

Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

TO: All Faculty

FR: George Goedel, President
Faculty Senate

DA: December 12, 1984

RE: Agenda for the Faculty Senate Meeting, December 17, 1984 in BEP
110, 12:05 p.m.

- I. Call to Order
- II. Approval of prior minutes
- III. Additions to and/or deletions from the Agenda
- IV. Invited guest:
President Leon Boothe
- V. Presidential Reports and Recommendations
 - A. Executive Committee Meetings:
Provost Gray; RE: Early Retirement Programs
Edwina Miller: RE: Early Childhood Center
 - B. FROSH Orientation Course Committee
Senate Reps: Charles Apple and Rebecca Sturm
 - C. Ad Hoc Committee for Re-entry Program
 - D. Director of Research, Grants, and Contracts: Clifford Shisler
 - E. Faculty Regent Elections and Peer Review results
 - F. Senate Evaluations
 - G. University Impact Study
- VII. Committee Reports
 - A. Curriculum: Latin 101 & 102; voting item
 - B. Benefits:
 - C. Budget:
 - D. Professional Concerns:
Voting items: 1) Accommodation procedures for Handicapped
Employees
2) Election dates and terms of office for Peer
Review Committees
3) Insertion item - Faculty Handbook
4) Human Subjects in Research Policy
 - E. Commonwealth Affairs
- VIII. Discussion from the floor
 - A. Old business
 - B. New business
Constitutional Review Committee Report
- IX. Adjournment

Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

FACULTY SENATE MINUTES
December 17, 1984

Senators Present: Scottie Barty, Carol Bredemeyer, Kathy Brinker, Nancy Campbell, Janice Cantrall, Lonnie Davis, Pat Dolan, Lynn Ebersole, Andrea Gauthier, George Goedel, Betty Jo Haas, David Hogan, Jim Kinne, Lynn Langmeyer, Nancy Martin, Glen Mazis, William McKim, Art Miller, Janet Miller, Frances Mosser, Barbara O'Brien, Dennis O'Keefe, Linda Olasov, Jim Ramage, Tom Rambo, Fred Schneider, Dennis Sies, Lois Sutherland, Bill Wagner, Richard Ward, Jerry Warner, Macel Wheeler (alternate for Ted Weiss).

Senators Absent without Alternates: Frank Dietrich, Mike Hunter, Don Kelm, David Lavery, Joe Price, Noel Sullivan, Threasa Wesley.

Guests: President Leon Boothe, Provost Lyle Gray, Jonathan Bushee, Al Pinelo, Mike Ryan, Gary Johnston, Jay Stevens, Jeffrey Williams, Faculty Regent.

- I. Call to Order: The regular meeting of the Faculty Senate was called to order by Senate President Goedel at 12:15 p.m. in BEP 110.
- II. Minutes of the November meeting were approved.
- III. The agenda was amended to include an announcement about the 1985 Homecoming in Presidential Reports and, under new business, a resolution from Senator Kelm.
- IV. President Boothe had been invited to address the senate and respond to faculty questions. The President discussed the economic climate in the state and the need to muster resources to influence the legislature at its next session to improve funding for education. He feels this next session will be a vital one for the future of education in the state. If additional revenues become available there may be supplementary funds for augmenting salaries. He noted that the NEH statement has identified the dearth of humanities courses in higher education settings, but felt that this was not a problem at Northern. He announced that the new grants officer, Cliff Schisler from SIU at Carbondale, will be on board March 1, 1985. He reported that the Lengyl suits are at an end. He is 99% assured of developmental funds which will allow faculty to purchase computers with no interest loans over a two year period. Announcements and guidelines are forthcoming. He reported that the annual fund had again exceeded its goal. He is pursuing a number of sources of financial gifts for the University--two examples are a deferred gift and a long range science scholarship that will allow the University to respond to requests for increased funding in some areas.

Senator Ramage asked President Boothe to clarify his impression that the University could not allocate more than 3% of the budget for salaries. The President responded that in terms of new monies that came in, the University was indeed restricted to 2% last year and 3% this year. Senator Ramage emphasized the faculty's great concern about the level of salaries, and asked if the Governor could not increase the allocation without going to the legislature if state revenues exceed projected amounts by more than 3%. President Boothe replied affirmatively, noting that revenues had exceeded projections by 11% and now were at a 10% level over what was projected. Senator Ramage asked the President to clarify how the increase in salary allocation would be handled if the revenue excess is maintained through to July '85. President Boothe would like to see it added to the base salary, but felt

it would likely be some kind of bonus; logically it cannot be retroactive. The actual situation will not be known until August, 1985. He stated he believes in the merit system, and next year's salary allocations will allow funds to be used for merit. He supported Senator Ramage's suggestion that information on the norm increases in the Cincinnati area be sent to legislators and suggested we work on our neighbors to engender support for our position.

V. Senate President Goedel reported:

- A. The Executive Committee had met with Provost Gray and were beginning to look at early retirement programs. The Early Childhood Center is being considered by the Committee and a report will be presented in January.
- B. The Freshman Orientation Course Committee is being chaired by Jerry Warner with senate representatives Charles Apple and Rebecca Sturm.
- C. A memo has been received that the Homemaker ReEntry Program Committee is expanding. Faculty who are interested in serving should notify Senate Office. Faculty who would like to serve on the 1985 Homecoming Committee should notify anyone on the Executive Committee.
- D. As announced, Clifford Shisler, new Director of Research, Grants and Contracts, will begin his duties full time in March, 1985.
- E. This is the year for the election of a Faculty Regent--Senator Janet Miller of the Elections Committee will be soliciting nominations. Senate President Goedel recognized Senator Janet Miller who reported in association with this announcement that the elections are held in March; those eligible are any full time teaching, research or library faculty on a faculty contract with no more than 50% time in administrative duties. A report of the results of the Peer Review elections was sent to all faculty.
- F. Committee Members/Senators are asked to forward evaluations of Committee Chairs to the Senate Office (HPE 358) and they will be forwarded to the appropriate person.
- G. The University Impact Study was an excellent report and a significant contribution to the University. Chairman Goedel recognized Senator Olasov who submitted the following resolution: Resolved: That Carol Futhey be commended for her excellent study of the impact of Northern Kentucky University.

Senator Rambo seconded the resolution. Passed by acclaim.

VII. Committee Reports:

- A. Curriculum Committee: Senator Martin reported that she will send a summary of this semester's work and the dates and deadlines for fall in a newsletter at the beginning of the semester. October 15 is the deadline for submission for inclusion in the 1986-87 catalog. The Committee is developing guidelines for processing experimental courses. She presented two courses, Elementary Latin I and II, for senate approval. Senators voted to approve with one abstention.
- B. Benefits: Senator Langmeyer reported the Committee had concluded its work on fellowships, sabbaticals and project grants. Provost Gray stated that those applicants who had been successful would receive notification by mail to their home address by Friday, December 21, 1984. Senator Langmeyer thanked Provost

Gray and expressed appreciation for the additional funds for some fellowships.

- C. Budget: Chairman Ramage thanked Senator O'Brien for her work on the Salary Survey; 162 responses were received; the results will be reported in January. The Priority Survey is due in today to Margo Jang. These results will also be reported in January.
- D. Professional Concerns: Four items requiring senate vote were presented by Senator Olasov. A proposed revision of the Accomodation Procedures for Handicapped Employees passed with one abstention. The revision requires a written agreement between the employee and the University to make adjustments in the accomodations previously negotiated. A proposal to change the dates of the term of office of the Peer Review Committees to concur with the Academic Year to facilitate decisions on appeals was proposed. Senator Schneider suggested that the date of elections could also be made consistant with the senate elections. Senate President Goedel suggested the withdrawal of this item until after ratification of the new constitution. Senator Olasov withdrew the proposal. A new item for inclusion in the Faculty Handbook section regarding "Obligations to Students" would read "5. Utilizing special services accomodate handicapped students." Senator Schneider noted that as written this statement seems to make use of special services mandatory. Senator Ramage moved the statement be amended to read "5. Accomodating handicapped students." Proposal passed. Senator Olasov then recommended the senate vote to endorse the Human Subjects Policy that has been passed by the Board of Regents. The recommendation carried with one nay and one abstention.
- E. Commonwealth Affairs: Senator O'Keefe reported on two aspects: the activities of COSFL and the state of the economy in Kentucky. He stated that COSFL Chair Harry Robe of WKU, had made two suggestions to faculty if they wish to become a potent political force in Kentucky:
- 1) Develop a faculty support network - an interest group that is active in the support of higher education.
 - 2) Establish a statewide PAC - Robe sees a statewide conference on political action.

Senator O'Keefe noted that most revenues in the state are generated through taxation and urged senators to become aware of revenue sources in Kentucky. For example, coal tax generates about 8% of our state revenues, a modest amount compared to other states; there is no tax on the sale of horses. These facts are revealed in a report prepared by a U.K. professor. He noted the activation of the Kentucky Fair Tax Coalition which is asserting the need for overhaul of the entire tax system.

VIII. Discussion from the floor:

- A. Old Business: Professor Pat Dolan will be invited to address the Senate in January on the progress of the Women's Center.
- B. New Business: The following resolution has been submitted by Senator Kelm for placement on the Senate agenda and formal discussion:

Resolved that the Faculty Senate recommend to the President of Northern Kentucky University that a regional tuition be established at Northern Kentucky University. To wit that all individuals from Ohio/Indiana within a thirty (30) mile radius of Northern be permitted to attend Northern at instate tuition rates.

Senate President George Goedel deferred discussion on this resolution until Senator Kelm is present to speak to it.

Professor Mike Ryan, Chairman of the Constitution Review Committee presented a proposal for a new senate constitution. Some discussion was generated. A General Faculty Meeting will be held about January 14 so that an approved document can be ready for the January 31 Board of Regents meeting by at least January 21. President Goedel will see that all faculty have a copy and are apprised of the meeting at the beginning of the semester.

The meeting adjourned at 1:55 p.m.

Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

TO: Faculty Senate

FR: Linda Olasov

DA: December 17, 1984

RE: Detailed info on voting items on agenda for December 17, 1984

- 1) Faculty Handbook Revision regarding Appendix section on Accommodation Procedures for Handicapped Employees.
- 2) Faculty Handbook Revision regarding the Election Date and Term of Office p. 45, Article VII, I, C, 2 for Peer Review Committee.
- 3) Faculty Handbook Revision regarding Obligations to Students, p. 84, Article VI, A, 5, renumbering present 5 to 6, and present 6 to 7.
- 4) Endorsement of the Human Subjects Policy already accepted by the Board of Regents.

LO/pg

ACCOMMODATION PROCEDURES FOR HANDICAPPED EMPLOYEES

At the request of a handicapped employee, the University will make mutually agreed upon reasonable adjustments in accommodations to reflect the employee's current needs.* The University will not make adjustments in accommodations or in anyway change these accommodations without first consulting with the employee.*

TO READ:

.....current needs. Adjustments will be made only after a negotiated written agreement between the employee and the university.

RATIONALE:

The burden of making adjustments falls equally upon both parties involved, the employee and the university.

Article VII Peer Review Committees

I. (B)

2. Elections shall be held during the first week in November to fill membership vacancies that expire December 31.

TO READ: Elections shall be held during (the first week in November?) to fill membership vacancies that expire July 31.

RATIONALE: It was suggested by the Chair of one of the Peer Review Committees that a term of office that is closer to an academic year is more practical in terms of the time frame of most appeals. Therefore the term of office suggested is August 1 to July 31, rather than January 1 to December 31.

This may suggest a relative and different time sequence for the election of these committees' members.

- 4.....and/or assist students.
5. Utilizing special services to accommodate handicapped students.
6. Meeting
7. Refraining

RATIONALE: Special Services exist on campus to meet the needs of handicapped students. It is an obligation of faculty to be aware of these services and to refer students who may need these services to the appropriate unit.



Northern Kentucky University
Highland Heights, Kentucky 41076

August 30, 1984

MEMORANDUM

TO: Professional Concern Committee, Staff Congress

FR: Stephanie Baker, Coordinator
Special Services

The number of students with a disability attending Northern Kentucky University has more than doubled in the past three years and is expected to continue to increase in the future. Many of these students need classroom accommodations to insure equal access to education.

The Special Services Department provides test proctoring, taped textbooks and handouts, in-class notetakers, tutoring and help with study and organizational skills in an effort to aid faculty members and provide this equal access in their classes. In the past, these services were easily organized. With the increased number of students needing these services it is felt campus-wide accommodation procedures should be developed to facilitate proper delivery.

To that end, the following suggestions are recommended.

1. A statement should be included in each class syllabus stating if there is a student who needs educational accommodations he/she should arrange an appointment with the instructor to discuss his/her individual needs.
2. The development of a procedure for providing University test-proctoring.

Suggested Plan:

- (a). A letter from the coordinator of Special Services will identify students who need test proctoring (See attached).
- (b). The faculty member and student will discuss the best test proctoring option for the student. The test can be proctored by the instructor, department staff or the Special Services Department. The test answers can be taped or a scribe service can be arranged to write the student's responses if warranted.

- (c). The instructor and the student need to discuss a method for getting the test to the Special Services Department. The student may pick up the test from the instructor or department, a staff member may deliver it, or it may be sent via interoffice mail or any other method you wish. Instructions concerning testing procedures should accompany the test (i.e., open book, open notes, dictionary use, etc.) Unless told otherwise, the completed test will be delivered to the faculty member's mail box in a sealed envelope.
- (d). Extended time for test taking (usually double-time) is policy in various sectors of education (public schools, ACT, ETS). Consideration of extra time should include:

Type of physical disability and resulting modification.
If test is read aloud or equipment is used it simply takes longer to read the material.

Type of test. Obviously, fifty multiple-choice questions present fewer problems to a student and reader than does a test where diagrams must be drawn or involved essay questions are asked.

- (e). Finally, if the test is to be proctored in the Special Services Department we need to know at least a week in advance to arrange space, equipment, and readers. It is the student's responsibility to make arrangements for the proctor and meet with faculty for test delivery procedures. If a pop-quiz test is to be administered, faculty needs to advise the counselor for students with handicaps (David Cover). Faculty should not send a student to Special Services with a test unless we have been advised.
3. Students with visual impairments or learning disabilities often need to have written material taped. If handouts are included in class room instruction, early distribution to these students will provide adequate time to arrange reader services.
4. Often the student who has an auditory impairment or learning disability will benefit from in-class notetakers. The student will occasionally need assistance from the faculty member to identify a volunteer student notetaker or develop other means to compensate for the learning problem. (The Special Services Department can provide NCR paper for notetakers or assist in developing other compensatory methods.



Northern Kentucky University
Highland Heights, Kentucky 41076

Dear

Please allow _____ to take his/her test with the aid of a proctor in the Special Services Department. I assure you that the test will be kept confidential and the proctor will monitor the student during the testing situation.

We will need to know any special testing conditions (i.e., open-book, open-notes, length of time, can student use calculator, etc.)

If you have any questions concerning the above or prefer the student be proctored in another area please contact me at 572-5181.

Thank you in advance.

Sincerely,

Stephanie Baker
Coordinator
Special Services

SB/mek

December 11, 1984

TO: George Goedel, President, Faculty Senate

FR: Don Kelm 

Dear George,

I wish to submit a resolution to the Faculty to be placed on our agenda for formal discussion.

Resolved that the Faculty Senate recommend to the President of Northern Kentucky University that a regional tuition be established at Northern Kentucky University. To wit that all individuals from Ohio/Indiana within a thirty (30) mile radius of Northern be permitted to attend Northern at instate tuition rates.

DK/bc