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FACULTY SENATE MINUTES

November 3, 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. John McGaugh, 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. Billy Daley, 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. Jerry Wilson, Dr. Carolyn Ehr, Dr. Ervin Eltze, Mr. Cecil Lotief, Ms. Marilyn Scheuerman, Ms. Jane Littlejohn, Dr. Stephen Tramel, Dr. William Welch, Mr. Richard Heil, Dr. Cameron Camp, Dr. Nevell Razak.

The following members were absent: Dr. Garry Brower, Mr. Don Barton, Mr. Robert Brown, Dr. Lewis Miller.

Also present were Ms. Kathy Douglas, Student Health Services; Mrs. Dorothy Knoll, Office of Student Affairs; and Mr. Chick Howland, Hays Daily News.

The minutes of the October 5, 1981 meeting were approved.

ANNOUNCEMENTS

1. The Faculty Senate Presidents of the six Regents Institutions met with Governor Carlin's staff and then with Governor Carlin on October 22 to discuss concerns for funding of higher education in Kansas. A specific plea was made for support of the Regent's recommendation of a 13% increase in unclassified salaries and a 11% increase in Other Operating Expenses. (The Board of Regents has recommended an additional 2.33% for unclassified salaries at FHSU)
2. Attendance at Senior Day on October 24, 1981 was 172 compared with 460 in 1980, 460 in 1979, 397 in 1978, and 445 in 1977.
3. President Tomanek approved the Department of Agriculture Minor on October 6 and the Procedure for Approval of New Courses and Programs on October 22. (See Appendix of these minutes for the Procedure)
4. The Office of the Associate to the Vice President for Academic Affairs has begun the process of updating the Faculty Handbook. Bill Thompson indicated that this task should be completed during the Spring 1982 semester.

5. After reading the discussion in the October Senate minutes about Fall enrollment and funding, Dale Johansen, Vice President for Administration and Finance, pointed out that funding is based upon the enrollment for the entire year (Fall, Spring and Summer) and not just the Fall semester.
6. Kathy Douglas of the Health Office has an announcement concerning changes in the policies of that office as they relate to faculty.
7. The four Senate committees have the following items on their agenda:
Academic Affairs; four new course proposals from Nursing, a School of Nursing Certification Program, an Institute for Business and Economic Affairs and a 2+2 Business Program at Junior Colleges.
By-laws and Standing Rules; a proposal to extend the Senate term of ex-Presidents for two years.
Student Affairs; selection of students for Who's Who and the convocation and Oktoberfest class dismissal policy.
University Affairs; consolidation of procedures and guidelines for salary, tenure and promotion, Faculty Handbook evaluation, and the status and distribution of the Discrimination Grievance Procedure for FHSU students.

Dr. Tramel asked about the decrease in the number of students attending Senior Day this year. Mr. Heil and Mrs. Knoll responded that this year we did not have lists of high school seniors available to us as we have in the past. Mrs. Knoll said that last year there were 15,000 names in the Data Bank compared to 3,000 names this year. Also, students were not bused in from the urban areas of the state. Mr. Leeson said one of his colleagues suggested that faculty were not adequately notified of the agenda for Senior and Parents Day.

Mr. Heil introduced Kathy Douglas from the Student Health Services to explain a change in the policy of the Health Office as it pertains to faculty and staff.

Ms. Douglas read a statement of the purposes of the Student Health Services in which it mentions that faculty and staff are treated as a matter of courtesy. The Health Office is funded entirely by student fees. Each student pays 75¢ per credit hour for the use of the services, plus a dollar if they see the doctor. Faculty and staff are presently paying \$2 to see the doctor and \$5 for a flu vaccine. Other services have been free of charge up to now. Last year 9 1/2 percent of the visits made to Student Health Services were made by faculty and staff.

Proposed charges: Doctor's visit - \$10, including medicine if it is in stock. The Health Office is equipped to handle only acute illness rather than chronic illness.

Nurse's visit - \$5, including a history, minor tests and some medication. Tests without a nurse's consultation would cost \$1.

Procedures free of charge: call in prescriptions by the doctor after having seen Dr. Cody at least one time; TB skin tests; emergency medicine.

Retired faculty and staff can use the Health Office for blood pressure checks and flu vaccine. The services will no longer be available to spouses.

The Senate was not being asked for approval or disapproval but was merely given this information.

M₁ Dr. Tramel moved that the Senate signify its approval of these proposed policy changes in faculty and staff use of the Student Health Services. The motion was seconded by Dr. Ehr. Motion carried.

COMMITTEE REPORTS

Academic Affairs--Dr. Kauffman, Chair

M₂ Dr. Kauffman moved to take off the table the minor in foreign language. The motion was seconded by Dr. Zakrzewski. Dr. Kauffman reported that his Committee had checked with Dr. Salien, Chairman of Foreign Languages, and he preferred to have the word "non-teaching" remain in the description of the minor.

A₁ Dr. Razak moved to amend the motion to include the word "non-teaching" as it was in the original motion. The motion was seconded by Dr. Zakrzewski. The motion carried.

M₃ The motion to approve the minor carried. The motion as approved reads:

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:

| | <u>Hours</u> |
|--------------------------------------|--------------|
| Beginning Language 1 | 3 |
| Beginning Language 2 | 3 |
| Intermediate Language | 3 |
| Language Grammar and Composition 30 | 2 |
| Language Conversation and Reading 34 | 3 |
| Language Electives (minimum) | 6 |
| TOTAL | 20 |

Dr. Kauffman reported on another issue that had come up in respect to foreign language. Last year Dr. Salien expressed some disagreement with a request that was made by Academic Affairs in interpreting the general education requirements in foreign language. There are four alternatives that a student can pursue in general education as it pertains to foreign language. One, a student can take no hours; two, a student could take three hours in one language; three, a student could take six hours in one language; and four, a student could take three hours in one language and three hours in another language. Dr. Salien was interested in eliminating the fourth alternative. The Academic Affairs Committee's decision last year and again this year was to allow students to choose the fourth alternative.

M₄

Dr. Kauffman moved that, pending clarification of procedures for changes in existing courses, the course, Agriculture 210 Anatomy and Physiology of Domestic Animals be changed from a two to a three hour course.

Motion carried.

Mr. Heil announced that the document, Procedures for Approval of New Courses and Programs, which the Senate passed at the October meeting, was sent to the President and he approved it with some changes. (For complete document, see Appendix) Dr. Kauffman indicated that one change the President made was to define the word programs as used in this document. Another change was in Item 2. Forms and general directions are available from the Office of the Associate to the Vice President rather than from the Office of the Vice President for Academic Affairs. Item 7 had a change in that it specifies what exactly needs to be approved by COCAO and names an earlier deadline. The remainder of the document is the same.

Mr. Heil suggested that this approved document should replace the one currently in the Handbook. Dr. Thompson's office has indicated that the Faculty Handbook should be updated by February.

Bylaws and Standing Rules--No report.

Student Affairs--No report.

University Affairs--Dr. Ehr, Chair

M₅

Dr. Ehr presented a two-part motion to approve separately Parts I and II of the document, Advisory Committee for Unclassified Personnel Planning. (For complete document, see Appendix) As background, Dr. Ehr said that on March 3, 1981, the Senate passed a resolution requesting a clarification of the University Position Control Committee. In the Senate meeting of September 1, 1981, under new business she suggested that we make a recommendation that this Committee meet early in the school year and decide on available positions to avoid hardships on departments in filling positions. Dr. Tramel requested a clarification of the responsibilities of this Committee since it came to us as a newly named Unclassified Personnel Planning Committee. As announced in the October minutes, Dr. Robert Jennings and Dr. Veed were appointed by the Executive Committee to join Dr. Watson and Mr. Heil as faculty committee members.

Dr. Ehr explained that the document came about basically from Vice President Murphy working with the four faculty members on the Unclassified Personnel Planning Committee. The University Affairs Committee did one thing--on page 2 an asterisk was placed after #5 after Director of Institutional Research, making the Director a non-voting member. The membership of this Committee is not changed from that of prior committees. The faculty has the same representation as it has on previous committees. The University Affairs Committee separated this document into two parts. Part 1 has to do with the constitution of the Committee and its role; the second part has to do with procedures for unclassified personnel reduction. Because our enrollment is not decreasing to the point where we need to

reduce faculty immediately, the second part refers to future work. The report has been reviewed by the President informally and he sent it to the University Affairs Committee with a note asking to have it moved on as soon as possible to get the Committee in motion.

There was discussion of the document by the University Affairs Committee although no major changes were made. Two areas of concern were the composition of the Committee, that it is weighted very heavily toward administration, and the fact that Part 2 mentions nothing about AAUP Guidelines. One change from previous committees is that classified positions have been removed.

Dr. Watson reported on the faculty members' role. He said that as they fine tuned the document it moved from one where there was very little faculty voice in how the positions would be handled to the present document which does allow for faculty to express their concerns. The faculty committee members wanted to leave a heavy hand with the administration in terms of charting the policies for the institution; they felt that was their responsibility but the faculty could make their views known.

Dr. Meade left at 4:20 p.m.

Dr. Zakrzewski raised the question about the document's lack of procedures for the allocation and reallocation of personnel. He suggested that there would be as much difficulty with the allocation and reallocation of personnel as there would be with reduction. He suggested two options: one would be to include Parts 3 and 4 to speak to allocation and reallocation and the second would be to include a statement at the bottom that says, "In case of allocation or reallocation, substitute the proper terminology where it says reduction." Dr. Zakrzewski asked what the rationale was for dropping classified personnel from the jurisdiction of the Committee. One answer was that the inclusion of classified personnel would burden the Committee. Another question asked was whether there was a formula for adding classified people. Dr. Kauffman answered that there was a Civil Service procedure but that it was more pertinent to reduction of classified personnel. Dr. Rumpel said that one of the reasons that the question of the Committee's activities has arisen several times in the previous months is because it appears that there was no control being exercised over classified positions by this Committee.

Dr. Kauffman said his concern was that these are not separable functions to be dealt with. He thought it would be difficult to have two committees working together and that it would be better to have one committee dealing with both classified and unclassified positions. Dr. Tramel suggested that perhaps the membership of the Committee should be changed to include those individuals who know how classified positions are added or reduced. Dr. Watson said one of the complaints was that the Committee was already too big.

Dr. Welch suggested that there were a number of classified positions that would be of direct concern to faculty.

A₂ Dr. Geritz moved to amend the document by striking the word "classified" in front of personnel each time it occurs, thus expressing the Senate's view that classified matters should be put back into the jurisdiction of the committee. The amendment passed.

M₆ The motion to approve Part I passed.

M₇ Dr. Watson moved to table the motion to approve Part II and send it back to the University Affairs Committee to be reworked. The motion was seconded by Ms. Jones. The motion carried.

Mr. Arbogast and Dr. A. Miller left at 4:50 p.m.

Old Business

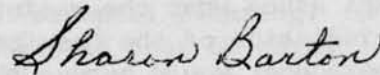
Dr. Watson asked why it was taking so long to get the Student Directory out. Mr. Heil said he would check on it.

New Business

Dr. Carballo reported that the income tax reduction taking effect October 1 was not shown on the checks received on November 1. Mr. Heil said he would check with Dr. Johansen.

Meeting adjourned at 4:55 p.m.

Respectfully submitted,



Sharon Barton
Faculty Senate Secretary

SB:ebm