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### Fort Hays State University Faculty Senate Minutes, January 14, 1980

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## FACULTY SENATE MINUTES

January 14, 1980

The meeting was called to order by Dr. Louis Caplan, 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:

Dr. James Stansbury, Dr. Bill Daley, Dr. Emerald Dechant, Ms. Orvene Johnson, Mr. Edgar McNeil, Ms. June Krebs, Mr. Don Barton, Mr. Mac Reed, Ms. Joanne Harwick, Dr. Lloyd Frerer, Mr. David Lefurgey, Dr. John Knight, Dr. Sam Warfel, Dr. Al Geritz, Mr. DeWayne Winterlin, Dr. Lewis Miller, Mr. Robert Brown, Dr. Stephen Tramel, Mr. Thaine Clark, Mr. Elton Schroder, Dr. John Watson, Dr. Max Rumpel, Dr. Richard Zakrzewski, Dr. Ervin Eltze, Dr. Charles Votaw, Dr. Louis Caplan, Ms. Carolyn Gatschet, Ms. Betty Roberts, Ms. Sharon Barton, Mr. Daniel Rupp, Dr. Ann Liston, Mr. Richard Heil, Dr. Robert Meier, Ms. Patricia Baconrind, Dr. Ron Smith, Dr. Nevell Razak.

Also present was Dr. Patrick Drinan, Professor of Political Science and Mr. Richard Leeson, Instructor of English.

The minutes of the November meeting were approved with the following changes: the word Pittsburg was incorrectly spelled with an "h" at the end of the word (twice on page 1 and once on page 5).

The minutes of the December meeting were approved with the following changes: Ms. Carolyn Gatschet's last name was incorrectly spelled Gatshcet; on page 2 the fourth line up from the bottom of the page the word "department" should be "departing" and the word "assistance" should be "assistant"; on page 3 line 11 the word "vagues" should be "vagueness"; on page 4, second paragraph, line 3 the word "distributed" is misspelled.

### ANNOUNCEMENTS

- 1.) The Regent's policy on Consulting and Outside Work has been distributed to the faculty. The reporting procedure for personal, professional activities is contained in the policy. The information that Kay Dey is seeking is to guarantee that you are in compliance with this policy should a complaint be lodged by a member of the Regency, legislature, or citizenry.
- 2.) The Faculty Senate Presidents met with Governor Carlin on December 20. The Governor was sympathetic with the plight of the faculty but feels that the state is constrained by the President's anti-inflation guidelines. The requests to the Governor and items of concern discussed are listed below:
  - A. The salaries of the faculty at the Regents' institutions need to be increased substantially. Faculty salaries have not kept pace with inflation. The average rate of decline the last ten years has been -0.8. Because the inflation rate for 1979 is estimated to be over thirteen percent, we urge you to seek salary increases in excess of those currently proposed.
  - B. The State's handling of the retirement contributions of the individual faculty members at the Regents' institutions is costing them benefits. Faculty at the Regents' institutions have become aware that the transfer of funds to TIAA/CREF from the Kansas Division of Accounts and Reports over the last 18 months (possibly considerably longer than that) has taken place so late as to have missed TIAA/CREF's thirty day grace period, resulting in repeated and compounding loss of accruing benefits to the faculty members.

C. Position control should be given to the individual Regents' institutions. To delete state dollars is the most accountable way to respond to any losses in enrollment at the universities. To link dollars directly to positions is, however, to decrease the options the universities have for providing quality academic programs while they are reducing their budgets.

D. The Regents' institutions must be permitted to maintain their basic Liberal Arts programs if they are to remain universities. The total enrollment at the Regents' institutions is expected to decrease over the coming years. The Liberal Arts departments at the regional universities are in danger of being severely weakened because positions are dependent solely upon credit hour production. The tradition of a strong Liberal Arts program must be maintained even though these programs may be small.

3. The Fort Hays Studies Committee is in the process of developing editorial guidelines for publication in Fort Hays Studies.

4. The Board of Regents has asked for legislative authorization for first day payroll day death and disability insurance coverage for unclassified personnel under the Regents retirement plan in the same manner as provided for classified personnel.

Dr. Votaw asked for a clarification of announcement number 4 specifically the meaning of the phrase "first day payroll day". Dr. Caplan indicated that the phrase is taken from the Board of Regents minutes. Dr. Frerer asked for further clarification. Dr. Caplan stated that the Regents will be asking the Legislature to provide death and disability insurance coverage the first day of employment rather than waiting a specified number of days before the coverage begins. There was some confusion expressed by several senators as to the actual number of days waiting period currently in effect.

Mr. Rupp asked if 2B was a problem at Fort Hays State. Dr. Caplan said it was not. At Kansas University this has been a problem.

Dr. Caplan mentioned in reference to announcement number 1 that the information reported could be helpful in protecting faculty members against complaints about their consulting and outside work.

#### COMMITTEE REPORTS

##### Academic Affairs - Dr. John Watson, Chair

Dr. Watson thanked the members of the Committee for the hours of work required to consider the various new course proposals. Dr. Watson made the following motions:

M<sub>1</sub> "The Academic Affairs Committee moves that the following Foreign Language courses be approved:

204 Reading French in the Arts and Sciences

206 Reading German in the Arts and Sciences

207 Reading Spanish in the Arts and Sciences" (Seconded by Mr. Rupp)

Dr. Watson indicated that these courses would be appropriate for students who want a reading but not a speaking knowledge of the language. Dr. Tramel supported the motion by indicating that these courses would be beneficial to students pursuing graduate degrees where a reading knowledge of a foreign language is required. There was no further discussion on the motion. A voice vote was taken. The motion was adopted.

M<sub>2</sub> "The Academic Affairs Committee moves that the following new Political Science course be approved:

670 Workshop in Political Science" (Seconded by Dr. Tramel)



Dr. Watson indicated that almost every department has a Workshop course except Political Science. This motion will rectify this problem. There was no further discussion on the motion. A voice vote was taken. The motion was adopted.

M<sub>3</sub> "The Academic Affairs Committee moves that the Faculty of Nursing proposal for Nursing 544: Personal Health Assurance:

- A. High Level Wellness
- B. Recognizing and Treating Common Illness
- C. Removing Health Hazards

not be approved." (Seconded by Dr. Warfel)

Dr. Watson listed four problem areas that became the basis for the Committees disapproval: (1) the course description and course objectives are not written in a coherent and understandable fashion; (2) the proposed course number 544 may be too high for the broad scope of the course; (3) if the course is to remain at the high number level (544) the scope of the course is too all-encompassing and ambitious; and (4) the course appears to duplicate the course in the Department of Health, Physical Education and Recreation, Personal and Community Wellness which seems to address the same problems. Dr. Votaw asked for the number of the HPER course. Dr. Zakrzewski said that it was numbered 200. There was no further discussion. A voice vote was taken. The motion was adopted.

Dr. Watson indicated that the following three motions are a result of extensive curricular revisions in the Department of Health, Physical Education and Recreation. The three motions cover three types of courses; the first (M 4) covers non-professional service courses, the second (M 5) covers undergraduate professional service courses and the third (M 6) covers graduate professional courses.

M<sub>4</sub> "The Academic Affairs Committee moves that the following new service courses be accepted:

- 100 Concepts in Physical Education
- 107 Karate
- 108 Judo
- 109 Self Defense
- 115 Advanced Handball
- 116 Basic Scuba Diving
- 119 Diving
- 123 Touch Football
- 127 Slimnastics
- 128 Personal Fitness I
- 129 Personal Fitness II
- 130 Jogging
- 132 Softball
- 137 Advanced Basketball
- 138 Badminton
- 149 Beginning Ballet
- 150 Advanced Ballet
- 151 Aerobic Dancing
- 152 Tap and Jazz Dancing
- 157 Archery
- 158 Soccer
- 161 Riflery
- 162 Skeet and Trap Shooting
- 163 Roller Skating
- 164 Cycling
- 165 Recreational Activities

- 166 Recreational and Therapeutic Activities for the Handicapped
- 167 Beginning Racquetball
- 168 Advanced Racquetball
- 172 Wilderness Skills
- 175 Adult Fitness and Assessment
- 180 Special Activities in Physical Education" (Seconded by Dr. Frerer)

Dr. Watson indicated that these new courses are an attempt to modernize and upgrade the service courses required of all students. The emphasis of these courses is physical fitness over the entire lifetime of the individual. Mr. Heil inquired whether the "old courses" such as golf, tennis and bowling would still be offered. Dr. Watson indicated that the old courses would still be offered. This motion covers only new courses or fragmented courses. There was no further discussion. A voice vote was taken. The motion was adopted.

- M5 "The Academic Affairs Committee moves that the following new professional courses be accepted.

- 250 Techniques of Teaching Badminton & Tennis 2 hrs.
- 252 Techniques of Teaching Basketball & Track 2 hrs.
- 258 Techniques of Teaching Dance & Archery 2 hrs.
- 299 Independent Study 1-3 hrs.
- 336 Intro. to Dance Theory 2 hrs.
- 356 Coaching of Tennis 2 hrs.
- 421 Advanced First Aid 2 hrs.
- 499 Independent Study 1-3 hrs.
- 510 Advanced Athletic Training" 3 hrs.

(Seconded by Mr. Rupp)

These courses represent an attempt to upgrade the professional courses for the HPER majors and strengthen the academic background of the program. There was no further discussion. A voice vote was taken. The motion was adopted.

- M6 "The Academic Affairs Committee moves that the following new graduate courses be accepted.

- 740 Physiological Analysis of Motor Activity - 3
- 750 Mechanical Analysis of Motor Activity - 3
- 840 Coaching Today's Athlete - 3
- 875 Graduate Seminar in Physical Education - 1-3" (Seconded by Dr. Votaw)

Dr. Watson reiterated that these courses were an attempt to upgrade the academic program at the graduate level. Dr. Frerer asked for a distinction between physiological and mechanical analysis of motor activity. Dr. Watson provided an acceptable distinction. There was no further discussion. A voice vote was taken. The motion was adopted.

- M7 "The Academic Affairs Committee moves that the proposal to establish an Institute of Public Affairs at Fort Hays State University be approved". (Seconded by Mr. McNeil)

Dr. Watson indicated that the activities of the Institute of Public Affairs have been conducted by the Department but the program needs to follow the steps established by the Regents guidelines. Dr. Frerer asked for further elaboration (the Department referred to above is Political Science) on the proposal. Dr. Warfel indicated that the proposal does not require any new faculty, staff or funds. Dr. Zakrzewski indicated that this proposal would allow the Political Science Department to conduct its various programs (such as the Model United Nations) under one aegis. There was no further discussion. A voice vote was taken. The motion was adopted.



Bylaws and Standing Rules - Dr. Stephen Tramel, Chair

No Report.

Student Affairs - Mr. Mac Reed, Chair

No Report.

University Affairs - Mr. Dan Rupp, Chair

On Behalf of the Committee Mr. Rupp moved that adoption of the following three Guidelines for Position Control:

"Recommendation 5. When budget reductions are necessitated by enrollment declines, the following guidelines should be observed:

(1) The percent of the Educational and General budget devoted to unclassified salaries and fringe benefits must be within two percentage points of the percent shown for that institution for the previous budget year.

(2) The percent of the Educational and General budget devoted to classified salaries and fringe benefits must be within one percentage point of that shown for that institution for the previous budget year.

(3) The remainder of the budget adjustment must occur in other operating expenses/student wages.

Recommendation 6. The average percent salary increase budgeted for all continuing unclassified positions in the Educational and General budget must not be less than the percent increase authorized by the Legislature for unclassified salaries for that budget year.

Recommendation 7. Each university will include in its printed operating budget (beginning in Fiscal Year 1981) a schedule displaying the number of dollars and full-time equivalent positions of unclassified staff and classified staff deleted because of enrollment-related budget reductions and displaying the number of dollars of Other Operating Expenses/Student Wages deleted for that same reason". (Seconded by Mr. Schroder)

Dr. Zakrzewski asked for clarification of the motion. Dr. Caplan provided the following explanation. A Task Force on Position Control was established by the Board of Regents, consisting of two University Presidents, two Academic Vice-Presidents, two Business Vice-Presidents and three members of the Regents staff. This Task Force has made various recommendations (5, 6, and 7 above) that will be voted on by the Council of Presidents in January and, if approved, will be sent to the Board of Regents. Recommendations 1, 2, 3 and 4 have already been implemented. They deal with uniform handling of graduate teaching assistants at the six Regents institutions. The policy states that these assistantships will be counted as one-tenth of a position for every \$1000 in salary. Recommendation 5, 6 and 7 refers to position control of unclassified positions. This is a proposal to change the Board of Regents approach to reducing unclassified positions. The current policy has resulted in the loss of one unclassified position and a set amount of dollars for every twenty full-time equivalent students. Under recommendation 5, when an enrollment decline occurs money must be taken from unclassified positions, classified positions and other operating expenses but it gives a degree of latitude by stating that unclassified salaries and fringe benefits must be within 2% of last year's budget even after budget reductions. Under this recommendation Fort Hays State would have to reduce the overall budget if an enrollment decline occurred but it would not have to eliminate a specific number of positions. This year under the present policy with a decline of 75 students FHS is required to eliminate 3.75 unclassified positions.

Dr. Zakrzewski suggested that this might mean we could keep positions and not spend money on equipment. Dr. Caplan agreed. Resignations or retirements of two high salaried persons could solve the budget reduction problem in a particular year under recommendation 5 but not under the present policy. Recommendation 6 states that if the Legislature gives a salary increase, that money cannot be used to maintain positions. Recommendation 7 covers the reporting procedure for handling these reductions in the

budget. These recommendations will be voted on by the Council of Presidents in January and if approved will then be forwarded to the Board of Regents. Dr. Miller inquired whether the Task Force addressed the issue of the 20 to 1 ratio? Dr. Caplan responded that it did not appear from his reading that they had addressed this issue but these recommendations are an attempt to get away from the 20 to 1 ratio. Dr. Warfel stated his interpretation that these recommendations were being presented to COPS regardless of the Faculty Senate vote so the effect would be to support the University President. Dr. Caplan said that it was correct unless the Faculty Senate finds something wrong with these recommendations and persuades President Tomanek not to support them.

Ms. Gatschet was excused at 4:06. Dr. Caplan suggested that if the Legislature continues to appropriate funds as they have in the past these new recommendations appear to be an improvement. If the Legislature changes the method of appropriation then there is no way to gauge the effect of these recommendations. Dr. Miller asked if these recommendations need the approval of the Legislature or is the Board of Regents approval sufficient? It was Dr. Caplan's interpretation that the number of unclassified positions at Regent's institutions is the responsibility of the Board of Regents. The Legislature appropriates the money but the Regents determine positions. Dr. Warfel asked if Dr. Caplan had heard from any other Faculty Senate Presidents concerning their reaction to these recommendations? Dr. Caplan responded that the Senate Presidents had received these recommendations (5, 6, and 7) on December 20th and did not have time to discuss their possible impact with member of their faculties.

Dr. Miller stated that it was his impression that recommendations 1 through 4 dealing with graduate teaching assistants was already in effect on this campus although Dr. Caplan stated the policy had not yet been adopted. Dr. Caplan stated that it was his understanding that recommendations 1 through 4 have already been adopted by the Board of Regents. Dr. Rumpel asked, if a University was in compliance with the guidelines of the present system how far out of compliance would they be under the new recommendation: using the present existing ratios such as 20 to 1? Dr. Caplan stated that for the coming year under the present system Fort Hays State will lose 3.75 unclassified positions plus a set amount of dollars. Under the proposed recommendations Fort Hays State would lose between 1 and 6 positions depending upon judgements made on campus. The salary budget for classified positions would not vary more than 1% over what was budgeted the previous year. Line item objects in the budget would not be covered by this proposed new policy. The Geological Survey at Kansas University was provided as a line item example. Dr. Caplan was not certain whether Fort Hays State has any line item objects in the budget. Dr. Zakrezewski asked for clarification as to the method of determining the present budget. Dr. Caplan stated that the budget corrected for enrollment increases or decreases on the basis of 20 to 1 full-time equivalent students per position. There is a different formula for classified positions and the other operating expenses budget. There was no further discussion. A voice vote was taken. The motion was adopted.

#### OLD BUSINESS

There was no old business.

#### NEW BUSINESS

Dr. Tramel made the following motion:

"effective with the Fall semester, 1980, pre-enrollees will complete their enrollment during the first day of the regular enrollment period, and those who have not pre-enrolled will enroll on the second such day." (seconded by Dr. Zakrezewski) Dr. Tramel made the following statement in support of his motion. This motion is made in view of the following widespread problem. A great many pre-enrollees return class cards while completing their enrollment on the second day of the regular enrollment period. These cards could have been made available to those who were refused admittance to classes during the first enrollment day because the classes were full at that time. This situation has

the following unfortunate results:

- 1) Our student body is not served as well as it could be, since there is no logical reason why students who wish to take a class ought to be able to when there is in fact room for them in the class;
- 2) Departments and instructors are penalized statistically by teaching classes which are smaller than they would have been had the enrollment days been reversed;
- 3) Even the pre-enrollees are disadvantaged, for classes are now closed to them that would have been available had they been completing their enrollment on the first day;
- 4) The credit hour production of FHSU suffers, for, although many of those who find one class closed will simply enroll in another, there are some who wish to take only the particular class or classes that they found closed, and they will therefore not substitute another class.

Dr. Votaw expressed the view that this motion would give an unfair advantage to those who pre-enroll and are not selective in their initial enrollment. It could also make it more difficult for those who did not pre-enroll to enroll in certain classes. He suggested that another alternate to this problem would be to allow the pre-enrollees a free drop on the first morning of enrollment and then allow the non-pre-enrollees to enroll and the second day the pre-enrollees could add without penalty. After the first morning of enrollment no one could drop without paying the transaction fee. Dr. Miller indicated a preference to consider this motion in greater detail before voting on such an important issue. He therefore moved "to table Dr. Tramel's motion." (seconded by Dr. Votaw).  
M10 Dr. Frerer reminded the chair (supported by Dr. Warfel) that a motion to table is not debatable. Dr. Miller offered to withdraw his motion to table if the sense of the Senate was to refer this issue to a committee. Dr. Miller did so with the consent of his second. Dr. Warfel moved "to refer Dr. Tramel's proposal to the University Affairs Committee for consideration" (seconded by Dr. Frerer). There was no discussion on the motion. A voice vote was taken. The motion was adopted.  
M11

There was no further new business.

The meeting was adjourned at 4:21 p.m.

Respectfully submitted,

Richard P. Heil