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FACULTY SENATE MINUTES

November 13, 1978

The meeting was called to order by Dr. Busch, Faculty Senate President, at 3:30 p.m. in the Pioneer Lounge of the Memorial Union.

ROLL CALL

The secretary called the roll and the following members were present:

Ms. Joanne Harwick, Ms. Virginia Bornholdt, Dr. Dennis Walsh, Dr. Sam Warfel, Mr. Dewayne Winterlin, Mr. Robert Brown, Dr. Lewis Miller, Dr. Lloyd Frerer, Mr. David LeFurgey, Mr. Thaine Clark, Mr. Elton Schroder, Dr. Ed Shearer, Dr. Richard Zakrzewski, Dr. Charles Votaw, Ms. Ellen Veed, Dr. Louis Caplan, Dr. Robert Meier, Ms. Patricia Rhoades, Mr. Daniel Rupp, Dr. Ann Liston, Dr. Allan Busch, Mr. Richard Heil, Dr. Ron Smith, Dr. Gerry Cox, Dr. James Stansbury, Dr. Billy Daley, Ms. Orvene Johnson, Mr. Glenn Ginther, Mr. Mac Reed, Ms. Calvina Thomas.

The following members were absent: Dr. Steven Tramel, Dr. John Watson, Ms. Sharon Barton, Mr. Edgar McNeil, Ms. Sandria Lindsay, Ms. Carolyn Gatschet, Ms. Donna Harsh.

The following alternates were present: Ms. June Krebs for Lindsay, Ms. Betty Roberts for Gatschet, Dr. William Robinson for Harsh.

Mr. Mark Tallman of The University Leader was also present.

The minutes of the October meeting were approved as distributed.

ANNOUNCEMENTS

1. The Faculty Senate has received a request from COD to consider the introduction of proficiency examinations for English and computational skills at FHSU. The Academic Affairs Committee will make a recommendation to the Senate on this matter at the November 13, 1978, meeting.
2. An ad hoc committee to study the criteria for promotion in each academic rank will be appointed by the Academic Vice President and the Faculty Senate President.
3. The Faculty Senate President has written a letter to President Tomanek suggesting that an advisory committee on faculty salary and fringe benefits, associated with the University Affairs Committee, be formed to assist the President in formulating requests to the Regents. President Tomanek is considering the suggestion.

4. Department chairpersons have received a notice from the Business Office that they may arrange for faculty payroll distribution through authorized departmental representatives.
5. Senate members who arrive at Senate meetings after Roll Call must notify the Secretary of the Senate for the Senate minutes to reflect their attendance.
6. The constitution of the Regents Institutions Coordinating Council (RICC) will be voted on at the meeting, November 16, 1978. RICC will also consider a request of the PSU Senate President to allow the PSU-KHEA representative to attend RICC. The Senate Presidents are scheduled to discuss the request of PSU at their meeting preceding the RICC meeting. The Senate Presidents will join COPS that evening for a dinner meeting to discuss: (1) salary increases commensurate with the cost of living increases; (2) faculty fringe benefits; (3) Regents or COPS action concerning financial exigency; and (4) any other topics.
7. The Destiny Task Force has completed consideration of the Faculty Development Committee report and will finalize the report for presentation to President Tomanek at its meeting, Wednesday, November 15, 1978.
8. An Enrollment Committee has been appointed by President Tomanek to explore strategy and methods for increasing enrollment at FHSU. The committee held its organizational meeting, Friday, November 10, 1978.
9. President Tomanek has forwarded to the Senate another Voluntary Early Retirement plan. It will be submitted to the University Affairs Committee for consideration.
10. The Allocations Committee met, Wednesday, November 8, 1978, and recommended that the proposed Space Utilization and Scheduling Officer, previously approved as a classified position, be changed to an unclassified position. The committee also recommended that the Department of Business Administration be allowed to change one temporary position to a permanent position.
11. President Tomanek has approved all the Senate's recommendations of the October 10, 1978, meeting. The Faculty Senate President communicated the sense of the Senate on the faculty salary and fringe benefit suggestions to President Tomanek, as directed by the Senate at the October 10th meeting; President Tomanek registered his approval of those suggestion.
12. In reference to Announcement No. 7 of the October 10, 1978, Senate Minutes, President Tomanek has approved the Senate's recommendation of November 8, 1977, to include two faculty members, appointed by the Faculty Senate President, on the Sabbatical Committee. The President approved the recommendation on November 29, 1977.
13. In reference to Announcement No. 6 of the October 10, 1978, Senate Minutes, President Tomanek has subsequently communicated his decision to the Senate on its recommendations of April 10 and July 5, 1978, concerning the membership and guidelines for the Allocations Committee. He has approved the recommendations of both dates with the following exceptions: (1) the inclusion of vice presidents Jellison and Keating in the membership; and (2) the

deletion of all criteria based upon the use of the five peer institutions for comparison (criteria I, II and III) and all reference in the guidelines to criteria I, II and III. The President's reasons for the inclusions and deletions are contained in his letter to the Faculty Senate President, dated November 9, 1978, and are as follows:

(1) For the inclusion of vice presidents Jellison and Keating -
"This Committee acts on personnel for the entire University and we, therefore, need representation from more than the academic area."

(2) For the deletion of criteria based upon the peer institutions -
"We were warned against using peer institutions for internal decisions. The warning came from the Formula Funding Task Force of the Board of Regents and from the individuals who visited the schools to gather data. The five peer institutions are similar to us but only in the broad area of financial support and general objectives. Each school has its own internal character. We do, too, and I am proud of it. I feel certain we don't want to become the average of those institutions."

When their reservations were first voiced, the members of the University Affairs Committee started on guidelines for use of the criteria and did an excellent job. However, I still feel that it would be a mistake to attempt to use these criteria even with the protecting guidelines. I am acutely aware of the amount of time that went into the preparation of these guidelines and assure you that I have given this decision a great deal of thought."

Dr. Busch called attention to announcement number 5 especially for those who arrived later.

Dr. Votaw asked what the rationale was for a PSU-KHEA representative to RICC. In response Dr. Busch read a letter from Dr. Hamilton, president of the Faculty Senate at Pittsburg State University. A copy of the letter is attached. There was with the letter a copy of the resolution passed by the PSU Faculty Senate instructing the president not to speak in RICC meetings concerning salary or fringe benefits, that is, only the KHEA can speak for the faculty. It was Dr. Busch's understanding that the Regents are not pleased with the request and that if the issue is forced that PSU might not attend RICC. The issue is scheduled for consideration at the next RICC meeting. Dr. Votaw asked if it could not be reasoned that if PSU has two representatives then the other institutions might also have two representatives. Dr. Busch responded that the KHEA spokesman could not vote. Dr. Caplan asked if RICC ever voted on anything anyway. Dr. Busch said that they do, but that any resolution passed is only advisory to the Regents. Dr. Busch passed around a copy of a news interview which Dr. Hamilton gave.

Dr. Busch called attention to announcement number 13 concerning President Tomanek's decision regarding the Faculty Senate's recommendations for the Allocations Committee. Dr. Caplan asked if this decision meant that arguments based on the fact that peer institutions have more or less administrators than Ft. Hays State will no longer be valid. Dr. Busch said that Dr. Tomanek was particularly concerned with department comparisons. He did not say anything about administration to faculty ratios.

COMMITTEE REPORTS

ACADEMIC AFFAIRS--Dr. Ron Smith, Chair

Dr. Smith moved the adoption of several new courses as follows:

- M1 Sociology 244 Interaction in Small Groups. (Dr. Walsh seconded) Ms. Veed asked how this differed from Interpersonal Communications. Dr. Cox stated that Dr. Costigan had reviewed the course and said that this course would be a good companion to the speech course. Dr. Smith said that he understood that this course would deal more with theory and research in small group dynamics. Dr. Zakrzewski suggested that in a speech course the students interact and in the sociology course they want to know why they interact. Dr. Frerer said that the theory of interaction is a major part of the speech course. Dr. Votaw said that Dr. Costigan had said that he saw no overlap. The motion carried.
- M2 Sociology 248 Topics in Anthropology. (Dr. Meier seconded) The motion carried.
- M3 Speech Communication 648 Electronic News Production and Documentary Films. (Mr. Ginther seconded) The motion carried.
- M4 Eighteen Art courses as follows: (Dr. Walsh seconded)
- Art 242 Architectural Perspective
 - Art 340 Airbrush Techniques
 - Art 342 Architectural Rendering
 - Art 343 Graphic Design II
 - Art 347 Typography
 - Art 348 Lettering
 - Art 349 Camera Ready Art I
 - Art 441 Residential Interiors
 - Art 442 Business Interiors
 - Art 443 Illustration I
 - Art 449 Camera Ready Art II
 - Art 542 Interior Design Business Contracts
 - Art 543 Illustrations II
 - Art 547 Portfolio for Graphic Designers
 - Art 548 Practicum in Design
 - Art 600 Art Therapy for Art Educators
 - Art 705 Studio Trends in Art Education
 - Art 786 Art History Seminar: 18th & 19th Century Art

Mr. Rupp asked what the rationale was for this many courses. Ms. Harwick answered that all but six of these courses had already been offered under project or topic course numbers. Dr. Smith added that part of the reason given by Dr. Thorns for the courses was the art department was looking toward eventual accreditation by National Schools of Art. This is especially true for the BFA degree. Another reason for having specific course titles given by Dr. Thorns was that they hoped to help make students more competitive in the job market.

There was a discussion of the Hegis coding system for course types. Mr. Rupp asked for a clarification concerning the accreditation mentioned, specifically whether the courses would be a facade. Dr. Smith said that there was no question that these courses would be solid courses which would be taught. Ms. Harwick said that the department had been promised an additional position and half to teach these courses, especially the graphic design courses.

Ms. Veed asked how Art 542 Interior Design Business Contracts differed from contract courses in the Business School. Dr. Smith answered that it was described as a much broader course encompassing the setting up and running of a successful interior design business. He also said that there does not seem to be a business contracts course. Mr. Rupp suggested that the Business Law course would be appropriate for such a business. Ms. Veed asked if some of the "how to succeed" elements were not covered in Residential Interiors and Business Interiors. Dr. Votaw said that the hearings indicated that the two Interiors courses would deal with how to do the designs while the Contracts course would deal with the process of carrying out the design. Ms. Harwick added that there are special sets of contracts which are used in the interior design field. She felt that this course was necessary, but that the more general business course would also be helpful for students. Mr. Rupp commented that there are general contract laws which should apply to a design business. Mr. Rupp suggested that since the course includes costing that perhaps the course should be given a broader title.

Dr. Zakrzewski asked why three hours of lettering were necessary. Ms. Harwick answered that it was not just hand lettering but also learning to use various mechanical lettering devices.

Mr. Ginther called the question. As Dr. Miller had another comment, Mr. Ginther yielded to his comment. Dr. Miller reminded the Senate that the BFA degree for which most of the courses under discussion are a part required 70 hours of course work. Given the requirements, the Art Department should be allowed the courses they feel they need.

The motion carried.

- M5 Chemistry 014 Basic Chemistry. (Harwick seconded) Dr. Frerer asked if the number implied that the course does not count toward graduation. Dr. Smith said that the course was intended as a remedial course for those who need it before the introductory courses. Students who take this course would have three hours added to their graduation requirements. Dr. Busch said that there is a precedent in the Math Department for such courses. Dr. Frerer asked if that means that the introductory courses are no longer introductory.

Dr. Shearer answered "no." This course is designed for students who have not had high school chemistry or who have no confidence in the high school course they have had. This will allow the introductory course to maintain high standards. Dr. Caplan asked if this course was intended for those who would major in chemistry. Dr. Shearer said that it was not. The major problem is with students who must have introductory chemistry as part of another major. The motion carried.

- M6 Speech Communications 335 Advanced Photographic Techniques. (Mr. LeFurgey seconded) Ms. Veed asked if this was in the journalism section of the Speech department. Dr. Frerer said it was. The motion carried.
- M7 Music 801 History and Philosophy of Music Education. (Seconded by Mr. Brown) The motion carried.
- M8 Music 883 Composition III. (Seconded by Dr. Frerer) Dr. Votaw asked why it was given a zero Hegis number since an outline is considered inappropriate for the course according to the proposal. Dr. Zakrewski reported that this issue was discussed in the committee and that it had been changed to a three. Dr. Miller, who will teach the course, reported that the course is conducted as an independent study in which a student proposes a composition and in the semester writes and performs it. Dr. Votaw asked how it was different from a thesis course. Dr. Miller responded that there was no committee involved. It is more like a studio teaching situation. The motion carried.
- M9 Music 873 (Seconded by Dr. Caplan) Dr. Frerer asked if it was a general seminar or if it had a specific subject heading. Dr. Miller said that it was general. Dr. Smith said that the course was a compromise worked out with the Music Department. Originally two seminar courses had been submitted, one in theory and the other in Music education. The committee suggested that one course without a sub-heading be substituted. This course is the result. The motion carried.
- M10 On behalf of the committee Dr. Smith moved that Public Relations be approved as a new emphasis of the Speech Communications degree. (Dr. Cox seconded) Dr. Caplan asked what an "emphasis" was and why the department needed the Senate's approval. Dr. Smith said that Dr. Costigan had reported that Dr. Eickhoff had requested that Senate approval be asked for. Dr. Busch said that the reason for this request was that the proposal was to go to COCAO and that such a proposal should include the sentiment of the faculty. There was some discussion about the status of an "emphasis." Dr. Smith said that it was presented as a particular organization of courses already being offered by the Speech and other departments. Its purpose seems to be to provide the students with a specified degree for better employability. Dr. Frerer said that the Speech Communication Department is very broad in the subject areas it covers and, therefore, needs more precise designations than "speech." The motion carried.
- M11 On behalf of the committee Dr. Smith moved that Real Estate-Insurance be approved as a new major in the Department of Business Administration. (Dr. Walsh seconded) Ms. Veed asked whether this was a new major or an emphasis. Ms. Rhoades responded that all students in Business Administration receive a BS in Business Administration, but they also have a major in Accounting, Management, etc. This would be another such major. Ms. Veed asked how this differed from the Speech Department's emphasis. Dr. Busch said that because the Business Administration Department offers a BS degree it can have these areas as majors. Dr. Smith said that this designation would appear on the degree. Dr. Caplan asked if this major was in either real estate or insurance. Ms. Rhoades said it was a degree in both. Mr. Schroder asked if this major would entail any new courses. Ms. Rhoades said it would not. The motion carried.

- M12 On behalf of the committee Dr. Smith moved that an updated list of General Education courses be sent to advisors with the advising packet distributed by the Registrar's Office each semester. (Dr. Zakrzewski seconded) Dr. Busch asked to whom this was directed. Dr. Smith said that he understood that the Registrar's Office distributed the packets. Dr. Busch asked who was to up-date the list. There followed a discussion about who should do the up-dating. The motion carried.
- M13 On behalf of the committee Dr. Smith moved that the President of Faculty Senate appoint an ad hoc committee to study the question of establishing proficiency exams at Fort Hays State University. (Dr. Walsh seconded) Dr. Frerer asked why the Academic Affairs did not handle the question. Dr. Smith said that the question arose in COD which sent the problem to the Senate where Dr. Busch forwarded it to the Academic Affairs Committee. Dr. Thompson, who had raised the question in the COD meeting, was invited to make a presentation to the committee. Dr. Zakrzewski added that since several departments would be involved an ad hoc committee could best involve these departments. Dr. Busch said that another consideration was that there was a need for expertise that the committee did not have. There was also a feeling that Dr. Thompson should be on the committee. Dr. Caplan asked if it was to be an ad hoc committee of the Faculty Senate. Dr. Busch said that it would not be but that it would report to the Academic Affairs Committee. Dr. Caplan asked if the Senate had the authority to appoint such a committee. Dr. Busch said the Senate has such authority. Dr. Walsh asked what criteria would be used in selecting the members of the ad hoc committee. Dr. Busch said that the English and Math Departments would be represented. Dr. Thompson and a representative from the Academic Affairs Committee will also be on the committee. There may also be other members. The motion carried.

BY-LAWS AND STANDING RULES--Mr. Lefurgey, Chair

Mr. Ginther reported in the absence of Mr. Lefurgey who had had to leave early.

Mr. Ginther stated that the present By-laws and Standing Rules do not have anything in them which spells out the implementation of elections for Faculty Senate. This motion will provide the proper procedure. He then moved the adoption of the following standing rule which requires a show of hands and a two-thirds majority.

- M14 The Bylaws and Standing Rules Committee shall notify each department chairpersons of the expiring terms of senators and the election procedures for senate representatives and alternatives (Article III, Sec. 3:c). The Committee shall receive the results of these elections and report them to the President of the Faculty Senate prior to the close of the spring semester.

(Dr. Frerer seconded)

Dr. Miller asked what the term "election procedures" referred to. Mr. Ginther said that it refers to the way elections are to be conducted in the departments. These procedures are spelled out in the standing rules. Dr. Busch read section 3c of the standing rules which are to be forwarded to department chairmen. Mr. Ginther said that new chairmen are not always aware of the rules for elections and that chairmen often do not know when a senator's term has ended. The purpose of this rule is to see that the information is supplied. The motion carried unanimously with 29 counted votes.

STUDENT AFFAIRS COMMITTEE--Dr. Liston, Chair

There was no report.

UNIVERSITY AFFAIRS COMMITTEE--Mr. Heil, Chair

On behalf of the committee Mr. Heil moved the following:

- M15 Individuals on leave of absence should not be reviewed for tenure the year they are on leave since that year does not count towards tenure.

(Mr. Ginther seconded)

Mr. Ginther explained that this was a change from the recommendation of the ad hoc committee on tenure which was as follows:

Individuals on leave of absence should be reviewed the year they are on leave and the year they return.

Dr. Busch explained that the ad hoc committee referred to was appointed by the Council of Deans. Dr. Zakrzewski asked if it was possible to have a leave of absence for less than a year. Several people said that it was. Dr. Zakrzewski said that this would be a problem for the procedure under consideration. Dr. Caplan pointed out that if a professor were on leave in the spring semester he would already have been reviewed in the fall semester. Dr. Zakrzewski said that they would not be reviewed the way the proposal reads.

Dr. Votaw asked for the rationale for this proposal. Mr. Heil responded that since the year of leave does not count toward tenure there is no reason to review during that year. Dr. Frerer also mentioned that the review process involves considerable input from the faculty member under review, input which would be hard to get from someone on leave. Dr. Smith questioned whether a year in which a faculty member has a semester of leave counts toward tenure. Mr. Ginther said that since the wording of the proposal refers to "the year" it could be applied only to full year leaves.

- A15 Dr. Caplan moved to amend the motion to insert the words "for a full academic year" after the word "absence" in the motion. (Mr. Schroder seconded) The motion to amend carried.

The amended motion carried.

On behalf of the committee Mr. Heil moved that

- M16 Classes be dismissed at 12:30 on the Friday of Oktoberfest unless recinded by the Faculty Senate at its September meeting.

(Mr. Ginther seconded)

Mr. Heil said that the committee had considered including the Principal-Counselor conference day in the motion but had not because that issue could be dealt with each year by the Senate in the October meeting. The reason for this motion is that there is never sufficient time between the September Senate meeting and Oktoberfest.

Al6a Dr. Votaw offered a friendly amendment to add the words "Each year" to the beginning of the motion and the words "for that year" at the end of the motion. Mr. Heil and Mr. Ginther accepted the friendly amendment.

Al6b Dr. Frerer moved to amend the amended motion to eliminate the words "for that year" from the end of the motion. (Mr. Rupp seconded) The motion failed.

Dr. Zakrzewski suggested that 12:30 was a discriminatory time since the food at Oktoberfest was gone by 10:00. Mr. Heil said that 12:30 was chosen because that has been the time for dismissal in the past.

The amended motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

GRADUATE COURSE APPROVAL

Dr. Miller said that there appears to be some disagreement about whether or not graduate courses must have prior approval of the Faculty Senate. He reported that Dr. Rice had told some faculty that graduate courses need only be approved by the Graduate Council and not by the Faculty Senate. He read from the Procedures for Approval of New Courses which was passed by the Faculty Senate and approved by President Tomanek on August 29, 1977.

"The following procedures are to be followed in the approval of new courses and programs.

- 1) All new courses are to be approved by the Faculty Senate. Normally they will be first approved by the Academic Affairs Committee of the Faculty Senate."

Dr. Busch asked what Dr. Rice meant by graduate level courses. Dr. Miller said that he did not know but that it seemed beside the point since the quoted document says "all" courses are to be approved by the Faculty Senate. Dr. Caplan said that the primary reason for the procedures from which the quotation was taken was to prevent courses from being approved in one place but not the other. Dr. Zakrzewski said that several years ago when he was on both the Senate Curriculum Committee and the Graduate Council Curriculum Committee some courses were not approved at the undergraduate level but approved at the graduate level. He pointed out that in such a case courses would be listed which could be taken by undergraduates but which had not been approved by the Faculty Senate.

Dr. Caplan pointed out that there is a flow chart for course proposals in which courses go from the president of the Faculty Senate to the Graduate office if they are numbered for graduate credit. Dr. Busch said

that he had been asked recently if an eight hundred course which can be taken only by graduate students could by-pass the Faculty Senate. Dr. Busch said that he did not know. Several Senators said that in light of the quoted section of the Procedures, even eight hundred level courses must be approved by the Faculty Senate. Ms. Veed said that at the end of the flow chart the signatures of the responsible persons should be monitored and if the signature of the Faculty Senate President was not there then the course should not be listed in the schedule or catalog. Dr. Busch suggested that he could handle the problem informally through the Vice-President's office which is at the end of the process.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted

Sam L. Warfel, Secretary