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Academic Council Meeting Agenda and Minutes, November 5, 1984

Elizabeth Harden

Wright State University - Main Campus

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Wright State University
Dayton, Ohio 45435

TO: ~~Members~~ of the Academic Council and University Faculty
FROM: Elizabeth Harden, Vice-President of the University Faculty
SUBJECT: Agenda for Academic Council on Monday, November 5, 1984,
3:10 p.m. Place: Rear Section of the University Center Cafeteria

AGENDA

- I. Call to Order
- II. Approval of Minutes of October 1, 1984, Meeting
- III. Report of the President
- IV. Report of the Steering Committee: Elizabeth Harden
- V. Report of the Standing Committees
 - A. Budget Review: Jim Jacob
 - B. Curriculum: Peter Bracher
 - C. Faculty Affairs: Stephen Renas
 - D. Library: Terry McKee
 - E. Student Affairs: Judith Davis
- VI. Other Reports:
 - A. Academic Council Representative to University Athletic Council: Joe Hemskey
- VII. Old Business

(The proposals on administrative review, English for Foreign Students, and faculty evaluation were tentatively tabled at the last Academic Council meeting, pending further committee review.)

 - A. Election of Professor-at-Large to the University Promotion and Tenure Committee. (See attachment to October 1 Academic Council Agenda.) Professors Gerd H. Fricke (Mathematics and Statistics) and Mary Lou White (College of Education and Human Services) have been nominated; nominations will also be accepted from the floor.
- VIII. New Business
 - A. A motion to add the Executive Vice-Provost for Planning and Budgeting (Dr. Willard J. Hutzel) as a non-voting member of the University Budget Review Committee.
- IX. Adjournment

EH/dc

ACADEMIC COUNCIL
MINUTES
November 5, 1984

- I. The meeting of November 5, 1984 was called to order by Michael Ferrari, Provost, at 3:10 p.m. in the Cafeteria Extension of the University Center.
- Present: C. Barbour, D. Barr, A. Bassett, K. Beers, S. Bowen, W. Brown, D. Carlson, J. Castellano, D. Cullman, B. Denison, R. Dixon, J. Eastep, M. Ferrari, J. Halki, E. Harden, A. Islam, B. Kintner, T. Knapke, C. Maneri, P. Moore, S. Peterson, C. Phelps, S. Renas, R. Schosser, J. Sealander, A. Smith, J. Smith, C. Taylor, D. Thomas
- Absent: J. Kane, R. Kegerreis, S. King, J. Lancaster, D. Mink, R. Schumacher, J. Sullivan
- II. A motion was made, seconded and passed to approve the minutes of the October 1, 1984 minutes with the following correction in the report of the president: "Engineering and Mathematical Sciences" building.
- III. Report of the President. There was no report as the president was out of town. Mr. Ferrari brought the following matters of interest to the council:
- A. Searches. In addition to the presidential search, the following searches are underway:
1. Dean, Science and Engineering. Deadline for application is November 5, 1984. A very strong field of applicants and nominations have been received. The committee will now begin the screening process in order to schedule campus interviews later into the quarter and winter.
 2. Dean, College of Business & Administration. The search committee has been established and will begin its work very shortly.
 3. Director of Institutional Studies (a new position in the area of planning and budgeting). The position announcement has been made and nominations have been received.
 4. Director of Alumni Affairs
- The Provost will continue to keep the Academic Council informed of the status of these searches.
- B. Engineering and Technology Accreditation Team. The accreditation team for the Accreditation Board for Engineering and Technology, the accreditation commission for engineering disciplines, headed by Dean Bryce Anderson of Southeastern Massachusetts University, is on campus. The team will be reviewing systems engineering programs in electrical and mechanical options as well as the material science programs.
- C. Ohio Teacher Certification Programs Revisions. The State Board of Education has given the Ohio Teacher Education and Certification Advisory Commission the responsibility of recommending revisions in Ohio's teacher certification programs. The Provost expressed a desire that, after looking at the overall charge to the commission, as well as the institution's need for involvement in responding to these, opportunities be provided over these next weeks for faculties from other colleges to provide comments, suggestions, etc. as they

relate to revisions in the Ohio certification standards. Although there may be a principle focus in the College of Education, it does affect all colleges and schools. R. Iddings will be seeking involvement of faculties from all colleges for that review.

IV. Report of the Steering Committee, Elizabeth Harden, Chairer, reporting:

A. Since the October 1 meeting of the Academic Council, the Steering Committee has met three times (October 4 & 11 and November 1, 1984) and discussed the following:

1. Presidential Search Committee. Five faculty (E. Harden, R. Dixon, J. Talbott, V. Barnes O. Amos) were nominated, selected and prioritized to serve on the Presidential Search Committee.
2. Administrative Review Process Document, English for Non-Native Speakers Proposal and the Faculty Evaluation Proposal. These items were tabled at the October 1 council meeting and will be returned to Academic Council following an active effort by the Steering Committee to reach a consensus and to establish a clear understanding with the faculty of the purpose and substance of the proposals.
3. Briefings to Steering and Reports to Academic Council. Steering agreed that periodic briefings on committee work would be useful to Steering members. Steering also approved that the Athletic Council be asked to report once a quarter to Steering and Academic Council, and graduate and research councils be asked to report at least once a year (outside of their final reports) to both Steering and Academic Council).
4. Drop Policy Survey Data. In response to the Curriculum Committee's inquiry about a multiple copy drop survey form, Steering agreed that the policy adopted last year was intended to create a survey which would be sent to department chairers. Since a multiple form would likely require consensus from the Student Affairs and Faculty Affairs Committees, the Curriculum Committee will proceed with a single copy form.
5. Athletic Council. The Academic Council representative to the Athletic Council (J. Hemskey) was contacted for an update on the Athletic Council's work--specifically, the revised constitution and bylaws and discussions about the possible move to Division I in basketball. Mr. Hemskey will report on these items at the November 5 Academic Council meeting.
6. RICC Committee Report -- Parallel to the RICC Committee is the Academic Computing Committee. R. Dixon provided a proposed draft of the Academic Computing Committee's charge. Steering approved the name of the committee, its charge and a prioritized agenda for 1984-85.
7. Provost's Update to Steering Committee.
 - a. Provided progress reports on the present searches: Dean searches: Colleges of Business & Administration and Science & Engineering; Director of Institutional Studies; Alumni Director.
 - b. Staff reporting to him would need his approval for position replacements.
 - c. Affirmative Action Guidelines for the recruiting of faculty and unclassified employees have been distributed within the university.

- d. A meeting with the Regents revealed that enrollments in the state system were down approximately 10,000 (urban and technical and two-year schools are down).
 - e. Trustees' Excellence Award will be presented at the June commencement in 1985.
8. Academic Council Agenda. Steering approved the agenda for today's meeting with the understanding that some of the matters pending final committee action may be added after the agenda has been distributed.
- B. Faculty Involvement in the Planning Process. R. Dixon and E. Harden have been asked to participate and to ask other faculty to participate actively in the planning process. To date, the participation involves the following:
1. Reactivation of the Planning Council. The council will include 6 faculty with nonadministrative appointments; 1 administrative person (dean, department head, or division head); 1 professional staff member (selected by the Professional Staff Advisory Council); 2 students (selected by the Student Government); and perhaps 1 nonuniversity person. The membership recommendations will be presented to the Academic Council on November 26, 1984 for discussion and confirmation. The Planning Council will establish an agenda--including review of the planning document completed this year.
 2. Wright State University Foundation. Faculty officers attended the Foundation's annual meeting on Wednesday, October 31, 1984. This meeting was followed by the annual meeting of the trustees. Joseph Czarnecky, Executive Director of Development, indicated a definite intent to build a strong rapport between members of the Foundation and Wright State University's faculty and staff.
 3. Planning Charette. A special workshop was sponsored by the university and its planning consultant on November 1 & 2, 1984 as an important step in preparing a Campus Master Plan to meet existing and future facility needs. Following recommendations by the planning consultant and after additional meetings, the goal is to have a master plan completed by Spring 1985.
- C. E. Harden extended an invitation for all faculty members to attend the General Faculty Meeting on November 13, 1984. At that time Mr. Mason will provide an update on the Presidential Search Committee.

A different format has been adopted for this meeting. The committee chairers will highlight major issues that they are working on and there will be a duplicated distribution of subsidiary issues that they plan to take up.

- D. E. Harden recognized C. Phelps, Chairer of the Quadrennial Review Committee for the following report:
1. The committee functions once every four years.
 2. The charge is to review the faculty constitution and bylaws to see if there is any need for changes. Major items of review:
 - a. Review of the election procedures and constituency representation on the Academic Council.

- b. Review of the Office of the Vice President of the University Faculty--the election procedure, the title of the office, and the duties of the vice president.
- c. Review of the functions and reporting status of all committees and councils to the Academic Council.

V. Report of the Standing Committees

A. University Budget Review Committee, James Jacobs, Chairer, reporting:

1. The University Budget Review Committee met twice in the month of October and discussed the following:
 - a. Quarterly Budget Report. The UBRC received a new format for discussing the University's budget. After discussing this document in great length, the UBRC decided to ask for special informational reports in a number of areas--concentrating first in the area of auxiliary enterprises.
 - b. Funding of Intercollegiate Athletics. The UBRC invited M. Cusack and R. Edwards to speak to the committee on the nature of the athletic budget and its sources of income and expenditure.
 - c. Funding of the University Center. J. Cwan and E. Koch attended the UBRC meeting upon invitation and reported on the funding of the University Center and its various operations including income and expenses.
 - d. Status of the Pick-up on the Pick-up. The university has received word from the City of Fairborn that the amount of the pick-up to be picked up by the university is taxable income. The average impact upon the individual faculty member would be in the area of approximately \$2 per month.
 - e. Faculty Professional leaves. The UBRC has begun consideration of a very detailed report on the Professional Leave Program at WSU compiled by P. Merriam which includes figures which compare WSU's experience to other State Universities in Ohio. S. Renas has been invited to attend the next UBRC meeting to participate in discussing how the UBRC might interact with the Faculty Affairs Committee to consider both the budgetary and faculty welfare dimensions of improvements in the Professional Leave Policy at WSU.
2. Additional items to be considered at future meetings of the UBRC include:
 - a. Cost recovery and the structure of rotary accounts.
 - b. The level of stipends for GA's and GTA's in the University.
 - c. A discussion with the Provost concerning university planning for the biennial budget by the Board of Regents.
 - d. Faculty participation in the university planning process.
 - e. Compensation including both salary and fringe benefits.

B. Curriculum Committee, Peter Bracher, Chairer, reporting:

1. The Curriculum Committee met twice during the month of October and has been inundated with dozens of course requests--the catalog deadline is November 6, 1984.
 - a. OA 401 and SS 094. The UCC will ask for suspension of the rules in order to have two courses acted upon under New Business--to seek approval at today's meeting (Attachment A).
 - b. Revised Contract for Grade of I (Incomplete). A revised incomplete contract was deposited with the Registrar today. It is not known yet whether it will be possible to have that contract ready for use in this quarter or not.
 - c. Drop Survey Form. The UCC is in the process of soliciting suggestions for the Drop Survey Form. Further work on this project will take place in the Winter Quarter.
 - d. Honors Courses. The UCC recommends approval of the request from the Honors Program to amend the charter in a couple of minor ways to enlarge the inventory of courses that can be designated as honors courses. It was requested this be made an item of New Business at the November 26, 1984 meeting (Attachment A).
 - e. Computer-Related Courses. An informal group consisting of faculty from the colleges of Science & Engineering, Education, and Business Administration has been created to develop guidelines that can be used by the UCC and by colleges as relevant to help in the development and approval of new computer-related courses.
 - f. General Education. The UCC is still working on this and hopes that a report will be available for the November 26 meeting of Academic Council.

C. Faculty Affairs, Stephen Renas, Chairer, reporting:

1. Student Evaluation to Faculty Teaching Performance. A survey instrument has been distributed to the entire faculty at WSU concerning student evaluation to faculty teaching performance. Over 200 responses have been received and are now being tallied. The Faculty Affairs Committee will be meeting with the Student Affairs Committee to come up with a joint resolution concerning the evaluation process. A report will be presented to the Academic Council at the November 26 meeting.
2. Salary Inequities Appeals Proposal. The Faculty Affairs Committee is developing a proposal for a salary inequities appeals procedure.
3. Faculty Emeritus. Under Old Business of today's meeting (Item VII, B.) the Faculty Affairs Committee will have an issue on Faculty Emeritus status.
4. Faculty/Unclassified Staff Salaried and Staffing Growth. The Faculty Affairs Committee is continuing its examination of differences in faculty/unclassified staff salaries and staffing growth. A report will be presented at the Fall Quarter General Faculty Meeting.

5. University Liability for Loss of Personal Property from Faculty Offices. The Faculty Affairs Committee is examining the issue of University liability for loss of personal property from faculty offices. Mr. R. Johnson, Director of Insurance and Employee Benefits, met with the committee. He will be notifying faculty and staff of the limits of university responsibility in this area and will be identifying the options for coverage and modes possible for covering a loss when a theft does occur.
6. Trustees' Award for Faculty Excellence. The Faculty Affairs Committee has distributed a memo soliciting nominations for the Trustees' Award for Faculty Excellence. The due date is November 14. Nomination letters, plus the supporting evidence, should be forwarded to C. Berry by that date.
7. Faculty Professional leaves. The committee will be examining the issue of Faculty Professional Leaves as well as the possibility of providing one-year, fully-funded professional leaves.

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

1. The Library Committee has met twice since the last Academic Council meeting.
 - a. Space Priorities with the Library Expansion. The Library Committee has spent the bulk of its time discussing the space priorities with the library expansion.
 - b. Computer Software in the Library Collection. This issue will be discussed at the Library meeting. Books are arriving now with software discs in the back of them which presents various problems-- discharge these to get the anti-theft signal off and the disc can be erased; circulation; copying; acquisition of such discs; coordination with the RICC; etc. A special subcommittee (experts in this field) will be organized in the near future.

E. Student Affairs, Judith Davis, Chairer, reporting:

1. The Student Affairs Committee has met once since the last report to Academic Council.
 - a. Faculty Evaluation Proposal. Student input is being solicited and the committee is looking forward to meeting with Faculty Affairs in November to discuss this proposal.
 - b. Open Recreation Hours. A member of the Student Affairs Committee will meet with J. Dock. Recommendations should be reported to the Academic Council in the near future.
 - c. Parking. This continues to be a major concern of students; much discussion continues in this area.
 - d. Student Exchange. At its last meeting, the committee had a report on the International Student Exchange Program.

VI. Other Reports

A. Academic Council Representative to University Athletic Council, Joseph Hemsy, reporting:

1. Background information provided by J. Hemsy:

- a. On December 5, 1983 a memo was sent from the Steering Committee to the Chairman of the Athletic Council, C. Benner, requesting that he meet with E. Harden, D. Orenstein and J. Hemsy to review the Athletic Council Constitution and Bylaws. Included in this memo was a list of observations and suggestions which were to serve as a basis for discussion (Attachment B). This meeting did not take place; however, in the spring of 1984 a proposed revision of the constitution and bylaws was submitted to the Athletic Council by the subcommittee of the Athletic Council and was approved on October 26, 1984.

A number of suggestions that were made and followed concerned changing the constitution and bylaws to reflect current practice of the Athletic Council. Some problems associated with the old constitution and bylaws are still in the new constitution and bylaws. A major problem concerns the reporting structure.

Reference Attachment B: These recommendations were not followed in the new constitution and bylaws. The problem that exists in the amending procedure in the Athletic Constitution and Bylaws itself, "An approved amendment will take effect upon approval of the President and the Academic Council." This difficulty should be addressed soon for the following reasons:

- (1) The Athletic Council does intend to submit the revised constitution and bylaws to the Academic Council for its inspection.
 - (2) The Athletic Director, M. Cusack, has asked the council to vote at the next meeting, November 16, 1984, on his proposal recommending that the WSU Intercollegiate Athletic Program go to Division I. (Concern of the committee: If the vote is positive, where does the proposal go next?. This needs to be clarified.)
- b. Other recommendations that were not followed by the Athletic Council in revising its constitution and bylaws that might be of interest are:
- (1) A possible restriction on the number of consecutive four-year terms a member could serve.
 - (2) Annual report to the Academic Council will not be made. The Athletic Council feels that is why there is a representative to the Academic Council--to provide information to the council upon request.

There was a lengthy discussion concerning this report and the Athletic Council's Constitution and Bylaws; academic eligibility; the distribution of the Athletic Council's minutes to Academic Council members; whether the Division I motion will be brought to Academic Council for approval, etc. Mr. Benner informed council that he does not see any major changes

in the constitution and bylaws; therefore, he has no plans to bring it to the Academic Council for approval, but it will be provided to the council for informational purposes.

Suggestions from members of the council: (1) Since the Quadrennial Review Committee is working on some major and minor changes in the constitution, perhaps it would be a workable arrangement for C. Phelps and C. Benner to get together on this matter, and (2) Since the university is moving toward consensus on items under consideration, from a point of view of getting total support of the university community, bringing these items of general interest to the council and faculty is a good way to proceed whether or not it is required by the constitution.

B. Policy Proposal - English for Non-Native Students: Undergraduates, presented by M. Williams.

1. The Admissions Committee has met three times since the last Academic Meeting in following up on trying to figure out resolutions to the areas of discord surrounding the proposal. Mr. Williams referred to revisions these proposals have undergone (Attachment C). These revisions have been split into three separate proposals so they can be dealt with as separate issues even if there is a continuing problem or a reluctance to pass one or two parts--another part can go forward. It is the committee's intention that this be given for information purposes and action be taken on it at the Academic Meeting on November 26, 1984.

Discussion followed Mr. Williams report.

VII. Old Business

- A. Election of Professor-at-Large to the University Promotion and Tenure Committee. Gerd H. Fricke (Mathematics and Statistics) and Mary Lou White (College of Education and Human Services) were nominated at the October 1, 1984 Academic Council Meeting. The floor was opened for additional nominations. Hearing none, the vote was taken by secret ballot--nominating Mary Lou White as Professor-at-Large to the University Promotion and Tenure Committee.
- B. Faculty Emeritus Status. Stephen Renas, reporting. There is an inconsistency between the requirements for faculty emeritus status under the new early retirement document and the requirement under Academic Council's policy accepted in 1977.

On the basis of a survey taken by last year's Faculty Affairs Committee approximately 75% of the faculty was in favor of reverting back to the 1977 Academic Council policy. Based on that the Faculty Affairs Committee moved that the requirements for the Faculty Emeritus Status should conform to those approved by Academic Council in 1977 and should be uniform for all retirees.

Motion was approved following discussion.

VII. New Business

- A. Executive Vice-Provost for Planning and Budgeting to the University Budget Review Committee.

A motion was made and seconded to add the Executive Vice-Provost for Planning and Budgeting as a non-voting member of the University Budget Review Committee. This will appear as Old Business at the November 26 council meeting.

B. University Curriculum Recommendations.

A motion was made, seconded and passed for suspension of the rules in order to have two courses acted upon under New Business today.

Motion was made, seconded and passed to approve Curriculum Committee's recommendation for approval of the following new courses: (Attachment A)

Office Administration (OA) Office Practicum 1-3 credits, P/U grading system

Study Skills (SS) 094 Critical Reading Improvement, 3 credits, P/U grading system

D. Student Government Concern. (Reference Attachment D)

Bill Kintner, Chairer of Student Government, discussed this concern with the Academic Council. In light of more satisfactory information received from council, Mr. Kintner asked the council to disregard the Student Government's response to this concern. This was no action requested by Student Government.

IX. Adjournment: Meeting adjourned at 5 p.m. Date of next meeting: November 26, 1984.

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Attachments