

TO: All Faculty  
All Chairpersons  
Central Staff  
Deans

FR: Tom Cate, President  
Faculty Senate

DA: January 12, 1983

RE: Agenda for the monthly meeting of the Faculty Senate, January  
24, 1983, 3:00 PM, UC Ballroom

#### AGENDA

- I. Call to order
- II. Approval of the minutes of the December 13, 1982 meeting of the Faculty Senate
- III. Additions to or deletions from the agenda
- IV. Presidential reports and recommendations
  - A. Reports
    - 1. President A.D. Albright - outlook for the Budget
    - 2. Regents Report
    - 3. Report by Associate Deans
    - 4. Memo from Gregg Schulte
    - 5. Evaluations
    - 6. COSFL Report
  - B. Recommendations - none at this time
- V. Committee Reports
  - A. Curriculum
    - Policy on Cooperative Education
  - B. Budget - status report
  - C. Professional Concerns - status report
  - D. Faculty Benefits - status report
- VI. Old Business
  - 1. UCC Bylaws - tabled 10/18/82
  - 2. GS proposal - tabled 10/18/82
- VII. New Business
- VIII. Adjournment

MINUTES OF THE FACULTY SENATE  
January 24, 1983

Senators Present:

Frank Dietrich	Susan Kissel
Julie Gerdsen	Thomas Rambo
Gary Johnston	Michael Ryan
Jim Kinne	James Thomas
Nan Littleton	Jonathan Bushee
Byron Renz	Lynn Ebersole
Jerry Warner	Nancy Martin
Macel Wheeler	Edwin Weiss
Kay Cooper	Elly Welt
Patricia Dolan	Billie Brandon
George Goedel	Thomas Cate
Charles Hawkins	Linda Olasov
Glen Mazis	Lois Schultz
Dennis O'Keefe	Becky Sturm
Mack Osborne	Fred Schneider
Geraldine Rouse	Linda Newman
Janet Simon	

Alternates: Rosemary Ingham

Senators Absent Without Alternates:

Kathy Brinker  
Paul Joseph

Guests Present: Jeffrey Williams, Faculty Regent  
Jim Gray  
Larry Giesmann  
Martha Malloy, Career Development  
Norleen Pomerantz, Student Development  
President A.D. Albright

- changes*
- I. President Tom Cate called the Faculty Senate to order at 3:05 pm.
  - II. The minutes of the Faculty Senate meeting of December 13, 1982 were passed without amendment.
  - III. No additions or deletions to the agenda - except change in order of committee reports. Jim Kinne-Budget Committee to go first.
  - IV. A. 1. President A.D. Albright addressed the Senate on the state of the budget.
    - a. Budget cuts: Governor Brown exempted higher education from the recent 3% reduction in the state's budget; although this may not be the case with the expected budget cuts for the 1983-1984 budget. Specifically there is talk of a \$100 million shortfall in the state's revenue for 1983; and of this shortfall, \$50 million will be covered by budget cuts. This will translate, approximately, into a 9% cut in the allocation of monie for higher education. Thus the request for a \$90 million increase in the budget for Higher Education should not materialize. NKU is prepared for such an event.

- b. NKU revenues: The admissions picture is unclear due to the uncertainty surrounding the implementation of Selective admissions. If enrollment does not decline, tuition revenues should increase due to the 15% increase in tuition effective Fall, 1983. Finally, NKU should receive \$1.2 million increase in state appropriations for the 1983-1984 budget year. President Albright, in response to two questions from members of the Senate, stated that NKU's budget for 1983-1984 budget year will be approximately \$30 million and that NKU experienced a 7% FTE increase in enrollment for both semesters of the academic year 1982-1983.
  - c. NKU expenditures: NKU's contribution to the Health Insurance Plan will increase by about 50%, or by about \$100,000; and the contribution to the Dental Plan will increase by about 45%, or by about \$30,000. These increases will be deducted from the previously mentioned \$1.2 million increase in NKU's revenues from the state. Since the new HPE building is ahead of schedule, it will come on line sooner than expected; these increased costs will have to be absorbed. Finally NKU's contribution to TIAA will increase because (1) there are more faculty positions; and (2) the faculty is moving up in the ranks and salary.
  - d. Faculty salaries: Payroll costs are about 21% of the budget. A 1% increase in faculty/staff salaries translates approximately into \$160,000 increase in costs; whereas a 1% FTE increase increases revenues by about \$40,000. Recall what already needs to be deducted from the \$1.2 millions mentioned in (b).
  - e. Other remarks: When queried about NKU's future enrollment pattern, President Albright responded by suggesting that by 1986 or by 1992, enrollment should begin to stabilize. This will be due to several demographic tendencies which are particular to Northern Kentucky; i.e., birthrate, fertility rate, net migration. NKU will fare better than neighboring schools because of the tuition factor - ours is lower relative to theirs. Finally, President Albright remarked that all of the funding formulae being reviewed by the CHE, since they are enrollment driven, should benefit NKU.
- 2. No report from Faculty Regent; but Dr. Williams did remind the Senate that it needed to submit to Ms. Dickens the name of at least two faculty members who are willing to serve on the Committee on Admissions.
  - 3. Report by the Associate Deans, Dr. Larry Giesmann and Dr. Jim Gray. Dr. Giesmann stated that since he has been dealing with student problems several changes have been instituted. One change requires probationary and suspended students to confer with the Associate Deans before beginning the registration process. Another change has late withdrawals and other special status cases with students being handled by Dr. Giesmann. Dr. Gray reported that there is a job description for the position of Associate Dean

in the Dean's offices. Included in this job description is a 50% reduction in the Associate Deans' teaching load. President Cate asked if the current Associate Deans would speak about the satisfaction of the post for future candidates' information. Dr. Giesmann has found it a valuable opportunity to address longstanding concerns and still keep at teaching. Dr. Gray concurred.

4. Memo from Gregg Schulte explained that early check distribution has been discontinued.
5. Please turn in your evaluations of work done in committees. Dr. Welt questioned whether there is any basis or justification for this practice. Dr. Warner also expressed dissatisfaction with the form itself - as being inflexible. President Cate explained that the forms were drawn up during the 1980-81 Senate in order to institute some accountability in committee membership. Ms. Sturm and Dr. Welt spoke in favor of investigating possible changes in this procedure. Mr. Gary Johnston stated that it was important to document University service for tenure and promotion file.
6. COSFL Report: There is interest, of course, about NKU's compensation package since it is considered one of the better packages in the State. The leaders of other faculty senates are concerned that not enough money will be allocated for higher education. It was proposed that COSFL create a Political Action Committee to apply political pressure. However, this proposal was rejected. An alternative idea is to create an informational committee to disseminate faculty opinion to others.

## V. Committee Reports

### A. Budget Committee

1. The faculty priorities report done. University Library holdings and staff salaries were seen as highest priorities. The lowest priority was administrative salaries and security. For departmental concerns - staff, part-time faculty were highest priorities. On an individual level, salaries (first), travel (second), and fringe benefits (third), were the highest priorities.
2. There is ongoing discussion about the nature of merit increase policies. It was asked whether there would be a report about the matchup between faculty expressed priorities and final expenditures, Mr. Kinne stated there would be such a report about last year's budget process.

### B. Curriculum Committee

1. Cooperative Education Program: A proposed policy was introduced that would change responsibility for assigning grades and supervision/advising from general co-op coordinators to faculty who will participate from relevant departments. The motion carried -0-2.

2. Curriculum Manual: the manual will be forthcoming.
  3. General Studies: the Curriculum Committee states that its policy with regard to general studies is to solicit departmental nominations of what courses should count for general studies and why. Dr. Dan Curtin is the subcommittee chairperson in charge of General Studies revision, and comments should be addressed to him. Dr. Ted Weiss asked whether changes in courses will happen according to the old "fuzzy criterion". Dr. Glen Mazis asked for clarification whether the criterion would be examined before particular courses or programs would be scrutinized. Dr. Jerry Warner stated that Dr. Curtin's subcommittee is investigating these concerns.
- C. Professional Concerns Committee is looking into grading policies, summer scheduling, and new bylaws. Dr. Jim Thomas asked what happened in regard to the "midterm grade report issue". A subcommittee has been appointed of two faculty and two student government representatives, but the subcommittee has not met this semester.
- D. Faculty Benefits Committee. Review of summer fellowships, sabbaticals, and project grants was submitted to the Provost about a month ago. The second half of the year will be spent looking into new benefit proposals. A retraining program called the "Faculty/Curriculum Expansion Grant" is under investigation. Rather than ask for further benefits (21% personnel costs go to benefits), there will be a re-examination of present benefits to see how they might be improved (i.e., disability insurance). Tuition reduction or tuition waiver for family is a benefit often requested, but it is prevented by state statute. Action could be pursued on statewide level, through COSFL for example.
- VI. 1. University Curriculum Committee Bylaws were brought off the table (from 10/18/82). The motion was passed with no negative votes and two abstentions (-0-2).  
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2. The General Studies proposal was brought off the table too (from 10/18/82). Dr. Warner stated that all such changes would need to be ratified by the Faculty Senate. The motion passed with no negative votes and two abstentions (-0-2).  
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- VII. No New Business
- VIII. President Cate adjourned the Senate at 4:32 pm.

COSFL  
Agenda  
January 15, 1983  
Kentucky State University

- ✓ 1. Call to Order - Noon
- ✓ 2. Greetings from KSU
- ✓ 3. Approval of minutes
- ✓ 4. Acceptance of University of Kentucky as member of COSFL
- ✓ 5. Report regarding personnel policies and termination in program reduction and elimination - Ad Hoc Committee - Robe
- ✓ 6. "COSFL-pac" - Goldstein
- ✓ 7. Budget cuts, higher education and the COSFL resolution - Smith
- ✓ 8. CHE - ✓ formula funding  
- ✓ professional schools  
- ✓ other
- ✓ 9. Faculty compensation
- ✓ 10. Social Security - "opt out" - Smith
- ✓ 11. Plan to rebuild higher education
- ✓ 12. Election - Governor elections
- ✓ 13. Other business
- ✓ 14. Date for next meeting
15. Adjournment

MEMORANDUM

Passed  
Send to Provost

TO: Faculty Senate  
FR: Jerry W. Warner, Chairman  
University Curriculum Committee  
DA: December 9, 1982  
RE: Cooperative Education Program

The 1982-83 catalog describes the Cooperative Education Program at Northern Kentucky University as an academic option that incorporates related work experience into the student's program of study. Like all other academic programs this one was ultimately under the control of the Provost. In a recent reorganization this program was moved to the Student Affairs arena as a component of the Career Development Center under the direction of Martha Malloy.

The Curriculum Committee became concerned with this program when it was made aware of the existence of a continuing situation in which non-academic staff members in some instances have the responsibility for advising and grade assignment. We are aware that each semester, four faculty members are given one-quarter release time to serve as advisors/coordinators, and to be responsible for assigning a grade. However, we maintain that these four faculty members cannot possibly be competent to advise and assign grades in all areas. For example: a business professor would probably be ill prepared to judge the quality of a co-op experience being performed by a chemistry major.

This situation is not a new one brought about by the reorganization but instead is one inherited by the Career Development Center. Martha Malloy shares our concerns. She feels that active and direct involvement of the faculty is critical to the Cooperative Education Program. In order to rectify the problem she has proposed the following:

1. Faculty members from every department in which there are co-op students will serve as advisors to the students and as coordinators of the cooperative education experience.
2. The faculty co-op advisors/coordinators will review potential co-op assignments suggested by the co-op staff to assess the relevency of the work to the field of academic study and to the student's career goals.
3. The faculty co-op advisors/coordinators will work closely with the students throughout the co-op experience. Furthermore, they will have the responsibility of assigning a grade at the completion of the work experience.

The University Curriculum Committee endorses this proposal. We are reasonably sure that money for reassigned time will not be available to cover all involved faculty. Therefore, we suggest that co-op advisors/coordinators should be able to do this in lieu of advising or some other departmental requirement. If a department cannot or will not provide a co-op advisor/coordinator, students wishing to co-op in disciplines covered by that department should not be allowed to register for a co-op experience. Co-oping should be done only in cases where the co-op experience can be shown to be of value to the student's long term career goals and is approved by his/her department.

The University Curriculum Committee requests that the Faculty Senate recommend to the Provost that this policy be put into effect at the earliest possible date.



Northern Kentucky University  
Highland Heights, Kentucky 41076

MEMORANDUM

February 10, 1983

To: All Department Chairs  
Tom Cate ✓  
Cindy Dickens  
Arthur Kaplan  
Martha Malloy  
Norleen Pomerantz  
Darryl Poole  
Warren Spencer  
Jerry Warner  
Phyllis Weeland  
Fr: Lyle A. Gray *LM*

The Faculty Senate has endorsed the attached memorandum dated December 9 relative to Cooperative Education.

The heart of that memorandum revolves around, as I understand it, the three itemized proposals listed two-thirds of the way down the page.

Another item in the memorandum is in next to the last paragraph. I would like to make some caveat to that and then endorse the entire memorandum. The caveat applies to the sentence beginning, "If a department cannot or will not provide a co-op advisor/coordinator, students wishing to co-op in disciplines covered by that department should not be allowed to register for co-op experience." The caveat I would add is, "a department will have the option of accepting a co-op advisor/coordinator from an adjacent disciplinary area and under those circumstances, could then provide a cooperative education experience for students in their discipline, even though they don't have a faculty in their discipline that they are willing to part with for supervision of the co-op student."

With that caveat added to the December 9 memo, (and you will note the caveat protects the interest of the department while also protecting the interest of students), I am endorsing and approving the December 9 memo in its entirety. While I understand that Ms. Malloy and her staff have moved to already implement many of these suggestions, I am saying that effective with the fall semester 1983, this will be the official policy of Northern Kentucky University vis-a-vis the Cooperative Education program.

I am extremely grateful to the leadership exercised by Jerry Warner of the Curriculum Committee and Ms. Malloy of Student Affairs in rectifying the situation. I believe we have the makings of a very strong co-op program, and am confident that the leadership in Student Affairs charged with that responsibility will more than minimally meet all of the proposals, as well as the quality criteria inherent in each of them.

Again, thank you for your hard work in this matter, and let me wish you well in carrying out the approved proposal.

M E M O R A N D U M

TO: Members of the Faculty Senate

FROM: Jerry W. Warner  
Chairman of University Curriculum Committee

DATE: October 7, 1982

SUBJ: General Studies

The curriculum of Northern Kentucky University, or for that matter of any university, is its most important asset. Since demands on the curriculum are continuously changing, the faculty must constantly be alert to potential weaknesses and problem areas and take appropriate action to correct them. Through the efforts of the Curriculum Committees of previous years and of the faculty at large, it appears that for the most part this has been done rather well at Northern. This is evidenced by the high degree of success enjoyed by our graduates as they pursue careers, graduate school, or professional school.

As a faculty, however, we must not be content with past accomplishments, but we must be constantly striving to make improvements in our curriculum. Consequently, I would like to bring to the attention of my fellow senators an area which the current Curriculum Committee as well as numerous other faculty, and administrators feel should be given rather serious attention now. The area of which I speak is general studies.

While the Curriculum Committee has, over the years, become increasingly more selective and demanding in its approval of new courses and programs, it has not given appropriate attention to general studies. Although its bylaws give it the responsibility for all policies and procedures related to the curriculum of Northern Kentucky University (including general studies), numerous departments have, on their own, decided which courses should satisfy general studies requirements. As a result there has been no standardization of the type of course<sup>s</sup> which may be used. Some departments have been very restrictive<sup>as to</sup> as to which courses they allow to be used for general studies while others <sup>allow</sup> ~~allow any~~ of their courses ~~to be used.~~

We must reexamine our general studies rationale and determine if we are in fact comfortable with a system in which the most specialized (advanced) course in a discipline can be used to satisfy a general studies requirement. Many members of the University Curriculum Committee and I feel that we have strayed far from the original purposes of the general studies component and that we should deal with this situation as soon as possible.

A mechanism for dealing with this situation is currently being developed by the General Studies Subcommittee of the University Curriculum Committee. We feel that it is our innate responsibility to act on all matters pertaining

to general studies. However, since this is likely to be a somewhat controversial issue we request that the Faculty Senate give us a mandate to standardize the general studies approval process and thus reaffirm our authority in these matters. This should include a reevaluation of all current general studies courses as well as any submitted for such consideration in the future. We also suggest that the Senate submit our request through the Provost to the Board of Regents for approval during its November meeting.

↳ next

We want to assure the Senate that we plan no blitzkrieg like action but instead will work with the departments in an orderly fashion to determine which courses do meet the purposes of general studies. We expect this to be a rather lengthy task that is not likely to be completed in a single year.

We trust that the Senate's response to our request will be favorable and look forward to initiation of the project.

JWW/jcg

Article I: Name

The name of this standing committee of the Faculty Senate is the University Curriculum Committee (UCC).

Article II: Purposes

Section 1. The purposes of the UCC are to process and to recommend approval or disapproval of all policies and procedures related to the curriculum of Northern Kentucky University, with the exception of those policies and procedures that are under the purview of the Graduate Council and the Chase College of Law.

Section 2. The UCC will process and recommend approval or disapproval of the following: new courses, course changes, new programs, majors and minors, and changes in programs, majors, and minors.

Section 3. The UCC will forward its recommendation for approval to the appropriate office, i.e., the President of the Faculty Senate and/or the Provost.

Section 4. The UCC will process and recommend approval or disapproval of certificate programs that contain credit courses.

Section 5. The UCC will process and recommend approval or disapproval of all matters pertaining to general studies and remedial work.

Section 6. The UCC may initiate action on behalf of the faculty regarding curricula and related matters.

Article III: Membership

Section 1. Regular: the regular membership of the UCC is the same as that specified in the Constitution of the Faculty Senate.

Section 2. Ex Officio: the ex officio membership of the UCC is the NKU Registrar and the President of Student Government or their designated representatives.

Article IV: Officers and Duties

Section 1. The officers of the UCC are the Chairperson, the two sub-committee chairpersons, and the Secretary.

Section 2. The Chairperson of the UCC is elected by the Faculty Senate following the election procedure set forth in the Faculty Senate's Constitution (Art. V (R))

Section 3. The Chairperson of the UCC will (a) set each meeting's agenda, (b) serve as an ex officio member of the Graduate Council, (c) act as

liaison to university committees, bodies, and administrators in matters relating to curricula, and (d) engage in the other duties specified in the Faculty Senate's Constitution.

Section 4. The Chairperson of the Arts and Sciences College Curriculum Committee elected by the members of that committee.

Section 5. The Chairperson of the Professional Studies College Curriculum Committee elected by the members of that committee.

Section 6. The Secretary is elected by the members of the UCC.

Section 7. The Secretary will keep minutes of the meetings of the UCC.

Section 8. In the absence of nominations for the subcommittee chairpersons or the Secretary, the Chairperson of the UCC will appoint a member from the UCC to fill the vacant positions.

#### Article V: Meetings

Section 1. Regular: the Chairperson of the UCC will select (a) the meeting time convenient to as many members of the UCC as possible, and (b) the first date on which the UCC is to meet each semester.

Section 2. Regular: the UCC will meet once every two weeks after Section 1(b) has been established.

Section 3. Regular: the Chairperson of the UCC should try to have the agenda and needed materials for a meeting in the hands of the members of the UCC approximately five days in advance of the meeting.

Section 4. Special: special meetings of the UCC may be called by the Chairperson of the UCC after consultation with the UCC's officers. The UCC members will be notified as far in advance as possible.

Section 5. Quorum: a simple majority of the UCC constitutes a quorum.

Section 6. Approval of an agenda item: unless otherwise specified herein, the agenda item will be decided by majority vote, provided a quorum is present. E.g., even if one member votes for a motion, but none vote against it and all others abstain, then the motion will be ruled as having carried by a majority, in this case, a majority of one.

*define*  
Subsection (a): proposed changes in the NKU's general studies requirements requires a two-thirds majority.

Subsection (b): all approved changes in NKU's general studies requirements must be forwarded to the President of the Faculty Senate.

*who will bring them to the Faculty Senate for approval.  
Ex Comm: then Senate*

Subsection (c): following the approval of a new course, the UCC may refer it to the Faculty Senate if one-third plus one of those members of the UCC present so recommend.

Subsection (d): proposed changes in NKU's remedial work requirements require a two-thirds majority.

Subsection (e): all approved changes in NKU's remedial work requirements must be forwarded to the President of the Faculty Senate <sup>who will bring them</sup>  
~~to the Faculty Senate for approval.~~ Ex. Comm → FS

Subsection (f): all proposed changes in NKU's entrance or exit requirements must be approved by the UCC.

Section 7. Proxy votes: proxy votes, conveyed to the Chairperson of the UCC prior to the vote on an agenda item or through a stand-in representative, will be allowed if approved by majority vote.

#### Article VI: Standing Subcommittees

Section 1. There are three standing subcommittees: (a) the Arts and Sciences College Curriculum Committee, (b) the Professional Studies College Curriculum Committee, and (c) the General Studies/Remedial Work subcommittee.

Section 2. Each regular member of the UCC will serve on the appropriate college subcommittee as determined by her/his academic departmental appointment.

Section 3. The library will make appointments to each college subcommittee as it deems appropriate.

Section 4. General Studies/Remedial Work subcommittee: this subcommittee will have five members (three from the A/S subcommittee, two from the FS subcommittee). This subcommittee will elect its own Chairperson. The Chairperson of the UCC will be an ex officio member of this subcommittee.

#### Article VII: Temporary Subcommittees

Section 1. By majority vote, for issues or matters falling outside the usual scope of the full committee, the Chairperson of the UCC may appoint other subcommittees, standing or ad hoc.

Section 2. The subcommittee provided for in Section 1 above may include, if desired, university administrators, faculty, and students who are not members of the UCC.

#### Article VIII: Amendments

These by laws may be amended at any regular UCC meeting by a majority vote of the UCC members in attendance provided the amendment was submitted in writing at the previous regular UCC meeting.

Article IX: ~~Bylaws~~ Senate Approval

All changes in the Bylaws must be approved by the F-S

MEMORANDUM

January 12, 1983

To: Jerry Warner

Fr: Lyle A. Gray

Re: General Studies

On Monday I met with Deans Kaplan and Poole and Dr. Michael Adams representing the Council of Chairpersons. The general discussion was about the responsibility for monitoring General Studies and just General Studies in general. (I hope that is not redundant).

The final outcome of our discussion is that this office has assigned the office of the Dean of Arts and Sciences the responsibility for monitoring the offerings in General Studies. That is, that office is assigned with making sure that courses in all categories for General Studies are offered on a fairly regular basis so that both day and evening students can fulfill their General Studies requirements. In addition, they will be monitoring the offerings on the Covington campus for the same reason.

There was also agreement that the University Curriculum Committee has responsibility for the process by which courses are named as fulfilling General Studies requirements. The discussion felt that that process should be that disciplines nominate particular courses for particular General Studies requirements and that this goes through the General curriculum process until it reaches my office through your committee. In other words, it is a clear understanding that they, University Curriculum Committee, has final recommendation power on each and every course for each and every General Studies requirement.

It was further agreed that the University Curriculum Committee has the responsibility to review the General Studies requirement categories and structures in consultation with the Office of the Provost. The feeling was that the University Curriculum Committee would take leadership in that issue whenever it arose and try to see that all constituencies to education at Northern were carefully involved.

If this understanding differs from that of you and your committee, I would be most happy to discuss it with you or them or both at your convenience. I am not particularly advocating anything about the General Studies at this time other than the fact that we need to have a clear process and delineation of the General Studies courses and requirements and responsibility for same.

Thank you for your consideration of these thoughts.

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