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FACULTY SENATE MINUTES

May 7, 1979

The meeting was called to order by Dr. Allan Busch, Faculty Senate President, at 3:30 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. Sam Warfel, Mr. Dewayne Winterlin, Mr. Robert Brown, Dr. Lewis Miller, Mr. David Lefurgey, Mr. Thaine Clark, Mr. Elton Schroder, Dr. John Watson, Dr. Paul Philips, Dr. Charles Votaw, Ms. Ellen Veed, Dr. Louis Caplan, Ms. Sandra Rupp, Ms. Patricia Rhoades, Mr. Bill Rickman, Dr. Ann Liston, Dr. Allan Busch, Mr. Richard Heil, Dr. Ron Smith, Dr. Nevell Razak, Dr. James Stansbury, Dr. Billy Daley, Ms. Donna Harsh, Mr. Edgar McNeil, Ms. Sandria Lindsay, Mr. Glenn Ginther, Mr. Mac Reed, Ms. Calvina Thomas, Ms. Carolyn Gatschet.

The following members were absent: Dr. Steven Tramel, Dr. Lloyd Frerer, Dr. Ed Shearer, Dr. Robert Meier, Ms. Orvene Johnson, Dr. Nevell Razak.

The following alternates were present: Dr. Delbert Marshall for Shearer, Mr. Dale Peier for Meier.

The minutes of the April meeting were approved with the following corrections:

1. The names of Ms. Calvina Thomas and Ms. Carolyn Gatschet should be added to the list of those present.
2. Mr. Lefurgey's name should be spelled with a "small 'f.'"

ANNOUNCEMENTS

1. President Tomanek has approved the Senate's new wording of Standing Rule No. 2.
2. The Faculty Senate officers attended a first annual Conference of Kansas Faculty Senate Officers at The University of Kansas, April 19, 1979. The areas of concern discussed at the conference were: (1) financial exigency, (2) faculty governance in Kansas, and (3) salary and fringe benefits. Reports will be given on these topics under New Business by those in attendance.
3. The Faculty Senate presidents met with COPS, April 18, 1979, in Topeka. The Senate presidents discussed faculty salary and fringe benefits for FY81. COPS was amenable to salary requests (in different combinations) which do not exceed President Carter's guidelines. COPS also agreed to pursue recommendations for an increase in TIAA-CREF. Chancellor Dykes stated that Kansas is no longer competitive in salary and fringe benefits; there are already signs that Kansas universities are unable to attract outstanding faculty.
4. The ad hoc Committee on Promotion Policy and Criteria has completed a draft report and is now in the process of revising that draft.

5. The Report of the Committee on Academic Advising will soon be presented to the entire faculty. The Academic Affairs Committee will eventually hold an open meeting for the faculty to give its views on the report.
6. The Faculty Senate Nominating Committee has completed its work and will report to the Senate, May 7, 1979. The floor will then be open to further nominations on May 7, and again immediately preceding the elections in the September Faculty Senate meeting.
7. The Faculty Senate will meet at 3:30 p.m. in the Pioneer Lounge of the Memorial Union on the following summer dates: June 19 and July 9. Those members planning to be off campus for the summer should inform their alternates of these dates.

In addition to the distributed announcements, Dr. Busch explained that the copies of the Proposed Academic Advising System for Fort Hays State University which had been distributed to Senators before the meeting were also being sent to all department chairpersons.

COMMITTEE REPORTS

ACADEMIC AFFAIRS COMMITTEE--Dr. Ron Smith, Chair

- M1 On behalf of the committee Dr. Smith moved that Industrial Arts 150 Powder-Puff Mechanics be approved as a new course. (Mr. McNeil seconded) Dr. Smith mentioned that the committee has been concerned with the fact that the title and description of the course indicated that the course was for women. However, the committee could not suggest a better approach. In fact, the representatives of the department indicated that it was their intention to discourage men from taking the course.

Dr. Stansbury mentioned that the title might cause some problems during the evaluation of the North Central Accrediting Association which will be conducted soon. Dr. Marshall said that this and similar titles have been used for years in many schools. Dr. Liston said that with Title IX and other changes these older practices might not be allowed.

- A1 Dr. Philips moved to amend the motion to add the stipulation that a less sexist title be given the course. (Ms. Harwick seconded) Dr. Caplan asked if a course title change required the sanction of the Faculty Senate. Dr. Busch said that it did not but that new courses are approved with their titles. Mr. Ginther said that the title was chosen in order to attract women. A change in the title would destroy the purpose of the course. Ms. Harsh said that North Central was not trying to eliminate courses specifically for women, but they would like to have non-sexist terms used. Mr. Ginther said that this problem is not new and that after searching catalogs from a number of colleges and universities, the department did not find a better title. The Fort Hays State Affirmative Action Officer had found no problems with either the title or content of the course.

The question was called. Dr. Busch was uncertain of the voice vote and called for a division of the house. The motion failed by a vote of 8 to 18.

Mr. Lefurgey asked if men would be prohibited from taking the course. Mr. Ginther said that they would not.

The motion carried.

- M2 On behalf of the committee Dr. Smith moved that Industrial Arts 105 Fundamentals of Graphic Arts be approved as a new course. (Mr. Peier seconded) Dr. Smith said that the committee had been concerned that this course might duplicate courses in the Art Department which also deal with graphics. However, this course is concerned with the mechanics of graphic reproduction rather than the creation of graphics.

The motion carried.

- M3 On behalf of the committee Dr. Smith moved that Industrial Arts 500 Solar Heating and Cooling be approved as a new course. (Mr. Lefurgey seconded) Dr. Caplan asked if there were any prerequisite for the course. Dr. Smith said that there were none to his knowledge. Dr. Caplan asked if a 500 level course could be taken for graduate credit. Dr. Busch said that it could. Dr. Caplan asked why it had such a high number. No one on the committee knew. Mr. Ginther said that the course was numbered to follow three electrical courses. Dr. Busch asked Mr. Ginther to phone the department during the meeting to try to get answers to the questions asked.

In Mr. Ginther's absence the discussion continued. Dr. Watson said that as he remembered the committee discussion the course was to be taught as Continuing Education which might account for the 500 number. Dr. Busch reminded the Senate that any potential graduate course must go through the Graduate Council after its acceptance by the Senate.

As required by the rules on attendance Dr. Votaw announced that he was leaving the meeting.

Dr. Busch asked that in the interest of time the motion be tabled until Mr. Ginther returned and the next item of business be taken up. Dr. Smith and Mr. Lefurgey agreed.

- M4 On behalf of the committee Dr. Smith moved that English 012 Basic Writing Skills be approved as a new course with the description changed to include the statement "Students completing this course will have 3 credit hours added to the minimum degree requirements." (Dr. Watson seconded)

Dr. Smith explained that the course was a remedial course required of students who scored 12 or less on the English section of the ACT examination. It was presented to the committee as English 100. However, the committee thought that to be consistent with remedial courses in other areas the number should be changed and the phrase given as part of the motion added.

Ms. Thomas asked what would happen with students who do not have ACT scores. Dr. Watson said that students who do not do well in English Composition I during the first week would be sent to the remedial course. Ms. Thomas asked if a student with a low ACT score would be given an opportunity to take the same test-out as students in English Composition I. It does happen that students have an off-day when they take the ACT and might be better than the score indicates. Dr. Miller said that students have the right to petition to quiz out of any course on campus. Dr. Marshall said that incoming freshmen might not know of this policy or be too timid to use it. Dr. Warfel said that a score of 12 was very low and that the English Department had hoped to set the limit higher. However, a higher limit would have increased the number of students beyond their ability to handle

the load. Therefore, any student who scored 12 even on a bad day would probably be well placed in the course.

The motion carried.

Dr. Busch removed the motion concerning Industrial Arts 500 from the table. Mr. Ginther reported that there were no prerequisites and that the high number was given the course so that it could be taken by both undergraduates and graduates.

The motion carried.

Dr. Smith explained the origin of the Proposed Academic Advising System document. This proposal was written by a committee appointed by the administration. Dr. Eickhoff has sent it to President Tomanek who approved it. It has now been sent to the Faculty Senate President who has requested that the Academic Affairs Committee hold hearings on the proposal and develop recommendations for the full Senate.

The committee decided that the proposal had been received too late to allow sufficient time to schedule hearings this semester. Therefore, the committee suggested that the hearings be scheduled for early in the fall semester.

- M5 To implement this suggestion Dr. Smith moved on behalf of the committee that Dr. Eickhoff's office be requested to distribute copies of the proposed Academic Advising System to all faculty members early next fall. (Ms. Harwick seconded.)

Dr. Caplan asked for a clarification of the procedure which the committee was proposing. Dr. Warfel said that the document had been distributed to department chairmen but that the faculty at large would not have seen it unless the chairmen had made copies available to them. Since the hearings were to include all of the faculty the committee decided that all should have copies. Dr. Busch asked if the distribution of the document just made to the Senators would satisfy the committee. Dr. Smith said that the committee had discussed a spring distribution and concluded that copies distributed in the spring for a hearing in the fall would be both unread and lost before the hearing.

Dr. Miller asked who wrote the document. Dr. Busch said it was authored by a committee which included 5 faculty members. Mr. Lefurgey pointed out a typographical error on page 6, paragraph titled "Advising Handbook," second line which should read "Academic Vice-President" rather than "Academic President."

The motion carried.

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

Mr. Lefurgey reported that the election of Senators and Alternates for the years 1979-1980 had been completed. He submitted to the secretary a copy of the official list of Senators and Alternates for 1979-1980 for inclusion in the minutes. The list is attached as Appendix A.

STUDENT AFFAIRS COMMITTEE--Dr. Ann Liston, Chair

Acting on the Senate's request, the committee investigated the procedures presently in force for a student's withdrawal from a course. Dr. Liston said that the

procedures appear only in the Faculty Handbook, specifically Chapter III, Section 19, Pages 13-14. (Copies were distributed at the meeting. See Appendix B.)

Dr. Liston said that this information is not available to students. The committee offered four motions with the purpose of clarifying and disseminating the procedures for withdrawal from a course.

- M6 On behalf of the committee Dr. Liston moved that the following wording be added to the withdrawal policy printed in the Faculty Handbook (III, 19, p. 14)

Withdrawal forms with invalid signatures should be returned to the Registrar's Office. The Registrar's Office will then void the withdrawal.

(Mr. Heil seconded.)

Dr. Liston stated that this is the present policy, but most faculty and students do not know about it. Mr. Rickman asked what constitutes an invalid signature. Dr. Liston said that the committee was primarily concerned about forged signatures. Mr. Rickman asked if that definition included the signatures of colleagues. Dr. Liston said that she thought that it would if it were not an authorized signature. Dr. Busch said that he thought an invalid signature would be one which the professor would not honor.

Dr. Smith asked how a student would learn that his withdrawal was voided. Dr. Caplan reported on a recent case. The professor involved returned the invalidly signed withdrawal slip to the Registrar's Office. The withdrawal was voided, and the student was sent a notice. The consequence is that the student will receive a "U" for the course since the date for withdrawal had passed. Mr. Schroeder said that any student should know that a forged signature on anything is invalid. Dr. Caplan said that the problem was more one of the students not knowing that a policy on valid signatures was being enforced. Often professors know that their signatures have been forged and have told the students that they don't care. Yet other professors do care.

Mr. Lefurgey asked if the student whom Dr. Caplan mentioned would have legal grounds for changing his status in the course because the policy was not written. Dr. Watson said that the general laws covering forged signatures should apply. Dr. Liston said that the policy is stated on the withdrawal slips with sufficient clarity to protect the institution. The reason for this motion and the others being proposed is that not enough students read the "fine print" and thus need further warning.

The motion carried.

- M7 On behalf of the committee Dr. Liston moved that the following information relating to withdrawal from courses be printed in the FHSU General Catalog, the Class Schedule, and The Leader:

To withdraw from a class the student should secure a four-ply "Official Change of Program - Withdrawal" form from the Registrar's Office and complete all of the information requested on the form. He should then consult with his advisor for approval of the "Withdrawal" and obtain the

adviser's signature. The student should then obtain the signature of the instructor of the course from which he wishes to withdraw. The instructor may not refuse the signature for the withdrawal except in those circumstances where University-owned equipment must first be returned, payment made for breakage, etc. The requirement of obtaining the instructor's signature provides an opportunity for counseling with the student and may prevent an unnecessary withdrawal. After the instructor's signature has been obtained, the student should then take the "Official Change of Program - Withdrawal" to the Registrar's Office. One copy will be retained by the Registrar's Office for immediate official record of the student; the second copy will be mailed to Data Processing as a source of changing data; the third copy will be mailed to the instructor through the department chairman's office as a check for authenticity and for class roster records; and the validated fourth copy is retained by the student as proof of the transaction. Withdrawal forms with invalid signatures will be returned to the Registrar's Office. The Registrar's Office will then void the withdrawal.

(Mr. Ginther seconded.)

Dr. Watson asked if the committee had given consideration to having both the advisor and the instructor date their signatures. Dr. Liston said that the committee had considered the sequence of signatures and that the adviser is to sign first. Dr. Marshall asked whether an instructor could insist on having an advisor's signature on the slip first. Dr. Liston said that as she read the Faculty Handbook the sequence is required. The advantage of passing this motion is that the instructor will have the information readily available to show a student. Dr. Busch pointed out that the newest General Catalog had just been printed and that it would be two years or more before this information could be included. Dr. Liston said that she felt that more students read the Class Schedule and that printing the information there would reach most students. Dr. Busch said that the first Class Schedule in which this information could be printed would be for spring of 1980 since the fall issue has already been printed. Dr. Liston said that she thought that there was a different edition also printed in the fall during enrollment.

- A7 Dr. Watson moved to amend the motion by inserting the word "dated" before the words "advisor's signature" in the second sentence and before the word "signature" in the third sentence.

As required by the attendance rules Ms. Veed announced that she was leaving.

(Mr. Schroeder seconded.)

Dr. Warfel said that he felt that the requirement on dating signatures would be more appropriate in the Faculty Handbook. It is not as important to tell the student that the signature is to be dated as it is to tell faculty members to date their signatures. Mr. Ginther asked why the date was important since there is a deadline for withdrawal. Dr. Watson replied that requiring the date for advisor's signature would emphasize the sequence of signing.

Dr. Busch was uncertain of the voice vote and called for a division of the house. The motion to amend carried by a vote of 18 to 4.

The amended motion carried.

- M8 On behalf of the committee Dr. Liston moved that the instructions on the Withdrawal Form be reworded to emphasize that the students are to obtain the advisors' signatures before obtaining the instructors' signatures. (Dr. Smith seconded.)

The motion carried.

- M9 On behalf of the committee Dr. Liston moved that instructors be urged to be in their offices on the afternoon of the last day of withdrawal from courses. If that is not possible, the instructors should appoint an official representative to sign withdrawal forms. (Mr. Heil seconded.)

Dr. Caplan said that students can most easily find an instructor at the scheduled time for the class from which they wish to withdraw. Therefore, there is no particular reason for instructors to be in their offices on the last day to withdraw. Dr. Smith pointed out that the motion only said that instructors are "urged" not "required" to be in their offices. The idea of having an official representative is a good one. Dr. Ginther said that it could be a bother having to sign slips during a class session. Dr. Watson said that the transaction could be immediately before or after the class. Most students know weeks before the final date that they are going to withdraw and they should take the responsibility if an instructor is not in the office on the last day.

Dr. Busch was uncertain of the voice vote and so called for a division of the house. The motion failed by a vote of 13 to 14.

UNIVERSITY AFFAIRS COMMITTEE--Mr. Richard Heil, Chair

Mr. Heil reported on the issue of parking. The committee had asked Mr. Heil to check into the status of the recent proposal to raise parking fees to pay for a new parking lot northwest of the Memorial Union. He reported that the Student Senate had voted against the proposal. The committee plans to have a further report for the June meeting.

Mr. Heil distributed a proposal which was passed by the Faculty Senate Presidents of the Regents Institutions. (See Appendix C.) Dr. Busch had asked the committee to consider the proposal and make a recommendation to the FHS Faculty Senate. The following motion is that recommendation.

- M10 On behalf of the committee Mr. Heil moved that the following resolution be adopted by the Senate.

The Faculty Senate supports the idea of budgetary input mechanisms on the Regents' campuses. However, the Faculty Senate believes that the existing mechanisms on this campus for faculty input into the budgetary process are adequate and no additional faculty committees are necessary to monitor the process at this time. The existing mechanisms on this campus consist of the Committee on Reduction, Reallocation and Allocation of Personnel and the President's Advisory Committee on Faculty Salaries and Fringe Benefits.

(Ms. Thomas seconded.)

The motion carried.

SPECIAL NOMINATING COMMITTEE--Dr. Lewis Miller, Chair

Dr. Miller reported that the committee had drawn up a slate of four names for each of the two offices, President-elect and Secretary. After consulting with the nominees the slate was reduced to two for President-elect and three for Secretary as follows:

President elect: Dr. John Watson and Dr. Sam Warfel

Secretary: Dr. James Stansbury, Mr. Richard Heil, and Ms. Joanne Harwick

Dr. Busch asked if there were further nominations from the floor. There were none. Dr. Busch reminded the Senate that additional nominations would be allowed before the elections during the September meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Dr. Busch asked the Faculty Senate officers who attended the meeting of the Conference of Kansas Faculty Senate Officers mentioned in announcement two to report on the meeting.

Dr. Smith reported on the sub-group of the meeting which discussed faculty governance at Regents' institutions. Representatives were asked to give general reports on the health and welfare of faculty organizations on their campuses. Most of the faculty organizations appear to have developed a cooperative rather than a confrontative relationship with their administrations. There is a current problem at Emporia State where there are staff cuts to be made and the president is unwilling to declare a state of financial exgency which would activate their exgency procedures. Most of the organizations tend to react to actions and proposals of administrative units on campus rather than initiate actions. Most representatives felt that faculty senate work should be given more weight by administrators in making salary, tenure, and promotion decisions. Dr. Warfel who also attended the meeting said that Dr. Smith had covered the basic topics.

As required by the attendance rules Dr. Smith and Mr. Ginther announced that they were leaving.

Dr. Caplan reported on the sub-group on financial exgencies. The group first discussed the policies which exist on the various campuses. Every institution has a financial exgency policy except Pittsburg State where a document has been written but not approved. The next topic was financial exgency and how it is declared. On our campus the document does not mention financial exgency. At WSU the document states that the Regents must declare a financial exgency. At the other schools the president or chancellor must declare a financial exgency. COCAO has been asked by the Regents to determine who should make such a declaration. The consensus among the representatives of the other five institutions was that even though there are policies for dealing with financial exgency they probably won't be used. An example of this is at Emporia State where a policy is in force but the president chose not to use the procedure in making staff cuts this year. All cuts there are being absorbed through resignations and retirements. The consensus was that if hard decisions rather than easy ones such

as the example given are to be made they will be made by the faculty and not by the administration. There seems to be less discussion between faculty and administration at other schools than at Fort Hays State.

Mr. Heil reported on the sub-group on faculty salary and fringe benefits. The consensus of the group was that faculties should request 12 to 13% increases in salary next year. There was a discussion of including cost-of-living increments in salaries. Everyone agreed that faculties should have a united front in making salary requests. Mr. Heil told them that Fort Hays State had agreed with this in the past, but had always gotten less than the other schools. No one responded to this statement. Everyone agreed that an increase in the state's contribution to TIAA/CREF should be the primary fringe benefit to be sought. They accepted the FHS proposal that an increase of 1% per year until 10% is reached would be a good plan for the increase. Relative to the possibility of switching contributions from Social Security to some other retirement program, someone at the meeting said that all state employees would have to get out of Social Security if any did. Dr. Busch said that he understood that Eastern New Mexico State had made the switch without affecting other employees.

The meeting adjourned at 5:00.

Respectfully submitted,

Sam L. Warfel, Secretary