

MINUTES  
Meeting of the Faculty of Arts and Sciences  
6 December, 1994

The meeting was called to order by Dean Lutzer at 3:34 PM.

In response to the call for approval of the minutes of the previous meetings, Professor Gary DeFotis rose to request the correction of a statement attributed to him on page 6 of the minutes of the meeting of 18 October, 1994, that the following text:

"Professor Gary DeFotis stated that the problem remains always to act in accord with the democratic process in such sensitive matters.:

be changed to:

"Professor Gary DeFotis stated that simple democratic vote in sensitive matters was not necessarily the best way to proceed; for example, some areas had more faculty than others, and should a decision on cutting programs depend on that?"

The minutes of the meeting of 18 October, 1994 were then approved as corrected and the minutes of the meeting of 1 November were approved as circulated.

#### ANNOUNCEMENTS

Dean Lutzer emphasized the deadline for fall semester grade sheets, announced a reception at the Dean's office, presented a list of items due early in the second semester, and encouraged the Faculty to apply for the experimental teaching enhancement project.

Professor Lawrence Wiseman reminded the Faculty that the preliminary report of the Self Study is on WAMI and has been distributed to the chairs; comments should be submitted by early January.

#### REPORTS OF ADMINISTRATIVE OFFICERS

President Sullivan reported on recent developments in Richmond. Thursday's announcements of a tax cut bill and a freeze on state employment left many details undetermined, and no

operating procedures have been presented yet. On the 19th of December the Governor will announce his entire budget package -- there are nothing but rumors at this point.

Regardless of the impact of the freeze, our efforts at hiring must take into account what we said we would do in the restructuring proposals.

Professor Axtell asked whether the state's college presidents had any influence with the Secretary of Education? She doesn't seem to understand how universities operate.

President Sullivan responded that the presidents did not have as much influence as they would like and that sometimes they are treated as just another special interest group -- they need the support of a business council.

Professor Axtell asked whether the legislators were concerned about our 43rd ranking in expenditures for higher ed.?

President Sullivan answered that there is recognition of the situation, but he can't promise that it means anything. He then assured the Faculty that he wants to achieve the goals of the strategic plan and thanked them for their participation in the process and the good discussion of the issues. He also encouraged all to have a great holiday and not to worry about Richmond too much, but to watch the papers on December 20th.

Provost Cell reported on plans to convene, early in the new year, a committee to oversee implementation of the Strategic Plan. Membership of this committee would consist of:

- The Provost and VPs Jones, Merck, and Sadler
- The Deans of the Faculty of Arts and Sciences, the professional schools, and the university libraries
- The Executive Committee of the Faculty Assembly which, when necessary to ensure that there are never fewer than two faculty members on the implementation committee who were also on the Strategic Planning Committee, will be augmented by two faculty members who served on SPC. These additional two members will, if possible, be former officers of the Executive Committee, and one will come from Arts and Sciences, the other from one of the professional schools.

Ms. Gretna Smith, Director of Personnel Services  
Four students: two undergraduates, two graduates students, one of whom will come from Arts and Sciences.

She also discussed moves to make doctoral stipends nationally competitive in the Fall Term of 1995. The graduate student budget is to be distributed before Christmas.

The library will be open over Christmas during the day on the 28, 29, and 30th of December; other office schedules will be announced by VP Merck.

Provost Cell also seconded Dean Lutzer's statement that the Teaching Portfolio Project was an important initiative.

Professor Axtell requested and received clarification of the representation arrangements for the committee to oversee implementation of the Strategic Plan. There was a further question about whether incoming graduate students would get more than those already here.

Provost Cell responded that attempts would be made, as much as possible, to raise all stipends.

## REPORTS OF COMMITTEES

### Nominations Committee

Alan Ward placed in nomination for 2 full 3 year positions on the Faculty Affairs Committee the following:

Mark Fowler  
Jack Willis  
Robert Archibald  
Philip Funigiello

Dean Lutzer called for nominations from the floor; there being none, it was moved, seconded, and carried by voice vote that the polls be closed. The faculty members were instructed to vote for 2, ballots were collected, and the committee withdrew to count the results.

### Faculty Affairs Committee

Professor Miles Chappell reported that his committee had made nominations to the Provost for a replacement for Linda Reilly on the Dean's Search Committee and that Marlene Jack of the Department of Art and Art History was selected.

The FAC also considered concerns raised about the procedures of the Retention, Promotion, and Tenure Committee arising in

part from differences in tenure expectations among departments and between departments and the committee. The Faculty Affairs Committee recommended that the Dean of Arts and Sciences:

- A) Continue the Dean's practice of explicitly informing candidates of the general criteria through such means as interviews, letters, contracts, and periodic group meetings.
- B) Encourage strong, candid interim reviews.

Still being discussed are related calendar matters: timing of interim reviews and deadlines or cut-off dates for dossiers for persons being considered for tenure.

The Faculty Affairs Committee has also considered concerns raised by the problem of spousal appointments, a difficult problem and a situation arising with greater frequency. The committee recognized that each case is individual and that it is not in the interest of the university to establish blanket policies, but recommended as guidelines that spousal appointments be considered if it is both in the interest of and desired by the unit or the 2 units concerned.

Reporting on the Faculty Assembly, Professor Chappell announced:

The proposal from the inter-faith council regarding religious observances has been sent to the Calendar Committee which will report to the Assembly.

The smoke-free policy, proposed at the May, 1994 meeting, is being reformulated and will be presented to the Assembly in 1995.

Sexual harassment policy draft #4 has been distributed to the Assembly and will be discussed in 1995.

Professor Gary DeFotis asked why spousal appointment issue has any relevance if they are both credentialed candidates.

Professor Chappell responded that it becomes a problem when one department has to make room for someone when there is no search going on.

Professor Funigiello asked how this could be done in an era of shrinking budgets.

Dean Lutzer commented that sometimes it is not possible.

Moving from Faculty Affairs to liaisons, Professor Chappell introduced Professor Rublein's report of the Liaison Committee to the Board of Visitors.

Professor Rublein reported that the request of 4 October to convey the resolution to delay the cuts in MA programs had been carried out and that the resolutions were conveyed in writing to the Board of Visitors.

#### Faculty Compensation Board

Professor Haas reported on the continuing dissatisfaction of the Board with their lack of an effective role. He also discussed the plummeting salaries of all Virginia institutions relative to their peer groups. Changes in state contributions have also had a negative effect on the Optional Retirement Plans.

The Board has also discussed the recurrent question of returning administrators' salary levels and other benefits issues.

Professor Tiefel asked that the Faculty Compensation Board address the problem of the situation of spouses of those who die in service.

Professor Haas replied that the need to provide information on these sorts of problems, even though they can't set policy, and that they hope to create a newsletter for such information.

Professor Rublein asked whether there is a premium increase involved in the addition of the autologous bone marrow transplant coverage.

Professor Haas answered that Trigon only administers the program, and that he was not aware of any plans to increase fees.

He then added that we need to beware of attempts to solve the problem of our relative salary positions against our peer groups by changing the peer groups.

Provost Cell said that the State Council hopes to have new peer groups established by next fall, but they have been missing deadlines lately.

Professor Alan Ward asked why they are changing peer groups.

Provost Cell explained that they are reviewing a number of policies which haven't been reviewed for some time, such as space guidelines -- the impact of using computer simulation instead of hands-on laboratories for sciences courses, etc.

Dean Lutzer suggested that the Faculty Compensation Board adopt the problem of benefits to the spouses of those who die in service as an issue which must get fixed and provide the institutional memory to continue the pursuit of changes.

Professor Tiefel asked whether we are dealing to ensure appropriate peer groups.

Provost Cell deferred to Professor Slevin, who stated that a considerable amount of horse trading has been going on over an expanse of time; in the past provosts have been quite effective in getting appropriate peer groups.

Provost Cell added that the State Council has its guidelines for peers but little time to act on schedule.

Professor Kreps commented that if the established methodology stays in place, there shouldn't be a big problem.

Provost Cell: by the guidelines such as Ph.D. production and funded research we should be in a stronger position.

Professor Lawrence Wiseman noted that qualitative considerations have not been adopted, as are in our own internal peer grouping.

Dean Lutzer then announced that the following had been elected to 2 full 3 year terms on the Faculty Affairs Committee:

Jack Willis  
Robert Archibald.

#### The Graduate Studies Committee

Dean Scholnick presented the report previously circulated and summarized its principle points regarding resources, diversity, program evaluation, awards, and data on students and degrees. He added that he is working to bring here a symposium on the challenges facing the education of scientists for the 21st century and further ties between the Atmospheric Science Institute and Langley.

Professor Willis asked how cooperation with Thomas Nelson Community College can continue if the English MA is eliminated.

Dean Scholnick professed that this is one of the top issues to work on -- perhaps to continue through the American Studies program.

Professor Conlee asked to what extent the Research Committee would be involved in the implementation of the Strategic Plan's cluster committee concept and in the implementation of increased graduate stipends.

Provost Cell responded that cluster committees have not yet been appointed, but current committee structures will be considered.

#### The Educational Policy Committee

Professor Tracy presented the report which had been circulated on progress toward the new curriculum: the status of GER course proposal evaluations, the development of new assessment procedures for GER's and the evaluation of pilot projects, together with an appendix consisting of a report of the EPC regarding the Music Department's pilot project.

Professor Kreps pointed out that the GER assessment plan was being introduced at this meeting as a discussion item for action in February, and that a 10 year time frame was being planned for the evaluation of the general education curriculum.

Professor Tracy emphasized that everyone should read carefully the EPC's report on the Music Department's pilot project and the EPC's recommendations in this regard.

Professor Alan Ward asked whether the numbers given were a headcount or FTE's.

Professor Tracy: headcount.

Professor Edgar Williams then rose to present the Music Department's response to the EPC report. He stated that this is the only opportunity offered to the Department to answer the EPC's concerns, and that this has to do with how the Department conducts its business. The Department agrees with the EPC's position on its authority in some respects, but holds that they have usurped departmental rights in some respects, and that they have not been given sufficient information on the criteria to be applied, and what is present is based

upon a misunderstanding of the data. In arguing for the Music Department's position that the EPC's recommendation should be rejected, Professor Williams went through an extensive list of specific points in the EPC report in detail, pointing out the Department's position on each, dealing with enrollments of concentrators and non-concentrators, the relationships between old and new courses and the metamorphoses of others, and student evaluations and other assessment data.

Dean Macdonald responded that the committee established to review the program did provide responses to the Music Department's memos and that the EPC did not try to set goals for the Department, but to get the Department to clarify its goals.

Dean Lutzer asked the Faculty to suspend debate on this topic in order to move to Professor Marc Sher's proposal to put syllabuses on line in the computer system. The request was accepted by the Faculty.

Professor Sher presented his motion:


"Faculty shall, upon request, give a copy of the syllabus for each course to the Syllabus Committee, appointed by the Student Assembly."

The motion was seconded.

Professor McGlennon objected to the "shall" in the motion, suggesting that "encourages" should be substituted. He then called for a quorum count.

For lack of a quorum, the meeting was adjourned at 6:01 PM.

Respectfully submitted,



James R. Baron

Secretary of the Faculty of Arts and Sciences