

Fort Hays State University

FHSU Scholars Repository

Faculty Senate

10-5-1981

Fort Hays State University Faculty Senate Minutes, October 5, 1981

FHSU Faculty Senate

Follow this and additional works at: https://scholars.fhsu.edu/sen_all

Recommended Citation

FHSU Faculty Senate, "Fort Hays State University Faculty Senate Minutes, October 5, 1981" (1981). *Faculty Senate*. 718.

https://scholars.fhsu.edu/sen_all/718

This Minutes is brought to you for free and open access by FHSU Scholars Repository. It has been accepted for inclusion in Faculty Senate by an authorized administrator of FHSU Scholars Repository.

FACULTY SENATE MINUTES

October 5, 1981

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

ROLL CALL

The following members were present: Dr. Garry Brower, Mr. Frank Nichols, Mr. Elton Schroder, Dr. John Watson, Ms. Martha Conaway, Mr. Larry Grimsley, Ms. Sharon Barton, Dr. Max Rumpel, Dr. Marcia Bannister, Dr. Stephen Shapiro, Dr. Richard Zakrzewski, Dr. Dan Kauffman, Dr. Allan Miller, Dr. William Robinson, Dr. Albert Geritz, Mr. Richard Leeson, Dr. Michael Meade, Dr. Benito Carballo, Mr. Gary Arbogast, Dr. Mark Giese, Dr. Robert Luehrs, Ms. Rosa Jones, Mr. Don Barton, Mr. Jerry Wilson, Dr. Carolyn Ehr, Dr. Ervin Eltze, Dr. Lewis Miller, Ms. Marilyn Scheuerman, Ms. Jane Littlejohn, Dr. Stephen Tramel, Dr. William Welch, Mr. Richard Heil, Dr. Cameron Camp.

The following members were absent: Dr. Billy Daley, Mr. Robert Brown, and Dr. Nevell Razak.

The minutes of the September 1, 1981, meeting were approved.

ANNOUNCEMENTS

1. The following changes have been made in the Senate Roster:

Dr. Allan Miller replaced Tom King as an Education Representative.
Mrs. Donna Harsh and Dr. Robert Jennings are Education Alternates.
Dr. Lloyd Frerer was appointed as the Communications Alternate.
Dr. John McGaugh replaced Ruff Gentry as the Agriculture Alternate.

2. The Faculty Senate Presidents of the Regents' Institutions will meet with Governor Carlin and his staff on October 22 for the purpose of arguing for better state support of higher education.
3. The Executive Committee of the Senate appointed Dr. Robert Jennings and Ms. Ellen Veed as members of the Unclassified Personnel Planning Committee.
4. The Executive Committee nominated the following people for the University Tenure Committee: Ms. Ileene Allen, Dr. Allan Busch, Dr. Arris Johnson, Dr. Robert Meier, Dr. Allan Miller, Dr. Lewis Miller, Dr. John Ratzlaff, and Dr. Dan Rupp. Vice President Murphy selected Ileene Allen, Arris Johnson, Lewis Miller, and Dan Rupp to serve on the University Tenure Committee for the 1981-82 academic year.

5. Jim Kellerman announced the following enrollment figures:

Total head count	5607	down 256 from last year
Total FTE	4571	down 94 from last year
On campus head count	4723	down 25 from last year
On campus FTE	4327	down 7 from last year
Off campus head count	884	down 231 from last year
Off campus FTE	224	down 87 from last year

Mr. Heil reported that the four faculty members of the Unclassified Personnel Planning Committee have had two meetings with Vice President Murphy to define the scope and functions of this Committee. Dr. Tramel asked whether the name change of the Committee implied that classified positions would not be handled by the Committee. Mr. Heil said that discussion on this was still in progress.

Dr. Robinson asked how the decrease in the total FTE by 94 would affect the faculty. Mr. Heil said that the decrease amounted to only about 2 percent and that this was within the corridor that had been established by the Kansas legislature so if we gained or lost less than 2 percent, this would not affect faculty.

COMMITTEE REPORTS

Academic Affairs--Dr. Dan Kauffman, Chair

It was moved that the Faculty Senate approve the two new minors and the Procedure for Approval of New Courses and Programs described below:

Foreign Language Minor

A 20-hour non-teaching minor in French, German, and Spanish. The entire 20 hours of work will be in only one of these languages and will include the following courses:

	Hours
Beginning Language 1	3
Beginning Language 2	3
Intermediate Language	3
Language Grammar and Composition	30
Language Conversation and Reading	34
Language Electives (minimum)	6
TOTAL	20

Agriculture Minor

A 20-hour minor in Agriculture consisting of the following courses:

			<u>Hours</u>
M ₂	Agri 111	Animal Science	3
	Agri 112 ¹	Economic Plant Science and Lab	4
	Agri 211 ¹	Marketing Farm Products	3
	Agri 214 ¹	Principles of Feeding	3
	Agri 215 ¹	Soils and Lab	4
	Agri ---	Elective	3
	<hr/>		
TOTAL			20

¹Check course descriptions for prerequisites.

PROCEDURE FOR

APPROVAL OF NEW COURSES

M₃ The following procedures are to be followed in the approval of new courses and programs.

1. All new courses and programs are to be approved by the Faculty Senate. Normally, they will first be approved by the Academic Affairs Committee of the Faculty Senate.
2. All new course proposals must be submitted on appropriate approval forms. These forms are available in the Office of the Vice-President for Academic Affairs. The proposals should be submitted to the Faculty Senate President, who will forward them to the Academic Affairs Committee. The department submitting a new course proposal is responsible for providing the necessary copies for the Academic Affairs Committee.
3. A syllabus of the proposed course shall be provided as part of the documentation of the request for approval of the course.
4. The Academic Affairs Committee of the Faculty Senate will not consider a new course proposal unless it has the prior approval of the appropriate Department Chairperson and Dean.
5. New program proposals shall follow the same general procedures as outlined above.
6. New courses to be offered in the summer term and fall semester must be submitted to the President of the Faculty Senate by December 1 of the previous calendar year in order to insure their approval. New courses for the spring semester must be submitted by April 1 of the previous calendar year in order to insure time enough to complete the approval process.
7. New program proposals requiring approval by COCAO must be submitted to the President of the Faculty Senate at least one year prior to the academic year the program is to be implemented.

8. In addition to the routine submission of new course proposals to the Senate for approval, the Academic Affairs Committee shall submit a report to the Senate in April each year listing the new programs and new courses which have been considered for approval by the committee.
9. Upon approval of courses by the Faculty Senate, materials regarding courses numbered below 500 will be forwarded to the Office of the Academic Vice President with a recommendation that they be approved. Materials regarding courses numbered 500 and above will be forwarded to the Graduate Office for approval by the Graduate Council. These will then be forwarded to the Office of the Academic Vice President with the recommendations of Faculty Senate and Graduate Council. The Academic Vice President will act upon the recommendations and inform the Registrar, Faculty Senate President, and other appropriate offices.
10. Any course not approved by the Academic Vice President will become a subject for discussion at a meeting scheduled by the Academic Vice President with the President of Faculty Senate and the chairman of the Academic Affairs Committee.

Dr. Kauffman suggested that for purposes of discussion each of the minors would be treated separately, and the discussion on the Procedure for Approval of New Courses and Programs would follow.

A₁ Dr. Allan Miller asked what the difference was between the non-teaching and the teaching minor. Dr. Kauffman said that according to the catalog, a second language teaching program requires 15 hours. It would suggest that the minor was for those who were not majoring in foreign language as a teaching major. The University requirement for a minor is 20 hours. Dr. Allan Miller suggested that the word non-teaching was redundant and moved to strike it from the description of the foreign language minor. The motion was seconded by Dr. Bannister.

Mr. Arbogast asked if this 20-hour minor could be used to meet certification standards. Mr. Heil said this exceeds the certification requirements for a minor. The motion to amend passed.

After additional discussion Dr. Tramel moved to table that fragment of the motion dealing with the foreign language minor in order to check with the Foreign Language Department for further clarification. Motion to table passed.

Discussion moved to the second part of the motion dealing with the Agriculture minor. Dr. Welch asked about the number of prerequisite courses required by this minor. Dr. Camp reported that there were nine hours required outside the Department of Agriculture, making a total of 29 hours.

This part of the motion passed.

In introducing discussion on the Procedure for Approval of New Courses and Programs, Dr. Kauffman reported that there was already a set of procedures that had been approved by the President. It is in the Faculty Handbook, Part III, pages 4, 5, and 6.

Dr. Tramel asked what other contingency was being allowed for in using the word "normally" in Item 1. Dr. Lewis Miller suggested that a course might be approved under New Business by the entire Senate.

Dr. Kauffman was asked to point out the differences between this document and the one that is in the Faculty Handbook. These changes are:

1. Inserted the word programs in addition to courses.
2. The Office of the Vice President for Academic Affairs was changed from the Office of the Dean of Instruction.
3. Syllabus replaced the word outline.
4. Department chairperson was added.
5. No changes
6. Summer term was added and calendar year was specified.
7. The phrase, requiring approval by COCAO, was added.
8. April each year replaced twice a year.
9. Previously the Vice President for Academic Affairs forwarded the approved courses to the Dean of Instruction who informed the Registrar. The change is that the Vice President will act upon the recommendations and inform the Registrar.
10. Addition of the words, the chairman of the Academic Affairs Committee.

Dr. Shapiro asked if it would be possible to propose a course without a syllabus if the course did not lend itself to a syllabus. Dr. Kauffman said that it is a requirement to have a syllabus on file in the Office of the Vice President for Academic Affairs so the same one could be used to present to the Academic Affairs Committee.

Dr. Allan Miller asked if there were a difference between a course and a workshop. Dr. Kauffman said there was not; they both needed approval.

The motion was approved.

University Affairs--Dr. Carolyn Ehr, Chair

The University Affairs had no motions to present but Dr. Ehr had a report. The Committee is acting on a request from Vice President Murphy for the consolidation of procedures and guidelines for salary, tenure and promotion. Within the last two years, procedures and guidelines which include evaluating criteria for promotion and for tenure have been approved by the Senate and the President. Dr. Murphy sent the Committee a draft of his pulling together the separate evaluative criteria of all these procedural documents on salary, promotion, and tenure. It is Dr. Murphy's request that the Committee pull out everything that has to do with how a faculty member is going to be evaluated and put it in one place. By the end of the semester, the Committee hopes to have something to present to the Senate.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Dr. Ehr reported that items which had passed the Senate and had been approved by the President were not reaching the Faculty Handbook. The Handbook is out of date in the areas of promotion and tenure.

Dr. Lewis Miller asked what materials go into the Handbook.

Dr. Tramel suggested that University Affairs look into what should go into the Handbook and the current status of the Handbook. Mr. Heil said he would work with the Committee and they would try to report back at the next meeting.

Dr. Luehrs had two items to bring before the Senate. The first was the quality of convocations on campus. He suggested a more selective policy in granting dismissal of classes. His second suggestion had to do with Oktoberfest. He suggested that either classes be dismissed the entire day or that no classes be dismissed.

Mr. Heil said that the dismissal of classes for programs had been an issue the Senate had dealt with before. The present policy calls for two convocations a semester, one to be held on MWF and one on TT. There was the problem of lateness of approval so the Senate, a few years ago, gave blanket approval. One of the reasons for moving convocations to the daytime was the poor attendance at evening convocations; poor attendance is still a problem. Mr. Heil suggested that a Senate committee might want to look at the policy again. He said a Special Events Committee chooses the speakers for the convocations. Dr. Rumpel said that from the communications we received, the Academic Vice President has the final say about the dismissal of classes.

Dr. Ehr suggested that rather than have the University Affairs Committee look at the problem, we should make our dissatisfaction known to the people involved and urge them to make wiser choices.

Dr. Giese and Mr. Grimsley left at 4:30 p.m.

Dr. Robinson suggested that it might be more appropriate for the Student Affairs Committee to look at this particular problem.

The 10:30 classes are the ones most usually affected and the instructor who has a five-hour class at that time misses two class periods.

Dr. Allan Miller suggested that there might be an infringement on the individual faculty member's right to decide whether the class or the convocation would be more beneficial. Perhaps the instructor should have the right to make that decision. Mr. Heil said we are talking about University-wide convocations; they should be made available to all students.

Dr. Tramel said that for years we had a shortened class schedule; no classes were dismissed and the schedule was published in the Leader the week before the event.

Dr. Rumpel said this situation originally came to the Senate as an outcome of the Destiny Task Force. It was recommended that daytime convocations be reinstituted;

the scheduling method was not suggested by the Task Force. That was chosen by the Senate.

Mr. Heil said that perhaps the concern should be addressed to the Special Events Committee. Recommendations could be made to this Committee to improve the quality of the programs.

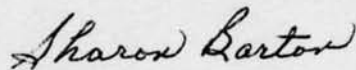
Dr. Lewis Miller left at 4:40 p.m.

Dr. Kauffman suggested that we consider using the shortened class schedule such as the one used for the Student-Counselor-Principal Conference for convocations.

M
4 Dr. Zakrzewski moved to send the problem of dismissal of classes for convocations and Oktoberfest to the Student Affairs Committee. Motion was seconded and passed.

The meeting was adjourned at 4:46 p.m.

Respectfully submitted,



Sharon Barton
Faculty Senate Secretary

SB:dds