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### Fort Hays State University Faculty Senate Minutes, December 8, 1975

FHSU Faculty Senate

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TO: The Faculty  
FROM: Vera Thomas, Secretary  
Faculty Senate  
RE: Faculty Senate Meeting  
Minutes  
DATE: December 8, 1975

Minutes of the meeting of Faculty Senate, Monday, December 8, 1975, 3:30 p.m., Santa Fe Room, Memorial Union.

I. Roll Call and Approval of Minutes

Members Absent: Dr. Louis Fillinger, Dr. Wallace Harris, Ms. Joanne Harwick, Mr. Donald Jacobs, Dr. Lavier Staven, Dr. Steven Tramel.

The minutes of the November 11 meeting were approved.

II. Announcements by Senate President

- A. Sick Leave Policy - At the last Senate meeting there was a discussion relative to the possibility of providing for substitute teachers when a faculty member is absent from classes due to an extended illness of four weeks or more in duration. The motion to provide for substitute teachers also included a recommendation that a supplemental salary for instructors carrying an excess teaching load for covering such courses should be arranged. After a lengthy discussion the Senate passed a motion requiring the Faculty Senate President and the administration of the college to urge Regents' funding for part-time replacements beyond the regular salary budget. Unfortunately, the Senate president was not able to attend the November meeting of the State College Coordinating Committee due to adverse weather, but an attempt will be made to air the matter at the December meeting.

In the interim it is hoped that agreement can be reached on a possible internal solution to this problem. The President of the Senate has explored an alternate solution to the problem which utilizes our previously accepted policy of covering for each other when long-term absences due to illness have been incurred, and he will continue to pursue this matter.

- B. Part-time Faculty Tenure - At the last meeting a motion was made that part-time faculty members should become eligible for the fringe benefits regularly accorded their full-time colleagues. In addition, the College Affairs Committee recommended that AAUP guidelines for appointment and re-appointment should be followed whenever possible and that equal consideration be given in terms of salary advances. The question of granting tenure to part-time faculty on a five-tenths or more unclassified appointment was discussed at the November 5 and 6 meeting of COCAO. That group noted that this tenure should be based on a time of service proportionately longer than that required for full-time faculty, and with the stipulation that prior service awarded in such cases shall not be such that the probationary period is less than two years. This item is on the docket for this week's meeting of COCAO, and the Senate will be informed relative to any new developments along this front.
- C. Grievance Procedure - Dr. Slechta, Dean Thompson, and Dr. Forsythe are continuing to study and update our faculty grievance machinery. They anticipate completing a preliminary draft of a proposal during the intersession, in time for a review by the Faculty Senate at the January meeting. Dr. Slechta indicated that in the 32 grievance cases from academic institutions throughout the country that he had been able to survey, it is clear that difficulties have arisen over procedural matters rather than matters of substance.

- D. Free Tuition for Faculty Members - It was suggested after the last meeting that the senate president inquire about the possibility of allowing faculty members to take up to five hours of classes per semester tuition-free as an additional fringe benefit. This issue was raised at the November 18, 1975, COD meeting, and it was noted that faculty members may now enroll in up to five hours of classes per semester provided they pay the regular enrollment fees. Faculty members may audit classes on the same basis as all students do for \$1.00 per hour. State regulations prevent the college from permitting faculty members to earn credit in courses without paying tuition fees.
- E. Handouts of Materials Which Are To Be Covered at the Senate Meetings - A request was received to encourage the Senate Executive Committee to get materials which are to be covered in a future senate meeting into the hands of the members several days in advance of the meeting. This will give the members a chance to study the issues and to poll their colleagues for their views on given topics. The Executive Committee has taken this request under advisement and will attempt to comply with it whenever practicable.
- F. Senate Representation - The discussion on Senate Representation which was carried over from the November meeting will be considered under the By-Laws Committee report.
- G. National Student Exchange Program - This program, which was studied last year by the Academic Affairs Committee, is now in effect on our campus. It is the United States Higher Education's exchange program for students. The student pays his or her tuition at the parent institution and attends school elsewhere in the country. The credit for the semester's work at the other school transfers to the home school's records. Fort Hays State joins 40 to 45 other institutions in this endeavor, and is ready to accept students in the exchange program in the spring semester.
- H. Calendar Change for Fall Semester - Dr. Tomanek indicated in a memorandum dated November 17, 1975, that several faculty members have requested that we return to the old system of starting the fall semester in mid-September and completing it in mid-January. It was recommended by the Senate Executive Committee that this announcement should be made to the Senate and that we can discuss it under new business.
- I. Starting Classes at 8:00 A.M. - COD would like to get a reaction from the Senate members to a suggestion that classes should commence at 8:00 A.M. daily and run on the hour. This matter will also come under new business.
- J. 40-Hour Upper Division Requirement - It has been brought to my attention that some advisors are not requiring the students to follow the 40-hour upper division requirement. Perhaps this announcement will help to prevent some problems for a given student in the future.
- K. Saturday Evening and Mini Class Enrollments - Mr. Kellerman would like to know if faculty members who teach evening, Saturday, and mini classes would be willing to enroll the students during the first class period rather than use the current enrollment process. The enrollment procedure is very short, and the proposed plan would save money because the present enrollment procedure for such classes requires us to pay Civil Service personnel overtime.
- L. Faculty Evaluations - The faculty evaluations to be conducted by the Student Senate which were scheduled for December 9 and 10 have been postponed until next semester. No date has been set for the evaluations.

### III. Reports from Standing Committees

#### A. Academic Affairs

Dr. Zakrzewski announced that his committee has been asked to explore mini-courses and asked that Senate members let the committee know of any feelings that they or their constituents have concerning mini-courses.

Dr. Zakrzewski moved that the Academic Affairs Committee take over the responsibilities of the Curriculum Committee, which is presently functioning as a subcommittee of the Academic Affairs Committee. He stated that all parties and the administration are favorable to this change.

The motion was seconded by Dr. Drinan.

Dr. Zakrzewski stated that the Curriculum Committee now handles material that must go to the Academic Affairs Committee before going to the Senate; the proposed change would cut out one step in the process. He added that the Academic Affairs Committee is more representative of the faculty than the subcommittee, which has been appointed primarily by the administration, and that the six-member Curriculum Committee would dissolve and the Academic Affairs Committee would assume its duties beginning with the spring semester if the proposal is accepted.

Mr. Rupp added that one reason for the proposal is to expedite matters and provide for some functions for the Academic Affairs Committee, which hasn't had very much to do recently.

The motion was voted on. The motion carried.

Dr. Edwards commented that he believes the Academic Long-Range Planning Committee that Dr. Tomanek has called into existence is a duplicate of what should be the duties of the Academic Affairs Committee.

Dr. Drinan said that part of the reason for establishing the Academic Long-Range Planning Committee was to encourage the development of proposals for the Academic Affairs Committee--that right now there doesn't seem to be any responsible voice for bringing long-range academic issues into the Senate discussion processes.

Mr. Rupp added that the Academic Long-Range Planning Committee is intended to complement the Physical Plant Long-Range Planning Committee.

Dr. Drinan moved that the Curriculum Committee and Academic Affairs Committee's report on new courses, program changes, and substantial changes in course content, be approved (see Appendix).

The motion was seconded by Dr. Zakrzewski.

Dr. Drinan said that the Curriculum Committee last year had tabled the 621-625 course proposals and that two aspects of the problem with these courses are: (1) There is already offered on campus a course, Principles and Philosophy of Vocational Education 495 in the Home Economics Department. Last year the curriculum committee was concerned about duplication of course offerings. This year the Curriculum Committee, having no jurisdiction over the Home Economics course, decided to see if the responsible administrative officers could encourage some

consolidation. If the Academic Vice-President decides that consolidation is not feasible and that the two courses may be offered separately, the unique qualities of each course should be described in the course title and content. (2) There are state regulations on certification of teachers in this area. Presently, FHS doesn't seem to be qualified to offer these courses for certification.

Mr. Rupp mentioned that the proposed course would use the same textbook that the Home Economics course now uses for the course with the like name.

Ms. Krebs remarked that in the Home Economics course, the book is used only for a background in which all areas of the program are studied: the major part of the readings are from documents and current periodicals.

Dr. Votaw asked what the point is of offering both courses and if it is allowed for certification in Business, will it not be allowed in Home Economics?

Mr. Rupp said that the State Department of Education will have to approve this change, and they will have to make a judgment as to whether it can fit under both areas. He said that Emporia State is the only school that now offers vocational certification in Business Education and that this certification is vital to the maintenance of our program in years to come in western Kansas.

Dr. Drinan said that he plans to meet with Dr. Garwood to see what the administrative possibilities are before Dr. Garwood goes to COCAO.

Dr. Votaw asked if there is some requirement that the course must be at the 600 level.

Dr. Drinan said that Dr. Price has said that the number is appropriate for the clientele looking for these courses, and added that the 621 course involves significantly more students than the Home Economics 495 course--probably 30 to 40 students the first year.

Ms. Krebs said that the Home Economics course fills vocational requirements for graduates as well as undergraduates who return in the summer.

Dr. Zakrzewski asked why the proposed course couldn't be an 800-level course, and Dr. Drinan replied that it was because undergraduates can't take 800-level courses.

Dr. Zakrzewski asked if there was a possibility of getting information ahead of time as to whether the State Board of Certification is going to approve the offering.

Mr. Rupp said he thinks Dr. Price met with Dr. Strait of the State Department of Education last May to see what his feeling was.

Dr. Drinan said that in the Curriculum Committee discussions, it seemed the major roadblock would be Regents' approval because at the present time only three institutions have had such courses approved--Pittsburg, Emporia, and K. State.

Dr. Marshall inquired about the statement in the Curriculum Committee's report that the A.A. in Natural Sciences and Mathematics has been approved to be changed to an A.S. with concentration in Data Processing.

Mr. Votaw explained that the Business Department developed a program for those people who wanted to concentrate in Data Processing, which somewhere along the line got classified as Natural Sciences and Mathematics. Under that classification certain requirements must be fulfilled in Natural Science and Mathematics, so the Business Department wants to change the degree to an A.S. so that the requirements can remain as they are.

The question was called for.

The motion to approve the Curriculum Committee's report to the Academic Affairs Committee on new courses, program changes, and substantial changes in course content was passed.

- B. College Affairs. No report.
- C. Student Affairs. No report.
- D. By-Laws Committee.

Mr. Ginther reported that as a result of the discussion at the last Senate meeting and the last Senate Executive meeting, his committee proposes an amendment to the proposed revision of the By-Laws by adding the two underscored sections, as follows:

Proposed Revision of Article III on Representation

ARTICLE III--Representation

Section 1. For the purpose of determining representation on the Faculty Senate, teaching faculty shall be defined as follows: Those who are members of the faculty on full-time appointment, excluding those in administrative positions who teach less than four-tenths time, shall constitute teaching faculty. Departmental chairmen shall also be considered as teaching faculty.

Section 2. All members of the teaching faculty, and those part time persons whose appointment is solely a teaching position, shall have the right to vote for representatives to the Faculty Senate.

- Section 3.
- a. Representation is determined by the following ratio: One representative for every ten members of a department, who are qualified as teaching faculty, or fraction thereof.
  - b. Any member of the teaching faculty shall be allowed to serve on the Senate.
  - c. Method of election. (No change)

Section 3. Terms of representatives becomes Section 4.

Section 4. Agenda and proposal section becomes Section 5.

Mr. Ginther added that the proposed revision is to help clarify what is meant by "teaching faculty" for representation to the Faculty Senate.

Motion seconded by Dr. Marshall.

Dr. Votaw objected to the fact that in Section 2 we allow part-time people to vote when in Section 1 they are determined to be ineligible to serve.

Mr. Ginther replied that we have a number of part-time people on more or less permanent appointment, and it was felt that they should be allowed to vote for Senate representatives.

Dr. Votaw asked if we really want them to vote when they aren't counted for representation.

Dr. Marshall commented that even if these people can't act as representatives, they are part of a faculty of a department and should have a part in what goes on in the department.

Dr. Votaw said he thought they should also be counted for purposes of representation.

Dr. Marshall said that if part-time people were voted in as representatives, they would have problems because frequently they are mothers who have to get their children home from school, and they would run into conflicts in time.

Dr. Drinan asked if changing Section 2 to say, "Departments themselves shall determine who gets to vote for representatives" would solve the problem.

Dr. Votaw said that as far as he is concerned, it would.

Dr. Frerer said that the way he reads Section 1, we don't count people by percentages; we count bodies. Anybody who is teaching four-tenths time is one full person when counting numbers for representatives.

Dr. Votaw pointed out that the requirement of full-time appointment excludes the part-time faculty.

Mr. Rupp said the intent was to allow part-time people to participate in the given department in deciding who their representatives should be.

Dr. Drinan moved that the proposed wording of Section 3,b, be deleted and the wording of the original by-laws be returned to: "If possible, these representatives shall have at least the rank of Assistant Professor and shall have served at least three full years on the staff of the college."

Motion seconded by Dr. Miller.

Mr. Campbell questioned the three years' provision, and Dr. Drinan replied that the original wording of the by-laws is very permissive and that he thinks we should suggest that experienced faculty should be on the Senate.

Mr. Campbell said that he had polled the Sociology faculty and they agree with the general principle that experience is important and they would agree with a one-year requirement, but they do not agree with the three-year requirement.

Mr. Walker said that he would agree with the one-year requirement to allow a member to get his bearings on campus, but that with restrictions of three years and the rank of assistant professor, you no longer have a faculty senate and you are missing a valuable input from new people on campus.

Dr. Adams said that it seems to be the intent of the motion that it be recommended that experienced persons be elected to the Senate and suggested that we say, "It is recommended" in the by-law.

Mr. Rupp said that is a valid point because later on people may not know what "if possible" means.

Dr. Edwards moved that the proposed wording of Dr. Drinan's motion be amended to read: "It is recommended that these representatives shall have at least the rank of assistant professor and shall have at least served three full years on the staff of the college.

Motion seconded by Dr. Busch.

Amendment proposed by Dr. Edwards voted on. The motion carried.

Amendment proposed by Dr. Drinan as amended by Dr. Edwards' motion voted on. The motion carried.

After some discussion centering around the number of part-time faculty on the staff and whether graduate assistants are counted toward representation on the Senate, Dr. Drinan moved that the proposed revision of Section 2 of ARTICLE III of the By-Laws be amended to read: "Departments shall establish procedures for determining eligibility for voting for departmental representatives."

Dr. Edwards asked if that would be liberal to the extent that a department could choose to count its majors.

Dr. Adams said it is an internal matter and is only for voting for representatives from a department.

Dr. Frerer said he thought the wording of the proposal was too vague and general.

Dr. Drinan withdrew the motion.

Mr. Walker asked why it is so essential that a person be an assistant professor and be on the faculty three years to serve on the Senate.

Dr. Drinan said it isn't essential; it is only recommended.

Mr. Rupp said the Senate is supposed to be a reasonably prestigious body, and that if you have been here three years or more, chances are you are being considered for tenure or have tenure. Perhaps you would be looked upon as one who has achieved more than a beginning faculty member.

Mr. Ginther said that those of us who have been here a long time can remember when the Faculty Senate wasn't a very prestigious organization and did not carry very much weight on the campus, and that he thought the Senate now is probably as strong as it has ever been, which has been brought about by the personnel on it.

Dr. Adams said that when he was first elected to the Faculty Senate, every Dean was a member, and that now that they are no longer members, he doesn't see that the Senate has suffered.

Dr. Robertson asked what percent of the teaching faculty on this campus has served less than three years and if the language of the amendment would exclude a large segment of the faculty.

Mr. Rupp said that currently this number does not represent a large segment of the faculty.

Dr. Edwards said that the wording of the proposed amendment could serve to protect new faculty. He cited an example in his department where they wanted to take advantage of the freshness and insights of a new faculty member and loaded him down with too many responsibilities. He added that Faculty Senate meetings are open to any faculty member who wants to attend.

Dr. Adams moved that we vote on the amendments to the By-laws one at a time rather than as a package.

The motion was seconded by Dr. Votaw.

The motion failed.

The revision proposed by Mr. Ginther, now amended as follows, was voted on:

#### ARTICLE III--Representation

Section 1. For the purpose of determining representation on the Faculty Senate, teaching faculty shall be defined as follows: Those who are members of the faculty on full-time appointment, excluding those in administrative positions who teach less than four-tenths time, shall constitute teaching faculty. Departmental chairmen shall also be considered as teaching faculty.

Section 2. All members of the teaching faculty, and those part-time persons whose appointment is solely a teaching position, shall have the right to vote for representatives to the Faculty Senate.

Section 3. a. Representation is determined by the following ratio: One representative for every ten members of a department, who are qualified as teaching faculty, or fraction thereof.

b. It is recommended that these representatives shall have at least the rank of assistant professor and shall have at least served three full years on the staff of the college.

c. Method of election. (No change)

Section 3. Terms of representatives becomes Section 4.

Section 4. Agenda and proposal section becomes Section 5.

The motion carried.

Old Business. None.

New Business.

Mr. Rupp asked if the Senate wished to pursue a discussion of a calendar change for the fall semester and the proposal for starting classes at 8:00 a.m. rather than at 7:30.

Dr. Votaw expressed concern about a statement from COCAO that we should exhaust all of our sick leave before we can go on disability.

Mr. Rupp said that if one has accumulated more than 180 days, he could take the 180 days under one illness, go on disability, and the remaining days would still be accumulated when he came back to teach.

Dr. Votaw questioned how the excess days would be kept track of if only 180 days can be accumulated.

Mr. Rupp said that he believes COCAO has a committee that will study this matter further.

Dr. Votaw said he thinks we should make a strong objection to a maximum on a number of sick leave days that can be accumulated and to having to use all of our sick leave before we go on disability.

Mr. Rupp said he will take these items under advisement with the State College Coordinating Committee.

Mr. Ginther moved that the Faculty Senate go on record as favoring the change of class starting time from 7:30 a.m. to 8:00 a.m. and that upon approval, proceedings be initiated to implement the new starting time as of Fall 1976.

The motion was seconded by Mr. McNeil.

Dr. Marshall said that in the Chemistry Department the proposed time change would make it difficult for them to get in sufficient 3-hour lab periods and would seriously hinder their scheduling.

Dr. Edwards asked if the intent is that classes begin at eight o'clock or just begin on the hour.

Mr. Ginther replied that the intent is to begin classes at 8:00 a.m.

Dr. Drinan suggested that the normal procedure would be to ask the College Affairs Committee to study the matter thoroughly and make a report. He then moved that the question be referred to the College Affairs Committee for study.

Mr. Ginther withdrew his motion.

Dr. Adams seconded Dr. Drinan's motion.

Mr. Rupp suggested that the College Affairs Committee should make a recommendation to the Senate in January.

Dr. Frerer remarked that the College Affairs Committee made a study of this matter once and that it was very difficult for them to see what the complete effect of the change would be.

- Mr. Rupp suggested that the committee ask for comments and suggestions from the various departments to expedite the study.

The motion by Dr. Drinan to refer the time change proposal to the College Affairs Committee for study was voted on.

The motion carried.

Mr. Rupp referred to the calendar change mentioned in the announcements and said that Dr. Tomanek had asked him to get the feeling of the Senate on this.

Dr. Marshall said he understood that one of the reasons we changed to the present scheduling was to eliminate the lame duck session after the Christmas vacation, and that he was in favor of retaining the present schedule.

Dr. Edwards suggested that it was even more appropriate to refer this issue to the College Affairs Committee than the time change issue.

Mr. Rupp suggested that the College Affairs Committee study the calendar change issue in the same vein as the time change.

Dr. Miller said that many faculty members have been disturbed by the recent ruling from the Placement Office concerning the use of pronouns in making recommendations for students. He said that this decision has no force of law behind it--that it is a decision that the Placement Office made on its own, based on pressure from the Kansas Civil Rights Commission, and that there is no law that prevents our using personal pronouns, nor is there a law that gives the Placement Office the authority to delete such pronouns. Dr. Miller moved that the Student Affairs Committee study this matter and come up with a recommendation concerning an official college policy with respect to the use of personal pronouns in letters of recommendation.

Dr. Edwards seconded the motion.

Dr. Edwards asked if other edicts that come from the Placement Office and the Registrar's Office couldn't also be referred to committees.

Mr. Rupp said they could be if the items are of sufficient importance.

Motion by Dr. Miller voted on. The motion carried.

The meeting adjourned at 4:45 p.m.

Note: The next Faculty Senate meeting will be January 13, 1976, at 3:30 p.m. in the Santa Fe Room.