The November 10 Faculty Senate meeting was called to order by Chair Neufeld, 3:19 PM in the University Conference Room.

I. ANNOUNCEMENTS

A. VISITORS

Neufeld welcomed visitors and asked that they introduce themselves. (See voting sheet for visitors' names.)

B. FACULTY HANDBOOK CHANGES FACULTY FORUM REPORT

Neufeld reported that 6 faculty members were present at the forum. The group, though, had a good discussion of the matter, and recommended the formation of a faculty grievance assistance committee to assist faculty in the preparation of their grievance, and to avoid conflict of interest on the part of the official grievance hearing committee members.

C. STRATEGIC PLANNING COMMISSION REPORT

Neufeld noted that Zimmerman attended the SPC meeting, but that she was not able to attend the Senate meeting because she was out of town. Neufeld also reported that a new draft of the Strategic Plan was on the Web.

II. MINUTES

Dorgan moved to approve the May minutes as written and Caton seconded.

VOTE 1  yes 18  no 0  abstain 2  The motion passed.

Dorgan moved to approve the October minutes as written and Domermuth seconded. Corrections to the minutes include VI.B.3., which should state that the increase in basic program support financed through the equity funds raised such support from about $2,600 per FTE faculty position to $3,100 and IV.C. which should include Boyd as a member of the Computer Committee.

VOTE 2  yes 18  no 0  abstain 3  The motion passed.

Hearing no objections, Agenda item V.A. was moved up on the agenda.

MOTIONS BY THE AD-HOC COMMITTEE REGARDING THE PROPOSED ADMINISTRATION CHANGES TO THE FACULTY HANDBOOK. The decision was to approve each individual motion as opposed to the whole document.
Motion 1 - that Faculty Senate approve all deletions, insertions, and revisions marked in the Draft of the Faculty Handbook dated 10/1/97 as provided by Dr. Clinton Parker, with the exception of the inserted section 4.4.6.

VOTE 3  yes 21  no 0  abstain 0  The motion passed.

Motion 2 - that Faculty Senate approves the following revisions to the Draft of the Faculty Handbook: in S 3.6.3.C/ln 8: delete "simple, unelaborated statement of," and replace with "written statement explaining the reason(s) for;" in S 3.6.3.C/para. 2 In 3: delete "simple, unelaborated statement of," and replace with "written statement explaining the reason(s) for;" in S 3.6.3.C/para 4 In 3: delete "simple, unelaborated statement of," and replace with "written statement explaining the reason(s) for." In S 4.6.6/ln 2: delete "simple, unelaborated written statement," and replace with "written statement explaining the committee's reason(s)." Parker noted that in the past, this has been sent to the General Administration three separate times. Each time, they failed to pass.

VOTE 4  yes 20  no 1  abstain 0  The motion passed.

Motion 3 - that Faculty Senate approve the following corrections and revisions to the Draft of the Faculty Handbook:

1) S 3.6.3.A/ln 11: correct spelling to "disability."

2) In S 3.6.3.E/ln 4: replace "one" with "any" and "is" with "are."

3) S 4.1.B/ln 15: delete comma after the word "safeguards."

4) S 4.2.A/ln 2: delete "decisional" and replace with "deciding."

5) S 4.2.D/ln 7: delete "including department chairperson or department heads" and replace with "including department chairpersons or program directors."

6) S 4.4.2/Ins 3-4: delete "a preponderance of the" and replace with "clear and convincing."

7) S 4.4.5/ln 3: delete "or" and replace with "and/or."

8) S 4.5.3/ln 10: delete "a preponderance of the" and replace with "clear and convincing."

9) S 4.6.1/para 2 In 5: "likely" for "likly;" para 3 ln 3 correct spelling of grievance; ln 4 add a comma after "effect;" para 4 ln 1 correct spelling of grievance.

10) In S 4.7.1.a/ln 4 and 4.7.2.b/ln delete: "registered mail-return receipt requested" and replace with "certified or registered mail, return receipt requested."

11) In S 4.7.1.b/ln 4 and S 4.7.2.a/ln 4 delete: "registered mail" and replace with "certified or registered mail."
12) In S 4.8.2.A/ln 8: delete "abstentions" and replace with "recusals;" in ln 9: delete "4.8.4.C" and replace with "4.8.4.E."

13) In S 4.10.1/ln 2: delete "required" and replace with "requires."

14) In S 4.10.1.A/ln 2: correct spelling of probationary and insert after it, "and part-time;" in Ins 3-4: delete the sentence beginning, "This procedure applies..."

15) In S 4/13/ln 8: replace "which" with "that;" at ln 10: delete the sentence beginning, "The first category consists..." and replace with, "In the first category are positions such as assistant deans and associate deans whose holders are most directly responsible to and serve at the pleasure of the individual to whom they report."

16) In S 4.13/para 2 ln 2: delete "and the like" and do the same in para 3 ln 2.

17) In S 4.13.1.B: delete section numeral "3"; append the text in the section to the end of 4.13.1.B.2 and change line 1 to read, "It is recognized that these items are merely guidelines."


19) S 4.15/ln 3: delete, "to this subject;" at ln 9, replace "interest" with "interests."

20) S 4.16/ln 3: delete "the."

Discussion followed regarding #6. Domermuth called for the question (closing debate).

VOTE 5  yes  19  no  1  abstain 1  The motion passed.

Motion 4 - That Faculty Senate approve the creation of the Faculty Grievance Assistance Committee as a University Committee.

Motion 5 - that Faculty Senate approve the following addition to the Draft of the Faculty Handbook as S 4.1.C: "An aggrieved faculty member may enlist the assistance of the Faculty Grievance Assistance Committee to help prepare her or his appeal. The Committee exists to advise the faculty member about the preparation of her or his case for hearing by the Faculty Grievance Hearing Committee, to answer the faculty member's questions about the process of grievance, or to be available as a source of information for the faculty member during the grievance process."

Motion 6 - that Faculty Senate approve the following addition to the Draft of the Faculty Handbook as S 4.2.E: "The Faculty Grievance Assistance Committee shall consist of four members who each shall have served on a Faculty Grievance Hearing Committee, but are not members of a currently sitting Grievance committee. The term of membership shall be two years; provided that the first committee members shall have staggered terms with two members serving two-year terms and two members serving one-year terms. The Committee members shall be appointed by the Senate according to customary Senate procedures."
Motions 4, 5, and 6 were voted on all together.

VOTE 6 yes 21 no 0 abstain 0 The motion passed.

Motion 7 - that Faculty Senate approve the following revision to the Draft of the Faculty Handbook in S 4.10.2: delete the section, including the underlined text, and replace it with the following:

"Provision is made for the individual faculty member's participation in formulating plans and goals for that faculty member. During the spring term, department chairpersons are required to hold a conference with each member of the department who is to continue as a member of the faculty for the next year. The purposes of this conference are to plan the work of the faculty member for the next year and to evaluate work of the previous year. During this conference the faculty member has the opportunity to express preferences concerning her or his assignment. These preferences should include statements concerning teaching assignments and and indication of the faculty member's commitment to professional and/or scholarly activities. In this conference the faculty member and the chairperson will jointly establish goals for the faculty member that are to be attained during the next academic year. Specific plans should be made and realistic goals set. For faculty members who are initial appointees, there must be held an additional planning conference in the late summer or immediately after the beginning of their first semester of service. At this spring conference there shall be an evaluation of the faculty member's work in which there will be a frank discussion of the faculty member's achievements with specific reference to the goals set in the previous conference. Also, at this conference the results from any formal evaluation procedures that have been used up to the time of the conference should be discussed. The chairperson will give the faculty member an honest opinion concerning her or his performance to that time. This includes not only praise for work well done, but also suggestions for improvement or negative criticism. This conference will include a summary evaluation of the faculty member's performance for the year just completed. Following this conference, and in a timely manner, the chairperson will provide to the faculty member a written statement of evaluation, to which the faculty member will have an opportunity to respond in writing."

VOTE 7 yes 21 no 0 abstain 0 The motion passed.

III. GUEST SPEAKERS

A. LORI FELIX.

Neufeld introduced Lori as the person who designed the Faculty Senate homepage. Ms. Felix noted that she enjoyed developing the web page, but that she will be graduating in December.

B. PETER VILLANOVA

Was not able to attend the meeting to talk to the Senate about the Faculty Voice.

C. GREG BLIMLING/LEN BLISS
Dr. Blimling distributed to senators a copy of the Appalachian Comprehensive Assessment Program (A-CAP) and briefed that Senate on the project. Some faculty were concerned that the study might hurt students or faculty. Dr. Bliss noted that he did not think that it would. After discussion as to why chairpersons did not want math skill, scientific reasoning, and writing skills studied, Neufeld noted that he would invite the science chairs to the next Faculty Senate meeting to hear their reasoning for not wanting scientific reasoning studied.

At this time, Neufeld moved that the Senate wish Dr. Clinton Parker well; he was leaving to have some heart surgery done.

   VOTE 8   yes 21   no 0   abstain 0   The motion passed.

IV. NEW BUSINESS

A. FACULTY CONCERNS

1. Maternity leave/child care. Weitz moved that an ad-hoc committee be formed to study these concerns. Hirst seconded.
   VOTE 9   yes 22   no 0   abstain 0   The motion passed.
   Neufeld noted that he will form this committee and to forward names of faculty to him.

2. Textbook rental system. Wallace asked that this be looked into, especially now that some textbooks are coming with computer software. This was assigned to the Academic Policy Committee.

B. MOTION ON FACULTY SENATE APPROVED CHANGES TO THE FACULTY HANDBOOK. After some revisions were made, Winsor seconded the motion. The motion reads as as follows, "Faculty proposed changes to the Faculty Handbook, if approved by the Chancellor, shall be submitted to the next Board of Trustees meeting for their consideration. We ask that the Trustees act swiftly and without delay on these issues."

   VOTE 10   yes 22   no 0   abstain 0   The motion passed.

C. PHASED RETIREMENT PLAN. Durham noted that the Plan is extremely legalistic and that the proposal has already left campus (and too late to make any further changes to it.) Durham also noted that the plan returned to the General Administration will probably be the one approved since the GA wants to implement this program by February, 1998.

D. STAFFING PLAN. Wallace asked what was being done about this plan. Durham responded that he and Bobby Sharp are working on this to put it into motion.

V. OLD BUSINESS

A. AD-HOC COMPUTER COMMITTEE REPORT
Caton reported that the Committee has met and that they are still looking into voting via e-mail and dealing with Robert's Rules of Order in regards to e-mail.

The Senate took a break at 4:50 and reconvened at 5:00.

VI. STANDING COMMITTEE REPORTS

A. BUDGET COMMITTEE. Campbell reported that she met with Jane Helm and will meet with her again.

B. CAMPUS PLANNING COMMITTEE

1. Convocation Center. Winsor noted that bids for the Convocation opened last Thursday and that he plans to invite Jane Helm, Claude Cooper, Ed Turner, and Vaughn Christian to the December meeting.

2. Strategic Planning Commission Open Forums. Winsor distributed a list of dates and times that open forums will be held by the Strategic Planning Commission to discuss the Strategic Plan Draft.

3. Traffic Management & Safety Committee. Boyd attended last months meeting and reported that the Committee is going to distribute to all faculty, staff, and students a pamphlet on rules for parking on campus.

C. CHANCELLOR ADVISORY COMMITTEE.

Neufeld reported that there was a meeting held today. Items discussed at the meeting were the purchase of the Methodist Church for a visual arts center, the campus alcohol policy, and PCs on campus. An e-mail message will be sent to senators to see who can attend the February 2 and March 16 meetings.

D. COMMITTEE ON COMMITTEES. Domermuth reported that the Committee is working on getting in touch with chairpersons of University Committees to see what they are doing.

E. WELFARE AND MORALE COMMITTEE

Cherry reported that the Committee is looking at the current health care policy. It was suggested that a questionnaire be devised to ask faculty for specific problems they are having with health care.

F. WELFARE OF STUDENTS COMMITTEE.

1. Resolution Regarding Class Schedules. Dorgan distributed new data that suggests compression of the distribution of class schedules at the upper level (3000 and 4000). After some discussion, it was decided that the Committee would meet with the Academic Policy
Committee and bring a formal resolution to the next meeting. Butts suggested that the Registrar's Office keep class waiting lists again; they quit doing this about five years ago.

G. AGENDA COMMITTEE

Neufeld noted that there was no report.

H. ACADEMIC POLICY COMMITTEE

1. Faculty Handbook changes regarding DPC reform. After discussion, the Senate passed the first motion of the Proposed Changes to the Faculty Handbook to Implement DPC Reform which reads: "Faculty shall be given a copy of all department, college, and university promotion and tenure policies. The department chairperson will review these policies with newly hired faculty during the first month of employment." This will be added to the end of Section 3.6.2.

   VOTE 11  yes  20  no  0  abstain  0  The motion passed.

The second motion was sent back to the Committee for rewording.

2. Letter to the Board of Governors Regarding Section 4.6.1 of the Faculty Handbook. It was decided that this letter will be sent to senators via e-mail and responses sent back to Stella.

Winek moved to adjourn the meeting and Campbell seconded.

   VOTE 12  yes  13  no  0  abstain  0  The motion passed.

The meeting adjourned at 6:05 p.m.

/msh  Submitted by Dee Parks