academic excellence which began in 1820 with the founding of Indiana University at Bloomington. This tradition emphasizes world-class scholarship in the liberal arts, plus professional education second to none at the undergraduate and graduate levels. IU is a leader in international education, with opportunities for study in over two dozen locations around the globe. Many of these excellent programs are available at IU Southeast.

A-2. Indiana University Southeast
The Southeast campus traces its history to the 1941 opening of the Falls Cities Area Center in Jeffersonville. By 1968, the campus had adopted its present name and was beginning to graduate students with baccalaureate degrees. In 1973, IU Southeast moved to its current campus in New Albany. Today it offers more than 50 graduate, undergraduate, and associate degree programs in the fastest growing careers, to a student body numbering approximately 7,000.

Dr. Gerald O. Haffner, late Professor Emeritus of History, wrote a brief, informal history of IU Southeast covering the period 1941 to 1973.

A-3. Mission, Vision and Values
Mission
Indiana University Southeast is the regional campus of Indiana University that serves Southern Indiana and the Greater Louisville metropolitan area. As a public comprehensive university, its mission is to provide high-quality educational programs and services that promote student learning and prepare students for productive citizenship in a diverse society, and to contribute to the intellectual, cultural, and economic development of the region. Its academic programs include a comprehensive array of baccalaureate degrees, a limited number of associate degrees, and a selected set of master’s programs.

The campus is committed to offering educational programs and services which promote and support diversity in all its aspects. The faculty engage in research and creative activities which strengthen teaching and learning through inquiry into both the content and the pedagogy of the disciplines and create opportunities for students to engage in applied learning. Finally, members of the campus community are committed to using their professional and personal expertise to address the intellectual, cultural, and economic development needs of the campus’s service region.

Vision
IU Southeast will shape the future of our region by transforming good students into great leaders, one graduate at a time.

Core Values
Core values are the authentic guiding principles that define who we are as a university and what we stand for as an institution. They are the timeless values about which we feel passionately – values we would continue to honor even if our circumstances changed in a way that penalized us for holding to them. Since core values define who we are as a university, they act as the foundation upon which we build our mission, vision, and strategic plan.

- **Nurturing Environment**
  We foster a caring campus community that honors diversity, innovation, loyalty, teamwork, mutual respect, and fair play. We work together to create a culture of inclusion and dignity for all.

- **Holistic Learning**
  We provide a rich educational environment of academic excellence that extends beyond the classroom and supports students in reaching their full potential. We seek ways to improve upon the quality and service we provide to students.
• **Integrity**
  We are uncompromising in our commitment to doing the right thing and being direct in our dealings. We are good stewards of our resources and take that responsibility seriously, are conscientious in our decision-making, and practice ethical behavior in all we do.

• **Connectedness**
  We engage with and support the many communities to which we belong and from which we draw our strength and potential. We go to extraordinary lengths to serve our communities efficiently and knowledgeably.

These values will enliven discussion and inform our daily decision-making process. Our Core Values are placed with our Vision and Mission Statements to remind us of our common purpose and to tell others interested in our campus who we are and what we stand for. Please join us in openly embracing these values as an integral part of the IU Southeast community.

**Commitment to Diversity**

U Southeast strives to continually strengthen and improve diversity in its programming, hiring, student recruitment, business practices, and outreach. Creating a diverse campus in population, programming, and environment is essential to fulfilling our academic mission. The IU Southeast definition of diversity includes such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, veteran status, and socio-economic status.

**A-4. Academic Programs**

IU Southeast strives to continually strengthen and improve diversity in its programming, hiring, student recruitment, business practices, and outreach. Creating a diverse campus in population, programming, and environment is essential to fulfilling our academic mission. The IU Southeast definition of diversity includes such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, veteran status, and socio-economic status.

**Honors Program**

The Honors Program at Indiana University Southeast is designed to serve the needs and interests of highly motivated students who seek a stimulating and exciting academic experience and formal recognition for completing a challenging program.

Students accepted into Tier One of the Honors Program have the opportunity to choose from at least one multidisciplinary honors elective offered each semester, as well as a two-semester seminar sequence titled Common Intellectual Experience I and II. Honors H103, the first course in the sequence, is typically taken in the fall, while Honors H104, the second course in the sequence, is offered in the spring. These courses are offered to a limited number of Honors students by an instructor who has been carefully chosen for his or her teaching expertise and desire to mentor Honors students.

Additionally, these courses are designed to fulfill selected goals of Indiana University Southeast's General Education program, permitting students to participate in the program without slowing their progress toward the completion of their degree program. Honors H103 fulfills the general education requirements usually fulfilled by English W131 as well as the diversity requirement, while H104 fulfills the requirement usually fulfilled by Speech S121 and the critical thinking requirement.

Students accepted into Tier Two of the Honors Program have the opportunity to take two multidisciplinary honors electives. In addition, students may complete an Honors track of their choice. In order to address the needs of a diverse student population, the Honors Program offers the following tracks: Discipline-Based Honors, Honors Research Minor, and Individualized Honors.

Honors courses explore important topics in depth, through a multi-disciplinary approach. The pace of the courses, and the level and quality of work expected of students requires that participants be self-motivated, and that they...
exercise good time-management skills; however, the small size of each Honors class (fewer than 18 students per section) insures group discussion, interaction with the instructor, and focused guidance and support of each student's academic goals.

In addition to taking Honors classes, members of the Honors Program participate in various co-curricular activities, including group projects, attending cultural events, and participating in the Upper Mideast Honors Conference in the spring of their first year at IU Southeast.

For more information, please contact the Honors Program at iushp@ius.edu. The Honors Program telephone number is (812) 941-2587.

First Year Seminar (FYS)

The first year seminar courses are special courses for first year students to enhance their academic and social integration into college. FYS provides an introduction to the nature of higher education and a general orientation to the functions and resources of the university. The course is designed to help first year students adjust to the university, develop a better understanding of the learning process, and acquire essential academic survival skills. The course also provides a support group of students in a critical transition by examining problems common to new students. Faculty who know the IU Southeast campus well teaches FYS courses. Most often, these are full-time faculty or part time faculty who have been recommended by a dean and who have five years of experience on our campus.

Each incoming student is in a small class with a faculty member and the student gets to know the faculty member in a special way (as a mentor, really) and often forms relationships with other students that last throughout the college years. The Passport and required extracurricular meetings for the freshmen ensure that they participate in college by doing more than just going to class. Each incoming student receives training in library usage, learns about the writing center, enhances their social skills while doing group work, analyzes their time management skills, is introduced to a variety of different study strategies and learns about the variety of opportunities available to them at college. Each course uses the IU Southeast Student Success Guide for the FYS component of the course. This text has been designed specifically for our campus to work well with our students. Chapters have been written by faculty and staff on our campus and the information provided in the text will be invaluable for the students as they earn their degree at IU Southeast.

FYS is IU Southeast' major investment in enhancing student retention on this campus. Students who take a FYS during their first semester are more likely to return the following semester than students who do not. Instructors benefit from the satisfaction of helping new students get off to a good start and the joy of some special relationships with students that will last. They also benefit from the camaraderie with colleagues from across the campus who are dedicated to the same purposes. This camaraderie is promoted through informal biweekly discussions. Retreats are held prior to each semester to highlight new materials, techniques or research relevant to the teaching of FYS. Teaching a FYS course is given consideration in annual reviews showing a dedication to the success of first-year students. Faculty are compensated for each FYS course taught.

The standard times for 3-credit classes (4 with the FYS) meeting twice a week are (times in parentheses are if you want a 5-minute break in the middle):

9:05-10:45 (9:00-10:45)
11:00-12:40 (11:00-12:45)
12:50-2:30 (12:45-2:30)
2:45-4:25 (2:45-4:30)
4:15-5:55 (4:10-5:55)
5:35-7:15 (5:30-7:15)
7:30-9:10 (7:30-9:15)

Appropriate schedules can also be developed for 4-credit classes, 2-credit classes, classes that meet once a week, etc.
The important thing is to add 50 minutes per week to the class and to try not to interfere with other class time
periods any more than necessary. Please contact FYS Director Donna Dahlgren at ddahlgre@IU Southeast.edu; tel.
ext. 2682, or gain information and reactions from anyone who is teaching an FYS.

International Programs

As a leader in international education, the Office of International Affairs at Indiana University provides support and
resources for international education efforts on all IU campuses. For available services and related policies, consult
OIA’s website at http://www.iupui.edu/~oia/.

IU Southeast has a faculty with strong interests in international education. It also has a BA degree in International
Studies which is an interdisciplinary major that provides students with a foundation drawing from history,
economics, political science, geography, and foreign language and culture studies. Consult http://www.IU
Southeast.edu/intstudies/ for more information.

A-5. Academic Schools and Divisions
To facilitate the growth and coordination of the academic programs at IU Southeast, the various academic
disciplines have been grouped into eight academic units as follows:

1. School of Arts & Letters
   Communication Studies
   Theatre
   English
   Fine Arts
   Modern Languages
   Music
   Philosophy
   Arts Institute (non-credit instruction in the arts for children and adults)

2. School of Business
   Undergraduate Programs
   Business
   Business Administration
   Economics

   Graduate Programs
   Business Administration
   Strategic Finance
   Post-Baccalaureate Certificate for Business Professionals

3. Office of General Studies
   Credit Programs
   General Studies
   Supervision
   Recreation (minor)

4. School of Education
Counseling
Elementary Education
Masters in Elementary-Secondary Education, additional licensing areas
School Administration, Supervision, Education Leadership Program
Secondary Education
Special Education
Transition to Teaching
Additional Licensing Areas
Project AHEAD (Non-credit program for academically advanced children)

5. School of Natural Sciences

Biology
Chemistry
Clinical Laboratory Science
Computer Science
Double Majors - Biology and Chemistry, Mathematics and Computer Science, Mathematics and Education
Environmental Science
Geosciences - Astronomy, Geography (Physical Geography, Cartography, Environmental Conservation), Geology
Informatics
Mathematics
Health Information - Medical Transcription, Coding Specialist
Physics
Pre-Allied Health Science - Health Information Technology, Paramedic Science, Radiography, Cytotechnology, Health Information Administration, Medical Imaging Technology, Nuclear Medicine Technology, Radiation Therapy, Respiratory Therapy, Health Sciences Education, Occupational Therapy, Physical Therapy

6. School of Nursing

Bachelor of Science in Nursing
RN-BSN Mobility Program

7. School of Social Sciences

Anthropology
Criminal Justice
History
International Studies
Journalism
Political Science
Psychology
Sociology
Women’s/Gender Studies

8. Purdue College of Technology Statewide Programs

Electrical Engineering Technology
Mechanical Engineering
Computer Graphics Technology
Organizational Leadership and Supervision

A-6. Faculty Meetings
A general faculty meeting for all members of the faculty and staff at IUS, both full-time and part-time, is held at or near the beginning of the academic year. At this meeting new members of the faculty and professional staff are introduced, awards for distinguished teaching and research are presented, and the chancellor discusses the state of the campus and plans for the year. All faculty members should plan to attend this meeting.

Another general faculty meeting may be held near the end of the academic year to hear reports from committees and boards.

During the year the chancellor may call additional meetings of the faculty to report on current developments and problems at the university. The Constitution of the Faculty Senate provides that the Faculty Senate or one-third of the faculty may request the chancellor to call a general faculty meeting to review matters before the Faculty Senate.

Deans call and preside over faculty meetings as needed to discuss problems and plans.

A-7. Faculty Senate
The Faculty Senate, composed of elected senators representing the academic units, deans and certain administrators, is the academic policy-recommending body at IUS. The Faculty Senate Constitution and By-Laws are included as Appendix I at the end of this Manual.

The officers of the Faculty Senate are: the president, two members of the Executive Committee, and the parliamentarian, all of whom are elected faculty members. The work of the Faculty Senate is facilitated by a number of committees that are described in the Constitution and By-Laws.

A-8. Faculty Board of Review
In the spring of each academic year, the elected senators elect a Faculty Board of Review (FBR) according to the rule and procedures outlined in By-Law 3 of the Faculty Senate Constitution (see Appendix). Information about the purview of Faculty Boards of Review and their procedures can be found in the IU Academic Handbook and in By-Law No. 3 (see Appendix).

A-9. Administrative Organization
IU Southeast has been organized into the following administrative units to accomplish its mission:

Office of the Chancellor
Chancellor
Equity and Diversity
Special Events

Office of Academic Affairs
Vice Chancellor for Academic Affairs
Academic Units:
Arts and Letters
Business
Education
Natural Sciences
Nursing
Social Sciences
Institutional Research & Assessment
Library
Faculty Development
Institute for Learning and Teaching Excellence
Registrar
Academic Publications
Liaison/Coordination with:
Purdue Statewide Technology Programs
Associate Vice Chancellor for Academic Affairs
Advising
Advising Center for Exploratory Students
General Studies
Diversity Coordination
Student Development Center
Office of Disability Services
First Year Seminars

Dean for Research
Research & Grants Administration
Student Research Conference
Applied Research & Education Center
Institutional Review Board
Institutional Animal Care and Use Committee

Vice Chancellor for Administration and Finance
Accounting Services
Bursar
Capital Asset Management (CAMS)
Bookstore
University Police
Human Resources
Paul W. Ogle Cultural and Community Center
Physical Plant
Mail Services
Liaison with:
University Information Technology Services
Chief Information Officer
IT Media and Web Services
IT Support and Communications
IT Systems and Operations

Office of Alumni and Community Relations
Interim Vice Chancellor for Alumni and Community Relations
Alumni Affairs
Alumni Association
Development
Marketing
Public Relations

Office of Student Affairs
Vice Chancellor for Student Affairs
Athletics
Campus Life
Career Services
Center for Mentoring
Financial Aid
Student Housing
Personal Counseling

Assistant Vice Chancellor for Enrollment Management and Director of Admissions
A-10. Duties of Principal Administrators

The following descriptions of responsibilities of some of the principal administrative positions may help you decide with whom you should discuss a particular matter.

1. Chancellor

As the chief executive officer of an IU campus, the chancellor is responsible for the total operation of the campus and is accountable to the Board of Trustees through the president. The chancellor assures that campus affairs are conducted in accordance with the policies and procedures of Indiana University and all relevant state statutes; oversees the development and enforcement of all campus policies, plans, and regulations; and develops and supervises the administrative organization. Communications between the Office of the President and the campus, and between IU Southeast and its public in the geopolitical region are a special concern. Among the chancellor's duties are overseeing the recruitment, appointment, and promotion of all persons employed by the campus; preparation, review, approval and implementation of budgets, fiscal plans, and academic programs; and the development and utilization of the physical facilities. The chancellor presides over the Administrative Council, the Campus Executive Council, and the Board of Advisors.

2. Vice Chancellor for Academic Affairs

As the chief academic officer of an IU campus, the vice chancellor for academic affairs is accountable to the chancellor for the quality, development, coordination and promotion of all academic and noncredit programs and courses on the campus. The vice chancellor oversees, and makes recommendations to the chancellor on the recruitment, selection, evaluation, compensation, promotion, tenure, termination, granting of leaves, and assignments of faculty members and other academic personnel. The vice chancellor has overall responsibility for periodic review of academic programs and for regular assessment of student academic achievement and institutional effectiveness for the purpose of program improvement. The vice chancellor recommends allocation of resources to the academic units and support departments, and supervises their budgets. Along with the associate vice chancellor, the vice chancellor oversees the development and utilization of learning resources, including the Library, and develops programs to improve the quality of teaching and learning, to encourage and support faculty research and creative work, and to promote the cultural and intellectual growth of the academic community. The vice chancellor chairs the Academic Council, supervises the academic advising of students, and oversees preparation of the Schedule of Classes and the IU Southeast Bulletin.

3. Associate Vice Chancellor for Academic Affairs

The Associate Vice Chancellor for Academic Affairs has primary responsibility for key functions related to student academic success and persistence to graduation within Academic Affairs and acts as liaison to other divisions in these areas. These functions include academic advising, first-year seminar programs, learning communities, and academic support services. In addition, the associate vice chancellor provides academic supervision to the Office of General Studies and its programs. The associate vice chancellor assists in campus efforts related to transfer and articulation with other Indiana higher education institutions, in coordination of distributed education offerings, in resolving classroom scheduling issues, and in handling student complaints and academic appeals. The associate vice chancellor reports to the vice chancellor for academic affairs and carries out the duties of the vice chancellor in his or her absence.

4. Dean for Research

The dean for research provides information on internal and external funding opportunities, and administers funded research in both pre-award and post-award phases. The dean for research is responsible for compliance with all federal and university regulations governing the protection of human subjects and the humane treatment of animal subjects. Additional information on research opportunities, policies and procedures may be found in the IU Southeast Research Policy Manual.
5. Academic Deans

As the administrative officer in charge of an academic school, the dean is responsible for its educational programs and related activities and is accountable to the vice chancellor for academic affairs. The dean is responsible that the affairs of the school are conducted in accordance with the policies and procedures of Indiana University and IU Southeast, and relevant state statutes. After consultation with the faculty, deans develop and administer policies, plans and regulations for their schools. With the assistance of the faculty, they prepare academic program proposals and implement them after approval. They are responsible for implementation of periodic reviews of academic programs within their units and for regular assessment of student academic achievement for the purpose of program improvement. They recruit, evaluate and administer personnel in the school, including recommending appointment, promotion, tenure, termination, salary, office assignments, and teaching or other work assignments after appropriate consultation with the faculty. The school deans prepare the school's operating budget and administer its fiscal affairs. They call and chair faculty meetings, appointing committees when needed to assist in the administration of the school. They represent the school and work with external stakeholders as appropriate. Maintaining communications within the school and with other units, supervising academic advising of students, handling of complaints from students, encouraging excellence in teaching and research, and assisting in the professional development of the faculty are other important responsibilities.

6. Program Coordinators

Program Coordinators are appointed by the chancellor, upon recommendation of the deans and vice chancellor for academic affairs, to coordinate each approved degree program. Working under the supervision of the dean and in consultation with colleagues, the program coordinator is responsible for scheduling courses and other learning experiences so that students in the program have optimal learning opportunities and can meet degree requirements. The coordinator recommends appointment of part-time faculty and oversees their work. The coordinator is responsible for implementing the program’s plan for assessment of student academic achievement for the purpose of program improvement. The coordinator advises students with regard to matters such as academic standing, degree requirements, career opportunities, and graduate school admission requirements. When needed, the coordinator calls and chairs meetings of colleagues to discuss curriculum, courses, degree requirements, student progress, purchase of equipment and materials, and similar matters.

Position descriptions for other administrators can be found in the *IU Southeast Policies and Procedures Manual*, which is available in each unit office.


IU Southeast participates in a consortium of institutions of higher education in the Greater Louisville metropolitan area known as Kentuckiana Metroversity. Other institutions in the consortium are: Bellarmine University, Spalding University, Louisville Presbyterian Seminary, Southern Baptist Theological Seminary, Jefferson Community College, and the University of Louisville.

The consortium was formed to facilitate cooperation and coordination between the colleges in the metropolitan area. It has organized a Visiting Student Program whereby our students may take courses at other institutions. See the *Bulletin* for details. It has arranged that faculty and students may borrow books from libraries of all Metroversity institutions and it sponsors a number of student activities, faculty development programs, and other activities.

IU Southeast is represented by faculty members, administrators, and students on operating committees of the Metroversity. Those appointed have a special obligation to participate fully in the deliberations and activities of the committees so that IU Southeast may receive maximum benefit from membership in the consortium.

A-12. Indiana College Network (ICN)

The Indiana College Network (ICN) was organized by Indiana higher education institutions to make online courses available to students across the state. For information about ICN, contact the registrar’s office.