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### Fort Hays State University Faculty Senate Minutes, June 17, 1980

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# FACULTY SENATE MINUTES

June 17, 1980

The meeting was called to order by Dr. Louis Caplan, Faculty Senate President, at 3:30 p.m. in the Smoky Hills Room of the Memorial Union. (Note: Due to a malfunction of the tape recording machine, the tape of this meeting is of extremely poor quality. The minutes, therefore, represent the recall of the Secretary where the tape is inaudible.)

## ROLL CALL

The Secretary called the roll, and the following members were present: Dr. James Stansbury, Dr. Bill Daley, Ms. Orvene Johnson, Mr. Edgar McNeil, Ms. June Krebs, Mr. Don Barton, Mr. Mac Reed, Dr. Lloyd Frerer, Mr. David Lefurgey, Dr. Al Geritz, 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, Dr. Robert Meier, Ms. Patricia Baconrind, Dr. Ann Liston, Mr. Richard Heil, and Dr. Nevell Razak.

The following members were absent: Dr. Emerald Dechant, Ms. Joanne Harwick, Dr. John Knight, Dr. Sam Warfel, Mr. DeWayne Winterlin, Ms. Betty Roberts, Ms. Sharon Barton, Mr. Daniel Rupp, and Dr. Ron Smith.

The following alternate was present: Mr. Bill Rickman for Rupp.

The minutes of the March meeting were approved with the following corrections: On Page 8, second paragraph, line 8, the word "tenure" should be changed to "promotion." On Page 7, first paragraph, line 13, the word "criteria" should be "criterion." The minutes of the May meeting were approved as distributed.

## ANNOUNCEMENTS

1. Dale Peier has been nominated for the Search Committee for the new Vice President for Administration and Finance.
2. Louis Caplan has been appointed by President Tomanek to serve as the Fort Hays State University representative on the Regents Voluntary Early Retirement Study. The Legislature appropriated \$25,000 to conduct a study of voluntary early retirement plans for faculty members. This project will be on a competitive bid basis. The Committee will write the specifications to be distributed to all interested firms and individual consultants. If anyone has any items which should be included in the specifications, let Dr. Caplan know.
3. Dave Lefurgey has requested that his name be withdrawn as a nominee for Faculty Senate Secretary.

In reference to Announcement 2, Dr. Caplan stated that he received an early retirement plan in the mail from the Chairman of the Regents Voluntary Early Retirement Committee. It was Dr. Caplan's impression that this Committee was empowered to write the specifications that would be used by the consulting firms to bid for the authority to do the study. He hopes to clarify the confusion at the Committee's first meeting in Topeka.

In reference to Announcement 3, Mr. Lefurgey clarified his reasons for withdrawing his name from consideration as a candidate for Secretary of the Faculty Senate. He stated that he assumed additional duties in the Department of Communication that would limit the time he could devote to Senate duties.

#### COMMITTEE REPORTS

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

M<sub>1</sub> On behalf of the Committee, Dr. Watson made the following motion: "The Academic Affairs Committee moves that the following courses in Mathematics be approved by the Faculty Senate:

- Math 781 - The Teaching of Geometry
- Math 782 - The Teaching of Algebra
- Math 783 - The Teaching of Advanced Secondary Mathematics
- Math 784 - Teaching Problem Solving in the Secondary Mathematics Curriculum
- Math 785 - Teaching Mathematics to the Non-College Bound Student"

Dr. Watson pointed out that these courses were developed by the Mathematics Department as a result of a survey of high school teachers. It was also stated that a package of courses was more attractive to teachers. Dr. Frerer asked if all the courses were 3 credit hour courses. Dr. Watson responded that that was the case. Dr. Caplan asked if Geometry is a prerequisite for the course, "The Teaching of Geometry." Dr. Votaw stated that he felt that was the case. Dr. Watson said that it was not specified on the course application form that there was a prerequisite. Dr. Rumpel stated that it was his impression that competence in the subject area was assumed before a student would take the particular course. There was no further discussion. A voice vote was taken. The motion was adopted.

Dr. Watson also reported that the Committee had been asked to review the general education requirements for students enrolled in the 3 + 2 Program. The 3 + 2 Program is a cooperative program between Fort Hays State and Kansas State University. The students spend three years at Fort Hays State in Pre-Engineering where they satisfy the requirements for a B.S. Degree in usually Physics or Mathematics. The students then transfer to Kansas State University for two years where they satisfy the requirements for an Engineering Bachelor's Degree. It was the position of the Committee that if these students receive a Bachelor's Degree from Fort Hays State, they should be required to fulfill all the general education requirements.

##### 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 and in Mr. Rupp's absence, Mr. Heil moved that:

M<sub>2</sub>

"The Faculty Senate approves the replacement of Appendix G in the Faculty Handbook entitled 'Evaluative Criteria for Salary Determination' with the following new Appendix G:

FORT HAYS STATE UNIVERSITY

EVALUATIVE CRITERIA FOR SALARY DETERMINATION\*

I. Evaluation of Teaching

A. Methods and Procedures to be Used

1. Evidence of classroom performance at various levels

- a. Student evaluations using department approved evaluation forms
- b. Professional-scholarly opinions held by colleagues, including class visitations
- c. Materials used in courses: syllabi, types of work required of students, evidence of systematic evaluation of students
- d. Course management: instructional techniques employed, degree of rapport with students, student counseling and conferences, evidence of student response beyond minimal course requirements, special activities and projects

B. Minimum Satisfactory Performance

The department judges minimum satisfactory performance to mean that a teacher meets his classes regularly and punctually, covers the material specified in the catalog for each course that he teaches, regularly and systematically evaluates class performance, maintains regular office hours for conference with students in his classes, is relatively current in the scholarship in those areas in which he teaches, and receives acceptable student evaluations.

C. Some Merit for Teaching

May apply either at graduate or undergraduate level, or both. Distinctive characteristics of this rating, in addition to those for 'Minimum satisfactory' performance are:

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\*These criteria are recommended for departmental use and are not mandatory. In matters involving faculty raises, promotion, sabbatical leaves, and other matters of faculty welfare, any changes in the original recommendation made at the departmental level shall be accompanied by consultation between all parties approving and disapproving the original recommendation.



1. Evidence of effort to improve classroom performance
2. Willingness to assume teaching responsibilities outside of the regular departmental offering in the individual's field, but within general fields of competency, honors classes, multidisciplinary courses, and extension courses

D. Considerable Merit for Teaching

May apply either at graduate or undergraduate level, or both. Distinctive characteristics of this rating, in addition to those for 'Some Merit' are:

1. Student evaluations indicate consistently high-level classroom performance
2. Evidence of course revision to include new scholarship in the field, new instructional methods and materials
3. Willingness to assume teaching responsibilities of new or experimental courses, honors courses, graduate or undergraduate independent study beyond the ordinary departmental teaching load, and demonstrating qualities of leadership, imagination, and initiative in developing these courses
4. Direction of graduate thesis or undergraduate honors independent project, including direction of thesis or project or serving as committee member

E. Unusual Merit for Teaching

Should apply at both undergraduate and graduate levels, except in extraordinary cases. Distinctive characteristics of this rating in addition to those for all other ratings are:

1. Student evaluations consistently show exceptionally high-level classroom performance
2. Evidence of critical self-appraisal and course revision to maintain exceptionally high-level classroom performance and to keep courses continually stimulating and relevant
3. Recognition by colleagues of influence on students to develop enthusiasm for the subject and lead them to high levels of academic achievement
4. Unusual responsibilities or achievements in the direction of theses

II. Evaluation of Scholarly Productivity

A. Methods and Procedures to be Used

1. Information on personal data sheets

2. Research grants
3. Publication or definite acceptance for publication of scholarly books or articles
4. Public presentation of creative activity such as musical concerts, dance concerts, theatrical works, paintings, sculpture, athletic team performance, and the like
5. Honors or distinctions conferred as recognition of scholarly achievement or creative artistry
6. Weighing of scholarly publications
7. Participation at scholarly meetings

B. Minimum Satisfactory Performance

1. Evidence of research and writing for dissertation for non-Ph.D.'s

C. Some Merit for Scholarly Productivity

1. Evidence of continuing research or writing intended for scholarly publications
2. Public presentation of creative activity
3. Attendance at scholarly meetings
4. Receiving a University research grant

D. Considerable Merit for Scholarly Productivity

1. Progress on research project, including research in special library or manuscript collections in the United States or abroad
2. Submissions of manuscripts for publication by scholarly presses or journals
3. Public presentation of creative activity of exceptional quality which enhances the reputation of that program and the University
4. Participation on the program at a less important scholarly meeting
5. Receiving an external research grant

E. Unusual Merit

1. Publication of a scholarly book or monograph
2. Acceptance for publication of one or more scholarly articles

3. Receiving prestigious external recognition for high scholarly achievement or creative activity

4. Participation on the program at a major meeting

### III. Evaluation of Service

#### A. Minimum Satisfactory Performance

Accepts fair share of departmental duties

#### B. Some Merit

Staff member assumes more committee responsibility or administrative responsibility than usual, or develops contacts with colleges, schools, or other professional bodies which require extra time and effort

Examples:

Membership on departmental committees with more extensive duties (curriculum, library, tenure, recruitment), planning of new programs, or participation in honors program

#### C. Considerable Merit

Staff member assumes offices or duties in the University department which involve important responsibilities and considerable time and work, and which are indicative of confidence placed in the individual by the administration or his colleagues

Examples:

Faculty Senate and related committees, Graduate Council, and University task forces to develop special programs, and chairmanship of a departmental committee involving substantial duties

#### D. Unusual Merit

Accomplishments which bring the individual unusual distinction beyond the confines of the University or the community, and thus add lustre and visibility to the University and the department

Examples:

Chairmanship of a major University committee, Presidency of the Faculty Senate, consultation work with a major press, membership on the editorial board of a professional journal, election to office of a state, regional, or national organization--an office with more than nominal duties and which is a sign of professional distinction



#### IV. Professional Achievement

- A. Substantial increase in salary for promotion in rank
- B. Substantial increase in salary for completion of Ph.D.
- C. Substantial increase in salary for continuing professional development, including such activities as post-doctoral education and professional experience directly related to the academic discipline of the individual"

Mr. Heil explained that this motion would update the Faculty Handbook to conform with the Promotion Procedure adopted by the Faculty Senate at its April meeting. Dr. Razak asked how this new policy differed from the old policy. Mr. Heil pointed out that the references to 60 percent weight for teaching, 20 percent for scholarly productivity, and 20 percent for service had been dropped. Dr. Frerer added that more specific examples were provided as criteria for promotion.

A<sub>1</sub> Dr. Miller expressed the view that the wording in IV, "Professional Achievement," was awkward. Specifically, the wording, "Substantial increase in salary for," in A, B, and C should be changed. An increase in salary cannot be a criteria for salary determination. Dr. Razak did not agree with Dr. Miller's interpretation but agreed the wording could be improved. Dr. Miller moved to amend M2 in the following manner: "Under Part IV, 'Professional Achievement,' Sections A, B, and C, the words 'Substantial increase in salary for' be stricken" (seconded by Dr. Stansbury). Dr. Tramel inquired whether the words "Substantial increase in salary for" were included in the motion adopted by the Faculty Senate in April. Mr. Heil responded by stating that they were included. There was no further discussion. A voice vote was taken. The amendment was adopted.

A<sub>2</sub> Dr. Razak asked for a clarification of the footnote (indicated by \*). Dr. Frerer responded that this was adopted by the Faculty Senate several years ago. The faculty member has the right of consultation if changes are made in the departmental recommendations by the deans, Academic Vice President, or President. Dr. Miller suggested that the word "Weighing" under Part II, "Evaluation of Scholarly Productivity," number 6, "Weighing of scholarly publications" should be changed. Dr. Caplan suggested the word "evaluation." Dr. Votaw suggested the word "weight." Mr. McNeil preferred the present wording. Dr. Tramel moved the following amendment: "Under Part II, 'Evaluation of Scholarly Productivity,' the word 'weighing' in Section 6 be changed to 'quality'" (seconded by Dr. Frerer). There was no further discussion of the amendment. A voice vote was taken. The amendment was adopted. There was no further discussion of the motion (M2) as amended. A voice vote was taken. The amended motion was adopted.

M<sub>3</sub> On behalf of the Committee, Mr. Heil moved the adoption of the following motion: "The Faculty Senate recommends that the administration inform the faculty, through the campus mail, of all academic promotions, granting of sabbatical leaves and leaves of absence." Mr. Heil made the point that the faculty would prefer receiving this type of information, as a courtesy, before it is published in "The Hays Daily News." The motion does not specify which administrative office should provide this information. Dr. Votaw suggested that the motion should possibly specify that this information be communicated to the faculty before its release to the media. Dr. Caplan felt that would be clear by a reading of the minutes. There was no further discussion. A voice vote was taken. The motion was adopted.



OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

The meeting was adjourned at 3:58 p.m.

Respectfully submitted,

Richard P. Heil

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