

MINUTES
Meeting of the Faculty of Arts and Sciences
1 November, 1994

The meeting was called to order by Dean Lutzer at 3:32 PM and the minutes of the meeting of 4 October, 1994 were approved as distributed.

ANNOUNCEMENTS

After the usual imperatives on voting eligibility in Faculty meetings and the scheduling of final exams (except for lab exams no final examinations are allowed in the last week of class), Dean Lutzer reported on the budget initiatives submitted to the state, in priority order:

- a) Implementing the new curriculum
- b) Technology in teaching
- c) Economic outreach
- d) Maintenance

He also reported that in the fall semester, Freshman seminars enrolled 773 freshmen in 56 seminars. That represents an average section size of just less than 14 students, and only five of the seminars had fewer than ten students.

REPORTS OF ADMINISTRATIVE OFFICERS

Provost Cell reported that the President has reviewed the Strategic Plan and made only one change: the renaming of the "Natural Science and Technology Cluster." The document has now been sent on to the Board of Visitors for action on 10 November.

An "Implementation Committee" to oversee whatever is not purely faculty business will be formed, most likely from the Strategic Planning Committee and the Faculty Assembly, most likely supplemented by others.

A budget amendment regarding planning funds for the expansion of Swem Library has been submitted to the state.

The State Council will push for system-wide salary increases and the restoration of budget cuts.

In accordance with its research mission, Swem Library will be open from 10 AM to 5 PM on 28, 29, and 30 December this year -- use it or lose it!

Professor McCord asked whether the new travel guidelines regarding only two non-presenters attending meetings could have exceptions for interviewing, etc.

Provost Cell responded that the administration will have to make such recommendations and they will have to go through new procedures.

Professor William Hausman noted that the President has delegated the \$500. limit to the chairs.

Provost Cell pointed out that each part of the travel memo has different procedures.

Dean Lutzer added that some coordination will be necessary when planning for meetings such as the MLA where several departments send people.

Professor Becker suggested that the use of satellite society meetings as a destination might solve some problems.

The Dean and Provost both responded affirmatively to such creativity.

REPORTS OF COMMITTEES

Faculty Affairs Committee

Professor Chappell announced that a report would be presented at the next meeting.

Professor Conlee inquired regarding the issue of deadlines for tenure appeals.

Dean Lutzer explained that the question under discussion was whether there was to be a date for a cutoff of what has to be considered in order to avoid a procedural violation. There is no date established as yet, and the Provost always has the right to reopen a case.

Retention, Promotion and Tenure Committee

Professor St. Onge reviewed the highlights of documents distributed last month:

1. Statistics on actions taken during 1993-94
2. Discussion of the timing of promotion to Full Professor
3. The need to have a reserve of past members available to fill in to have a large enough voting group when some current members must abstain.

Educational Policy Committee

Professor Tracy called the Faculty's attention to several pressing issues:

1. In order to keep the new curriculum on track, the GER documents must come in by 15 November to have a reasonable time for resource assessment.

2. The evaluation of two pilot projects of 3 to 4 credit conversion in Music and Art and Art History was proceeding.
3. The EPC is working with the Assessment Office to produce an assessment instrument for the freshman seminars, which can then serve as a model for the assessment program of the new curriculum. Since no comments have been received on the draft of the document since it was distributed, the EPC has decided to call for a vote at this time so that the form and procedures can be tested this fall. He then moved the adoption of the procedures and form circulated in the October report of the EPC.

Professor Thomas Finn asked whether it was necessary to complicate life apart from departmental procedures.

Professor Robert Johnston added that it was naive to think that students can separate evaluation of the program from evaluation of the faculty member.

Professor Kreps provided some background of the development of the separate document as a way of responding to the state's assessment concerns. The present form can be completely anonymous as regards who was teaching, and sampling will be random and anonymous.

Professor Tracy added that the intent was to reduce the load on the faculty.

Professor Finn asked whether this meant that the EPC or the Assessment Office would pick them up.

Professor Kreps: "Yes."

Professor Kennedy proposed a change to a detail in the text of the document which was accepted as a friendly amendment.

The motion passed by a voice vote.

Library Committee

Professor Derks summarized the annual report of the Library committee, emphasizing the 9.3% increase in the Arts and Sciences book allocation and the 11% rise in serial costs.

Professor Willis asked how the abolishment of several graduate programs would affect formula funding.

Professor Derks answered that it is important to maintain a balance.

Professor Willis said that he had heard that the state had abandoned those formulae.

Professor Derks responded that he had not heard anything official to that effect, and that the Committee will proceed cautiously.

Provost Cell interjected that we have not been funded according to the formulae for four years, but that we have an assurance from the State Council that dropping MA programs will not reduce library budgets. The state will reconsider its formulae soon, though, since they are very old and make absolutely no sense.

Professor Conlee asked whether we had recovered from the time when the library budget was seriously cut three or four years ago.

Professor Derks expressed his feeling that the recovery was still going on and that there was some backlog of orders.

Provost Cell added that the College is trying to fund at 99% of the guidelines, but that items missed in past years still leave holes in the shelves.

Professor William Hausman asked whether the committee had addressed the outrageous increases in subscription prices -- is there nothing we can do?

Dean Lutzer suggested that we can switch to electronic media and microforms for journals which are primarily archival to save both budget and storage space. This ended the discussion of the Library Committee's report.

Dean Lutzer then stressed his intention to do GER assessment with the idea that the curriculum is communal property -- the Math GER, for instance, is not for the Math Department, but for all.

The meeting was adjourned at 4:27 PM.

Respectfully submitted,


James R. Baron

Secretary of the Faculty of Arts and Sciences