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Academic Council Meeting Agenda and Minutes, April 2, 1984

James Jacob

Wright State University - Main Campus

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Wright State University
Dayton, Ohio 45435

March 15, 1984

TO: Members of the Academic Council and University Faculty

FROM: James Jacob, Vice-President of the University Faculty

SUBJECT: Agenda for Academic Council Meeting of Monday April 2, 1984,
at 3:10 p.m. Place: Rear Section of the University Center Cafeteria

AGENDA

- I. Call to Order
- II. Approval of Minutes of March 5, 1984 Meeting
- III. Report of the President
- IV. Report of the Steering Committee: James Jacob
- V. Reports of the Standing Committees
 - A. Budget Review: Charles Hartmann
 - B. Curriculum: Robert Dixon
 - C. Faculty Affairs: John Talbott
 - D. Library: Terry McKee
 - E. Student Affairs: Barbara Denison
- VI. Old Business
 - A. Curriculum Committee
 1. The Curriculum Committee recommends that the Academic Council approve the following policy change:
 - a) Students may drop courses without a grade and without a record of the drop appearing on their transcripts up to two weeks after the first day of classes (the last day for 80% refund of fees).
 - b) Students may drop courses without a grade from the beginning of the third week through the end of the eighth week, but a record of the course registration and drop will appear on their transcripts.
 2. The Curriculum Committee recommends that the Academic Council support the following recommendation:

The next time a tuition increase is made, we urge that consideration be given to altering the tuition structure in order to provide graded increases on enrollments of eleven to eighteen hours.
- VII. New Business
- VIII. Adjournment

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- I. The meeting of April 2, 1984, was called to order by James Jacob, Vice President of the Faculty, in the absence of Chairman Michael Ferrari, at 3:10 p.m. in the Cafeteria Extension of the University Center.

Present: K. Beers, M. Brownfield, J. Castellano, J. Cross, B. Denison, R. Dixon, T. Farrow, R. Fox, M. Griffin, E. Harden, J. Hemskey, B. Hutchings, J. Jacob, M. Kapp, R. Kegerreis, C. King, E. Kmetec, C. Maneri, M. Mazey, P. Moore, D. Organisciak, G. Palmer, R. Schumacher, J. Stenzel, C. Taylor, E. Wetter

Absent: A. Bassett, W. Brown, M. Ferrari, A. Islam, S. King, A. Parisi, R. Schosser, B. Shepard, J. Talbott, D. Thomas, WOBC Rep.

- II. A motion was made, seconded and passed to approve the minutes of the March 5, 1984 meeting as distributed.

III. Report of the President, Robert Kegerreis

A. NCATE, the national accrediting body for colleges of education has granted a three-year extension of its accreditation of our college. Also, the Medical Tech Program has been recommended for an extension of accreditation.

B. The Board of Trustees meeting is scheduled for Thursday, April 5, at 9 a.m. The faculty, staff and students are welcome to attend.

IV. Report of the Steering Committee, Elizabeth Harden, Vice President Elect of the Faculty, reporting:

A. Planning Council and Planning Mission. President Kegerreis met with the Steering Committee on March 8 and discussed the background of the Planning Council, its membership and purpose, and the function of the planning document. In response, Steering made the following observations:

1. The faculty should have an active role in the planning process.
2. The inclusion of faculty on a committee does not make it a faculty committee, i.e., should the Planning Council be appointed by the Academic Council.
3. The planning process is currently separate from the faculty and some of the functions of the Planning Council and the UBRC overlap.
4. If the planning function is to be regarded as legitimate, dynamic and visible, there must be regular reporting to the faculty and active communication with them during critical stages.

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Subsequently, Steering agreed to forward the following recommendations to the President:

1. Establish a Planning Council whose organization is similar to that of other councils. For example: the Graduate Council.
 2. Utilize the University Times more effectively as an organ of communication.
 3. The Council will make quarterly reports to the Academic Council.
- B. Jogging in the Tunnels. Steering accepted the Student Affairs Committee's recommendations on jogging in the tunnels.
- C. Research and Instructional Computer Center Advisory Committee. It was agreed that this committee should be appointed by Steering and chaired by a faculty member.
- D. Safety Procedures and Health Measures. From a recent evaluation of emergency response to incidences involving medical injuries on campus, forty-two emergency telephones have been installed in fourteen main campus buildings and seven at central locations on the main campus grounds. The cost was approximately \$13,000. In addition, two CPR courses are now being offered.
- E. Improving Cultural Life on Campus. Steering noted the desirability of appointing a new director of the Art Gallery, the addition of an extra madrigal dinner, and the revival of summer theatre.
- F. Campus Beautification. The Building and Grounds Subcommittee has begun discussion of ways to improve and enhance campus beautification.
- G. Classified and Unclassified Representation on the UBRC. From a list of volunteers, Steering selected Shirley Millsap, Assistant to the Dean, SOPP, from the unclassified staff, and Anne Ankrom, Printing Technician I, Printing Services, from the classified staff, as representatives on the UBRC.
- H. Trustee Professorship/University Professorship. Discussion of this matter to recognize outstanding faculty continues pending inquiries from other universities and WSU's decision to promote such professorships.

Discussion: Progress on the revision of the Athletic Council Bylaws: The two main concerns: (1) the reporting structure, and (2) the mechanics of the constitution and bylaws -- outdated in terminology, constituencies, membership, etc. The Academic Council will follow up on this in asking the Athletic Council to use all dispatch in completing the revisions and to report back to Council as soon as possible.

It was suggested that Council look into the procedure used by the Bookstore for textbook orders and notification to professors/instructors for books out of print/stock.

V. Reports of the Standing Committees

A. University Budget Review Committee, Charles Hartmann, Chairer, reporting:

1. Salary Pool. The administration and the Board Finance Committee prepared and submitted a formal request comprised of the following:
 - a. A salary pool of 8.3% - approximately \$2,000,000.
 - b. An additional fund of \$240,000 be set aside to cover and remedy existing market and equity disputes on campus.

The department salary pools will range anywhere from 7.5% and 8.3% based on the adjusted 1983-84 salary pool. The UBRC considers this range to be low -- considering the university's financial ability to pay.

2. New Representatives on UBRC. The UBRC has met twice since they welcomed the new members, Shirley Millsap and Anne Ankrome.
3. Funding for the Student Budget Board. The UBRC has recommended an increase of approximately \$50,000 in funding for the Student Budget Board -- raising this sum from approximately \$160,000 to \$210,000.
4. Improvement in the Fringe Benefits Package. The UBRC has recommended an improvement in the existing fringe benefits package to include insurance coverage of rehabilitation services.

Discussion: Compensation increase in the budget which will fund the pick-up on the pick-up. The total increase in compensation in terms of the budget is in the neighborhood of 2.85 million dollars. That would be exclusive of additional costs of the fringe benefit package. The financial planners have projected a fund of between four and five million dollars that was available to fund these increases for next year with no diminution other than normal retirement and phase-out of other personnel who leave the campus on their own volition. It was not a shifting of resources; these were potentially surplus dollars available.

B. Curriculum Committee, Robert Dixon, Chairer, reporting:

Matters being considered:

1. As a regular procedure the Curriculum Committee will require a syllabus be submitted with each new course or any change; this will ease and smooth the process in getting these changes made.
2. The University Division has a Freshman seminar called The University Experience they would like put on the course inventory. It would be an introduction to the university, not academic material. The following topics would be presented: Introduction, Starting Out Right, Getting Organized, Knowing the Ropes, The University and You, Knowing Yourself, Exploring Career Opportunities, Selecting a Major, Academic Nitty Gritty and Planning Ahead. The University Division suggests this course be an elective and should be for one credit hour.

The purpose of this experimental course is intended to give students an orientation during the first quarter they are enrolled in the university in a way that they cannot be reached in a one-day or a one-hour kind of orientation. It would serve a double purpose: (1) enable a person to begin working with a student and (2) build an on-going relationship.

3. Incomplete Grades. When an incomplete grade is filed by a faculty member, in order that the incomplete be properly given and that the student and faculty member understand the circumstances under which that incomplete is to be made up, a form should be submitted with the incomplete grade noting the reasons for the grade, the nature of the work to be completed, the date it is to be completed, and signed by both instructor and student.
4. General Education Proposal. The Curriculum Committee met with the Provost and outlined the procedure that will be used this quarter to try to process the General Education Proposal. Open hearings are scheduled for the first half of May. The new Curriculum Committee members will meet on June 1. At that time there should be a proposal that will carry over the summer--no action will be taken. The proposal will presumably be ready for action in the fall.

C. Library Committee, Terry McKee, Chairer, reporting:

1. Budget Request. The Library Committee repeats its recommendation to Administration for full funding of next year's library acquisition budget request. This includes a very modest beginning in what has to be viewed as a long-term catching up process to recover from the 11,000 volume deficiency due to budget cuts in 1980-81.
2. Journal Subscriptions - Departmental Allocations. The Library Committee proposed a change to allow serial subscriptions to be funded from departmental allocations. This would not change the current serial fund policy which refers to a 55% portion of the acquisition budget for serials, rather in addition to that. This option may be available to the departments by the summer.

D. Student Affairs, Barbara Denison, Chairer, reporting:

1. Jogging Policy. The Student Affairs Committee recommends that Academic Council adopt the following policy:
 - a. There should be no jogging in the tunnels from 8 a.m. to 5 p.m., Monday through Friday. Joggers should be single-file at all times.
 - b. Skateboarding and bicycling are not permitted in the tunnels.

Concerns leading up to this policy: Safety of pedestrians, particularly around corners and noise in the classrooms adjacent to the tunnels. The Safety and Security departments both concur that this policy would be beneficial.

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2. Survey for Use of Recreational Facilities. Student Government and the Athletic Department are in the process of drawing up a survey of student, faculty and staff desirability for usage of the recreational facilities.

VI. Old Business

A. Drop Courses Without a Grade.

Reference Curriculum Committee's proposal, Attachment A, page 2, paragraph 1. a) b), of the March 1984 Academic Council Minutes

A survey is being conducted as a joint effort of the Student Government and the Curriculum Committee--a random sampling of 1,000 students who have/haven't dropped a course in Spring Quarter. The response to this has been favorable.

A motion was made to table this item until the results are compiled and studied by the committee. The motion was seconded and approved. The report of this survey should be presented to the Council at the May meeting.

This item will reappear on the agenda next month.

B. Change Tuition Structure.

A motion was made, seconded and approved for Curriculum Committee's proposal, Attachment A, page 2, paragraph 2, of the March 1984 Academic Council Minutes.

VII. New Business

- A. A motion was made, seconded and approved to suspend the rules to permit the Council to ratify the two staff members to the University Budget Review Committee.

B. Ratification of Classified and Unclassified Representatives on the UBRC.

A motion was made, seconded and approved to ratify the appointment of Shirley Millsap, from the School of Professional Psychology (unclassified staff), and Anne Ankrom from Printing Services (classified staff), to serve as representatives on the UBRC through June 30, 1984.

C. Recommended Meeting Dates of the Academic Council:

June 1, 1984	February 4, 1985
October 1, 1984	March 4, 1985
November 5, 1984	April 1, 1985
November 26, 1984	May 6, 1985
January 5, 1985	June 3, 1985

This will be submitted as Old Business at the May Academic Council meeting.

D. University Curriculum Committee Recommendations:

1. Approve ED 460 Practicum in English Education be added to the course inventory with P/U grading.

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2. Approve The Financial Services Concentration be considered on the same level as other programs in the College of Business and Administration. In particular, that it be given a major number and appear on the student's transcript.

These recommendations will appear as Old Business at the next Academic Council Meeting.

- E. The Student Affairs Committee recommends the Academic Council adopt the following policy:

1. There should be no jogging in the tunnels from 8 a.m. to 5 p.m., Monday through Friday. Joggers should be single-file at all times.
2. Skateboarding and bicycling are not permitted in the tunnels.

Discussion: Difficulty of enforcing the above policy.

This recommendation will appear as Old Business at the May Academic Council Meeting.

VIII. Adjournment: Meeting adjourned at 4:17 p.m.

Date of next meeting: May 7, 1984.

LF:jl