

Minutes of the Meeting of the Faculty of Arts and Sciences

April 4, 1989

Dean Lutzer called the meeting to order at 3:34 p.m. in Rogers 100.

Announcements

1. The Dean announced that approval of the minutes of the March 14th meeting will be deferred until the May meeting.
2. Dean Lutzer introduced the new Student Association liaison person, Katie Wilson. The Student Association is circulating a safety survey. Ms. Wilson urged the faculty to complete it.
3. The Dean read a memo from Sharon Reed of the Registrar's office explaining that the Scantron grade-report forms recently sent to faculty were samples. The real forms will have students' names preprinted on them. Also, the final due date for graduating seniors' grades announced in an earlier memo was wrong: The real due date is Thursday, May 11th at noon.
4. Mr. Haulman (Dean of Undergraduate Studies) reviewed recent changes in pre-registration procedures designed to ease the problem of disenrollment: Classes will be scheduled more evenly through the day. In addition, a new pre-registration form will allow students to specify their first- and second-priority courses. Department chairs will soon receive printouts showing first, second, and no-priority choices broken down by class and major/nonmajor status. This information can be used as departments see fit to specify disenrollment guidelines. Dean Haulman answered several questions: Mr. Johnston asked if indicating minors on the form had been considered. (No, but that can be tried later if the present system works.) Mr. Willis asked if the system could handle complicated departmental requests for enrollment priorities. (Yes, for parameters included on the form.) Mr. Finn, Mr. Haulman, and Mr. Coleman then commented on the problem of "game-playing" by students who declare bogus concentrations (or minors) to get into key courses. Mr. Coleman (Director of Academic Advising) said he is monitoring the problem and will take action as indicated.

Reports of Administrative Officers

The Provost

Provost Schiavelli reported on budget matters. Regarding graduate student aid, there will be increases next year in the stipend for teaching assistants (from \$5300 to \$5600) and in funds for hourly wages and scholarships. The types of graduate aid (but not the total amounts) have been redistributed across schools to allow more sensible funding. Arts and Sciences (A&S), for example, will have more for assistantships but less for scholarships. A large fraction of the new aid will be dedicated to new programs at the discretion of the Dean. It is unlikely that there will be similar increases in the future. The administration plans to set in place funds this year that can be shifted to new faculty positions next year. Mr. Schiavelli estimates this will amount to 10-20 new positions over two years. He anticipates that departments will be able to recruit next year (1989-90) for the following year. A goal is to greatly reduce or eliminate the teaching of lower-division courses by part-time faculty. The 6% increase in tuition, room and board next year will be among the lowest in the state. Only the room fee will go up; there will be no increase in the board fee or the athletic fee. Before closing, the Provost invited questions. Mr. Meyers asked how many new teaching-assistant positions would be created (answer: 6 or 7) and whether shifting more teaching assistantships to A&S implies that graduate students will do more undergraduate teaching (answer: no).

Committee Reports

Nominations and Elections Committee

Mr. Kiefer presented to the faculty the names of nominees for the Academic Status Committee (2 positions), the Educational Policy Committee (4 positions and the Chair), the International Studies

Committee (3 positions and a semester replacement for Ms. Houle), and the Procedural Review Committee (2 positions). For each position, Dean Lutzer asked for nominations from the floor before receiving motions that nominations be closed. There being no further nominations, Mr. Kiefer and the Committee collected the ballots and left the room to count the votes. Sixty-two faculty members voted.

Later in the meeting, Mr. Kiefer and his Committee reported these election results:

Academic Status Committee: R. Smith (Government), E. Themo (Sociology)

Educational Policy Committee: I. Bohl (Philosophy), I. Charles (Physical Education), W. Davis (English), I. Kane (Physics); chair: D. Ventis (Psychology)

International Studies Committee: R. Barry (Economics), M. Fowler (Philosophy), M. Mathes (Biology); replacement for M. Houle: D. Baxter (Government).

Procedural Review Committee: L. Doverspike (Physics), C. Walker (History).

Faculty Affairs Committee (FAC)

Mr. Finifter made these announcements:

1. FAC has consulted with Dean Lutzer about space "crises" in Washington Hall and the library. Compromises will be made.
2. The Dean has announced procedures for monitoring gender equity in faculty salaries and commissioned a study of the present A&S salary structure. The results (reported by the Dean at the last faculty meeting) show no evidence of salary discrimination by gender.
3. FAC continues to study departmental merit evaluation procedures and will someday report on this matter to the faculty.

Faculty Assembly

Mr. Selby (President) reported that the Assembly is still setting precedents and gathering information (though not in that order). There have been these developments:

1. The Assembly received its first report, from the College-wide Energy and Environment Committee, which urged undertaking an environmental survey of college properties to supplement the Master Plan.
2. The Assembly heard the first part of a two-part report on graduate education. Dean Sadler reported on the amenities of graduate life. Provost Schiavelli will discuss budgetary aspects of graduate education at the next meeting.
3. A&S representatives introduced a constitutional amendment pursuant to the enabling resolution passed by the A&S faculty last fall. In caucus, the A&S representatives expanded the original resolution to propose that caucus, stipulating that the following article be substituted for the present Article VI:

Each faculty shall determine who is a voting member of that faculty. Every voting member of a faculty is eligible to vote for Assembly representatives from that faculty. Voting members of more than one faculty may vote in only one faculty.

The proposed amendment will be put to a vote next month, in accord with the (new) Assembly precedent of holding any proposed amendment at least one meeting.

Dean Lutzer noted that the Assembly Committee on Committees has not yet decided how it will handle the matter of College-wide committees. In the meantime, he (Dean Lutzer) will send a memo requesting faculty volunteers for A&S and university committees.

Educational Policy Committee (EPC)

On behalf of EPC, Mr. Meyers read this statement to the faculty regarding reporting of grades:

Like a number of other groups and people on campus, the Educational Policy Committee has been interested in resolving recent problems with the reporting of course grades to students. The Committee has reviewed previous faculty concern with this problem and draws the Faculty's attention to a statement adopted by the Faculty on December 2, 1986, in conjunction with a schedule for reporting grades for the fall Semester, 1986, to the Registrar's office. The faculty resolved on 2 December 1986 that "the members of the Faculty of Arts and Sciences recognize an obligation to meet those deadlines and pledge ourselves to make every effort to do so." In the judgement of the Educational Policy Committee this resolution applies in spirit every semester, and we have this understanding to the Dean of the faculty. The Committee has also reviewed other, administrative ways of speeding the reporting of grades to students. It concurs in the use of a Scantron machine to process grades. It also concurs in the establishment of a mark to be used by the Registrar on grade reports to students indicating that a particular grade has yet to be turned in to the Registrar's office. Finally, it concurs in the mailing of grades by a particular date to insure their timely delivery to students even if individual reports lack a grade or grades yet to be reported.

Mr. Meyers noted that FAC concurs in this statement. There was no discussion.

Mr. Meyers then turned to the state-mandated Assessment of Student Outcomes. At the February faculty meeting, he said, an important question was raised: By what authority are members of the faculty being asked to cooperate with the assessment program? Although the assessment procedures discussed at that meeting had been endorsed by both FAC and EPC, the question in question sought an internal legitimacy that can only be established through endorsement by the faculty itself. EPC takes the question seriously and urges the faculty to adopt the following five-part resolution:

1. *That the Steering Committee should continue to oversee the assessment process, being careful to observe the faculty's usual governance procedures for recommendations which may have curricular impact in Arts and Sciences and to respect recognized tenets of academic freedom and the rights accorded members of the academic community;*
2. *that the Steering Committee should have representatives from those academic units of the College with undergraduate programs, namely, Arts and Sciences, Business, and Education as well as from the administration;*
3. *that the document entitled "Statement of Purpose, Principles, and Structure for Student Assessment," prepared by the Steering Committee and circulated with the agenda for the February 6th meeting of the Faculty, is endorsed by the Faculty;*
4. *that the state-mandated general education assessments and concentration assessment programs be operated in 1988-9 as pilot programs under the guidelines created by the Steering Committee, that these two programs be reviewed and modified if necessary in the light of the 1988-9 experience, and that the final documents be returned to the Faculty for review and endorsement; and*
5. *that the Faculty of Arts and Sciences endorses the proposed catalog copy circulated with the agenda for the February 6 meeting of the Faculty.*

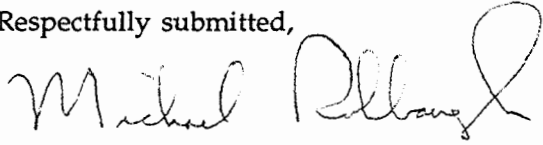
There was no discussion of the resolution. The Faculty approved it unanimously by voice vote.

New Business

Dean Lutzer called for new business but heard none. Mr. Kiefer's committee, having conducted a run-off election to break a tie, had not yet returned with the election results. To bide time, the Dean opened the floor to free-form discussion. What would the faculty like to bring up? Mr. Johnston asked about personnel evaluations for administrators: Are the procedures standardized or left up to the evaluation committee? The Dean said he was aware of no fixed procedures that committees must follow. Provost Schiavelli explained that a document entitled Policy and Procedures for Evaluating Teaching and Research Administrators, adopted in 1974 and revised in 1986, requires an annual evaluation by an administrator's immediate superior; the committee evaluation supplements this annual evaluation.

The election committee returned, and the meeting adjourned informally at 4:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Michael Rohrbaugh". The signature is written in dark ink and is positioned below the text "Respectfully submitted,".

Michael Rohrbaugh
Secretary to the Faculty of Arts and Sciences