

MEMORANDUM

TO: All Faculty
FR: Tom Cate
DA: October 6, 1982
RE: Agenda for the October 18, 1982 meeting of the Faculty Senate
UC Ballroom, 3:05 PM

- I. Call to Order
- II. Approval of the Minutes of the September 20, 1982 meeting
- III. Additions to or deletions from the Agenda
- IV. Presidential reports and recommendations
 - A. Reports
 - 1. Congress of Senate Faculty Leaders meeting
 - 2. Results of the Peer Review Advisory Committee election
 - 3. Call for nominations for the Peer Review Hearing Committee
 - 4. Staff Congress meeting
 - 5. Pre College curriculum
 - 6. Committee on Committees
 - 7.
 - 8.
 - B. Recommendations - none at this time
- V. Committee Reports
 - A. Professional Concerns - status report
 - B. Budget -
 - 1. Changes in bylaws, enclosed
 - 2. status report
 - C. Curriculum
 - 1. Changes in bylaws, enclosed
 - 2. Resolution on General Studies, enclosed

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D. Faculty Benefits - status report

VI. Old Business

VII. New Business

VIII. Adjournment

MEMORANDUM

TO: All Faculty
FR: Tom Cate
DA: Oct. 15, 1982
RE: Ommision from the Agenda

At our regular scheduled October meeting the Senate will consider a proposal for a Masters in Public Administration. This proposal has already been distributed. Sorry about any inconvenience this late notice may have caused you.

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MINUTES OF THE FACULTY SENATE
October 18, 1982

Senators Present:

Frank Dietrich	Mackenzie Osborne
Julie Gerdson	Geraldine Rouse
Paul Joseph	Janet Simon
Jim Kinne	Thomas Rambo
Nan Littleton	Michael Ryan
Byron Renz	James Thomas
Jerry Warner	Johnathan Bushee
Macel Wheeler	Nancy Martin
Kay Cooper	Edwin Weiss
Patricia Dolan	Elly Welt
George Goedel	Thomas Cate
Charles Hawkins	Linda Olasov
Glen Mazis	Becky Sturm
Dennis O'Keefe	Tom Barone

Alternates: Nancy Campbell/Library

Senators Absent Without Alternates:

Kathy Brinker	Billie Brandon
Gary Johnston	Fred Schneider
Susan Kissel	Linda Newman
Lynn Ebersole	

Guests Present:

Andy Backs, The Northerner (staff reporter)
Jeffrey Williams, Faculty Regent
Mike Klembara, Associate Provost
Jim Gray
Joe Ohren, Public Administration
Tony Escamilla, Student Government

- I. The Faculty Senate meeting was called to order at 3:10 p.m. by Tom Cate, President.
- II. Corrections of the old minutes.

delete "UK university system" from line 3 page 5 and add "to the Ky Commonwealth for the use and benefit of Northern Ky State College on Special Session Minutes, page 2 line 11 change to: "FMM 460 and MKT 360"

change to Ms. Cooper on page 1 instead of Dr. Cooper.

The minutes as amended were passed unanimously.
- III. Additions to Agenda

For Presidential Reports

#7: Ad Hoc Health Center Policy Committee

#8: Ballots for Presidential Search Committee

and for Curriculum #3: Masters of Public Administration

IV. A 1. a) COSFL: list of newly elected officers

Steve Smith, Chair
Tom Posey, Vice-Chair
Harry Robe, Secretary
Steve West, Legislative Liaison

- b) At the University of Louisville there has been a redefinition of several programs by the Administration resulting in the dismissal of tenured faculty. President Cate states that this raises several questions about curriculum program change, administrative program change, program curtailment, etc. the relationship between these policies is not clearly defined.
- c) "formula funding": The impact of changes in the variables and their effects on the funding of the various campuses is being investigated by Dr. Faircloth (U of L).
- d) A faculty salary bill is being prepared that would result in a recommendation of a 15% raise for the next 4 years. The concern is that statewide faculty salaries have lost ground in terms of real dollar value.

A 2. Peer Review Advisory Committee election results:

Annette Chavez	EDU	1983, 84, 85
Art Miller	PSY	1983, 84, 85
Al Pinelo	PSC	1983, 84
Joe Smith	MAT	1983, 84
Johnathan Bushee	PAY/GLY	1983

Alternates:

	Jane Dotson	PAD/HS	1983
Tie	(Tom Edwards	BUS/AVA	1983
	(Lynn Ebersole	BIO	1983

A 3. Peer Review Advisory Committee nominations still open.

A 4. Staff Congress will be sending out a regular newsletter.

A 5. On reserve in the Stealy Library and the Chase Library are copies of the Pre-College Curriculum - a proposal of minimum requirements for state college admission to be considered by the Council on Higher Education during its January meeting. Questions or comments on the document should be addressed to Dr. Tom Kearns, Chairperson, Math dept., who helped develop the document.

A 6. The Executive Committee has received about 60-70% response to its questionnaire about committee assignments. Ms. Kay Cooper asked if the Faculty Senate might not send out an explanation of the purpose of the survey.

A 7. Dr. Scholes requested that a faculty member serve on the ad hoc Health Center Policy committee. Linda Olasov volunteered for the position.

- A 8. Ballots for the election of faculty members to serve on the Consultation Committee to the Board of Regents in the selection of a President were sent to the faculty. In each dept. there are now 3 lists of the candidates, also with the amended rule that each faculty member can vote for three nominees. Dr. Dennis O'Keefe took exception to the rushed nature of the selection of the Consultation Committee. Dr. Jeff Williams stated that he had told the Board he believes that the process appeared rushed given the current schedule. The Board replied that further into the process might become flexible if delays become apparent. Ms. Kay Cooper pointed out that the nomination list is not so identified. Mr. Paul Joseph felt that this election was poorly planned and executed and asked that an ad hoc committee for elections be instituted to conduct further elections.

V. Committee Reports

A. Professional Concerns

1. a) Program curtailment document and a document on aspects of tenure have been prepared and will be considered at the next session of the Faculty Senate.
2. Interim grade reports - it was noted by Kathy Brinker's subcommittee that the requirement that faculty give course progress "feedback" before the late withdrawal date is not included in the Student Handbook - despite legends to the contrary. This matter is being considered by the Student Government.

B. Budget Committee

1. The new bylaws were distributed to the Senate. The charge to review the budgetary impact of new programs was deleted. The new bylaws were passed.

Dr. Jim Thomas pointed out that the bylaws appear to give the committee the right to change the bylaws in the future. Dr. Byron Renz pointed out that all committee bylaws have been understood to need Faculty Senate ratification. Mr. Paul Joseph suggested that the statement starting with "Proposals for amendments to the bylaws...", have the following added: "the amendment becomes effective if and only if approved at subsequent Faculty Senate meeting." Dr. Johnathan Bushee pointed out that this has been a tradition in the Senate to insure that the Senate knows the workings of the committees. He suggested that the Executive Committee draft a statement to make this tradition part of the Constitution of the Senate. Dr. Jim Thomas felt that the committees should indeed be under a blanket rule, but he felt that the Faculty Senate might want to allow each committee the power to alter its bylaws, but just bring them to the Senate for its information. With this idea in mind, Mr. Paul Joseph, withdrew his motion concerning the Budget Committee. Dr. Byron Renz made a motion that the Executive Committee be charged with formulating such a standard policy. This motion was passed unanimously. Dr. Byron Renz then made a motion that we rescind the approval of the Budget Committee bylaws. The chair ruled the motion failed.

2. Mr. Dennis Taulbee, Director of Budget, will address the Budget Committee on the NKU budgetary processes and answer questions regarding current and future budgets at a special meeting on Thursday October 21st, in room 108 University Center. All Senators and interested parties are invited to attend.

C. Curriculum Committee

1. A motion was made and seconded to accept the proposed change in the Curriculum Committee bylaws. Dr. Byron Renz pointed out that the Faculty Senate constitution is inconsistent with the charge of the bylaws. He made a motion that the Executive Committee should review these inconsistencies specifically regarding the retrospective power of the curriculum committee to examine the curriculum. Dr. George Goedel made a motion to refer these bylaws to Executive Committee to investigate these inconsistencies. Motion passed.
2. Dr. Jerry Warner presented the memo requesting a mandate from the Faculty Senate to examine the general studies requirements. Mr. Paul Joseph made a motion that we table this subsequent to ironing out the problems raised in item #1 above. Dr. Tom Rambo spoke for giving a one time charge to the Curriculum Committee to retrospectively examine General Studies rationale and requirements. Dr. Tom Cate stated this raises the issue of who finally decides what courses count for General Studies - the Curriculum Committee or the departments. Motion to table the memo passed.
3. Dr. Joe Ohren brought to Senate the proposal for a joint program with Eastern University in the Masters of Public Administration with a concentration in urban management. The MPA proposal has passed the Graduate Studies Council, and the university and Professional Studies Curriculum Committee and Dean. Besides the curriculum issues, there are other issues to be negotiated. PAD 500 course has been deleted from original proposal. ECO 500 course has been deleted as a required course. BUS 603 has been changed to a required course in the Urban Management concentration. The resource commitment has been changed from 1/2 time faculty from NKU to 1/4 time faculty. Travel and extra support monies needed to get the program going will be requested from the Council for Higher Education. Dr. Dennis O'Keefe asked about the distribution of faculty resources from each institution. Eastern Ky would offer one course per semester. NKU would contribute the 1/4 time slot plus courses already offered. The target is 4 courses per semester. Dr. Dennis O'Keefe was curious to know that since two courses mention political science or public policy whether the Political Science dept. would be involved. Dr. Joe Ohren stated that at least one of the courses would be taught by a member of the Political Science dept. Dr. Frank Dietrich objected that it was not in the agenda for approval today, and therefore Senators might not have studied it in detail.

Dr. Jerry Warner pointed out that as a graduate program, the Curriculum Committee could not pass on the package in detail, only the course dealing with the undergraduate and 500 level courses in the program. Ms. Patricia Dolan voiced concern as to what type of screening process will be used for the intern program. Dr. Joe Ohren stated that the Eastern Ky university admissions criterion would be used. If someone was not appropriate for an internship, they would be allowed to take an independent readings course. It was objected that those unable to fulfill the internship might not be appropriate to receive the degree. Dr. Joe Ohren discussed that there may be students who can't fulfill an internship and yet can make a valuable contribution to the field. The program was approved with 1 negative vote and 1 abstention.

D. Faculty Benefits

1. Project grant, Summer fellowship applications have been received and are being processed.
2. Faculty Expansion grants possibilities are being pursued with the Provost.

VI. Old Business - none.

VII. New Business - none.

VIII. Meeting adjourned.

Standards for Off-Campus and Special Graduate Instruction

Every institution should be constantly concerned about the quality and excellence of graduate instruction including special activities such as off-campus classes, short courses and workshops, media instruction, and evening classes.¹ It is essential that provisions for graduate instruction include certain qualitative standards. These standards must be applied by institutions in generating the graduate credits and in evaluating transfer work from other institutions.

Administration

Control of off-campus regular and special courses must be vested in the university administrative structure responsible for regular and special on-campus courses.² Off-campus instruction must be under the direct administrative supervision of the institution granting the credit.

Faculty

Instruction for off-campus and special courses must be provided by the institution's regular graduate faculty or by carefully selected and approved adjunct faculty. When adjunct faculty members are to be used they must be recommended by the academic unit offering the courses and be approved according to the institution's established procedures. If persons such as school administrators or business executives are assigned to teach off-campus or special courses, they should not teach a class in which a preponderance of the students would likely be their employees.

Students

The quality of graduate instruction is closely related to student quality.³ Since student quality is regulated by admission standards, the students enrolled in off-campus and special courses must follow normal admitting procedures to the institution's programs or be verified transient students from other institutions. The fully employed student should attempt no more than six hours per semester at one or more institutions.

Instruction

The credit-producing experience shall be taught by a graduate faculty member with scholarly competence in the subject matter area. At the beginning of the course, the instructor should provide students with a statement of course requirements and expectations as well as the institution's code of academic ethics for students.

The instruction should be distinctly graduate level. Research in its broadest sense is synonymous with graduate education.⁴ Consequently, every graduate course should include tangible evidence (paper, term report, research/creative projects, etc.) of independent work.

Instructional standards for off-campus and special courses should be the same as those established for on-campus and regular courses. A comprehensive final examination will normally be required to assess the student's capability for scholarly thinking in the subject matter area. Practicum or laboratory courses should require other experiences of comparable rigor.

Graduate instruction should provide opportunity for meaningful interaction among students and between students and instructor.

Academic Credit

Graduate credit for special courses shall be awarded only for experiences which meet the graduate instructional standards and which are clearly distinguishable from undergraduate work⁵ and from continuing education activities.⁶ Within this context graduate credit may be awarded for short courses, workshops, and seminars but may not be awarded for attendance of conferences and institutes. This interpretation is based upon definitions provided by SACS.⁷ Graduate credit-producing experiences, other than those which are independently directed, shall be based upon a minimum of 12.5 clock hours of contact per hour of graduate credit. Workshop courses, which characteristically combine instruction with laboratory or experimental activity and place more emphasis on skill training than on general principles, shall have a minimum of 25 clock hours of contact per hour of graduate credit. All credit-producing experiences shall be based upon a minimum of one week of instruction per hour of graduate credit.⁸

Facilities

Educational resources essential to graduate instruction include library, laboratory, computer, audio-visual, and performance and field activities. Availability of these facilities as well as adequate classroom space will determine locations at which graduate courses can be offered.

Reference Notes

¹ Southern Association of Colleges and Schools, Commission on Colleges, Standards of the College Delegate Assembly (Atlanta, Georgia, n.p., December 14, 1977), pp. 30-44

² Ibid., p. 32

³ Ibid., p. 40

⁴ Ibid., p. 39

⁵ Ibid., p. 41

⁶ Ibid., p. 33

⁷ Ibid., p. 37

⁸ Conference of Southern Graduate Schools, Criteria for Evaluating Off-Campus Graduate Programs, edited by Eleanor R. Gibbard (West Virginia University, n.p., 1980), p. 4