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Academic Council Meeting Agenda and Minutes, November 7, 1983

James Jacob
Wright State University - Main Campus

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Wright State University
Dayton, Ohio 45435

October 27, 1983

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, November 7, 1983,
at 3:10 p.m.
Place: Rear Section of the University Center Cafeteria

Agenda:

- I. Call to Order
- II. Approval of Minutes of the October 3, 1983 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. Other Reports:
 - A. Campus Coordinating Committees on Issues 2 and 3: Allan Barclay
 - B. Academic Council Representative to University Athletic Council: David Orenstein
- VII. Old Business:

Election of Professor-at-Large to the University Promotion and Tenure Committee
- VIII. New Business:
 - A. A motion to add one unclassified and one classified staff member as voting members of the University Budget Review Committee (see attachment).
 - B. Suspension of the rules requested to permit ratification of the following appointments:
 1. Admissions Committee: Cyndi Clouser as student representative
 2. Obscenity Guidelines Review: Steve Kendall as student representative
 3. Student Affairs: David Hanpeter as student representative
- IX. Adjournment

ACADEMIC COUNCIL

MINUTES

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I. The meeting of November 7, 1983 was called to order by Chairman Pro Tem Michael Ferrari at 3:10 p.m. in the Cafeteria Extension of the University Center.

Present: A. Bassett, K. Beers, W. Brown, M. Brownfield, J. Castellano, J. Cross, B. Denison, R. Dixon, Terri Farrow, M. Ferrari, E. Harden, J. Hemskey, B. Hutchings, A. Islam, J. Jacob, M. Kapp, C. King, S. King, E. Kmetec, C. Maneri, M. Mazey, P. Moore, D. Organisciak, R. Schosser, R. Schumacher, B. Shepard, J. Stenzel, J. Talbott, C. Taylor, D. Thomas, E. Wetter

Absent: R. Fox, M. Griffin, R. Kegerreis, G. Palmer, A. Parisi

Susan King was introduced as the new student representative from WOBC.

II. A motion was made, seconded, and passed to approve the minutes of the October 3, 1983 meeting with the following amendment:

Item IV.D., last sentence should read: "The subject of tunnel murals was referred to the Buildings and Grounds Utilization Committee, and that committee was requested to meet with David Atwater to discuss administrative policies for beautification projects of this sort."

III. Report of the President: No report

IV. Report of the Steering Committee, Mr. J. Jacob reporting:

A. Steering Committee has met twice since the last Academic Council meeting and at these two meetings has discussed the following:

1. Student Report on Faculty Evaluations. Steering decided to refer this issue jointly to the Student Affairs Committee and to the Faculty Affairs Committee for further study. Steering specifically requested these committees to study and evaluate this issue and to make periodic reports to the Steering Committee.
2. Capital Budget Process. Steering Committee discussed a proposed document received from the Provost's Office which includes a formal role for the ad hoc Building and Grounds Committee regarding the elaboration of capital budgets for the University.
3. Post Office Service. The Steering Committee asked the Provost to study the possibility of re-opening the Post Office window closed last year for cost saving reasons. It was Steering's contention that a fully comprehensive university needs at least one facility for postal service on campus. Due to the intercession of the Provost, the Post Office window in the basement of Millett Hall has re-opened part-time on a daily basis.
4. Trustees Award on Faculty Excellence. Steering Committee agreed to permit the University Faculty Affairs Committee to solicit nominees for this year's Trustees Faculty Excellence Award.
5. Attendance at University Faculty Meetings. Steering Committee received a request from the College of Education & Human Services to permit proxy voting at University Faculty meetings. Aware that the Calendar/Elections Committee is discussing this topic, Steering decided to ask the Quadrennial Review Committee to be appointed this spring to study this question in the context of broader constitutional reform.

Question was raised as to the effect on those people retiring now or in the next year - would they gradually receive the benefit of this or would there be a retroactive pick-up? Mr. Pabst responded that preliminary information indicated, regretfully, the subcommittee probably could not recommend that because it would most likely not be legal and the cost would be very high. A person retiring one year from July 1, 1984 would have one-third of the benefits because that year's salary would be increased by this proposal. Mr. Dixon expressed concern that if some sort of pick-up was not done, it tends to nullify the effect of the Early Retirement Program since there will be some people who will have considerable incentive to stay for those three years, even though they might otherwise have taken the early retirement. Provost Ferrari said that the unintended consequences upon these individuals should be considered and addressed if possible and if legal. This would be an administrative matter.

- b. Proposed Salary Principles (Attachment B to these minutes). Mr. Hartmann said that UBRC was invited earlier this fall to prepare for the administration a listing of principles which would be a first step in formulating a specific salary pool. These guidelines are in draft form and may be revised before final action is taken. UBRC will meet on November 18 and 29 to take final action on these guidelines and comments and reactions are invited. It is hoped that a specific salary pool will be completed before December 6.

Discussion followed Mr. Hartmann's report. Question was raised as to whether the estimated cost of the pick-up on pick-up would be considered part of the salary pool for next year or is the University already contributing that amount. The committee, at this point, has not made a recommendation on that. Mr. Hartmann also said that the intention of the Proposed Salary Principles is to look at the consumer price index as the means by which the University arrives at a salary "pool." Once the pool is established, the committee would be comfortable with the existing salary policy which was recently recommended by UBRC six months ago.

2. Actions taken at UBRC meetings on October 11, October 21, and November 1:

- a. 1983-84 Budget. In conjunction with the study of the 1983-84 budget, UBRC has requested the following financial reports and information from administration:
 - 1) Monthly summary of account transfers
 - 2) Summary of capital equipment expenditures as these monies are released from \$1 million dollar fund currently budgeted
 - 3) 1982-83 financial statement

UBRC also discussed the levels of contingency funds and restrictions on their use, the use of reserves in the School of Medicine, and projected surpluses this year due to enrollment increases.

- b. Task Force Against the Tax Repeal. UBRC received a report on the establishment of a University task force against the tax repeal. The Board of Trustees did not respond to the request of UBRC to take all possible actions to defeat Issues 2 and 3. It was noted that two members of the Board have expressed opinions in the press urging voters to approve the tax repeal.

- c. IBM 8100 Word Processing System. UBRC reviewed the decision last year to purchase the IBM 8100 word processing system.
 - d. On-Line Library Circulation System. UBRC recommended to the administration the purchase of computer hardware and software to permit Wright State participation in a cooperative on-line library circulation system. The Library Committee and the administration had previously endorsed the request. Start-up costs were estimated to be \$350,000 with some operating expense savings possible in future years over the cost of the existing system. The system, if approved as recommended, would be operational in August 1984.
3. Final meetings of UBRC for this quarter are November 18, November 29, and December 6 with that meeting being held at WOBC.

Discussion followed. The cost of the word processing system was estimated at \$200,000 to \$300,000. Joseph Hamel, Vice-President for Administration, was invited to address Council members regarding the nature of the purchase of the IBM 8100. Mr. Hamel said that a committee has reviewed the purchase of the equipment and has decided that the equipment was purchased prior to a full study and was more extensive than the problem warranted. The committee recommended that the equipment not be sold, but that it not be expanded.

The estimated costs of the on-line library system and the pick-up on pick-up were discussed as to how those costs would fit into the budget. The response was that the dollars are available in this year's budget, depending upon the outcome of the tax repeal issue.

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

1. Articulation Policy. Mr. Dixon distributed the joint report of the Curriculum Committee and the Admissions Committee (Attachment C to these minutes) which includes a current draft which will serve as a basis for the open hearing.
2. Additions to the Course Inventory. The Curriculum Committee will submit additions to the course inventory under New Business at this meeting.

C. Faculty Affairs Committee, John Talbott, Chairer, reporting:

1. Salaries. At the Fall 1982 General Faculty meeting, the following motion was approved: "That the University Faculty Affairs Committee take under its continuing consideration the problem of salary differences between unclassified staff and faculty and that on behalf of the faculty, monitor such matters as discriminatory treatment of the faculty and growth of the supporting staff." As a result of this motion, UFAC will distribute a report at the Fall 1983 Faculty meeting which will make "aggregate" comparisons of salary differences between unclassified staff and faculty in the past years as well as compare the growth of these two groups during the time frames mentioned.
2. Trustees Award for Faculty Excellence. The deadline for submission of nominations to the Faculty Affairs Committee for the Trustees Award for Faculty Excellence is November 7 at 5:00 p.m.

recreational hours. They responded to concerns of the Student Affairs Committee regarding publication of open recreational hours and the maintenance of equipment.

- c. Student Lounge Space. The Committee has informally surveyed lounge space in buildings on the quadrangle. The Committee plans to see if work is being done by administrative groups to provide more lounge space.
2. Student Affairs also heard reports from Student Development on the new student advising program begun this quarter and on the exchange program with Okayama University.

VI. Other Reports:

- A. Campus Coordinating Committees on Issues 2 and 3, Allan Barclay, reporting:

Flyers have been mailed and contributions received; however, the fund is still \$50-\$100 short. Contributions may be made payable to the Wright State Committee on Quality Education and mailed to Willis Stoesz.

Mr. Jacob commended Michael Brownfield and members of Student Government for their time and efforts and their very effective work toward the defeat of Issues 2 and 3.

- B. Academic Council Representative to University Athletic Council, David Orenstein, reporting:

As of November 4, 250 of the 648 new seats had been sold for the basketball season. It was believed and hoped that a number of local corporations intended to buy a number of blocks of seats before the year began. There will be no net change in the number of seats for home basketball games due to the new seating arrangement. The Athletic Department believes it will pay back \$50,000 of the cost this year from subscriptions and hopes to pay back the cost of the seats in a 2 1/2 to 3 1/2 year period instead of the original estimate of 5 years.

- C. Building & Grounds Utilization and Planning Committee. Mr. Jacob made a motion to suspend the rules to permit the inclusion of the committee report by Richard Williams, Chairer of the Building & Grounds Utilization and Planning Committee. Motion seconded and passed by voice vote.

Mr. Williams said that projects are first submitted to heads of University units, then forwarded to the Assistant Vice-President for Facilities & General Services, and then sent to the Building and Grounds Committee. The Building & Grounds Committee, the Planning Council, and the Council of Deans review the proposals and forward their recommendations to the Provost's Office, which also makes recommendations. They are then forwarded to the President's Office and then to the Board of Trustees. Mr. Williams distributed a list of priorities of the Building & Grounds Committee (Attachment D to these minutes). This does not represent the final list that will go to Board of Trustees or Board of Regents.

Provost Ferrari said that recommendations from the Council of Deans and from the Building & Grounds Committee are being reviewed by the vice-presidents and will soon move to the President and from there to the Board of Trustees Building & Grounds Committee. It is anticipated that the Library expansion will remain at the top of the list.

3. Faculty Evaluations. At its meeting on October 20, 1983, the Steering Committee voted to delegate responsibility for the faculty evaluation mechanism to a joint committee comprised of the Student Affairs Committee and the Faculty Affairs Committee. UFAC is currently attempting to operationalize this charge.

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

The University Library Committee has made its recommendations to the Building & Grounds Utilization & Planning Committee concerning options for expansion of the University Library. If such expansion is funded, then the Library staff hopes to be able to hold out until that relief arrives. This will entail some hardships. Insufficient student study space will be further encroached upon. Also, the Library is moving ahead with its attempt to discard 10% of the nonjournal holdings. A major portion of this reduction will be by eliminating backcopies of reference volumes; the rest will be safeguarded by being processed through the departmental library representatives. If expansion is further delayed, then more drastic, more painful policies will have to begin very soon.

Discussion followed Mr. McKee's report. The possibility of distributing some of the holdings to the departments and/or colleges was discussed. The microfilming of journals has been studied; the cost of this was sizeable. Mr. McKee said the Library presented five options through the Library Committee to the Buildings & Grounds Committee. The Library Committee recommended that the University build upward three floors and rejected warehousing and microfilming due to the high cost. The Library Committee's recommendations were sent directly to the Building & Grounds Committee since that committee was charged with making a recommendation on the capital plan for the University, and Council members will be given the opportunity to make comments regarding this subject later in this meeting when the Building & Grounds Committee makes its report. Mr. C. Maneri, a member of the Building & Grounds Committee, said that because of the press of time, this procedure was followed but if the schedule will permit, Mr. Maneri suggests that the Library report be brought to the Academic Council and would welcome advice from the Council.

E. Student Affairs Committee, Barbara Denison, reporting:

1. Student Affairs Committee met twice in October and worked on the following three subjects:
 - a. Faculty Evaluations. Committee members received copies of the Student Government report on faculty evaluations. The Student Government Committee is continuing to organize and summarize the data they collected from other universities and from Wright State departments. Student Affairs discussed the composition of the joint subcommittee with Faculty Affairs as directed by Steering. The next step is to meet with representatives from Faculty Affairs.
 - b. Intramural Sports and Open Recreational Time. Mr. James Dock, Assistant to the Athletic Director, and Mr. Ken Knight, Director of Intramural Sports, met with Student Affairs to discuss the intramural program and the open

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Much discussion followed concerning the list of priorities, mainly the Computer Center, Warehouses, and the Child Care Center. There was a suggestion that the name, "Child Care Center," be changed to "Child Education Center."

Mr. Williams will be asking at the University Faculty meeting for volunteers to the Campus Beautification Committee. A policy on murals was discussed by the Building & Grounds Committee and will be presented at the next Academic Council meeting.

VII. Old Business:

Election of Professor-at-Large to the University Promotion and Tenure Committee. Four individuals were nominated for the position of Professor-at-Large: John Treacy, Harvey Siegal, Marlene Bireley, and Jeanne Ballantine. Ms. Jeanne Ballantine was elected on the first ballot.

VIII. New Business:

- A. Motion Regarding Voting Membership of the University Budget Review Committee. A motion was made, seconded, and passed to add one unclassified and one classified staff member as voting members of the University Budget Review Committee (see the attachment to the agenda of this meeting.)

The rationale for including the classified staff member as a voting member is that since many of the recommendations that are made by the UBRC, particularly in the area of fringe benefits, affect members of the classified staff, they should have a voting member on the committee. Concern was expressed regarding the large size of the committee. It was also suggested that if the committee needs more information, it could obtain it from the various groups on campus.

This motion will appear as Old Business at the next Academic Council meeting.

- B. Ratification of Committee Appointments. A motion was made, seconded, and passed to suspend the rules to permit ratification of the following appointments:

1. Cyndi Clouser as student representative to the Admissions Committee
2. Steve Kendall as student representative to the Obscenity Guidelines Review Committee
3. David Hanpeter as student representative to the Student Affairs Committee

Motion was made, seconded, and passed to ratify the subject appointments.

- C. University Curriculum Recommendations. Mr. R. Dixon, Chairer, of the University Curriculum Committee made a motion to approve the addition of the following courses to the course inventory:

1. ML 101, Essential Japanese, for optional P/U grading
2. ML 102, Essential Japanese, for optional P/U grading
3. ITA 112, Essentials of Italian, for optional P/U grading
4. ML 216, Literature in Translation: Scandinavian, for general education credit

Motion seconded and passed by voice vote. This motion will appear as Old Business at the next Academic Council meeting.

IX. Adjournment: Meeting adjourned at 4:35 p.m.

Date of next meeting: November 28, 1983

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Attachments:

- Attachment A - Report on Pick-Up on Pick-Up
- Attachment B - Proposed Salary Principles
- Attachment C - Report on the Articulation Policy
- Attachment D - Building & Grounds Committee's Capital Expenditure
Proposal Rankings