I. ANNOUNCEMENTS
A. Chair Moore welcomed visitors and asked that they introduce themselves. He recognized the many students in attendance.
(See visitors’ names after voting sheet.)

II. VISITORS REPORTS
Chair Moore introduced Paul Gates, the lead representative of Appalachian’s Faculty Assembly delegation. His report is included.
Jud Watkins, director of External Affairs for SGA was also introduced.

III. MINUTES
A. Chair Moore asked for approval of the November 8, 2004 Minutes.
Senator Smith moved and Senator McGarry seconded that these minutes be approved.
VOTE - 1 Motion to approve the November 8, 2004 minutes.
YES 21 NO 0 ABSTAIN 0
The motion passed.
Available online at:
http://www.facsen.appstate.edu/Minutes/nov04min.html

B. Chair Moore asked for approval of the November 15, 2004 Minutes.
Senator Simon moved and Senator Huelsman seconded that these minutes be approved.
VOTE-2 Motion to approve the November15, 2004 minutes.
YES 21 NO 0 ABSTAIN 0
The motion passed.
Available online at:
http://www.facsen.appstate.edu/Minutes/nov15-04minutes.html

IV. PROVOST’S REPORT (Stan Aeschleman):
Provost Aeschleman stated that there are five outstanding Faculty Senate motions to be addressed by the Chancellor’s Office and they will be acted upon by the January meeting.
He reported from the Board of Governors that the Board of Trustees can now award tenure and can now appoint senior administrators. A special committee has been appointed to look at the funding model—ASU and UNC Wilmington could receive extra funds.
He reported from the Board of Trustees meeting the approval of $100 increase in Technologies fee, and a $300 tuition increase for next year of which is recommended: 25% financial aid, 20% faculty salaries, and 55% general academic and student support. The Board of Governors must approve the tuition increase.

V. COMMITTEE REPORTS
Chair Moore requested a motion to change the order of the agenda to hear the Welfare of Students Committee report (Included) first since most of the visitors were in attendance to hear this.
Senator Marland moved and Senator Kaenzig seconded that the Student Welfare Committee report be presented as the first committee report.
VOTE-3 Motion that the Student Welfare Committee report be presented as the first committee report.
YES 23 NO 0 ABSTAIN 0
The motion passed.

A. Welfare of Students Committee (RARDIN, Ehnenn, Malloy, Ramsey)
Senator Rardin addressed the reasoning for the two motions presented
by this committee, stating that there were concerns about the interpretation of the Bookstore Rental Book Policy. There are
three different sources about the policy and not one agrees. Choosing books for a course is an academic matter and faculty
(who are the professionals in their field) should have the role in setting policy. Motion 1 is to establish a new committee to
replace the Bookstore Council, which would give faculty a major control in the formation of policy. In addressing the
second motion, he stated that the issue is not about the cost of textbooks, but who determines the textbook for the
classroom.
The full rationale and supporting data is in the committee’s report (included).
Jud Watkins, SGA representative, stated that students should be equally represented on the committee and serve the same
year terms as faculty. He also questioned the bookstore manager position on committee as ex-officio, saying the manager
should be a voting member. Chair Moore said he had heard from present Bookstore Council members who wanted it
known that they have consistently looked for ways to enhance the rental policy for students.
After discussion Motion 1 was brought to the floor, amended by the committee to state that faculty serve a 3-year term.

Motion 1- FS04-05/12-01
Whereas faculty must have a major role in the formation of Bookstore policies regarding textbooks and other academic
materials, and whereas statements of policy regarding textbook rental do not comprise a uniform policy, contain vague
statements and do not fully codify the actual practice of rental textbook selection for undergraduate courses; be it resolved
that the Faculty Senate recommends the replacement of the Bookstore Council by a University Committee called the
University Bookstore Committee:

a) Members of the Committee will consist of five (5) faculty to serve a three year term, one of whom is a faculty senator,
and three (3) student members, two of whom are undergraduates appointed by the Student Government Association and
one a graduate student appointed by the Graduate Student Association. The manager of the University Bookstore serves as
an ex-officio member of the committee.
b) Responsibilities: To respond to administrative policies regarding Bookstore operations and to recommend policies
regarding textbooks and other educational materials.
c) Meets twice each Fall and Spring Semester,
d) Reports to the Provost and Executive Vice Chancellor;
and the Faculty Senate recommends that the first duty of the University Bookstore Committee shall be to clarify and make
consistent policy regarding textbook rental in all appropriate publications concerned with textbook rental so that it can
work effectively for the university, faculty, and students; that such policy be fully stated in the University Resource
Manual, which will govern all other statements on textbook rental practice.
VOTE-4 Motion FS04-05/12-01 Replacement of the Bookstore Council by a University Committee called the University
Bookstore Committee.
YES 23 NO 0 ABSTAIN 0
The motion passed.

Motion 2-FS04-05/12-02
Whereas a Textbook Rental Program is an inherently flawed mechanism for the selection of academic textbooks at a
comprehensive university,
be it resolved that the Faculty Senate calls for the elimination of the Textbook Rental Program.
Rationale:
Current practices are incompatible with the goal of maintaining a rigorous and intellectually diverse scholarly
environment.
Current practices, such as requiring departments to adopt a textbook for all sections of a course, and to employ a particular
text for three years, compromise the academic freedom of teachers.
Current practices do not encourage students to value having a personal library, and the rental system prevents students
from possessing the texts and developing the skills needed to build one. This is contrary to a key value of liberal arts
education: the establishment of habits of life-long learning.
Current practices foster an attitude of consumptive entitlement rather than a sense of intellectual curiosity.

Discussion followed, opened by Jud Watkins. He encouraged the Faculty Senate not to pass this motion. He stated that he was representing 16,000 students and had done much research on this subject. He gave his reasoning for not supporting the amendment, which included that ASU had the cheapest rental program in the System and if eliminated, the cost to students would be at least $300 more a year. Lengthy discussion by senators followed, including that the rental program may discourage some top level professors from coming to ASU.

Senator McGarry moved and Senator Waring seconded that Motion 2 be tabled. There was more discussion on pros and cons for this motion.

Senator McCaughey called the question. Senator Kaenzig seconded.

VOTE 5 Motion to call the question and close debate to table Committee Motion 2- FS04-05/12-02
YES 23 NO 0 ABSTAIN 0
The motion passed.

Chair Moore asked for a vote on the motion to table.

VOTE 6 Motion to table Committee Motion 2- FS04-05/12-02.
YES 8 NO 15 ABSTAIN 0
The motion failed.

Senator Weitz moved and Senator Harris seconded to amend Committee Motion 2- FS04-05/12-02 by adding; and recommends finding alternative methods for saving students money.

Senators discussed this amendment and Jud Watkins pointed out that there were 14 universities nation-wide that had textbook rental policies. ASU’s policy has been widely recognized and this school has grown each year into a better university.

Senator Waring called the question.

VOTE 7 To amend Committee Motion 2- FS04-05/12-02 by adding; and recommends finding alternative methods for saving students money.
YES 18 NO 2 ABSTAIN 2
The motion passed.

Chair Moore called for a vote on the motion as amended.

Motion 2-FS04-05/12-02 (Amended)

WHEREAS a Textbook Rental Program is an inherently flawed mechanism for the selection of academic textbooks at a comprehensive university, be it resolved that the Faculty Senate calls for the elimination of the Textbook Rental Program and recommends finding alternative methods for saving students money.

Discussion followed.

VOTE 8 To approve Motion 2-FS04-05/12-02 as amended.
YES 18 NO 3 ABSTAIN 0
The motion passed.

B. Academic Policies Committee (McCaughey, Hueslman, McGarry/Staub, Marland)

In the absence of Chair McCaughey, Senator Marland addressed the motion submitted by the Academic Policies Committee.

Motion FS04-05-/12-04 RPT policies

WHEREAS many departmental Review, Promotion, and Tenure (RPT) policies are unnecessarily vague and difficult to access or understand by RPT candidates as well as all other parties who must follow the policies to access RPT candidates,

Be it resolved that College-level RPT policy committees be formed that will review and address departmental policy on RPT decision.
Composition:
The exact composition of these committees will be decided by each College or School, but will undertake measures to ensure departmental representation. The committee will be chaired by the Dean, Associate Dean, or Assistant Dean. The chair may or may not be a voting member of the committee. No one may be a member of the committee in a year that they will be either an RPT candidate or on leave from campus. No one may serve more than two consecutive years. All members of the committee must have previously served two years on a DPC.

Actions:
This committee will work to make sure that policies are clear, concise, and lie within the University standards. Each RPT policy document, upon approval, will be posted on the public portion of the department's website.

The approved policy will be the official policy which will guide RPT decisions by all parties at the university.

This committee will not address individual RPT cases. If a committee is formed to address individual cases, membership on the two committees will be mutually exclusive.

Notes:
The exact detail on how the committee will work will be left to the colleges, but will likely ask for a departmental representative (not on the committee) to present the policy or policy change to the committee and remain for the ensuing discussion.

Senator Marland said that postponement may be considered since this could be a controversial issue. After questions from Senators, he said that the committee suggested in the motion would look strictly at policy, not individual cases. He was also asked if the committee would be permanent or periodic. Dave Haney asked if the intention is to make policies more explicit or do policies have to be more specific—there is a difference. After discussion there was a feeling that the committee charge needs to be more specific. Senator Ramsey moved and Senator Pier seconded that the motion be postponed until the January meeting.

VOTE-9 Motion to postpone Motion FS04-05/-12-04 RPT policies.

YES 17  NO 1  ABSTAIN 0
The motion passed.

C. Agenda Committee Committee (MOORE, Aeschleman, Cramer, Gates, McGarry/Staub)

No Report

D. Budget Committee (LAMBERT, Pier, Simon, Strazicich)
   No Report

E. Campus Planning Committee (YAUKEY, Jamison, Scherlen, Smith)
   Report included

F. Committee on Committees (WEITZ, Cramer, Harris, Jones, Kaenzig)
   Report included

G. Faculty Handbook Committee (MARKING, Anderson, Gates, Moore)
   Report included

H. Faculty Welfare and Morale Committee (FELKEL, Olson, Waring)
   Report included

Chair Moore commended the committee chairs for doing good work.
Since there was no action for other committees, the reports were submitted without discussion.
I. Faculty Elections (McGARRY)
Senator McGarry said that there is a week remaining to submit nominations for Faculty Senate for the coming year. Senator Simon suggested another call for faculty to stand for election.

VI. UNFINISHED BUSINESS:

Chair Moore said that there should have been a motion on the floor at the November 15, 2004 meeting concerning the Provost search, and since there was not, it will be presented at this time. Dr. Aeschleman excused himself from the meeting.
Senator Rardin moved and Senator Olson seconded the following:

Resolution 3-FS04-04/12-03 Regarding the appointment of the Provost and Executive Vice Chancellor [continuing business from November 15, 2004]
Whereas, the Faculty Senate has discussed with Chancellor Peacock the provost search,
Be it Resolved that:
the Faculty Senate supports a decision by Chancellor Peacock to appoint Dr. Stan Aeschleman as Provost and Executive Vice Chancellor.

There was discussion about the way the search process was handled, but praise for Dr. Aeschleman’s work.
Senator Ramsey moved and Senator Marking seconded to adopt a substitute Resolution 3-FS04-04/12-03 Regarding the appointment of the Provost and Executive Vice Chancellor.
Whereas, the Faculty Senate has discussed with Chancellor Peacock the Provost search,
Be it Resolved that: the Faculty Senate supports Dr. Stan Aeschleman as Provost and Executive Vice Chancellor;
be it also resolved: that the Faculty Senate, in so far as it values both faculty governance and the active pursuit of diversity at all levels of the university, will not support such limited searches in the future.

VOTE-10 To vote on substitute motion for Resolution 3-FS04-04/12-03 Regarding the appointment of the Provost and Executive Vice Chancellor.
YES 18  NO 0  ABSTAIN 0
The motion passed.

VOTE-11 To vote whether to accept the adopted Substitute Resolution 3-FS04-04/12-03 Regarding the appointment of the Provost and Executive Vice Chancellor.
YES 18  NO 0  ABSTAIN 0
The motion passed.

VII. NEW BUSINESS:
Appalachian Family Caravan - Staub
Chair Moore stated that since we could not get the Appalachian Family Caravan section to work properly from the internet that he will assign this to the Faculty Welfare and Morale Committee.

VIII. ADJOURN THE MEETING:
It was moved and seconded that the meeting adjourn.
VOTE-12 To adjourn the meeting.
YES 18  NO 0  ABSTAIN 0
The motion passed.

The meeting adjourned at 6:15 PM.

Respectfully submitted,
Beth Cramer  
Faculty Senate Secretary

APPALACHIAN STATE UNIVERSITY

FACULTY PRESENT AND VOTING SHEET

November 8, 2004

Voting symbols:  Y = yes  N = no  A = abstain

SENATORS

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VOTE-1 Motion to approve the November 8, 2004 minutes.
VOTE-2 Motion to approve the November15, 2004 minutes.
VOTE-3 Motion that the Student Welfare Committee report be presented as the first committee report.
VOTE-4 Motion FS04-05/12-01 Replacement of the Bookstore Council by a University Committee called the University Bookstore Committee.
VOTE-5 Motion to call the question and close debate to table Committee Motion 2- FS04-05/12-02.
VOTE-6 Motion to table Committee Motion 2- FS04-05/12-02
VOTE-7 To amend Committee Motion 2- FS04-05/12-02 by adding: and recommends finding alternative methods for saving students money.
VOTE-8 To approve Motion 2-FS04-05/12-02 as amended.
VOTE-9 Motion to postpone Motion FS04-05/-12-04 RPT policies.
VOTE-10 To vote in substitute motion for Resolution 3-FS04-04/12-03 Regarding the appointment of the Provost and Executive Vice Chancellor.
VOTE-11 To vote on Substitute Resolution 3-FS04-04/12-03 Regarding the appointment of the Provost and Executive Vice Chancellor.
VOTE-12 To adjourn the meeting.

VISITORS:
Harry L. Williams, Academic Affairs; Tim Burwell, Academic Affairs; Peter Petschauer, Hubbard Center and History; and Dave Haney, Council of Chairs; Jud Watkins, SGA representative and Director of External Affairs for SGA; and the following students: Emily Harris, Thomas Shook, Laura Westmoreland, Jonathan Williams, Corwyn Sergent, Miriam Makhyoun, Anna Oakes, Whitney Baker, Lauren Dalton, Mark Bacon, Morgan Klein, Steven Kennedy, Evan Moody, Nick Allen, Frank Byrne, Tyler Paul Nethers, William P. Edwards, Liam Cox, Travis Page, Eric Romeo, Ngoc-Vu Nguyen, Joseph D’Ascol, Michael Robbins, David Humphrey, and Chuck B. Gaelleb.

INCLUDED:
Faculty Assembly, November 5, 2004

GOVERNANCE: Board of Governors Chairman Brad Wilson reported on efforts to intrude on the curriculum and impose a hiring litmus test at NCSU by David Horowitz’ group which is promoting an "Academic Bill of Rights" and the Governors’ resistance to that effort. During the business portion of the meeting, the Assembly passed a resolution supporting academic freedom and opposing efforts by outside groups to meddle on the campuses.

BUDGET:
With access continuing as the Office of the President's top priority, enrollment increase funding as an automatic budget item is being most aggressively pursued in the university budget for the 2005-06/2006-07 biennium. Need based financial aid funding follows closely. There is also a request for 7.5% in each year to fund faculty salaries. Under the heading of "intellectual capital formation" are requests to fund libraries and their collections, new degree programs, programs to meet critical health care needs and graduate student support. Capital requests include $750 million in repair and renovation funding and $6.5 billion for the comprehensive capital plan, which includes both state-funded and non-appropriated projects.

STUDENTS:
The UNC Association of Student Governments presented draft proposals of efforts to aid faculty in the areas of research leave, health plan benefit improvements, collaborative and cooperative research among neighboring campuses and tuition reduction for university employees and their dependents.

Respectfully submitted,

Paul Gates
Chair
Faculty Assembly Delegation

A. Academic Policies Committee (McCAUGHEY, Hueslman, McGarry/Staub, Marland)

Motion FS04-05-/12-04 RPT policies
WHEREAS many departmental Review, Promotion, and Tenure (RPT) policies are unnecessarily vague and difficult to access or understand by RPT candidates as well as all other parties who must follow the policies to access RPT candidates,
Be it resolved that College-level RPT policy committees be formed that will review and address departmental policies on RPT decision.

Composition:
The exact composition of these committees will be decided by each College or School, but will undertake measures to ensure departmental representation. The committee will be chaired by the Dean, Associate Dean, or Assistant Dean. The chair may or may not be a voting member of the committee. No one may be a member of the committee in a year that they will be either an RPT candidate or on leave from campus. No one may serve more than two consecutive years. All members of the committee must have previously served two years on a DPC.

Actions:
This committee will work to make sure that policies are clear, concise, and lie within the University standards. Each RPT policy document, upon approval, will be posted on the public portion of the department's website.

The approved policy will be the official policy which will guide RPT decisions by all parties at the university.

This committee will not address individual RPT cases. If a committee is formed to address individual cases, membership on the two committees will be mutually exclusive.

Notes:
The exact detail on how the committee will work will be left to the colleges, but will likely ask for a departmental representative (not on the committee) to present the policy or policy change to the committee and remain for the ensuing discussion.

Campus Planning Committee

The CPC Committee has not met since last Senate meeting.
Jane Helm provided Margaret Yaukey (CPC chair) the following information concerning the construction of medians on Rivers Street being proposed by the University. (The questions asked of Ms. Helm came out of the last Senate meeting discussion concerning these proposed changes to Rivers Street.) The medians are intended to provide safety for pedestrian traffic. DOT has not yet approved the proposal. They have given the University permission to put in place temporary signs marking the current pedestrian cross walk connecting Kerr Scott to the Tennis Courts. Originally the University had requested an additional set of lights on Rivers Street in order to provide additional safety for pedestrian traffic. This was rejected by DOT. The University then requested the construction of medians.

There is no university committee making the proposal that medians be constructed. This proposal was not developed in the university Traffic and Parking Committee or Traffic and Parking Department. It has come from “the people who are on the front lines” observing this potential hazard, such as Barry Sauls and Jane Helm. When asked if the Traffic and Parking Committee had met to discuss this proposal, Ms Helm said that she was unaware of any such meeting.

Committee on Committees

Members have completed their research on their assigned University Committees. We will meet this week to discuss how to proceed.
Committee assignments:
Tim Harris: Academic Integrity Board; Academic Policies and Procedures Committee; Admissions Committee
Rebecca Kaenzig: Awards Committee; Core Curriculum Committee; Cultural Affairs Advisory Board
Gayle Weitz: Faculty Due Process Committee; Faculty Grievance Committee; Faculty Grievance Assistance Committee
Beth Cramer: Faculty/Staff Benefits Committee; Library Services Committee; Non-Tenure Track Faculty Committee; Patent and Copyright Committee
Bill Jones: Registration and Calendar Committee; Technology Transfer Committee; Traffic Policy Committee; Teaching Enhancement Committee

Faculty Handbook Committee
The Faculty Handbook committee has completed their survey of the eight Assistant Chairs on campus with regard to the specific duties they have. We will be meeting soon to develop language suitable for the Faculty Handbook in this regard. We will discuss the findings and our recommendations with David Haney, Council of Chairs, prior to bringing it to the full Senate.

Martha Marking, Chair

**Faculty Welfare and Morale Committee**

The Welfare & Moral Committee has made some progress on the following issues. Work on issues of the committee has been slow because of the current committee chair¹s schedule. Consequently, as of December Senator Waring will step-down as committee chair and Senator Felkel will assume the Chair responsibilities. Listed below are the issues on which there is something to report.

**Parking**

The Welfare & Moral committee has been looking into issues related to whether the parking fee system used at ASU is fair. Most ideas related to decreased cost have been determined to be unworkable or unnecessary. However, two issues seem to be of particular concern.

Adjunct faculty who are also taking classes currently must purchase a Student Parking permit whereas an Adjunct who is not taking classes is able to obtain Faculty/Staff parking permits. A proposal on this issue is currently being developed for Senate consideration.

Faculty and Staff who work in the evening currently must purchase a permit for full parking privileges. There is a less expensive Evening Permit available for students. A proposal will be forthcoming that this option be extended to Faculty & Staff.

**New Faculty Orientation**

Senator Felker has been meeting with Kate Brinko about increased Faculty Senate involvement in New Faculty Orientation. The response from Kate has been enthusiastic toward Senate involvement. A recent e-mail from Senator Felker seeking Senate volunteers to help with orientation appears to have met with a good response from Senate members.

**Faculty Handbook Access**

Online access to the Faculty Handbook is set up to be accomplished in either of 2 ways (Option 1 & Option 2). It has been discovered that option 1 only works for those people using a PC with Windows. This difficulty was communicated to Lesa Felker and subsequently Tim Burwell. Several options for resolving the problem are being considered with the hope of resolving the problem soon. Option 2 for accessing the Handbook appears to pose no problems.

**Faculty/Staff Appreciation Day (game tickets)**

The Athletic Department currently offers 2 free football tickets to all Full time Faculty/Staff on Appreciation Day. The committee has looked into getting this benefit extended to full and part-time adjunct faculty and others who would seem to deserve our appreciation but are not currently offered this opportunity. The request was not well received by the Athletic Department for financial reasons. The committee is still considering whether to offer a resolution on this issue.

**New Faculty Advocate**

The committee has contacted Linda Robinson about the possibility of developing an Advocate program to assist New Faculty with contract negotiations and other matters that fall under equity concerns. The idea is currently still under consideration and has as of yet not been followed-up on.

Two new issues have recently been brought to the committee's attention and added to our agenda. Concern has been expressed about the style/public image implied by the “Faculty Caravan” video on ASU’s webpage that goes with the song “Hot Hot Hot.” Concern has been expressed about the fact that spouses are allowed to serve on DPC's simultaneously.

**Welfare of Students Committee**

Report on Textbook Rental Program Policy

Motions 1 and 2 are stated in agenda. Rationale and documentation for them follows.
Rationale for Motion 1 FS04-05/12/01
Given some faculty concerns in reaction to a recent e-mail from the Dean of the College of Arts and Sciences to the department chairs regarding faculty who may not be in compliance with the policy of the Textbook Rental Program, the Faculty Senate charged the Welfare of Students committed to investigate the matter. Specifically, the Welfare of Students committee was charged to identify the administrative body that determines the policy of the Textbook Rental Program, to provide a statement of the current policy, and to make any recommendations as deemed appropriate. The committee did find areas of concern and recommends action be taken.
The administrator that determines the policy of the Textbook Rental Program is the Chancellor. The primary body for recommending policy to the Chancellor is the Bookstore Council. Policy change is initiated by the Bookstore Manager. Faculty input is by way of the faculty members who are appointed to serve on the Bookstore Council. There is no policy limiting the length of the term a faculty member may serve, and the faculty members have had long tenures.

The charge of the Bookstore Council is stated in the Faculty Handbook (see Appendix A). In an e-mail correspondence with the Vice Chancellor for Business affairs the charge is made more precise. (See Appendix B).
It is the committee’s judgment that the faculty currently has only a minor role in the formulation of the Textbook Rental Program policy. This is a concern in view of the fact that the selection of textbooks for every course at the undergraduate level is currently being governed by the policy.
The committee also reports that the Bookstore does not have a uniform statement of policy. The Resource Manual for Appalachian State University contains two policy statements regarding the use of textbooks for undergraduate courses (see Appendix C). The Undergraduate Bulletin is also cited to contain a statement of the policy (see Appendix D). The Bookstore Brochure is cited to contain a statement of the policy as well (see Appendix E). The discrepancies are in the following excerpts.
The Resource Manual states:

The textbook rental system provides full time undergraduate students all hardback textbooks. All paperbacks must be purchased even though some are required reading. Paperback books are not included in the rental program.

The Undergraduate Bulletin states:

Undergraduate student fees include textbook rental, entitling students to receive the main textbook used in most courses for which they register.

The Bookstore Brochure states:

As noted in the General Bulletin the rental program provides the main textbook for undergraduate courses. One textbook per course number may be adopted and that text will be utilized for all sections of the designated course.

Rationale for Motion 2 FS04-05/12/02
Current practices are incompatible with the goal of maintaining a rigorous and intellectually diverse scholarly environment.
Current practices, such as requiring departments to adopt a textbook for all sections of a course, and to employ a particular text for three years, compromise the academic freedom of teachers.
Current practices do not encourage students to value having a personal library, and the rental system prevents students from possessing the texts and developing the skills needed to build one. This is contrary to a key value of liberal arts education: the establishment of habits of life-long learning.
Current practices foster an attitude of consumptive entitlement rather than a sense of intellectual curiosity

Excerpt from the Faculty Handbook.
7.5.4 BOOKSTORE COUNCIL

The Bookstore Council reacts to administrative policies relating to the operation of the bookstore. The council also formulates all bookstore policies as they relate to student involvement. (Vice Chancellor for Business Affairs)
E-mail Clarification of 7.5.4
Patrick Rardin wrote:
Ms. Jane P. Helm, Vice Chancellor for Business Affairs
Dear Ms. Helm,
I am writing to you in my capacity as chair of the Welfare of Students Committee of the Faculty Senate. The committee has been charged with reviewing the Book Rental System. Mr. Coston and Dr. Ostwalt, chair of Philosophy and Religion, have indicated to me that the Book Rental System is soon to be revised. I have a number of questions, and I hope that you can answer them. What administrative body determines the policy governing the Book Rental System? Is faculty input possible? How can faculty provide input?
The faculty handbook states:
7.5.4 BOOKSTORE COUNCIL
The Bookstore Council reacts to administrative policies relating to the operation of the bookstore. The council also formulates all bookstore policies as they relate to student involvement. (Vice Chancellor for Business Affairs)
I am assuming that the Bookstore Council does not determine the policies governing the Book Rental System as they relate to faculty. Whether I am right or wrong in this assumption, would you also please inform me who is on the Bookstore Council and how membership is determined?
Vice chancellor Helm’s reply:
Dear Patrick,
The administrative body that determines policy governing the Book Rental System is the Chancellor. The process for changing policy would be for the Bookstore Manager to recommend to the Bookstore Council. The Council would then recommend to the Chancellor through my office. Faculty input is more than welcomed. The majority of the members of the Council are from the faculty. SGA has two representatives. Current members include John Geary, James Goff, Nancy Schneeloch, Charlene Sox, Linda Welden and Tom Fisher. Two members come from SGA. Usually there is a member of Faculty Senate, but the last two appointees from the Senate did not attend meetings. Membership on the Council appears to be that as long as one wants to be a member and attends meetings on a fairly frequently basis, he/she can remain as long as the individual wishes.
I hope this answers your questions, but if not, please give me a call.
Jane

Appendix C
Excerpts from the Resource Manual UNIVERSITY BOOKSTORE Policy One

Undergraduate Textbooks - The University Bookstore provides a rental system to full-time undergraduate students for all hardback textbooks. The book rental is included in tuition and fees and entitles students to receive all required hardback textbooks. Exceptions: Warren Wilson students and foreign exchange students are exceptions. Their fees are waived by agreement between their institutions and Appalachian State University. These students must present appropriate verification to receive textbooks from the Bookstore.

State Employees - Full-time State employees taking a tuition-free course are entitled to use the accompanying rental textbook. The textbook is rented free of charge for the term of the course. The signed and approved tuition-free authorization form must be presented to personnel in the Textbook Department in order to receive the book.

Books Must be Returned - All rental books from the previous semester must be returned within the times specified by the Bookstore. Adherence to this policy will avoid book charges being added to the student's account. The policy for the timely return of books is absolutely necessary to insure an adequate supply of books for the current semester. The academic departments normally adopt textbooks for a three year period. The concept of the rental system depends on a smooth turnover of books from semester to semester.

Management Approval - Students may not keep rental books beyond the prescribed times except with prior approval and knowledge of the Bookstore management. Management will make a reasonable effort to accommodate students who have valid reasons for keeping books past the prescribed return deadlines - provided prior arrangements have been made. Discounts are allowed for books that are purchased.

The return policy deadlines will be posted at the Bookstore.
Graduate Students, etc. - All graduate, summer school, part-time (less than 8 hours) students, and student teachers must purchase their textbooks. These students are not charged a rental fee.

Location - The Textbook department is located on the fifth floor of the Bookstore and is open from 8:30 a.m. until 5:00 p.m. during the first two weeks of a new semester and during the week of final exams. Extended hours are provided during the first week of each semester. Other adjustments in the schedule are posted at the department. Call the University Bookstore at 262-3070 if you have questions concerning the Textbook department.

PAPERBACK DEPARTMENT
Policy Three

The Paperback department carries all required paperbacks and paperbacks recommended by course instructors. The required paperbacks are arranged by subject, course number, and instructor. The paperbacks that are recommended are grouped by subject area. The Paperback department features a scholarly general reading area and also offers best sellers, children's books, bulletin board items, college outlines, study notes, dictionaries, and special interest books. The Paperback department will assist anyone needing to special order any book.

All paperbacks must be purchased even though some are required reading. Paperback books are not included in the rental program. At the end of each semester the Paperback department has a special buyback period. Paperbacks that are required reading and are used from one semester to another are bought back for 50% of the purchase price. The books must be in good condition with no torn covers or pages. The Paperback department will post a list of the books that will be bought back and the scheduled buyback days. The Paperback department is located on the first floor of the University Bookstore and is open during the Bookstore's normal operating hours.

Appendix D

Excerpt from the Undergraduate Bulletin
UNIVERSITY BOOKSTORE

The University Bookstore, conveniently located on campus, offers a complete line of student supplies and services including the administration of an undergraduate textbook rental plan. As part of the Bookstore, the Scholars Bookshop provides a wide selection of general reading materials and required supplemental and graduate textbooks. The Computer Shop offers educational prices on computer hardware and software. Also available is a large selection of Appalachian Wear clothing and ASU gift items.

Profits generated by these operations help provide scholarships for qualified students. The University Bookstore accepts the Appalachian Express Account as well as Master Card and VISA.

RENTAL OF TEXTBOOKS

Undergraduate student fees include textbook rental, entitling students to receive the main textbook used in most courses for which they register. There are certain circumstances eg., summer school, special classes, classes requiring outside readings, and certain special class and student circumstances for which the book rental program is not obligated to provide all the material. Notebooks, workbooks, manuals, supplemental books, and the like are not included. These and other additional materials will be purchased by the student.

At the end of each semester, rental textbooks that are no longer needed must by returned or students are charged replacement costs. A student who desires to buy the rental textbooks may purchase them at a reduced price. Graduate students purchase their textbooks. All undergraduate and graduate students purchase textbooks for summer school.
Students receive the benefit of the rental program for a specific fee without regard to the number of courses taken or the books used in a particular term. The financial benefits realized by the students under the rental system are considered to be averaged over a four-year period. Visit our website for more information at [www.bookstore.appstate.edu](http://www.bookstore.appstate.edu).

Appendix E

Excerpt from the Bookstore Brochure

Faculty and Textbook Rental Information

As noted in the General Bulletin the rental program provides the main textbook for undergraduate courses.

The adoption of a textbook is considered a Departmental Adoption, not an individual adoption. Establishment and implementation of specific selection procedures for rental textbooks are left to the discretion of the individual departments. One textbook per course number may be adopted and that text will be utilized for all sections of the designated course.

Textbooks are adopted for undergraduate courses only in the Fall and Spring semesters. No rental fee is assessed during the Summer sessions and rental textbooks are purchased. Rental books purchased for Summer classes are bought back from students at one half the purchase price, should they elect not to keep them. Only one book per course is allowed at this time. Adoptions are for three years or six semesters not to include summer. The bookstore does not participate in the selection of the text but provides input on request.

New textbook adoptions are for a minimum of three years, beginning in Fall or Spring semester. Within the three year term, it is expected courses utilizing the adopted textbook will be offered a total of six times, and for courses offered only in the Fall or Spring semester, a total of three times.

New adoptions are not accepted for the Summer term. All new adoptions require the approval of the Departmental Chairperson.

Questions about the Rental Program?

Why don't I get to choose the book I want?
You may not be able to use the book you prefer but the decision as to which book is used is a departmental decision and not the University Bookstore's. Currently the rental program allows for only one text per course and the department makes that decision.

Are there exceptions made if I don't like the book or a better book has come out?
Yes, exceptions are made on a case-by-case basis. There are times when a publisher markets a text that has numerous errors or a new faculty member arrives to teach an existing course. The Bookstore considers these factors and others as well as the financial impact before making any exceptions. All request for early adoption require the signature of the Departmental Chair.

What if the book alone does not cover the information I wish to present? Can I have two rental books instead of one?
The rental requires the main text to be placed on the rental program. Only one book per course is allowed. Any supplemental or consumable materials are sold through the Scholars Bookshop. Books are cross-referenced to assure students that the primary text is being rented. A good rule of thumb is that the cost of supplemental material should not exceed the cost of the main text. This is usually not a problem since the main text is usually sufficient.

Why do we have a rental program? Students should buy their books to build their personal library. Can they purchase the rental book at the end of the semester?
Textbook rental has proven to be the most economical way for providing students with one of the most valuable tools for their education. Nationally students spend close to $300 per semester on books while the rental fee at this time is only $76. Students may purchase and keep any rental text. A discount is given when a student wishes to keep their rental text.

Can a paperback book be selected for the rental text?
Yes, as the rental program has evolved to define supplemental material, a requirement that the rental book be hard bound also has changed allowing paperbound books as well.
The publisher has offered free stuff if their book is chosen. Since it is more than one item can this be used as the rental book?
The text chosen is what the Bookstore will place on the rental program. The rental program allows for one text, per course, all sections of a course using the same text. The adoption period for each course is three years. A disk or cd is may be included if permanently attached to the book. Usually the disk or cd is secured inside the back of the book. Other materials may be adopted with the text and will be sold as supplemental material. We will order the text based on the publisher provided ISBN for the book not the bundle provided ISBN. In order to keep cost down for the rental program and for students purchasing supplemental material the Bookstore first tries to purchase books from nationwide wholesalers that provide used copies of textbooks and other supplemental material.