

## Faculty Senate Meeting Minutes

**August 20, 2015  
1:00 to 3:00 p.m.  
Hall of Honors**

### Senators in Attendance:

X	Y. Brown (CAS)	X	X. Gao (COB)		Z. Ramamonjiarivelo (CHHS)
X	D. Calvin* (CHHS)	X	L. Geller* (UL)	X	G. Sargut (COB)
X	M. Carrington* (CAS)	X	D. Golland* (CAS)	X	X. She (COE)
	X. Chen (CAS)	X	K. Marrar (CAS)		A. Tamulis (CAS)
X	D. Cortese (CAS)		E. Mengova (COB)	X	C. Tymkow (AL/CHHS)
X	L. Danley* (COE)	X	K. Morris* (AL/CAS)	X	S. Wadhwa (CHHS)
X	E. Essex (CHHS)	X	R. Muhammad* (AL/CAS)	X	S. Wagner* (AL/CAS)
X	L. Falconnier (CHHS)		B. Parin (AL/CAS)	X	B. Winicki* (COE)
X	S. Gandy (COE)	X	V. Person (COE)		

\* = Faculty Senate Executive Committee (Note: Standing Committee chairs TBD.)

**Guests:** E. Maimon, D. Bordelon, D. Meadows, C. Sexton, A. Vendrely, S. Estep, M. Bruce, A. Cipra, S. Cervantes, M. Cummings, J. Klomes, J. Radovic-Fanta, N. Warmington-Granston,

1. *Call to Order and Agenda:* The meeting was called to order at 1:05 p.m., with quorum, by Faculty Senate President Muhammad. The additions to the agenda were names of volunteers for committees.
2. *Introductions:* Each senator and guest introduced herself/himself. Faculty Senate President Muhammad concluded her introduction by thanking the senators and university administration for their work during the four years of her term of office.
3. *Administrative Welcome and Updates:*

*President Maimon* began her report by expressing thanks to the faculty in their efforts and a special thanks to outgoing Faculty Senate President Muhammad for her service to the university. President Maimon noted that Faculty Senate President Muhammad always

spoke with a respectful, credible voice to the Board of Trustees and other university community members.

President Maimon stated that we are in trying times with regard to the lack of a state budget. However, GSU is doing well, and it has been recognized. Illinois Secretary of Education Beth Purvis visited campus and was very impressed with what GSU is doing and sees it as a model institution for serving underserved populations. She herself engaged Smart Start students in a discussion of K-12 education. Among the current efforts is participation in a Lumina project focusing on returning adult students. President Maimon also noted the favorable reporting about GSU in a recent *Crain's Chicago Business* article.

President Maimon noted that the programs for freshmen implemented last year have been studied and adjusted based on experiences of students and instructors. She stated that Prairie Place is at 95% capacity for AY15-16.

President Maimon reminded senators that Convocation is tomorrow (Aug. 21) at 3:00 in the Center for the Performing Arts. It will be a festive event and include awarding of Excellence and Baysore Awards, as well as awards to a K-12 teacher and a community college instructor. She also announced two university symposia (Oct. 23, 2015: Civic Engagement; Feb. 26, 2016: Math across the Curriculum).

*Executive Vice President Meadows* thanked the Faculty Senate for inviting him. He stated that he is learning about GSU and its campus, including Prairie Place. He echoed President Maimon's statement regarding Faculty Senate President Muhammad's interactions with the Board of Trustees.

*Provost Bordelon* reported on enrollment data. She noted that there is growth across the board, reflecting the high quality of programs and support for students, which results in high retention rates. As of Aug. 19, the enrollment for Fall 2015 showed: + 10.4% for overall headcount; + 11.7% for overall SCH, including + 14.35% SCH at the graduate level; + 9.78% FTE at the undergraduate level; + 14.35% FTE at the graduate level.

Regarding the new freshmen class, Provost Bordelon reported that there are 222 freshmen. The number of application was approximately the same as last year. Having learned from last year's experiences, support in the form of very clear communication of expectations will be a central part of supporting the freshmen, many of whom are first generation college students. Provost Bordelon shared comparative data on AY14-15 freshmen during Fall 2014 vs. Spring 2015. She highlighted the increase in GPA from fall to spring for all subgroups. In response to a question, Provost Bordelon reported that the fall to fall retention for AY14-15 freshmen was expected to be 58.5%; the exact retention rate will not be known until the census date. She noted that many of those who left were counseled about transfer to community colleges. Provost Bordelon noted that there has been outreach to freshmen applicants who had been accepted by GSU last fall but who attended no college/university.

*Associate Provost Vendrely* reported that applications for the position of General Education Council Director had been reviewed by the General Education Implementation Task Force, and Dr. Maristela Zell has been appointed by Provost Bordelon. An

Associate Director has not been identified. Assoc. Provost Vendrely stated that elections for members of the General Education Council will be held soon, and its first major task is to get the assessment processes up and running.

*Associate Provost Sexton* announced that, after a review of vendors' products, TK20 has been selected for student assessment/portfolios; eventually, TK20 also will be used in faculty evaluation/portfolios. Assoc. Provost Sexton stated that it is hoped that General Education data collection in freshmen and sophomores courses can begin by mid-September. Training will start in September. She stated that, for COE, a LiveText transition to TK20 will be developed.

4. *Bargaining Unit*: UPI Chapter President Sandi Estep stated that the tradition of the UPI Chapter President attending Faculty Senate meetings will be resumed. She noted that no contractual issues could be discussed, but she will share general information. Dr. Estep noted that faculty members should be sure that the Workload forms that faculty members have been asked to sign have been approved by administration above the chair level.

(Administration members left the meeting at 1:50 p.m.)

5. *Faculty Senate and Committee Member Confirmation*: Recommendations of the Executive Committee (Committee appointments require confirmation by Senate, per ByLaws.):

Faculty Senate: CHHS, Donna Calvin; COE, Lynette Danley

APRC: COE, Sandra Gandy

UCC: COE, Glenna Howell; COE, Mazna Patka

EPC: COB, Michael Williams; COE, Megan McCaffrey

IRB, Faculty Senate Appointment: COE, Xiaobo She

IBHE-FAC: Alternate Representative, Dwight Vick

BoT, Policy Monitoring Committee: Shirley Spencer (2015-17), S. Cervantes (2015-17), Alli Cipra (2014-16), Y. Brown (2014-16)

BoT, Academic Affairs Subcommittee: Melanie Ellexson

BoT, Governance Subcommittee: Jalena Radovic-Fanta

University Student Conduct Committee: Steven Wagner; Nicole Warmington-Granston; Marlon Cummings

Cortese made the motion to confirm all of the above appointments; Morris seconded. The appointments were confirmed by unanimous voice vote.

6. *Amendments to Resolution Regarding the Establishment of a General Education Council* (see attached): Senator and Parliamentarian Golland explained that there is a deletion of a single paragraph from the previously approved resolution. Faculty Senate Vice President Cortese explained the reasons for the deletion. Golland made the motion to approve the revision; Geller seconded. The revised resolution was approved by unanimous voice vote.
7. *Approval of May, 2015, Faculty Senate minutes*: Gandy provided several edits for typos. Golland made the motion to approve the minutes with these edits; Cortese seconded. Golland stated that, per Roberts' Rules, voting on minutes does not required presence at the meeting described. The approval of minutes passed with one abstention.

8. *Affirmation of Faculty Senate Standing Rules* (see attached): Cortese made the motion to affirm the Standing Rules without change; Wadhwa seconded. The Standing Rules were affirmed for AY 15-16 by unanimous voice vote. It was agreed that the Executive Committee will examine the current Standing Rules as soon as possible.
9. *Election of Faculty Senate Officers for 2015-2017*: Outgoing Faculty Senate President Muhammad reminded those present that only senators are eligible to vote.

President: Essex nominated Winicki; Tymkow seconded; Winicki accepted the nomination. There were no additional nominations. Paper ballots were cast by senators.

Vice President: Cortese nominated Golland; Falconnier seconded; Golland accepted. Muhammad nominated Brown; Brown declined the nomination. There were no additional nominations. Paper ballots were cast by senators.

Golland withdrew from Parliamentary status, and Cortese served as Parliamentary until the new Parliamentary was elected.

Secretary: Winicki nominated Carrington; Essex seconded; Carrington accepted the nomination. Cortese nominated Morris; Morris declined the nomination. There were no additional nominations. Paper ballots were cast by senators.

Nominees Winicki, Golland, and Carrington left the room. Ballots were counted in their absence. The results of the vote were:

Faculty Senate President: Winicki  
 Faculty Senate Vice President: Golland  
 Faculty Senate Secretary: Carrington

Faculty Senate President Winicki asked Senator Morris if she would accept appointment as Faculty Senate Parliamentary; Morris agreed, with the provision that she be allowed to provide a tutorial on Roberts' Rules. Winicki agreed to the provision. The appointment was approved by unanimous voice vote.

10. *College/UL Caucuses*: Senators caucused according to college. The following senators were selected by their peers as representatives to the Faculty Senate Executive:
- COB: Stephen Wagner
  - CHHS: Donna Calvin
  - CAS: Rashidah Muhammad
  - COE: Lynette Danley
- As the only senator from University Library, Linda Geller is also a representative to the Faculty Senate Executive Committee.
11. *Announcements from Standing Committees*: It was announced that the first meeting of UCC will be August 24. The committee will be considering new submissions. Meetings days of additional committees were announced (APRC Wednesday, EPC 2<sup>nd</sup> and 4<sup>th</sup> Thursday, Graduate Council 1<sup>st</sup> and 3<sup>rd</sup> Thursday). Winicki reminded new senators that all senators must serve on a standing committee.

Adjournment: 3:05 p.m.

Next meetings:       Executive Committee, September 3, 1:00 to 3:00 p.m., Library Conference Room (D2417)  
Faculty Senate, September 17, 1:00 to 3:00 p.m., Hall of Honors  
(tentative; might be moved to G227)

Respectfully submitted,

Mary Carrington  
Faculty Senate Secretary

Attachments:

- Amended Resolution Regarding the Establishment of a General Education Council
- Faculty Senate Standing Rules AY15-16
- Report from UCC (Parin)

**A RESOLUTION**  
*regarding the establishment of a*  
**GENERAL EDUCATION COUNCIL**

**Whereas** the General Education Implementation Task Force (GEITF) was charged, in part, with recommending to the University Faculty Senate a scheme for the creation of a permanent body charged with duties similar to or exceeding its own; and

**Whereas** the GEITF has consulted with various stakeholders in the implementation of the General Education curriculum;

**Now, therefore be it Resolved** that there shall be established, as a joint affiliation between the University Faculty Senate and the Office of the Provost, a General Education Council (GEC), composed of faculty members, administrators and others; and

**Be it further resolved** that membership on the GEC shall not constitute membership in any other council or committee affiliated with either the University Faculty Senate or the Provost's Office; and

**Be it further resolved** that the charge of the GEC shall be to provide guidance and oversight to the General Education Program and Faculty Senate Standing Committees tasked with curriculum and program changes at Governors State University, including:

1. Policies and procedures for admissions criteria and placement into SmartStart or any successor programs;
2. Inclusion of courses into the General Education curriculum in full cooperation with appropriate Faculty Senate committees;
3. Facilitation of Illinois Articulation Initiative (IAI) course approvals;
4. Review of program outcomes and courses for General Education Student Learning Outcomes in full cooperation with appropriate Faculty Senate committees;
5. Assessment of General Education Student Learning Outcomes oversight;
6. Development of new faculty, especially those teaching First Year Seminar or any successor curricula;
7. Interaction with support services;
8. Facilitation of Learning Communities;
9. Organization of support and review initiatives, including but not limited to small grants and service learning projects;
10. Suggestion of changes or updates to General Education-related policies and procedures in full cooperation with appropriate Faculty Senate committees; and
11. Coordination of General Education program assessment; and

**Be it further resolved** that the composition of the GEC shall be as follows:

1. One faculty member per college and the library, to serve staggered two-year terms, elected in the same manner and at the same time as members of the standing committees of the University Faculty Senate;
2. One additional faculty member per Division within the College of Arts and Sciences, each appointed to staggered two-year terms by the respective Division Chair, with experience or expertise in teaching first- and second-year students;
3. The Provost of the University (or designee with faculty rank);
4. The Dean of the College of Arts and Sciences (or designee with faculty rank);
5. The Director of the University Honors Program (or designee with faculty rank);
6. The University IAI coordinator (or designee);
7. The Cohort advisor (or designee);
8. The Chairperson of the University Curriculum Committee (or designee); and
9. The President of the University Faculty Senate (or designee, with the recommendation that the Faculty Senate Vice President be so designated);
10. A Representative elected by and from CASLO; and

**Be it further resolved** that the GEC shall be led and chaired by a Director of General Education, with the active assistance of an Associate Director of General Education; that each shall receive non-teaching course release for such service that meets, but does not exceed, the maximum allowed for faculty to remain in the Union Bargaining Unit (presently 11 credit hour equivalent); that each shall receive summer compensation appropriate for the amount of time necessary to perform such duties as extend beyond the contract dates specified in the GSU-UPI Contract (presently June 7<sup>th</sup> to August 8<sup>th</sup>); that neither shall simultaneously receive course release time for program coordination or for service as an officer of the faculty senate or recognized union; and that each shall meet the following qualifications unless waived triennially by the Faculty Senate:

1. Tenured appointment in an academic division or academic department of the University; and
2. Membership in the Faculty Senate; and

**Be it further resolved** that the candidates for the Director and Associate Director shall apply for the respective positions after discussions with their Chairs and Deans; that a slate of candidates shall be reviewed by a search committee comprised of the membership of the General Education Council, and approved by the Faculty Senate; that the Provost shall appoint candidates from the slate to the respective positions; that terms for Director and Associate Director shall be for three years and may be re-elected to serve no more than one additional term; that in the case of a vacancy another search will commence; and that the GEITF may fill the role of the General Education Council if the Provost finds that appointments must be made prior to the initial constitution of the GEC; and

**Be it further resolved** that the Director of General Education shall hold non-voting membership on the Faculty Senate Executive Committee; that the Associate Director may attend meetings of the Faculty Senate Executive Committee on behalf of the Director; and that the Faculty Senate shall forthwith adjust its bylaws accordingly; and

**Be it further resolved** that the GEC shall meet at least monthly during the Unit A contract year (presently August 8<sup>th</sup> to June 6<sup>th</sup>) and report regularly to the University Faculty Senate and Office of the Provost.

Approved in Faculty Senate May 21, 2015.

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[signed]

Barbara Winicki  
Secretary, University Faculty Senate

Approved as Amended in Faculty Senate August 20, 2015.

Mary Carrington  
Secretary, University Faculty Senate



**GOVERNORS STATE UNIVERSITY  
FACULTY SENATE STANDING RULES**

**Articles:**

**I. Rules of Procedure.**

**II. Senate Committee Structure.**

**III. Records.**

**ARTICLE I. RULES OF PROCEDURE**

**SECTION 1**

- A. The rules of procedure for the meetings of the Faculty Senate, except as may be otherwise specified in the Senate Bylaws, shall be those of Robert's Rules of Order, Newly Revised.
- B. All definitions in the Standing Rules shall reflect those definitions set forth in the Bylaws.
- C. All motions, except as may be otherwise specified in the Bylaws or Standing Rules, shall be determined by a simple majority of the votes cast.
- D. Election of officers of the Senate shall be by secret ballot during the first Faculty Senate Meeting of the academic year during which a new term of office begins. Officers, even if no longer serving as senators, will hold their offices through the election of their successors. The Faculty Senate Parliamentarian and one Faculty Senate officer will count ballots, with at least one outside observer. For contested elections, each candidate may appoint one observer. In the event of a tie, a revote shall be recast immediately and repeated until a winner is determined.
- E. Each academic voting unit eligible under the provisions of Article III of the Bylaws shall elect its Senate Executive Committee member from among its elected faculty senators present at the first meeting of the academic year.
- F. Senators may not speak more than 5 minutes at a time, unless additional time has been scheduled on the agenda. If the Senator goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Senator requests additional time, an exception may be approved by a majority vote of Senators present.
- G. Announcements and Reports from Guests shall be limited to no more than 10 minutes per person, unless additional time has been scheduled on the agenda, upon which the floor shall be opened for discussion. If the Guest goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Guest requests additional time, an exception may be approved by a majority vote of Senators present.
- H. At the discretion of the Faculty Senate President, Guests, other than the Provost or their designee, wishing to report to the Faculty Senate may be asked to provide a one-page summary of their presentation to the Executive Committee, and the Guest shall be present

to answer questions at the Faculty Senate meeting for which their item is placed on the agenda.

## SECTION 2

- A. The President shall set the order of business at each regular meeting of the Senate. The recommended order of meetings is the following, and the order of business may be altered upon simple majority of Senators attending:
  - a. Call to order by presiding officer
  - b. Approval by vote of the agenda, and communications to the Senate from Senators
  - c. Approval by vote of previous minutes
  - d. Action items
  - e. Announcements by the Senate President, excluding Executive Committee reports
  - f. Announcements including correspondence accepted without vote
  - g. Unfinished old business
  - h. Receive any reports of all committees
  - i. Receive any report of the Executive Committee
  - j. New business
  - k. Announcements and Reports by the University President, Provost, or their designee
  - l. Comments and recommendations
- B. Order and adjournment is called by the presiding officer.

## SECTION 3

The Senate shall appoint Ad Hoc or Task Force committees to consider subjects not already assigned to Standing Committees of the Senate. These Committees shall be terminated when the specific task or objective is completed. The Faculty Senate shall reaffirm their duties no later than the end of the Senate year by a majority vote. Reports of actions taken by the Senate, including its Committees, shall be included in the Senate record.

## SECTION 4

New Standing Rules of the Senate and Amendments to these rules may be voted upon by a simple majority vote, provided that the amendments have been presented in writing to the Faculty Senate President six days before a regular meeting of the Senate Executive Committee. New Standing Rules or Amendments shall be considered for inclusion in the agenda for either of the next two meetings of the Faculty Senate.

## SECTION 5

The Senate President has the discretion to invite any person to attend a Senate or Executive Committee meeting and to speak within limits set by the Senate. Guests do not have voting rights. If the presence of a guest is disruptive or a hindrance to the order of business, or limits the discussion by Senators due to the nature of the topic, the Senate President or designee, acting on behalf of the Senate, has the discretion to ask the guest to leave.

## SECTION 6

- A. The University President, Provost or their designee shall meet with and provide written reports to the Executive Committee for consideration by the Faculty Senate. The Provost, as the chief academic officer, or their designee, is a liaison between

Administration and the Faculty Senate, and therefore is extended the privilege of floor rights, but does not have voting rights.

- B. As stated in the Bylaws, Art. 6, Sec. 7(A), all current Senators shall have floor rights at Senate meetings. Floor rights for Guests in attendance may be extended at the discretion of the voting members of the meeting. Floor rights are conferred without vote if the Guest is placed on the agenda.
- C. Floor rights provide the right that a Senate or Guest may speak when acknowledged by the Senate President or Presiding Officer.

#### SECTION 7

The Senate and its Executive Committee have the right by its simple majority vote to go into executive session. When an executive session is approved, all guests must leave the meeting place unless particular guests are invited to stay by simple majority vote.

#### SECTION 8

The Bargaining Unit President or their designee may meet with and provide written reports to the Executive Committee for consideration by the Faculty Senate. The Bargaining Unit President, as representative of the faculty's interests as a collective bargaining group, or his/her designee is a guest of the Faculty Senate, and extended the privilege of floor rights, but does not have voting rights.

#### SECTION 9

The Senate may periodically request written or oral reports from Committees to update the Senate on its work.

#### SECTION 10

The Senate President shall prepare the agenda of each meeting and circulate a draft to the Senators no fewer than 48 hours prior to the meeting, together with electronic copies of the minutes of the last preceding regular meeting and of any intervening special meeting, and any written reports from Standing, Ad Hoc, or Task Force Committees.

#### SECTION 11

Senators participating via teleconference or videoconference, by a majority vote of Senators present, shall be considered present and in attendance for purposes of determining the existence of a quorum and any vote on motions.

#### SECTION 12

Meeting Minutes for Faculty Senate, and its Standing, Ad Hoc, and Task Force reports and minutes shall be housed electronically on the Faculty Senate website.

### **ARTICLE II. SENATE COMMITTEE STRUCTURE**

#### SECTION 1

Each Standing Committee, with the exception of the Executive Committee, shall be composed of at least seven (7) regular members with one representative from each College, one member from the Library, and two At-Large.

#### SECTION 2

The membership of Standing Committees may include faculty other than persons currently serving as Senators, but only a Senator shall be eligible to chair such a committee without the authorization of the Faculty Senate by two-thirds (67%) majority of the entire Senate.

#### SECTION 3

All Standing Committees may add to their membership (consistent with the Bylaws, and with the recommendation of the Executive Committee and approval of the Faculty Senate) nonvoting resource personnel on the basis of their position, interest, expertise, or membership in a particular sector of the University community. Committees may add resource personnel on either a continuing or an ad hoc basis depending on the issues before the committee.

#### SECTION 4

With approval of the Executive Committee, a Standing Committee Chair may request a temporary increase in voting membership of the Committee, certified yearly by the Faculty Senate. The request and certification shall occur during the spring semester prior to the call for nominations. Incumbency of membership on standing committees, with the exception of the Executive Committee, shall be for staggered terms of two years.

#### SECTION 5

- A. The Executive Committee and the Senate Officers are subject to the orders of the Senate and none of their acts shall conflict with action taken by the Senate.
- B. Although the Executive Committee does not have the responsibility of initiating Faculty Senate action, it shall have the responsibility of developing long-range plans for Faculty Senate activities.

#### SECTION 6

Regular meetings of the Executive Committee shall be scheduled at least once a month when Faculty are on-contract.

#### SECTION 7

The Parliamentarian may be from the Faculty as defined in Article I of the Bylaws, and may also simultaneously be a Senator. Upon appointment to Parliamentarian, their Senatorial seat shall not be declared vacant. The role of the Parliamentarian is advisory only, unless the individual is a Senator.

#### SECTION 8

Faculty Senate shall have two representatives to the Planning and Budget Advisory Council (PBAC) that will serve for a yearly term. In August, a slate of candidates shall be drawn from nominations of Senators, including those who may not be present. In the September meeting, the Senate shall vote by secret ballot on the nominee slate and the candidates with the top two numbers of votes shall serve. In the case of a tie amongst the two top candidates, both vacancies shall be deemed filled. In the case of a tie amongst the second vacancy, the tied candidates for the second vacancy will hold a run-off election held during the September meeting. Secret

ballots shall be counted by the Parliamentarian and a Faculty Senate officer, or their designee, neither of whom is being considered for one of the Senate representative positions on PBAC.

### **ARTICLE III. RECORDS**

#### **SECTION 1**

The Standing Rules adopted for the current academic year shall be accessible online,, replacing previous versions.

#### **SECTION 2**

Previous versions of Standing Rules shall be archived online and accessible to the University.



**UNIVERSITY CURRICULUM COMMITTEE  
UCC Report Submitted to Faculty Senate for August 20th, 2015**

UCC is happy to be back and reviewing curriculum for this academic school year.

**UCC will continue to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays from 1:00 – 3:00,  
in the BPA Conference, Room G262.**

**The first UCC meeting for the 2015-2016 ASY will be on Monday, August 24th.**

**I.** UCC would like to take the time to welcome three new members to the committee: Dr. Ellie Walsh, Dr. Mazna Patka, and Dr. Cynthia Romanowski

**II.** Dr. Joong-Wong would like to remain on UCC and continue as a non-voting ex-officio member.

UCC will vote on Dr. Joong-Woong as a non-voting ex-officio at the first UCC meeting.

**III.** UCC will begin reviewing new submissions at its yearly initial “kick off meeting” on August 24th.

**IV.** The UCC submission and review process will remain the same this year.

UCC cover / signature forms and the Faculty Senate approved syllabus format may be found on online.

Final signature forms and all materials for UCC review should be submitted, simultaneously, to both:

**UCC email at [UCC@govst.edu](mailto:UCC@govst.edu) (electronic copy) and Provost Office (paper copy)**

\*All documents submitted for review to UCC should be saved as an editable word document. This will help to expedite the UCC review process. (With the exception of the cover / final signature page which may be submitted as an uneducable document).

If there are any questions please contact:

UCC at [UCC@govst.edu](mailto:UCC@govst.edu) & Prof. Parin at [bparin@govst.edu](mailto:bparin@govst.edu)

UCC hopes everyone had a delightful summer, with time to complete research, and enjoy some free time with family and friends.

Best wishes for a healthy and happy ASY, UCC

UCC Report completed by: Beth Parin