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Academic Council Meeting Agenda and Minutes, April 4, 1983

Charles J. Hartmann

Wright State University - Main Campus

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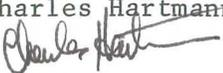
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Wright State University
Dayton, Ohio 45435

March 28, 1983

To: Members of the Academic Council and University Faculty

From: Charles Hartmann, Steering Committee Chairer and
 Vice-President of the University Faculty

Subject: Agenda for Academic Council Meeting of Monday, April 4, 1983, 3:10 p.m.

Place: Rear Section of the University Center Cafeteria

Agenda:

- I. Call to order: John Beljan, presiding
- II. Approval of minutes of March 7, 1983 meeting
- III. Report of the President: Robert J. Kegerreis
- IV. Report of the Steering Committee: Charles Hartmann
- V. Reports of the Standing Committees:
 - A. Curriculum: James Kane
 - B. Faculty Affairs: John Talbott
 - C. Library: Cynthia King
 - D. Student Affairs: Barbara Denison
 - E. Budget Review: Donald Pabst
- VI. Report of the Faculty Representative to the Chancellors Faculty Advisory Committee: James Jacob
- VII. Old Business:
 - A. 1984-85 Calendar (Attachment to Agenda of the March 7 meeting)
 - B. Request by Curriculum Committee for approval of optional grading for REL 199 and SPN 141 (Minutes of March 7, Item VIII, D.1.)
 - C. Request by Curriculum Committee to approve the following exception to the General Education requirements (Minutes of March 7, Item VIII, D.2.):

The General Education Requirements will continue to honor the established waivers and substitutions specified in particular program requirements as listed in the 1981/83 Wright State Undergraduate Catalog. Any future waivers and substitutions must be approved by the University Curriculum Committee and the Academic Council.

VIII. New Business:

- A. High School Articulation Policy (Attachment A)
- B. Motion: It is the sense of the Academic Council that policy recommendations by committees which are amended in the Academic Council should be referred back to the committee for study and comment before being forwarded for implementation. (Proposed by R. Gardier)

IX. Adjournment

CJH:mlr

Attachment

ACADEMIC COUNCIL
MINUTES
April 4, 1983

I. The meeting of April 4, 1983, was called to order by Chairman Pro Tem John R. Beljan at 3:10 p.m. in the Cafeteria Extension of the University Center.

Present: H. Andrews, J. Beljan, C. Cary, J. Cross, R. Dixon, R. Fox,
J. Gabbert, R. Gardier, B. Guess, C. Hartmann, J. Hemskey,
B. Hutchings, J. Jacob, J. Kandel, M. Kapp, C. King,
T. Knapke, B. Mann, M. Mazey, M. Moloney, D. Orenstein,
D. Organisciak, A. Parisi, J. Poppe, S. Sexson, J. Talbott,
B. Tea, D. Thomas, E. Wetter, R. Williams

Absent: D. Burd, R. Kegerreis, E. Kmetec, G. LeBoeuf, C. Snyder

II. A motion was made, seconded, and passed to approve the minutes as presented of the March 7, 1983 meeting.

III. Report of the President, Robert J. Kegerreis: No report

IV. Report of the Steering Committee, Mr. C. Hartmann, Chairer, reporting:

A. Steering Committee met on March 11 and 18, and meetings have been scheduled for April 15 and 22 at 2:00 p.m.

B. Item VI. on today's agenda, the report by Mr. J. Jacob, will be advanced to Item V. Item VIII.B. is an idea which Mr. Gardier has initiated and which the Steering Committee has placed on the agenda for introduction today and for discussion and action at the May 2 meeting. An additional item has been added under New Business, Item VIII.C., which will be a proposed list of the 1983-84 meeting dates of the Academic Council.

C. In addition to agenda matters, the following topics were discussed on March 11 and 18 at the Steering Committee meetings:

1. Work of UBRC. Steering met with Mr. D. Pabst, Chairer of the UBRC, to discuss the committee's progress on several questions, including the 1983-84 salary recommendations.

2. Status of the Early Retirement System. Mr. A. Spiegel, Chairer of the ad hoc Committee on Retirement, was invited to meet with Steering to review the implementation of the Early Retirement System. Provost Beljan reported at the Steering Committee meeting that five applications had been received and that it appeared that four agreements would be signed. Of the four, two requested guaranteed teaching and two did not. Two are in overstaffed areas and two are not. Mr. Spiegel favored relaxing the guidelines for part-time teaching for persons who do not opt to teach each year and repeated the interest of the committee in making the annuity more attractive to faculty. Provost Beljan stated that the plan will probably be continued for a five-year trial period.

3. Implementation of an Administrative Review System. Steering met with President Kegerreis to follow up on the President's suggestion made at the Winter Faculty meeting to discuss with Steering how to implement a system of administrative review which would be consistent with the action taken by the faculty at the Winter Faculty meeting. Some of the President's concerns were the confidentiality of the reviews, whether the reviews would be constructive or negative in tone, the frequency of the reviews, the number and status of persons to be reviewed, and whether each college would have a different review plan or there would be a central University plan. Steering agreed to appoint a new committee in the spring to be named the ad hoc

Committee on Administrative Review Processes to work with the President to provide next year answers to these questions and to design an operative system.

4. Issue of Construction Priorities. The President initiated a confidential discussion with Steering about a new construction priority which will require the support of the Chamber of Commerce Capital Solicitation Committee. The President wanted to discuss this matter with the Steering Committee prior to any communication in the public press. The Chairer of the Faculty Affairs Committee was invited to participate in this discussion.
5. High School Articulation Agreement. Steering heard a presentation from Ms. D. Ulrich, Chairer of the Admissions Committee, concerning a joint recommendation from the Admissions Committee and the Curriculum Committee for the establishment of a High School Articulation Agreement. This proposal is on the agenda of today's meeting, Item VIII.A.
6. Issue of the Implementation of the University Dismissal Policy. Ms. D. Ulrich, on behalf of the Admissions Committee, requested that greater attention be provided to the enforcement of the University Dismissal Policy. It was alleged that some students are not required to wait out the mandatory one quarter following dismissal by a college. Steering took two actions:
 - a. Responded to the Provost's invitation to forward the enforcement questions to his authority for implementation, and
 - b. Requested the Curriculum Committee to study whether the dismissal petitioning process is clear and fair and to consider modifications in the existing probationary policy.
7. College Grade Appeal Document. Ms. B. Denison, Chairer of the Student Affairs Committee, discussed inconsistencies in existing college grade appeal documents and circulated some recommended features for college policies. Steering requested the Provost to raise the issue for discussion at the Council of Deans meeting. Ms. Denison was encouraged to send copies of the committee recommendations to each Dean and to the Provost.
8. Scheduling of Faculty Meetings and Proxy Voting. Steering Committee discussed the Calendar/Elections Committee recommendation that there be no changes in the scheduling of faculty meetings and absentee voting practices which was reported at the March Academic Council meeting. No further action is contemplated on this.
9. Improved Operating Procedures of the Academic Council. Steering discussed a request by Mr. R. Gardier which has been placed on today's agenda as Item VIII.B.
10. Joint Membership on College and University Library Committees. Interest has been expressed about how to facilitate joint membership on the college and University library committees. Steering will attempt to assist in this effort by appointing, insofar as appears prudent, some members from college committees to serve on the University Library Committee.

Provost Beljan noted that there are now five agreements for five applications for the Early Retirement System.

V. Report of the Faculty Representative to the Chancellors Faculty Advisory Committee, Mr. J. Jacob, reporting:

The Chancellors Faculty Advisory Committee is a body which has been meeting for approximately more than 15 years and is heir to what was once known as the state-wide Faculty Senate. The purpose of the committee is to serve as a forum for the exchange of

opinions between university faculties and the Chancellor and his staff on issues of concern. Representatives to the committee are individuals who, for the most part, are elected representatives of their respective university faculties or their designees. The primary representative of the Wright State faculty has been the Vice-President of the Faculty and in recent years, the Vice-President Elect has served as an alternate. There are monthly meetings (approximately ten per year). The faculty meet in the morning to discuss agenda items and issues of concern and then are joined by the Chancellor in the afternoon for further discussions. The focus of the discussion is very much a two-way discussion. It is an opportunity for the faculty to learn about events that are happening in the legislative forum in Columbus and is an opportunity for the Chancellor to learn about issues that are of concern to the individual campuses. The major topics of concern during the past several months have been questions related to the state budget and the relationship between the Board of Regents, the individual campuses, and the Chancellor in terms of the lobbying for state-wide education in Ohio. There has also been significant discussion regarding the nature of the OBR staffing models. Other issues of concern to individual campuses were also discussed, e.g., high school articulation and the transfer of credit from the two-year campuses to the four-year campuses. The major opportunity that this forum affords the faculty at Wright State is the opportunity to talk to faculty from other campuses throughout the state and the two-way avenue of communication with the Chancellor by which the faculty learns the kinds of issues important to the state government and the kinds of impacts that budgetary and curricular decisions made in Columbus will have on the individual campuses.

VI. Reports of the Standing Committees:

A. Curriculum Committee, Mr. J. Kane, Chairer, reporting:

1. Curriculum Committee met March 11 and 30 to discuss routine course modification requests and nonroutine business. Approval was denied for course inventory requests for MKT 435 and SOC 213 which requested P/U grading. The committee tabled a motion to approve the course modification request for a change to P/U grading for COM 130 and COM 330.
2. The committee responded to a memo from the Registrar asking if courses which no longer have general education credit will be acceptable for general education credit for students who were in attendance prior to the Spring Quarter 1983, but will be taking these courses Spring 1983 or quarters thereafter. The Curriculum Committee's response to this question was affirmative, referring to page 32 of the 1981/83 Undergraduate Catalog which states: "Students must meet the University's graduation requirements current at the time they enter the University or, if they have been enrolled continuously, they may choose a subsequent set of requirements which becomes effective while they are pursuing studies at Wright State."
3. The committee responded to another memo from the Registrar requesting a policy statement on the following question: If the department changes the course number for a course that is now listed for general education credit and does not change this modification through the Curriculum Committee and Academic Council, will the new number carry general education credit? The Curriculum Committee's response is that the new number will not carry general education credit, and the committee reaffirms the policy that all modifications of general education courses must be reviewed by the University Curriculum Committee and approved by the Academic Council.
4. A memo from Willard Hutzler, Assistant Provost, informed the Curriculum Committee that the Council of Deans, at its January 6 meeting, had the unanimous opinion that a policy should be established in which general education requirements would need to be satisfactorily completed before the student achieved upper division status. The

Curriculum Committee was requested to review this and evolve a policy statement. After discussion, the following policy statement was formulated: "While this committee will review general education in the future, we strongly recommend that at least English 111 and 112 be completed by all students before completion of 45 credit hours. We urge that programs be structured so that students take freshman English in the freshman year." Reference the 1981/83 Undergraduate Catalog, page 34, Area One, English Composition, which states, "Two courses, to be taken in sequence and completed by the end of the sophomore year: English 111 and 112."

B. Faculty Affairs Committee, Mr. J. Talbott, Chairer, reporting:

1. The seminar on tax deferred annuities has been postponed until April 19 at 4:00 p.m. Individual notices to the faculty and staff will be mailed.
2. The University Faculty Affairs Committee, in conjunction with the Vice-President of the Faculty, is acting as the representative of the faculty in interviewing the Provost candidates. The process will continue throughout the month of April.
3. The committee was represented at the meeting of the University Budget Review Committee to discuss the 1983-84 salary policy.

C. Library Committee, Ms. C. King, Chairer, reporting:

The University Library Committee did not meet in March. It will meet April 7 to consider two problems recently raised by faculty members: the lack of a quiet place to study international newspapers and learned journals (there is excessive noise from both tutoring and the copy center) and the confusion about responsibility for checking books sold at the Spring Book Sale by the Library.

D. Student Affairs Committee, Ms. B. Denison, Chairer, reporting:

Ms. Denison, on behalf of the Student Affairs Committee, met with the Steering Committee on March 18. The Steering Committee endorsed the guidelines the Student Affairs Committee prepared for the College Academic Mediation Policy. The guidelines will be forwarded to the Deans and colleges.

E. University Budget Review Committee, Mr. D. Pabst, Chairer, reporting:

1. Direct Deposit of Regular Monthly Payroll Checks. UBRC is very pleased to note that its earlier recommendation to start the "direct deposit" plan is now being implemented by the University administration. A recent memo from Provost Beljan to every monthly paid employee contains all the details with a sign-up deadline of May 13 so that the first check at the end of May can be directly deposited.
2. March 8 Meeting. The committee discussed the status of subcommittee activities and held preliminary discussions on the topics to be included in the March 15 special extended meeting agenda.
3. March 15 Meeting. For this special meeting, the meeting time was extended to permit adequate discussion. Invited guests provided additional input and added to the discussions. UBRC recommendations on the following topics will be acted upon by the Board of Trustees on April 5-6:
 - a. Tuition Increase. The committee agreed with a University administration recommendation that the tuition increase be effective summer quarter; however, UBRC recommended that a ceiling be placed on that increase of 10.5%.

- b. Model or Base for 1983-84 Salary Adjustments. After considerable discussion, the committee recommended that "The average salary increase for 1983-84 should be expressed as a percent of 1982-83 salary, and that the increased cost of existing fringe benefits should be expressed in dollars."
- c. Salary and Fringe Benefits for 1983-84. The committee members and invited guests discussed at length all information collected by committee members, the University administration, University Faculty Affairs Committee, other University faculty persons, and other sources. The final recommendation was based primarily on the following factors:
 - (1) Commitment to high quality academic and research programs.
 - (2) Need for higher level of salaries and appropriate fringe benefits to attract and retain high quality faculty persons.
 - (3) Serious loss of purchasing power over the past decade.
 - (4) Need to raise the salary rankings of WSU faculty in relationship to other Ohio public universities as presented in the "AAUP Format" data. For 1982-83, WSU salary rankings (from the top of 12 schools) were: Professor 7th, Associate 8th, Assistant 8th, and Instructor 6th.

The committee unanimously recommended to the University administration and Board of Trustees a "faculty average salary increase of 11% with assistance to be provided by UBRC to cut \$200,000 from the increase in fringe benefit costs for 1983-84 for all University employees."

VII. Old Business:

- A. 1984-85 University Calendar (Attachment A to agenda of March 7, 1983 meeting). The motion to approve the subject calendar was placed on the floor. Question called. MOTION PASSED by voice vote.
- B. Optional Grading for REL 199 and SPN 141 (Minutes of March 7, 1983, Item VIII.D.1.). The motion to approve optional grading for REL 199 and SPN 141 was placed on the floor. Question called. MOTION PASSED by voice vote.
- C. Exception to the General Education Requirements (Minutes of March 7, 1983, Item VIII.D.2.). The motion to approve the following exception to the general education requirements was brought to the floor:

The General Education Requirements will continue to honor the established waivers and substitutions specified in particular program requirements as listed in the 1981/83 Wright State Undergraduate Catalog. Any future waivers and substitutions must be approved by the University Curriculum Committee and the Academic Council.

Question called. MOTION PASSED by voice vote.

VIII. New Business:

- A. High School Articulation Policy (Attachment A to agenda of this meeting). A motion was made and seconded to place subject policy on the floor for discussion. Ms. D. Ulrich, Chairer, Admissions Committee, was available for questions. This is an item which has been under considerable discussion in the state; various universities are taking different positions relative to it. Provost Beljan stated that the subject policy has the concurrence of the Council of Deans, the Curriculum Committee, and the Admissions Committee.

Discussion followed concerning Item 6 of the subject policy. Question was raised whether those students admitted unconditionally would be placed in remedial courses if so indicated by the results of the basic skills assessment program. Would this be enforced or advisory? Mr. R. Dixon expressed concern that the University is committing itself to a policy whereby the University cannot move internally to enforce placement of students who are unconditionally admitted. Mr. Dixon felt Item 6 is vague and implies that the University is not going to enforce admission standards on particular classes on those people who are unconditionally admitted.

The proposed policy will appear as Old Business for action at the May 2 meeting.

B. Operating Procedures of the Academic Council. Mr. R. Gardier made the following motion:

It is the sense of the Academic Council that policy recommendations by committees which are amended in the Academic Council should be referred back to the committee for study and comment before a final vote is taken by Council.

Motion seconded. Question was raised as to the implications of "the sense of the Academic Council." The parliamentarian responded that a "sense" is a statement of opinion and the Council could depart from this motion without taking action to amend it. Mr. Gardier said that the spirit of the motion is in appreciation of the work of the committees; if small changes need to be made and the committee representative approves that, Council could go ahead with those changes. The greatest virtue of this motion is that it is not binding but reminds Council of what should be done unless there is a better reason to violate the sense of the motion.

This motion will appear as Old Business for action at the May 2 meeting.

C. Proposed Academic Council Meeting Dates, 1983-4. Motion was made and seconded to approve the following meeting dates of Academic Council for 1983-84: October 3, 1983; November 7, 1983; November 28, 1983; January 9, 1984; February 6, 1984; March 5, 1984; April 2, 1984; May 7, 1984; and June 4, 1984.

This motion will appear as Old Business for action at the May 2 meeting.

IX. Adjournment: Meeting adjourned at 3:45 p.m.

Date of next meeting: May 2, 1983

:mlr