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FORT HAYS KANSAS STATE COLLEGE

TO: The Faculty
FROM: Vera Thomas, Secretary
Faculty Senate
RE: Faculty Senate Meeting
Minutes
DATE: April 13, 1976

Minutes of the meeting of Faculty Senate, Tuesday, April 13, 1976, 3:30 p.m., Santa Fe Room, Memorial Union.

I. Roll Call and Approval of Minutes.

Members Absent: Mr. Keith Campbell, Mr. Isaac Catt, Dr. Wallace Harris,
Mr. Donald Jacobs, Dr. Arris Johnson, Ms. Orvene Johnson,
Ms. Jane Littlejohn, Mr. Edgar McNeil, Dr. Lavier Staven.

Also Present: Ms. Rose Brungardt for Ms. Jane Littlejohn, Mr. Gary Hennerberg.

The minutes of the March 8 meeting were approved.

II. Announcements by Senate President.

A. Reactions to suspension policy adopted at the March 8, 1976, meeting of the Senate - Since the action taken at the last Senate meeting providing for the removal of the word "suspended" from a student's transcript when the student has been reinstated, Mr. Kellerman has reported that KU and KSU no longer include the word "suspended" on their transcripts. In prior years there had been a reciprocal acceptance of the suspension policies of the Regents' Institutions. Since some of the schools do not designate the suspension of a student on his/her transcript, students from those schools would be accepted at another school. President Tomanek in a memo dated April 8 noted that our action at the March 8 meeting also brings up the question about students who are allowed to waive their suspension. Should our previously adopted suspension policy apply to them too? He indicated that he preferred that the Senate follow the practice used at KU and KSU.

B. Motion to change final date to withdraw from a class - President Tomanek said that he agreed with the general idea, but that he felt that the withdrawal date is a little bit indefinite because of the terminology used. He suggested that we could accomplish the same thing by simply saying that the final date to withdraw from regular 16-week classes would be either six or seven weeks before the end of the term. He also noted that we have made no definite rules concerning summer school. Up until this time, the three-week period before "the end of the term" has been used for courses that run for the entire summer session. Short-term course withdrawal policy is covered in the summer school schedule.

C. Final exam week schedule - President Tomanek noted that with reference to the final examination week, it appears that the policy statement in the Faculty Handbook is quite clear. He has charged Acting Vice-President Garwood with the responsibility to enforce the policy through the deans and the department chairmen.

D. Acceptance of other motions and resolutions - All other motions and resolutions adopted at the March 8 meeting were approved by the administration.

- E. Dean's signature required of students taking in excess of eighteen hours - One action that had previously been considered by the Senate but which was never acted upon by the President's office and has been questioned recently concerns the fact that the Senate approved a motion "That students be allowed to take in excess of eighteen hours only by recommendation of the advisor and approval of the appropriate dean effective Spring, 1975." The President agrees with this motion and he indicated that if it is not effective this Spring, the effective date should be Fall, 1976.
- F. Effective dates - The President has asked that when the Senate makes a recommendation for some change in policy that it should specify a date when the policy is supposed to go into effect.
- G. Improved communication with the President's office - Dr. Tomanek has suggested that the Faculty Senate president meet with him to prepare a list of Faculty Senate recommendations and actions following each meeting. Then an appropriate list of the administration's responses to the Senate's activity can be prepared and presented to the Faculty Senate and the general faculty in an effort to improve communications.
- H. An extra day for grading papers and compiling final grades - The Faculty Senate president has requested the Registrar's Office to allow the faculty an extra day before grades must be submitted to that office at the end of a semester as well as at the mid-term. This will allow those faculty members who have tests scheduled on the last day of the exam schedule to have greater flexibility in preparing their final exams. It will also allow for better utilization of the testing period which usually coincides with the mid-term. This request has been accepted by the Registrar.
- I. Emergency student loan fund - In response to the suggestion from Dr. Edwards at the last Senate meeting that an emergency loan fund be set up to aid students in immediate need of financial assistance, Dr. Jellison has announced that such a fund already exists. Last year the Dean of Students' Office raised \$2300 from faculty members and administrators to provide a fund from which short-term emergency loans could be made to students, and \$7000 was loaned last year in amounts ranging to a maximum of \$150 at an interest rate of six percent. Repayments and support of the program by the students has been very good, and faculty members are invited to contribute to the program to make it even better.
- J. Enrollment between the end of the second semester and the beginning of the summer session - Several faculty members have noted the inconvenience which is associated with the fact that they have been asked to participate in a pre-enrollment day for the Fall semester which is usually held in the interim between the end of the second semester and the beginning of the summer school period. This matter was communicated to COD by the Senate President, and it was pointed out that this year's pre-enrollment date is June 2, which places it in the pay period of those faculty members who are scheduled to teach summer school. It was also suggested that this particular pre-enrollment date is very popular and that approximately 95 percent of those who enroll at that time appear on campus for the Fall term.
- K. Salary notices - President Tomanek reviewed the salary recommendations of the department chairmen over the weekend of April 3-4, and he has asked that the faculty salary notices should be sent as soon as things are firm in Topeka.

- L. College administrative reorganization - There is some thought being given to some administrative changes affecting the college. At this time it is President Tomanek's intention to include the Faculty Senate president as an ex-officio member of COD. Tentative plans call for the development of an administrative council which will be comprised primarily of administrators who will deal almost entirely with administrative matters. It is contemplated that this committee will have an executive committee and will be similar in function to the old cabinet. The overall direction this reorganization will take is still being formulated.
- M. References to sex in letters of recommendation for students - It is acceptable to refer to the sex of a student in writing letters of recommendation. This item surfaced from the Student Affairs Committee at the February 9 meeting and was referred to at the March 8 meeting of the Senate. However, there was some confusion about where the administration stood on the matter. This announcement is made to indicate that the administration approves of the February 9 action of the Faculty Senate in this regard.

III. Reports from Standing Committees.

A. Academic Affairs Committee.

Dr. Zakrzewski referred to the resolution adopted by the Faculty Senate in February regarding eligibility requirements for the Dean's Honor Roll. He proposed an amendment to the resolution providing that the honor may be accorded to the upper 10 percent of the total enrollment in each of the undergraduate schools and that a minimum GPA of 3.4 be required to qualify. Dr. Zakrzewski explained that under the original proposal, only 305 students would have been allowed to appear on the Honor Roll last semester; based on the total undergraduate enrollment, the number eligible would have been 388.

The motion was seconded by Dr. Busch. The motion carried.

As amended, the resolution provides that the honor may be accorded to the upper 10 percent of the total enrollment in each of the undergraduate schools, that a student must have a GPA of at least 3.4 and be enrolled in 12 credit hours or more to qualify, and that unclassified students will be considered a separate school for purposes of assigning the honor roll.

Dr. Zakrzewski proposed the following resolutions:

1. Resolved that Earth Science 525, Oceanography, be approved by the Faculty Senate on condition that the number be reduced to a lower number.
2. Resolved that Education 628, Preschool Curriculum, be approved by the Faculty Senate.
3. Resolved that Education 625, Teaching Rural and Urban Children, be approved by the Faculty Senate.
4. Resolved that Education 626, Cross Cultural Studies in Education, be approved by the Faculty Senate.
5. Resolved that Speech 536, Playwriting, be approved by the Faculty Senate.

The motion was seconded by Dr. Frerer.

Dr. Drinan expressed opposition to Courses 625 and 626, which are presently being taught under Topics or Workshop categories, being listed as new courses. He proposed an amendment to delete Education 625 and Education 626 for approval.

The motion was seconded by Dr. Marshall.

Mr. Ginther asked if the change from the workshop status would affect who could take the courses. Dr. Fillinger replied that it would not.

Mr. Ginther asked what the lower number would be for Earth Science 525, and Dr. Zakrzewski answered that it would be 325.

Dr. Marshall asked how long Courses 625 and 626 had been taught under Topics. Dr. Fillinger said for three years and that the enrollment is expected to grow. Dr. Marshall inquired as to what the average enrollment is in these courses. Dr. Fillinger replied that there were 27 in Course 625 and 23 or 24 in Course 626.

Mr. Rupp asked if students can still teach and work in these areas if they take the courses as Topics courses. Dr. Fillinger said they can at the moment; he added that a problem is that people looking at the catalog can't be sure they can get what they need.

Dr. Drinan pointed out that the certifying body does not now mandate that these particular titles and courses be offered, and he suggested that the description of these Topics could be expanded so that people could easily tell what they include.

Mr. Ginther commented that the term "Workshop" has a temporary connotation and that a course defines itself better in terms of a program if it is a course by name rather than a workshop.

Dr. Robertson asked for how many hours of credit these courses are offered; Dr. Fillinger said three.

Dr. Drinan said if he had seen any indication that there would be difficulty in getting certification for students, he would have supported the courses, and that if the State Department of Education at some time in the future moves to specify such courses as mandatory for certification, he would argue in favor of approval of the courses.

Dr. Fillinger said that this is an evolving program--one that will perhaps have a majority of their undergraduate students and a significant number of their graduate students involved.

Dr. Zakrzewski mentioned that when blanket approval is given for Topics courses or Seminar classes, then a department can decide to teach anything it likes under that title. He suggested that it might be a good idea that when any kind of new topic is considered under a Topics course, that it should be brought forth for approval.

Dr. Frerer called for the question.

Dr. Drinan said that once a Topics course is established, it is not the position of the Senate to monitor the implementation of how the course is changed over the years, but that he would agree that Topics courses and Seminars should come under some kind of periodic review by the Academic Affairs Committee. He added that

jurisdiction right now is limited to new course numbers and substantial changes in course content and suggested that perhaps we should be exploring ways we can expand our ability to overview curriculum.

Dr. Fillinger asked for a roll call vote. The results of the voting are as follows:

Dr. Adams	Present	Dr. Miller	No
Dr. Busch	Present	Ms. Pfeifer	No
Mr. Brown	Present	Mr. Peier	No
Dr. Drinan	Yes	Ms. Riley	No
Dr. Edwards	Yes	Dr. Robertson	No
Dr. Fillinger	No	Mr. Schroder	No
Dr. Frerer	No	Dr. Tramel	No
Mr. Ginther	No	Ms. Thomas	No
Ms. Harwick	Yes	Dr. Votaw	Yes
Ms. Krebs	No	Mr. Walker	No
Dr. Marshall	Yes	Dr. Zakrzewski	Present

The motion to delete Education 625 and Education 626 for approval failed.

Dr. Adams moved that the resolution to approve Earth Science 525 be amended as follows: "Resolved that Earth Science 325, Oceanography, be approved."

The motion was seconded by Mr. Schroder.

Dr. Busch explained that the intent of the committee was to give the department the opportunity to number its own courses.

Dr. Marshall offered a friendly amendment that the motion provide that the number be reduced to a number below 400. Dr. Adams accepted the friendly amendment.

The amendment proposed by Dr. Adams, as amended, was voted on. The motion carried.

The motion, as amended, to approve the five courses was voted on by roll call vote, as requested by Dr. Fillinger. The results of the voting are as follows:

Dr. Adams	Yes	Dr. Miller	Yes
Dr. Busch	Yes	Ms. Pfeifer	Yes
Mr. Brown	Yes	Mr. Peier	Yes
Dr. Drinan	Yes	Ms. Riley	Yes
Dr. Edwards	Yes	Dr. Robertson	Yes
Dr. Fillinger	Yes	Mr. Schroder	Yes
Dr. Frerer	Yes	Dr. Tramel	Yes
Mr. Ginther	Yes	Ms. Thomas	Yes
Ms. Harwick	Yes	Dr. Votaw	Present
Ms. Krebs	Yes	Mr. Walker	Yes
Dr. Marshall	Yes	Dr. Zakrzewski	Present

The motion carried.

B. College Affairs Committee.

Dr. Frerer proposed that the following three changes be adopted for the Procedures for Hearings and Appeals:

- (1) Item 3, delete "the Appeals Committee of" in the third line.
- (2) Item 4, line 4, after first period, insert "The College Affairs Committee shall nominate a panel of at least five members of the faculty who have tenure and who have no connection with the parties of the particular grievance. This nomination shall be subject to the approval of the Faculty Senate."
- (3) Item 4, after line 6, add: "In a case of a grievance where time is of the essence, both the College Affairs Committee and the Faculty Senate should act with expediency."

The motion was seconded by Dr. Marshall.

Dr. Miller questioned what "have no connection with" means and suggested that it is rather vague. He said he thought we should see the proposed changes in writing.

Dr. Miller moved that the motion be tabled until the proposed changes are presented in writing. The motion was seconded by Dr. Drinan, who mentioned that historically we have had a policy of presenting such items in writing.

Mr. Rupp said that in view of the fact that we do have an Appeals Procedure in effect, perhaps we can wait a month for these amendments to be considered.

The motion to table was voted on. The motion carried.

Dr. Frerer called attention to the following three alterations in the document Termination of Faculty Appointments Because of Financial Exigency, copies of which were recently distributed to Senate members.

- (1) The committee is now called the Personnel Committee rather than the RIP (Reduction in Personnel) Committee.
- (2) Added: Last two lines of page 3 and first five lines of page 4, beginning with "For example. . ."
- (3) Added: At top of page 6 (last page), "The appeals process to be followed is described in the Faculty Handbook under the title "Procedures for Hearings and Appeals."

Dr. Frerer moved that the document be accepted with the three alterations. The motion was seconded by Mr. Ginther. The motion carried.

Dr. Votaw suggested that we set a date for these procedures to go into effect.

Dr. Frerer noted that the Personnel Committee is supposed to be involved in decisions as to where new faculty positions go as well as who loses positions. He added that the committee has had no input as to where the new positions for next year will go.

Mr. Rupp expressed the view that new positions should be utilized where they are justified and that if we justify a position in a department, it should not be shifted around in the department.

Dr. Drinan pointed out that the Personnel Committee was established in the Fall of 1975 and that most of the FY 1977 budget requests and new position requests were developed far prior to that time and that the Personnel Committee would be concerned more with the budgetary aspects of FY 1978 than FY 1977.

Dr. Frerer reported that he had talked with Dr. Tomanek about the functions of the Personnel Committee, and that Dr. Tomanek said the committee would need to have input during budgeting times and suggested that they should be a standing committee to keep in contact with where positions are to go.

Dr. Votaw mentioned that it was admitted in a meeting of the Personnel Committee on April 12 that they had not been consulted about some personnel changes that have been instituted since the Personnel Committee came into existence. He said that the committee had not had any input on some positions that were in the specific request to the legislature and were approved. He noted that there have been at least two other changes about which the committee had no input, and added that the committee has been promised that it will have such input henceforth.

Mr. Rupp said that he had suggested in February that the Personnel Committee should be convened as quickly as possible, but that it did not meet until April 12.

Dr. Frerer moved that the Personnel Committee be charged with monitoring personnel policies throughout the year, effective immediately.

The motion was seconded by Dr. Votaw. The motion carried.

Dr. Drinan moved that in order to give time for review and administrative action, the effective date be July 1, 1976.

The motion was seconded by Dr. Marshall. The motion carried.

C. Student Affairs Committee.

No report.

D. By-Laws Committee.

No report.

IV. Old Business.

Dr. Edwards said that his recommendation at the last Senate meeting was that the Student Affairs Committee consider establishing a non-interest loan fund equivalent to the Faculty Association loan fund.

Dr. Adams said that Dr. Jellison has said that he will look into making interest-free loans available to students.

- V. Dr. Robertson suggested that records of Senate actions and official policies approved by the administration should be kept in a central location. He noted that his committee has had great difficulty in finding documents that are supposed to exist and records of previous Senate actions.

Dr. Marshall noted that a recommendation has previously been made that these records be kept in the library and that the indication was that they were to be stored there.

Dr. Drinan commented that a massive amount of secretarial energy would be required to bring such records together.

Mr. Rupp remarked that such a task would probably necessitate that the presidents of the Faculty Senate from previous years filter through the material. He suggested that we visit with President Tomanek on this issue and see what resources are available for accomplishing the task.

Dr. Drinan commented that Dr. Garwood has been in favor of a more formal process by which the President responds to Senate recommendations and suggested that we informally encourage Dr. Garwood to continue with that project as Acting Academic Vice President.

Dr. Robertson suggested that some urgency be attached to this idea because his committee needs written policies and they are stymied for lack of information.

Mr. Rupp said that he will carry the suggestion to the President's office and try to come up with some kind of solution.

Dr. Drinan, noting that the three-year program for faculty salary increases is coming to an end, said that indications are that the time is getting better for asking for fringe benefit packages for college faculty. He urged the Senate President to make inquiries about the retirement program status. He mentioned that some colleges are considering building their own retirement packages in lieu of Social Security and suggested that we explore the possibility of expanding the TIAA-CREF system as a move toward increasing benefits.

The meeting adjourned at 4:45 p.m.

DR ELTON E BEOUGHER