

# **Faculty Senate**

Northern Kentucky University Highland Heights, Kentucky 41076

## **FACULTY SENATE MINUTES**

Meeting of March 17, 1986

**MEMBERS PRESENT:** Carol Bredemeyer, Lonnie Davis, Sudesh Duggal, Lynn Ebersole, Andrea Gauthier, Lynn Jones, Lynn Langmeyer, Nancy D Martin, Carrie McCoy, Bill McKim, Margaret Myers, Dennis O'Keefe, Linda Olasov, Ralph Peterson, Tom Rambo, Fred Schneider, Dennis Sies, Frank Stallings, Frank Steely, Barbara Thiel, Jim Thomas, David Thomson, Vernon Hicks, Ted Weiss, Gail Wells.

**MEMBERS ABSENT:** Scottie Barty, Rebecca Britton, Gary Clayton, Pat Dolan, Ed Goggin, David Hogan, Mike Hunter, Janet Miller, Doug Roberts, Richard Ward, Threasa Wesley.

**GUESTS:** Lyle Gray, Barb Herald, Lois Sutherland, Ray Wagner.

- I. The meeting was called to order at 3:05 p.m. by President Lynn Langmeyer.
- II. A motion was made by Sudesh Duggal to approve the minutes as corrected. Motion seconded and passed.
- III. Additions to the Agenda

Frank Stallings voiced concern that he has just today received his ballot for Senate elections nominations and they are due tomorrow. This does not give adequate time to contact potential nominees. Action: A motion was made by Frank Stallings that the deadline for nominations for the Senate elections be extended to Thursday, March 20. at 12:00 noon. Motion seconded and passed unanimously.
- IV. Presidential Reports - Lynn Langmeyer
  - 1) The Faculty Senate's recommendation that the Martin Luther King Day consideration be dealt with by the Calendar Committee was accepted by Dr. Boothe. The president of Faculty Senate will serve as a member of the Calendar Committee.
  - 2) The recommended handbook changes (reasons in writing for R & P) was received by Dr. Boothe just before Spring Break. No response has been received as yet.
  - 3) Lynn Langmeyer has been named a recipient of an American Council Fellowship Award and will be gone from this campus next year.
  - 4) A resolution regarding Sexual Harassment was submitted from the Women's Center for consideration by Senate. (Copies were received by all Senators present). Action: A motion was made by Linda Olasov to accept the resolution. Motion seconded by Tom Rambo. Discussion followed. A motion to call the question was made by Linda Olasov and passed. The vote to accept the resolution was unanimous. The resolution will be sent to the appropriate people.

Faculty Senate Minutes  
Meeting of March 17, 1986

V. Committee Reports

1) Curriculum Committee - Nancy Martin

The General Studies Committee has sent copies of the first draft of their report to all faculty. Responses are to be sent to Dr. Christensen by March 24. There will be an open meeting to discuss this item on March 24 from 2:30 to 4:30 p.m. in Natural Science Building.

The Executive Committee recommended the Pass/Fail issue be discussed at a full faculty Senate meeting. Should be submitted to the Executive Committee by April 1.

2) Professional Concerns Committee - Linda Olasov

The pilot evaluation of administrators has been completed. The sub-committee will now meet to look at the raw data.

3) Budget Committee - Andrea Gauthier

The COSFL representative and two other faculty attended the COSFL/AAUP conference on March 7-8. A report of the conference will be given later.

4) Faculty Benefits - Tom Rambo

A social will be hosted by T.O.E. The committee is waiting for that department to set a date.

Copies of the proposed Early Retirement Program (ERP) were distributed. Ray Wagner and Lois Sutherland gave background information and an explanation of this policy. Linda Olasov commended the committee for a well prepared report. Action: A motion was made by Fred Schneider to include this as an agenda item for the full faculty meeting on April 14. Motion seconded and passed unanimously.

VI. Discussion

1) Old Business -

Vernon Hicks asked if the Summer School Committee had been formed yet. Lynn Langmeyer read the memo from Dean John White following his visit to Senate on February 24. She thanked Senator Hicks for his willingness to serve on this committee.

Jim Thomas reported that Cyndi McDaniels said the microcomputer order is currently on bid. Hopefully they will arrive by the end of this term.

2) New Business -

Dr. Lyle Gray brought public congratulations from the administration to commend Lynn Langmeyer on receiving the prestigious American Council Fellowship Award. Only twenty-nine received the award from over 700 applicants. The Senate also congratulated Lynn on this honor from American Council on Education.

Next meeting is April 21 - 3:05 p.m - BEP 110

Lynn Jones, Secretary

# **Faculty Senate**

Northern Kentucky University Highland Heights, Kentucky 41076

## MEMORANDUM

TO: Dr. Leon Boothe  
FR: Dr. Lynn Langmeyer *LL*  
DA: March 7, 1986  
RE: Faculty Handbook Revisions

The attached revisions to the Faculty Handbook were approved at the February 24, 1986 Faculty Senate meeting and reflect our desire to be fair to faculty and recognize the legal liability of the University.

We are requesting that they be presented for approval at the next Board of Regents meeting.

LL/pg

cc: Dr. Lyle Gray

The Faculty Handbook reads as follows: (pp. 21-22)

2. Responsibilities and Procedures.

- a. The chairperson of the department committee will forward to the department chairperson the candidate's reappointment and tenure and promotion file along with the committee's recommendations. These recommendations shall be made in writing and shall simply state whether the recommendations are positive or negative.
- b. The department chairperson will submit a simple positive or negative recommendation to the appropriate dean along with the departmental committee recommendation and the candidate's file.
- c. The department chairperson may request a meeting with the department committee, prior to rendering a decision, so as to ascertain (through discussion) the reasons for the committee's action.
- d. The appropriate dean will submit a simple positive or negative recommendation to the Provost, along with the previous recommendation of the department committee and the department chairperson, and will include the candidate's promotion and tenure file. The dean may consult with the department committee and/or the department chairperson (and the Provost may consult with the dean) before rendering a decision.

F. Types of Probationary Appointments

1. Two categories of probationary appointments shall exist:
  - a. Continued probation and
  - b. Continued probation with difficulties. It is incumbent upon the party recommending continued probation with difficulties to orally communicate those difficulties to the faculty member.

## SUGGESTED REVISIONS

(Revisions are underlined)

### 2. Responsibilities and Procedures.

- a. The chairperson of the department committee will forward to the department chairperson the candidate's reappointment and tenure and promotion file along with the committee's recommendations. These recommendations shall be made in writing. Tenure recommendations shall simply state whether the recommendations are positive or negative. Reappointments and reappointment with difficulties, and promotion recommendations shall have accompanying written reasons. Fulfillment of stated deficiencies at any level will not guarantee reappointment of promotion.
- b. The department chairperson will submit a simple positive or negative recommendation regarding tenure to the appropriate dean. She/he will submit recommendations regarding reappointment and promotion which may have accompanying written reasons. These recommendations will be submitted along with the departmental committee recommendations and any written reasons to the appropriate dean along with the candidate's file.
- c. The department chairperson may request a meeting with the department committee, prior to rendering a decision, so as to ascertain (through discussion) the reasons for the committee's action.
- d. The appropriate dean will submit a simple positive or negative recommendation regarding tenure to the Provost. The dean will submit recommendations regarding reappointment and promotion which may have accompanying written reasons. These recommendations will be submitted along with the previous recommendations of the department committee and the department chairperson and written reasons along with the candidate's file. The dean may consult with the department committee and/or the department chairperson (and the Provost may consult with the dean) before rendering a decision.

### F. Types of Probationary Appointments

1. Two categories of probationary appointments shall exist:
  - a. Continue probation and
  - b. Continued probation with difficulties. It is incumbent upon the party recommending continued probation with difficulties to communicate in writing those difficulties to the faculty member. Fulfillment of stated deficiencies at any level will not guarantee reappointment.

OFFICE OF THE PROVOST

MEMORANDUM

March 27, 1986

TO: Leon E. Boothe  
Sheila Bell

FR: Lyle A. Gray

RE: Faculty Handbook Revisions

The attached memorandum and revisions to the Faculty Handbook were submitted to President Boothe with a carbon copy to this office dated March 7, but not received here until March 17.

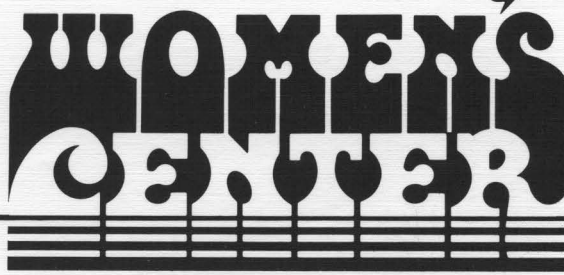
In order to facilitate movement on the matter, I officially am asking Sheila to review the revisions and provide either the President's Office or this office with a written memorandum analyzing the changes and recommending what direction the University should take.

If I can provide any additional input, I will be more than happy to do so. By carbon of this memorandum, I am informing Lynn Langmeyer that the request is now under review in the Office of Legal Services.

jrm

enclosure

cc: Lynn Langmeyer ✓



March 6, 1986

The large attendance and active participation at the Association for Women Faculty Women's Week Luncheon addressed by Billie Dziech, co-author of The Lecherous Professor, suggests widespread faculty and staff concern about the potential for sexual harassment issues to cause harm on our campus.

Since the Faculty Senate is the voice of the faculty in university governance issues, we recommend that Faculty Senate take a positive and proactive stance by passing the following resolution:

Sexual harassment can be detrimental to the organization and the mission of Northern Kentucky University. Therefore, the Faculty Senate recommends that the Administration, in cooperation with Faculty Senate and other interested parties, address sexual harassment issues through a campus wide educational program aimed at prevention.

Thank you for your consideration.

Patricia A. Dolan MSW  
Director, Women's Center

Linda Olasov, Ph.D.  
Interim Director, Women's Studies

# **Faculty Senate**

Northern Kentucky University Highland Heights, Kentucky 41076

## **MEMORANDUM**

TO: Dr. Lyle A. Gray  
FR: Dr. Lynn Langmeyer *LL*  
DA: March 20, 1986  
RE: Sexual Harassment Resolution

The Faculty Senate at the March 17, 1986 meeting passed unanimously the following resolution:

Sexual Harassment can be detrimental to the organization and the mission of Northern Kentucky University. Therefore, the Faculty Senate recommends that the Administration, in cooperation with Faculty Senate and other interested parties, address sexual harassment issues through a campus wide educational program aimed at prevention.

We hope appropriate actions will be taken.

Thank you for your consideration.

LL/pg

cc: Leon Boothe  
Sheila Bell  
Kamilla Mazanec  
Linda Olasov  
Pat Dolan



Northern Kentucky University  
Highland Heights, Kentucky 41076

TO: Department Chairs  
FROM: Bill Lamb *Bill*  
Norleen Pomerantz *NP*  
DATE: February 26, 1986  
RE: Reporting Procedures For Documentation of Chronic  
Behavioral Problems of Students

The attached Reporting Procedures for Documentation of Chronic Behavioral Problems of Students attempts to provide all faculty and staff with a system to alert the Student Affairs staff that a particular student may be in need of special help.

For this system to work to the benefit of students and faculty alike, we are asking that you distribute a copy of the procedures to each of your faculty.

The procedures have been presented to Faculty Senate. If you or your faculty have questions, please phone Dean Lamb (5147) or Mrs. Pomerantz (5268). Both are also available to meet with your faculty at their convenience.

Thank you for your cooperation.

mbh

Attachment

cc: Robert Bussom, Dean, College of Business  
Jim Gray, Associate Dean, College of Professional Studies  
Nancy Lang, Assistant Dean, College of Business  
Lynn Langmeyer, President, Faculty Senate  
Rosetta Mauldin, Dean, College of Professional Studies  
Darryl Poole, Dean, College of Arts and Sciences  
Jerry Warner, Associate Dean, College of Arts and Sciences

## REPORTING PROCEDURES FOR DOCUMENTATION CHRONIC BEHAVIORAL PROBLEMS OF STUDENTS

Occasionally, in a classroom, office or other university location, a student may behave in a manner inappropriate for that particular time or place. In most instances, the faculty, staff or administrator should be able to work with the student to modify the disruptive behavior. However, in some circumstances, the chronic nature of the behavior or the severity of it may require extraordinary action.

At this time, the faculty, staff or administrator should document the disruptive behavior with names, dates, times, locations and detailed description of the incident(s). This confidential document should be sent to the Dean of Students who maintains a central file. Whenever such a document is received, a review of the particular student's file will be made, and the Dean of Students will take the appropriate action in accordance with Article III, Section 4 of the Code of Students Rights and Responsibilities.

Disruptive behavior may include, but is not limited to, repeated interruptions of class time with unrelated remarks or inappropriate actions, physical or verbal threats to others, and threat of actual damage to property.

# **Faculty Senate**

Northern Kentucky University Highland Heights, Kentucky 41076

## MEMORANDUM

TO: Dean John F. White

FR: Lynn Langmeyer, President  
Faculty Senate

*L.L. / your copy*

DA: February 28, 1986

RE: February 24 Senate Visit

Thank you very much for agreeing to speak to Faculty Senate and for being so candid and open with us. Although your information seemed to generate as many questions as it answered, please be assured that the Senate would like very much to work with you on the issues raised.

Please keep us informed of the activities regarding Summer School and please call on us if input is desired and/or required.

LL/pg

cc: Leon Boothe  
Lyle Gray

# Northern Kentucky University

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## MEMORANDUM

March 3, 1986

To: Lynn Langmeyer, President  
Faculty Senate

Fr: John F. White, Dean  
University College



Re: Senate Visit

Thank you very much for inviting me to respond to questions and concerns that some members of the Faculty Senate raised relative to planning summer sessions activities at Northern Kentucky University. I tried to answer as many questions as were raised, and if there are future questions, please do not hesitate to call upon me. I will be contacting you in order to seek senate and faculty advisory assistance. I think the concerns were well placed and intended, and I will do as much as I can to make sure that these concerns are registered in other sectors of the University. I have a deep appreciation for Faculty Senate activities, and this follows from my own experiences in similar governance units.

I would again like to issue an invitation for the Faculty Senate to plan a meeting at University College. It would be a 'first.' This would be a good way to learn about some of the ongoing activities in which we are engaged and would do much to spell approval of particular off-site activities.

Again, thank you for inviting me and if there is anything I can do for the Senate in the future, please do not hesitate to call upon me.

cc: Lyle A. Gray  
Linda L. Dolive



Northern Kentucky University  
Highland Heights, Kentucky 41076

MEMORANDUM

February 25, 1986

To: Larry Giesmann

Fr: Leon E. Boothe *LE Boothe*

Re: Student Retention at Northern Kentucky University

After considerable and intensive review by the President's staff and appropriate divisions reporting to that staff, I am pleased to give you a definitive response to the Committee's eight recommendations. As follows:

- 1) Information needed to measure student preparedness. The administration agrees with this recommendation and the representatives working on our student information system are to include these data elements in the new S.I.S. As you are probably aware, this recommendation will require some basic funding. As it might effect implementation, I will need to be aware of the total cost.
- 2) Update and continue the retention study. As with a number of these recommendations, they could be very time consuming as well as costly to implement. While the administration believes that retention statistics should and can be monitored periodically, such monitoring will have to be done within available personnel and resources. As indicated in recommendation 8, I am asking Dr. Lyle Gray and Ms. Cynthia Dickens to take steps within the immediate future to appoint a standing committee. I will charge the new standing committee to review this recommendation and prepare a plan for collecting available data on an annual basis beginning with 1985-86. You, as well as the new committee, should be aware that the CHE staff will be collecting retention data on each institution.
- 3) Survey of non-returning students. The administration is not in support of this recommendation as stated. I will want more justification that these are not isolated complaints than genuine changes in trends. I will ask the new committee to review this with a degree of caution based on the above commentary.
- 4) Direct retention efforts toward a student's first two semesters of enrollment. The administration agrees in principle with each part of this recommendation. Steps have already been taken to implement 4A and 4B. Ten sections of an orientation course have been planned for fall semester of 1986 and have been funded by the Office of the Provost along with a research component. There is a belief that institutional efforts to identify and assist new students through well-organized orientation courses and programs will pay immediate dividends.

In regard to recommendation 4C there is recognition that the two major issues are: a) how to deal organizationally with undeclared or exploratory students and b) how to standardize the process across departments and colleges. Currently there is no consensus in this regard due to commitment of time and resources. I will, therefore, ask a special subcommittee of the new retention committee to monitor our current advisory system and to prepare recommendations.

5) Declaration of major. This has already been addressed in 4C. There is a consensus that efforts should continue to encourage students to declare majors and to identify with a faculty department.

6) Centralizing enrollment management. While the administration can not support this recommendation, we are supportive of efforts to improve communications among the various constituencies and are taking steps to accomplish this.

7) Differentiate degree/nondegree-seeking students. The administration supports this fully from the administrative perspective. This will require more than correct application coding in that it will require good pre-admissions counseling, goal clarification, and monitoring procedures.

8) Establishment of a retention committee. As already addressed, the administration supports this as a new standing committee composed primarily of faculty but including representatives from Student Affairs, Administrative Affairs, and the student body. The committee will be charged to report directly to the Vice President for Academic Affairs as well as to the Executive Assistant for Student Affairs. The standing committees will also coordinate the work of related committees including the Warner Orientation Course Committee and the subcommittee on academic advising.

In conclusion, I want to thank you and the members of the Retention Committee for this outstanding job in developing these preliminary findings and to further better student retention at Northern Kentucky University. With the administrative response originally charged to the Retention Committee now dissolved, a new standing committee will be appointed very soon.

tlm

cc: Members of Retention Committee  
Dr. Lyle Gray  
Ms. Cynthia Dickens  
Mr. Dennis Taulbee  
Dr. Lynn Langmeyer ✓