

MEMORANDUM

To: All Faculty
From: Janet Miller, Faculty Senate Secretary
Date: January 9, 1979
Re: FACULTY SENATE MEETING

The next Faculty Senate meeting will be held Monday, January 15, in the University Center, Room 103, at 3:00 p.m.

AGENDA

- I. President's Report
- II. Old Business
Dr. Ralph Pearson, Dean of Community Research and Services
- III. Committee Reports
 - A. Professional Concerns
 1. Tenure and Promotion for Librarians
(Copy distributed at December meeting.)
 - B. Budget
 1. Recommendations to President Albright
(Copies of this and cover letter to Dr. Albright enclosed for Senators)
 - C. Curriculum
 1. Course Changes
 2. New Courses and New Programs
 - a. SWK 410 - 420, Practice
 - b. HSR 116 Group Theories and Practice
 - c. HSR 200 Team Approach in Geriatrics Care
 - d. BS in Radiologic Technology
 - e. Asso. Applied Science in Respiratory Therapy
 - f. Edu. 326 Teaching Secondary School Mathematics
 - g. SWK 425 Social Services in Corrections
 - D. Faculty Benefits
 1. Pay Period for 10 Month Faculty
 2. Changes in Retirement Benefits
- IV. New Business

Collective Bargaining

MINUTES OF THE FACULTY SENATE

January 15, 1979

Senators present: J. Miller
A. Miller
J. McKenney
T. Mazzaro
D. Kelm
F. Steely
T. Cate
B. Oliver
B. Lindsay
B. Dickens
J. Johnson
T. Rambo
M. Clark
T. McNally
R. Singh
J. Fouche'
J. Hopgood
E. Goggin
B. Gwynn
J. Williams
L. Sutherland
F. Rhyhart
J. Bushee

Others: R. Pearson
B. Schneider

The meeting was called to order by President Miller who welcomed the guests present. J. Williams moved to adopt the minutes of the December senate meeting. B. Oliver seconded the motion. Motion Passed. E. Goggin moved to adopt the minutes of the January special meeting. B. Lindsay seconded the motion. Motion Passed. J. Miller, Secretary of Senate, explained the approved version of the minutes would be distributed to all faculty.

President Arthur Miller invited all senators to a coffee, sponsored by the senate, with Dr. Albright on Thursday, January 17. President Miller distributed and briefly discussed a letter which he sent to Dr. Scholes regarding the workshop on university governance. He called attention to the fact that the letter recommended there should be at least two consultants brought in for the workshop, with one being an AAUP representative. He further called attention to the recommendation (which Dr. Scholes has agreed to) that the university try to complete the full review of university governance by the fall instead of the summer of 1979 due to the difficulty of convening faculty during the summer months. He called upon Dr. Oliver to add any comments regarding the proposal for the workshop. Oliver reported that Dr. Scholes has a partial draft of the proposal for the workshop written by Dr. Oliver and that Dr. Scholes continues to work on some additional details.

OLD BUSINESS

As a result of a motion passed by the Senate at the December meeting, President Miller invited Dr. Ralph Pearson, Dean of Community Research and Development to the Senate meeting to discuss the Director of Continuing Education position. Dr. Pearson reported that a committee had been formed which includes three faculty members recommended by the Senate, two administrators, and himself. He discussed the Continuing Education Program, noting that he believed it should continue to offer non-credit courses and eventually add some credit courses as well. Any credit courses would, he added, have to be approved by the department. The program could also offer Continuing Education Units. CEUs cannot, he noted, be translated into academic credit. Dr. Pearson explained that Dr. Beirne, who previously handled Continuing Education, made several recommendations regarding the position, ranging

from secretary, clerk typist, faculty on release time to a full time director with the staff. The University apparently decided to go for a full-time position. Continuing Education, he noted, can be a profit making venture and help bring in students. He believes it must make a contribution in order to justify its existence. Dr. Pearson was asked several questions. J. McKenny wanted to know if the position was already budgeted. Dr. Pearson said there was a line for it in the budget. Dr. McKenney thought that the position Dr. Pearson currently held was meant to deal with continuing education. Dr. Pearson replied that he was indeed spending considerable time on Continuing Education, but he was not able to do any of the other tasks related to his position. Further, he was getting more and more calls from the community on other community related matters. Dr. Pearson stated he would like to do more in the area of research, and faculty involvement in community research. Dr. McKenney asked if Dr. Pearson believed Continuing Education would get larger. Dr. Pearson replied that he did indeed feel there was enormous potential in Northern Kentucky for developing a broad Continuing Education Program. Dr. Steely expressed concern about the pre-empting of the title "Continuing Education" as only non-credit courses, especially in any brochures. He wondered if the University could use a brochure to advertise all types of Continuing Education--credit and non-credit. Dr. Pearson agreed. When asked about financial aspects, Dr. Pearson noted that Continuing Education non-credit courses bring in about \$60 an hour. They had taken in about \$12,000 on non-credit courses during the past year. Dr. Pearson expressed concern about the type of courses which are offered. He believes there should be plenty of academically legitimate courses which are conducted according to regular standards in any continuing education program. L. Sutherland noted that Fine Arts had tried offering CEU's and had a bad experience. She believes such efforts need to have a lot of advertisement which they were not able to do at the time. Dr. Pearson agreed. Dr. Pearson then asked all Senators to call and discuss his new position with him if they still had any questions. Following Dr. Pearson's departure, E Goggin moved that the Senate approve the appointments to the Director of Continuing Education search committee. Motion passed.

COMMITTEE REPORTS

Professional Concerns. Dr. Fouche reported his committee had studied again the procedures and guidelines for promotion and tenure of librarians. The committee voted to approve and now asked for Faculty Senate approval. Dr. Steely wondered how the arrangements for library differed from those for the faculty. Dr. Fouche noted the arrangements were not different, but the criteria were somewhat different. He commented on the document and noted that additions to the original documents had been made by the Professional Concerns committee. They added definitions of various ranks. Procedures, times, etc... were the same as in other areas of the University. T. Cate's questioned Item 4.5.2, which included the term "significant progress". He wondered what that meant. Dr. Fouche stated he did not know what the library meant as "significant progress", but he believed it may well be referring to an individual who is working toward a degree. This would have to be more specific when interpreted by the hiring officer or the research committee. T. Cate noted it was a fairly loose document as it currently stood. B. Schneider responded to this issue and stated that the wording was the same as in the teaching rank definitions of the university policy. He further noted that it was not likely that the library would hire someone who had only one or two courses. They might hire someone in the spring, for example, at the instructor rank who might be graduation in the following fall. B. Oliver questioned whether librarians should have the opportunity

to achieve tenure and whether there has been any discussion on this. Dr. Steely said that there had been in the past. Generally there was the belief that librarians should be individuals who have certain expertise in a special area. Dr. Steely asked about the status of an MSL as compared to other degrees. B. Schneider said that they were considered similar to the MFA. He also noted AAUP recommended faculty rank for librarians as did the SACS study. When asked whether ther universities gave faculty rank to librarians, Mr. Schneider replied that in the state of Kentucky, all but the University of Kentucky followed this procedure. Further, only the University of Kentucky offers library science programs. J. McKenney asked how the senate could prevent other technical service areas from asking for faculty status. Dr. Fouche noted that if Northern Kentucky University did not include librarians, they would be doing something quite unique, compared to other universities in the state. S. Neely brought up the point that some librarians teach courses and mentioned the other support services they provide for faculty members. T. Rambo noted that in some institutions, Education Media personnel were employed as faculty within the library. B. Dickens replied that some Educational Media personnel do indeed have doctoral degrees. E. Goggin pointed out that the law school considered librarians as part of the teaching faculty. This, he felt, helped them get very high-quality people. J. Williams stated that the Senate was discussing something that was already a policy at the University since present librarians were employed as potentially tenured members of the faculty. He felt this debate on whether or not librarians should be considered faculty was irrelevant. The Senate had to decide whether to approve the policy and procedures for granting tenure for librarians, not if they should have it. T. Cate noted that the status of the procedures seemed unclear. Dr. Fouche replied that it had been approved provisionally but that the Senate must now decide whether to approve it without reservations. F. Rhyhart questioned what would happen if it were not approved. Dr. Fouche replied it would probably go back to the Regents. B. Schneider noted the criteria for librarians were about the same as those for other faculty. B. Dickens asked for clarification on the procedures followed in developing the document, since there had been some confusion in the past. Dr. Fouche reported that the confusion was the result of a typographical error. J. McKenney questioned considering librarians as teachers. B. Gwynn responded that librarians do teach even though they were not necessarily in the regular classroom situation. T. Cate called for the question. The report was approved with one abstention.

Budget: R. Singh reported a letter had been sent to Dr. Albright with a list of budget priorities recommended by the Budget Committee. The committee met with Dr. Albright for several hours and the committee would, in the near future, meet with Dr. Travis and the Academic Council. Dr. Albright also wanted to meet with the committee again before the final budget was developed. In the initial meeting with Dr. Albright, he pointed out to the committee that the faculty, it seemed, asked for more and more and wondered what they would recommend if the budget was cut. He warned them that they must consider that as a possibility. Dr. Hopgood questioned the possibilities for the implementation of Item "A" on the list of priorities-- strengthening the faculty's role in the budget making process. Dr. Singh reported that Dr. Albright did not specify how that could be implemented. F. Rynhart mentioned that Dr. Albright had stated that department chairmen would be brought in more in the final budget making process and that they must consult with members of the faculty. L. Sutherland asked if \$100,000 was enough to keep up equipment, especially in programs with high costs for equipment repair and for considerable equipment necessary for instructional

purposes. Dr. Fouche'asked about Item 1 (Salary increases). R. Singh responded that the system they had in mind referred to certain amounts for costs of living with so much set aside for merit. The Committee wanted some sort of predictable system worked out ahead. Dr. Fouche'noted some problems inherent in percentage systems, which seemed to help those in the upper levels more. Dr. Singh pointed out the major idea was to try to take some uncertainty out of the salary situation. Dr. Fouche'wondered if there would be any further need to alleviate inequities in salaries. Dr. Singh replied he believed most of those had been taken care of in the past year. J. Williams asked how the budget committee would be involved in the future, in relation to the budget making process. Dr. Singh replied that they would meet with Dr. Travis and the Academic Council and then go back to Dr. Albright. Dr. Steely noted that Dr. Albright has made it clear he was quite willing to have representatives of the departments in the final steps of the budget process. Also that it was his impression that the president is willing to have faculty involvement in the process, but that this may not necessarily be the budget committee. T. McKenney noted the continuing problem of the last minute procedures that are often followed in the budget making. Dr. Singh replied that Dr. Albright had said the entire process would be started earlier this year. B. Schneider expressed concern about the need to develop a good system for determining salaries among faculty. Dr. Fouche questioned the amount of money spent in the institution for non-academic activities, and suggested that the Budget Committee might try to shift more money to the academic area of the institution. F. Rhynhart challenged the procedures followed by the chairman of the Budget Committee. He thought the list of priorities should have been brought to the senate for approval before it was sent to Dr. Albright. In addition, he questioned whether it had been cleared with the Executive Committee. President Miller noted it had been presented at the Executive Committee, but not voted upon. Dr. Rhynhart also asked whether the Budget Committee had looked into purchasing procedures at the University. Dr. Singh replied that President Albright was aware of the problem and was checking on the procedures. Dr. Rhynhart suggested that a specific Ad Hoc Committee might be organized to speed up the efforts to simplify ordering procedures, but Dr. Singh restated that President Albright was well aware of the problem. T. Cate asked for clarification on whether the Senate was voting on the Budget report or just being informed. J. Miller again raised the issue of the percent of money budgeted to academic areas. Singh said he had discussed the problem with Dr. Albright already. The report of the Budget Committee was approved.

Curriculum: J. Hopgood, chairman of the Curriculum Committee, distributed copies of action taken in recent committee meetings. All actions were passed unanimously except several items from the January 11 meeting. Dr. Hopgood noted members of the curriculum committee expressed concern about budget for the B.S. in Radiologic Technology and the Associate of Applied Science in Respiratory Therapy programs. Although these programs would have to be approved before they could be implemented, documents had already been sent to the Council on Higher Education in order to meet pre-filing deadlines. Dr. Steely questioned Senate Procedures regarding curriculum approval and suggested it might be best to send programs to the Budget Committee first. T. Rambo explained previous attempts to do this. J. Hopgood noted the Curriculum Committee of the senate would keep in mind the option of referring programs to the Budget Committee. Dr. Steely moved that the senate approve all of the report except the B. S. in Radiologic Technology and Associate of Applied Science in Respiratory Therapy. Those programs should be referred to the Budget Committee for further study. T. Rambo seconded the motion. Motion passed with one abstention.

Faculty Benefits Committee: Dr. Bushee discussed some of the recent developments from the Faculty Benefits Committee. The following individuals were granted Funded Summer Fellowships of 1979:

Paul W. Bachtel	Carol Futhey	Richard O'Brien
Kevin Booher	Robert Kempton	Fred Rhynhart
James Fouche	Philip McCartney	Raymond Richmond
William Wagner	Alternate: Steven Hayes	

The committee has reviewed requests for sabbatical leaves. Nine proposals were submitted. Seven were approved, and two were not. The provost agreed it would be possible to fund six with regular sabbatical funds. One would be funded by alternate means. Two would not be funded. The third item from the Faculty Benefits Committee concerned the service contract to study the fringe benefits package for Northern Kentucky University. This was awarded to Meidinger & Associates. The University recommended some benchmarks, institutions against which they could evaluate Northern's own package. The institutions are Eastern Kentucky University, Morehead State University, Murray State University, University of Kentucky, University of Louisville, Wright State University, Miami University of Ohio, University of Cincinnati, Xavier University, and Western Kentucky University. The study is under way and the company will report to the university and the committee. The Faculty Benefits Committee will then discuss the report and decide whether there is anything else that should be done. Dr. Bushee sent a letter to the administration, to send on to the company, recommending areas that the committee specifically felt needed close examination. These include health insurance, life insurance and disability insurance. Other action of the Faculty Benefits Committee was to recommend continuation of the option for pay periods of ten or twelve months. Dr. Bushee noted there is concern about rumored changes in pay periods because some people might be without pay if pay periods are changed. Dr. Albright said he was aware of this, and that no one would go without pay. The Committee will continue to discuss this. Some changes have been made regarding retirement benefits but they appear to be in favor of the faculty. The University, for example, will continue to put in TIAA Benefits for five years after date of retirement. Individuals past 65 may have one year contracts. On the possibility of getting out of Social Security, Dr. Bushee reported individual institutions cannot do this. This was discussed some time in the past and no action was taken at that time. Meeting adjourned.

Respectfully submitted,

Janet Miller, Secretary



Northern Kentucky University

Highland Heights, Kentucky 41076 / 606-292-5100

Dr. Gene Scholes
Executive Assistant to the President
Northern Kentucky University

December 12, 1978

Dear Dr. Scholes;

This letter summarizes the discussions in which you recently participated with the Executive Committee of the Faculty Senate (November 16) and the full Faculty Senate (November 20). These discussions centered about the role of the faculty in university governance, a 10-year planning program, and plans for a workshop funded by a Danforth Foundation grant.

We strongly agree with your position that the faculty must always play a central role in governance of the University. You emphasized the need for improved communication among the major constituencies of the University (e.g., faculty, students, and administrators); we also recognize this need. You indicated that the administration is in the process of arranging a workshop to provide a format for discussing broad issues in university governance and possible alternative solutions to problems identified. You asked the Executive Committee of the Faculty Senate to work with you in preparing a grant proposal to the Danforth Foundation.

We suggest that as early as possible after registration next semester, the Executive Committee meet with you to prepare the proposal. The Executive Committee believes that there should be more than one outside consultant for the workshop(s). We also recommend that an A.A.U.P. representative, who has nationally recognized expertise in university governance be one of those workshop consultants. Although you mentioned that 4-6 faculty representatives would be included in the workshop of 20-25 people, it is the considered opinion of the Executive Committee that the number of faculty representatives should be revised upward to reflect the central role performed by faculty in university governance.

In reference to the workshop, the Senate passed the following motion:

while the Faculty Senate supports the general idea of the workshop on types of university governance, in so doing it does not necessarily imply, (1) dissatisfaction with the present structure; or (2) either support or opposition to any proposals for change.



Northern Kentucky University

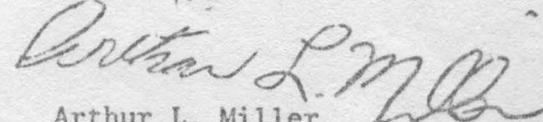
Highland Heights, Kentucky 41076 / 606-292-5100

The Senate and the Executive Committee understand and appreciate your assurances that any changes affecting the role of the faculty in university governance will be fully presented to the Faculty Senate and the General Faculty for review and approval and that no changes will be mandated or imposed on the faculty without its consent. We fully support your statement that it would be inconceivable that a proposal for university governance would go to the Board of Regents which has not first received approval by the General Faculty.

The entire faculty must have adequate time in which to thoughtfully deliberate these important issues of university governance. Furthermore, it should be borne in mind that serious deliberations during the summer months are hampered because of the absence of so many faculty and students from the campus. Therefore, the Executive Committee strongly feels that artificial deadlines for the submission of recommendations to the Board of Regents should be avoided.

On behalf of the faculty we thank you for bringing these issues to the Faculty Senate for its consideration.

Sincerely,



Arthur L. Miller,
President Faculty Senate

cc: Janet Miller
Faculty Senate Minutes



NORTHERN KENTUCKY UNIVERSITY

Department of Physical Sciences

December 14, 1978

TO: Dr. A. D. Albright, President

FROM: Raman J. Singh, Chairman, *Raman Singh*
Budget Committee of the Faculty Senate

RE: Recommendations for the 1979-80 Budget

At the December 4, 1978, meeting with the members of the Budget Committee, you asked that our concerns and priorities be submitted to you before the Christmas holidays. The concerns and priorities as agreed upon by the Budget Committee were to be presented to the full Faculty Senate at its December 11 meeting, for approval, prior to transmission to you. That senate meeting was adjourned before the recommendations of the Budget Committee could be considered. To meet your deadline, I am sending you the recommendations as approved by the Budget Committee, but pending approval by the full senate. I will communicate to you any changes that may be made by the senate.

Thank you for involving the faculty in the budget-making process at NKU. We are ready and willing to be more actively involved in giving you advice during the budget-making process.

cc: Budget Committee members
Faculty Senators

Recommendations for the 1979-80 Budget

A. Our chief concern is: strengthening of the faculty's role in the Budget-making process.

B. Priorities:

1. Faculty salaries

Salary increases should be based on a system with predictable results. According to the SACS (1978) report, the faculty salaries at NKU have not kept up with the cost of living increase over the last seven years. Minimum salary for each rank should be revised upwards.

2. Promotion increases

The reward for a promotion should be a substantial sum, since most faculty will be promoted only twice during their teaching career.

3. Maintenance and strengthening of existing programs

This item includes not only faculty for individual programs, but also library acquisitions and library personnel.

4. Equipment maintenance and replacement

A centralized fund needs to be earmarked for equipment repairs. Allocation of over \$100,000, in the first week of December, for equipment purchases (for '78-'79) is laudatory. Allocations of similar magnitude should be considered on a regular basis.

5. Travel fund

Increases in travel fund should be made each year to compensate for increasing cost of travel. Also, interested faculty should be able to attend a major conference at least every other year.

6. Additional funds for research and scholarly pursuits

Increasingly larger amounts of monies should be made available to faculty (e.g., for summer fellowship, project grant, sabbatical leave, page/plate charges, etc.) to match the trend in regards to higher expectations of scholarly work.

7. Support staff for each program

Many programs need help simply because of growth. The SACS (1978) report also recommends more secretarial support.

8. Budget for each new faculty position

Additional funds for travel, library, equipment, support staff, etc., should be provided for each new faculty position.

15 January 1979

SUMMARY OF UNIVERSITY CURRICULUM COMMITTEE ACTIONS,
Meetings of 30 Nov., 14 Dec., 1978 and 11 Jan. 1979

I) Meeting of 30 November 1978

Course Changes Passed: HPE 301 Physical Education in the
Secondary School (2,2,2)-- change
of credit to (3,0,3)
ACC 430 Accounting for Non-profit
Institutions, Prereq: ACC 302, 350,
and FIN 303;-- change to ACC 330 and
Prereq. to ACC 201
SWK 409 Senior Seminar (2,0,2) -- change
to Senior Seminar: Career Development
Skills (2,0,1)

II) Meeting of 14 December 1978

New Courses Passed: SWK 410-420 Practive Seminars (2,0,1)
HSR 116 Group Theories and Practice (3,0,3)
HSR 200 Team Approach in Geriatric Care
(3,0,3)

Course Changes Passed: BIO 575 (3,0,3), Prereq: BIO 206 or 260;
BIO 252 -- change to credit of (2,4,4)
and Prereq. of BIO 206

New Program Passed: Masters of Business Administration
(presented to Senate at special meeting of
8 January 1979)

III) Meeting of 11 January 1979

New Programs Passed: B.S. in Radiologic Technology,
passed: 8-0-1
Assoc. of Applied Science in Respiratory
Therapy, passed: 8-0-1

New Courses Passed: EDU 326 Teaching Secondary School
Mathematics (3,0,3)
SPE 585 Directing Forensics (3,0,3)
SWK 425 Social Services in Corrections
(3,0,3)

Course Changes Passed: SWK 204 Local Community Resources
(2,0,2) -- change to Social Welfare
Resources (3,0,3)
SWK 205 Community Experience in the
Social Services (1,3,2) -- change to
SWK 105 Community Experience in Social
rk Work (2,3,3)

December 5, 1978

R. Gregg Schulte
Director of Personnel Services
Northern Kentucky University

Dr. Mr. Schulte:

This letter is in regard to the analysis of our fringe-benefit package to be made by Meidinger and Associates, Inc. The following comments and recommendations have been drawn from comments made in the Faculty Senate and the Faculty Benefits Committee during discussions of our benefits:

1. Health Insurance. In addition to a general "up-grading" of coverage:
 - A. The University should pay the "family" rate.
 - B. The major weakness in our present coverage is in the "Blue Shield" area (surgical).
 - C. There are many exclusions in our present "Major Medical" coverage that should be eliminated.
 - D. Our coverage should include a "drug plan" that pays costs over a nominal amount (\$2.00?) for each prescription purchased.
 - E. Our coverage should include "eye and hearing plans."
 - F. Medical coverage should start on the day duties are assumed.
 - G. Data should be gathered on the cost of dental coverage.
2. Life Insurance.
 - A. The University should pay for insurance equivalent to the amount of the employees annual salary.
 - B. Faculty should have the option of purchasing insurance, equivalent to several (up to 5?) years annual salary, at the group rate.
 - C. The insurance ~~coverage~~ coverage should remain in affect during all times of leave except for "unpaid personal leave."
3. Disability Insurance.
 - A. The start of this insurance payment should "mesh" with our sick-leave policy so faculty will not suffer a lapse of income should disability occur.

Sincerely,

Jonathan Bushee, Chairperson
Faculty Benefits Committee

cc: Arthur Miller

TO: Jonathan Bushee
Chairman, Faculty Benefits Committee

DATE: November 22, 1978

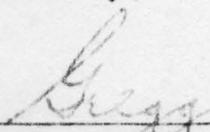
RE: Benefits Consulting Service

I have been directed to inform yourself and the Faculty Benefits Committee that, after reviewing the recommended lists of institutions received from the Committee and Meidinger & Associates, President Albright has approved the following for use in the benefits consulting service:

Eastern Kentucky University
Morehead State University
Murray State University
University of Kentucky
University of Louisville
Wright State University
Miami University of Ohio
University of Cincinnati
Xavier University
Western Kentucky University

If you or the Committee would like to respond to the above list, it is requested that you do so by Wednesday, November 29. Please send your response to me and I will immediately forward it to Mr. Tabor. Thank you very much.

Sincerely,



R. Gregg Schulte
Acting Director of Personnel Services

RGS:rqs

cc: C.M. Tabor