MEMORANDUM

TO: All Faculty
FR: Tom Cate, President
      Faculty Senate
DA: May 2, 1983

RE: General Faculty Meeting

      Meeting of the 1982-83 and the 1983-84 Faculty Senates;
      May 9, 1983, at 11:00 am in BP 120

AGENDA for the General Faculty Meeting

  I.   Call to order
  II.   Discussion of the proposed changes in the Constitution
        of the Faculty Senate
  III. Voting on the proposed changes
  IV.   Announcement of the results (both pres)
  V.   Discussion of the role of the Faculty Senate within the
        system of the University Governance
  VI.   Adjournment

AGENDA for the Faculty Senate Meeting

  I.   Call to order
  II.   Approval of the minutes of the April 18, 1983 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
            2. Year end report
        B. Recommendations

  V.   Committee Reports

        A. Curriculum
            Status report
            Curriculum Manual
        B. Budget
            Status report
        C. Faculty Benefits
            Status report
        D. Professional Concerns
            Status report
  VI.   Old Business
  VII. New Business

        Election of the Officers of the 1983-84 Faculty Senate

  VIII. Adjournment

4. Commencement
5. Elections + eligibility
6. Non-traditional credit review
7. Report by B. Brandon

      vld

Senators Present:

Kathy Brinker	Janet Simon
Julie Gerdsen	Susan Kissel
Gary Johnston	Thomas Rambo
Jim Kinne	Michael Ryan
Jerry Warner	Jonathan Bushee
Macel Wheeler	Lynn Ebersole
Patricia Dolan	Nancy Martin
George Goedel	Edwin Weiss
Charles Hawkins	Jim Hopgood
Glen Mazis	Thomas Cate
Dennis O'Keefe	Lois Schultz
Mack Osborne	Fred Schneider
Geraldine Rouse	Linda Newman
Billie Brandon	James Thomas

Senators Absent Without Alternates:

Frank Dietrich
Paul Joseph
Nan Littleton   Linda Olasov
Bron Renz   Becky Sturm
Kay Cooper   Tom Barone

Guests Present:

Rosemary Ingham/Education
Sandra Lloyd/TOE
Jan Hammond/TOE

I. At 12:05 pm. the meeting was called to order by President Tom
    Cate.

II. Changes: p.5. under B.) 3: "The second issue received _no_
    clear consensus".

    Last page: COSFL "is investigating "tuition waivers" (not
    dental plan)." On top of page 3 - the minutes should indicate
    at the end of the first sentence: "as a continuation of the
    Merit Pay Policy considered last month."

III. Additions to Agenda: Report on Statutory Investigation

    (#4.) Motion about commencement
    (#5.) Eligibility in Senate Elections
    (#6.) Committee on non-traditional credit review

IV. Presidential Reports and Recommendations
    A. Reports
    1. President A.D. Albright spoke at the General Faculty
        meeting.
    2. President Cate reviewed the goals set for the 1982-1983
        Senate - See attached.

    3. Statutory Search. Ms. Billie Brandon reported that there
        is no further statutory requirement that NKU have a presence
        at the Covington campus other than the statutes reported
        on last fall that she was able to find. Ms. Brandon stated
        that there is no statute that prevents the waiver of tuition
        for faculty members' families that she could find.

Ms. Linda Newman stated there are other directives, such as Attorney General's interpretations, that also have to be taken into account. What can be done or can't be done with the West Campus is still in need of further interpretation. Ms. Newman stated that the Senate would be in its right to ask the University Consul for these interpretations. Ms. Newman stated that the faculty will need to work with the Administration on West Campus, if we want to have input on policy.

4. Commencement is Saturday, May 14. Faculty should be in the cafeteria by 2:15 pm.

5. In the Constitution, it is not explicitedly stated who can vote in Faculty Senate elections. Is it full time faculty (or anyone with faculty rank (such as chairs)?

6. Non-traditional Credit Review Committee needs an appointment.

V. Committee Reports

A. Curriculum Committee

1. Status report. Once again there is a problem with late changes being submitted.

2. Curriculum Manual has been issued. Dr. Warner thanked the Provost's office for help with typing, etc. This will be distributed to all faculty. Changes should be noted in the addition sheet. For example, program changes now have to be routed through college curriculum committees before reaching University curriculum committee. The addition concerning the graduate curriculum procedures is still open for further faculty input. Mr. Jim Kinne made a motion that it be approved. Dr. Tom Rambo seconded the motion. The motion was passed with 2 abstentions. Dr. Warner stated that this manual will only be effective, if faculty read it. Ms. Nancy Martin commended the committee for its work.

B. Budget Committee

1. Mr. Jim Kinne stated that the Budget Committee would continue to ascertain faculty budget priorities and obtain input in the budget making process. Continued work needs to be done on discussing commitment of the ministration to faculty development, workload, and expansion in comparison to comparable institutions to NKU.

C. Benefits Committee

1. Dr. George Goedel stated that the evaluation process for Faculty Development applications appeared to go well. Dr. Goedel stated that policies institution feedback to candidates were not adopted, but left to next year's committee. It is suggested that the dates for next year's application deadlines be moved up to facilitate planning.

Dr. Goedel is still compiling data on our benefit package in comparison to other institutions.

D. Professional Concerns

1. Dr. Ted Weiss stated that the subcommittee concerning student evaluations will continue its work into the summer.

VI. Old Business – none

VII. New Business – none

VIII. Meeting adjourned at 1:00 pm.

vld

NKU Northern Kentucky University
Highland Heights, Kentucky 41076

15 September 1982

MEMORANDUM

TO: Dr. Thomas Cate
           President, Faculty Senate

REFERENCE: Topics projected for Senate consideration
           and recommendation

In keeping with our recent conversation and with practice in previous
years, the Faculty Senate is asked to address certain topics, questions,
or problems that the University faces or will face shortly. Some
of these topics are "carry-overs" from past years, and some are likely
to be with us in varying degrees beyond this current academic year.

Would you and the Faculty Senate give your serious attention to the follow-
ing:

Honors T. Koame 1. Further development of programs to recognize more appropriately
   the intellectually, or academically, talented.

Restricted speech test Registration writing Acc Dis 2. Means of strengthening the "core" baccalaureate program, or
   "common learnings," or general (liberal) education program that
   the University believes graduates should have had.

High risk → exit test D. Poole 3. A small experimental testing program to determine at the end of the
   lower and upper division levels of instruction the impact upon learn-
   ing skills the University has had.

Done BoR 4/27/83 4. Development of a policy statement on re-allocation, or curtailment,
   of program resources.

5. Review of current provisions for appointment, promotion, and tenure

authorized by BoR 12/14/83 AD a. Non-tenure-track appointments in programs having vocational
      objectives primarily

   b. Structures that could realize wider faculty contributions to
      the process in the interest of greater quality

underway 6. Further consideration of the program review procedures.

7. Assessment of the effects of current and foreseeable technology
   on program changes and means of delivering instruction and service.

You might wish to glance over memoranda of previous years to determine
the "carry-overs" or those which call for continued work.

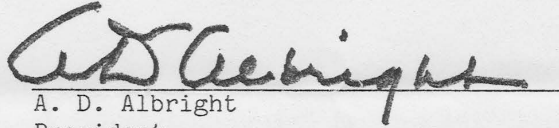Some enlargement of these items is undoubtedly needed; I shall be glad to talk over with you any or all of them. Others may occur to you also that can be discussed.

Recommendations on these topics are earnestly solicited.

A. D. Albright
President

ADA/pr

MEMORANDUM

TO: President A.D. Albright
FR: Tom Cate
DA: September 15, 1982
RE: Goals of the Faculty Senate for the Academic Year 1982-83

The purpose of this memorandum is to outline for you some of the
topics on which the Standing Committees of the Faculty Senate will
be working. I hope that some of these topics coincide with some of
those which appear on your "list".

    1. Budget Committee (Jim Kinne)
       Surveys a. the budget process - Jim Kinne would like to move
              the committee to a planning attitude and away from
              its current reactive posture.
  see budget b. formula funding - an attempt will be made to decipher
  guidelines   this process.

    2. Curriculum Committee (Jerry Warner)
    dropped a. common learning - an attempt will be made to define
              this term and to reach a decision concerning its
              implementation.
  D.Poole etc b. remedial work - even with selective admissions, the
              attrition rate is unacceptable, a course of action
              must be devised to resolve this issue.
    ? c. educational philosophy - some believe that the mission
              statement does not define explicitly NKU's educational
              philosophy; we must have some criteria against which we
              may judge the rationale of implementing changes in the
              curriculum.
  dropped d. University College - a joint committee drawn from members
              of the Curriculum and Professional Concerns Committees
              will address this issue.

    3. Faculty Benefits (George Goedel)
  Survey a. benefits - a study of the faculty benefits relative to
              other employee groups will be undertaken.
  BofR 4/29/83 b. Handbook changes - several proposed changes in the
              Faculty handbook have been passed which affect the
              operation of this committee have not been incorporated
              into the handbook.

    4. Professional Concerns (Ted Weiss)
  BofR 4/27/83 a. Handbook changes - the issues of the process whereby
              changes in the handbook occur needs to be addressed.
             b. Program curtailment and faculty retraining - policies
              must be developed in these two areas.

BofR 4/29/83

→ at Provost

4.   c.   College or University tenure committees -
            there are two issues here:
being handled at dept level   i.)   promotion is a different type of reward
                   from tenure but the handbook does not
                   address this issue.
talk-talk   ii.)   there appears to be some opposition to
                   the idea of a college/university P/T
                   committees.

talk-talk   d.   buy up policies/alternative forms of contracts -
Bob R   criteria may need to be established whereby trendy
12/14/83 AD   fields can be distinguished from those which may be
                   "traditional". Where appropriate a position paper
                   will be developed which can then be used as a basis
                   for discussion. This method should have two results:
                   (1) a better interaction and communication of ideas
                   and stands on issues and (2) a smoother policy de-
                   velopment process for NKU.

vld

NKU Northern Kentucky University
Highland Heights, Kentucky 41076

MEMORANDUM

April 27, 1983

To: Platform Party Participants
*A. D. Albright
*Gary Clayton
*Bill Dickens
Cynthia Dickens
*Reverend Dennis French
*Jim Fouche'
*Larry Giesmann
*Jim Gray
*Lyle Gray
*Bishop Hughes
*Bill Jones
*Art Kaplan
Bob Knauf

*Ken Lucas
*Tom Madison
*Reverend Raymond Nieman
*Darryl Poole
*Gary Schneider
Gene Scholes
*Robert Seaver
*Raman Singh
*Warren Spencer
*Steve Stephens
*Ralph Tesseneer
*Glenn Wells

*Indicates participants who need to attend rehearsal.

Fr: Kent Curtis, Kent Chairman, Commencement Committee

Re: Rehearsal for 1983 Commencement -- Friday, May 13, 3:00 p.m.

Rehearsal for the 1983 Commencement Ceremony will be held on Friday, May 13, at 3:00 p.m. in Regent's Hall. Dr. Jack Wann will be directing the rehearsal, as well as the Commencement Ceremony.

The attached list indicates whether or not you will be participating in one or both ceremonies. Those members with assigned duties will need to attend rehearsal.

The Commencement Ceremony will be held at 11:00 a.m. - Juris Doctorate and 3:00 p.m. Undergraduates/Masters on Saturday, May 14, in Regent's Hall. The attached itinerary of events is for your information. Tickets are enclosed for your spouse/guest to attend the ceremonies. Since we have arranged special seating, these tickets need to be presented to an usher upon arrival at Regent's Hall. If more tickets are needed, please contact Nancy Cahill in the Provost's Office.

All participants and guests from the 11:00 and 3:00 ceremonies are invited to attend a luncheon in the University Center Ballroom at 1:00 p.m.

Please return the enclosed card making your reservations for the lunch to Nancy Cahill, Provost Office (812 AC) before May 4.

cc: Commencement Committee ✓

Enclosures

PLATFORM PARTICIPANTS

Duties

Name	Function	Ceremony 11:00	3:00
Albright, A. D.	Presiding	X	X
	Address		X
Clayton, G., & Schneider, G.	Hood M.B.A. Candidates		X
Dickens, B., & Fouche', J.	Hood M.A. in Education Candidates		X
French, Reverend Dennis	Invocation		X
Giesmann, Larry	Read Names of Arts & Sciences Undergraduates		X
Goldberg, Arthur	Address	X	
Gray, Jim	Read Names of Professional Studies and Masters Candidates		X
Gray, Lyle	Introduce Jones	X	
	Assist in Conferring Honorary Degree		X
	Introduce Madison, Kaplan & Poole		X
	Congratulate Candidates	X	X
	Emeritus Professor Recognition		X
	Introduce Tesseneer and Name Outstanding Professor		X
Hughes, Bishop William	Benediction		X
Jones, Bill	Present Law Candidates	X	
Kaplan, Arthur	Present Professional Studies & Masters Candidates		X
Lucas, Ken	Present Honorary Degree		X
Madison, Tom	Commission ROTC Candidates		X
Nieman, Reverend Raymond	Invocation and Benediction	X	
Poole, Darryl	Present Arts & Sciences Candidates		X
Seaver, Robert	Read Names of J.D. Candidates	X	
Singh, Raman	Grand Marshal	X	X
Spencer, Warren	Hand Diplomas/Cases to President	X	X
Stephens, S., & Wells, G.	Hood J.D. Candidates	X	
Tesseneer, Ralph	Outstanding Professor Plaque and Check		X
	Distinguished Public Service Award		X

COMMENCEMENT

Saturday, May 14, 1983

10:15	Platform Party members for Chase Ceremony gather	Pres. Dining Room
10:55	Processional begins	
11:00	Juris Doctorate Ceremony	Regent's Hall
	(Reception to follow)	University Center
1:00	Platform Party Luncheon	Ballroom
2:15	Platform Party members for Under-graduate/Masters Ceremony gather	Pres. Dining Room
2:55	Processional begins	
3:00	Undergraduate/Masters Ceremony	Regent's Hall
	(Reception to follow)	University Center

TO: Tom Cate

FROM: Lois Schultz *L.S.*

RE: Clarification of Constitution

DATE: April 27, 1983

As a result of the recent Senate elections, I feel the Constitution of the Faculty Senate at NKU is confusing as to who is eligible to vote.

Article II.B. specifically defines who is eligible to be a member of the Senate; however, no place in the Constitution does it state who is
* eligible to vote. To some, Article II.A does this, and they interpret it to include anyone holding academic rank such as chairs.

There are several people on campus who are in positions that are debatable as to whether they are eligible. This includes the Director of Chase Library, Director of Intercollegiate Athletics and Archivist.

This is an issue that, I feel, should be cleared-up before the Senate elections next year. Since this year is almost completed, it is probably too late for the current Senate to deal with this issue. I would like to see next year's Senate deal with this issue.

sjc

cc Nancy Martin
    Linda Newman

CURRICULUM MANUAL

Northern Kentucky University
Highland Heights, Kentucky

April, 1983

TABLE OF CONTENTS

INTRODUCTION

The curriculum of Northern Kentucky University, like all other facets of
the University, must be continuously monitored and changed if needed in order to
better meet the needs of area students. The purpose of this manual is to present
to the faculty and concerned administrators those policies and procedures whereby
additions to, changes in, or deletions from the curriculum are made. We feel that
a readily available reference spelling out the curriculum approval process is long
overdue and hope that this publication will help to fill that void.

This manual is not meant to be the last word in curricular matters at Northern.
Undoubtedly, it will need to be revised as development of the curriculum continues.
Some of the policies and procedures may prove to be too burdensome or inappropriate
in certain situations. Therefore, we welcome suggestions of additions, deletions, or
changes that will lead to improvements.

The primary proponent of this manual is the University Curriculum Committee.
This committee has been asked to make recommendations to the Faculty Senate and
through it to the University administration in all areas of curricular policies and
procedures. Therefore, any suggestions for changes to this manual or to the policies
and procedures contained herein should be directed to the University Curriculum
Committee through its Chairperson.

Jerry W. Warner, Chairman
University Curriculum Committee
Academic Year 1982-83

April, 1983

SECTION I -- POLICIES

From time to time the University Curriculum Committee has found it necessary to develop policy statements pertaining to particular curricular matters. The primary goal of these statements is to standardize procedures as much as possible. This section is a compilation of those policies currently in effect.

Policy I

Course numbers will be assigned by the department initiating the course. Insofar as possible, course numbers will be assigned sequentially according to the levels for which they are intended and their relationships to other courses in the program.

Policy II

In order for a course to be listed in the Schedule of Classes, whether the course's initial or an amended version, it must appear in the course description section of a current catalog. If, for whatever reason, the course in question does not appear in the course description section of a catalog and if the chairperson (or director) of the affected department (or independent program) would like it to be listed in the Schedule of Classes, then, the chairperson (or director) will:

a. verify that the course has completed the curriculum process as set forth in this manual;

b. receive from the Provost written permission for the course to be listed in the Schedule of Classes; and,

c. ensure that the chairperson of the University Curriculum Committee and the appropriate dean have received copies of the Provost's written permission.

This policy does not apply to experimental courses, which are covered by Policy IV. The phrase "a catalog" refers to the three catalogs published by Northern Kentucky University: the undergraduate catalog, the catalog for the Masters in Education, and the catalog for the Masters in Business Administration.

Policy III

Courses will normally be offered regularly or, in some cases on an alternate year basis. If a course listed in the catalog has not been offered during a three year period (six semesters), the registrar will bring this to the attention of the appropriate chairperson. The chairperson will be asked to determine if the course should be deleted from future catalogs or if there is justification for keeping it. If the course is to be deleted, the approval process outlined in this manual will be followed.

Policy IV

In order for an experimental course to be listed in the Schedule of Classes, whether the courses's initial or an amended version, it must have completed the experimental curriculum approval process as set forth in this manual, and the chairperson of the Experimental Programs Advisory Committee must notify, in writing, the chairperson of the University Curriculum Committee that the course in question has completed this process.

Policy V

A course may be taught on an experimental basis only twice; after the second time it will be dropped from the experimental curriculum. If the affected department (or independent program) would like to offer the course on a regular basis, the course must become part of the regular curriculum. This may be accomplished by completing the procedures for the approval of a new course as set forth in this manual.

Policy VI

In order for a new course -- or those courses comprising new minors, new majors, and new programs -- to be listed in the cirriculum portion of a catalog; and, in order for new minors, new majors, and new programs to be listed in the descriptive portion of the catalog, these curricula items must complete the curriculum approval process as set forth in this manual.

Policy VII

An changes in or deletions from the material listed in the curriculum portion of a catalog must complete the curriculum process as set forth in this manual.

Policy VIII

If a certificate program contains credit-earning courses, then that portion of the certificate program must complete the curriculum approval process as set forth in this manual.

Policy IX

If you delete a course, e.g. XXX 200, you may not initiate a new course which has the same designator and number, e.g. XXX 200, within five years, unless the course is intended to replace the previous course. This policy is designed to eliminate one possible source of trouble in the interpretation of students' transcripts.

Policy X

The University Curriculum Committee has final recommendation power on each and every course for each and every general studies requirement and has the responsibility to review the general studies requirement categories and structures in consultation with the Office of the Provost

Policy XI

A course being brought by one department may be cross listed by a second department providing the department offering the course has no objections. For example: CHE 382-Biochemistry is taught by the Physical Sciences Department but is also listed as BIO 382-Biochemistry in the course descriptions of the Department of Biological Sciences. Once a department has permission to cross list a course, a "Catalog Information - New Course Form" (Attachment 9) should be completed and submitted along the same approval route as any other new course. The catalog

information should state that the course being proposed is the same as the one already being offered.

Policy XII

When a department submits a curricular item for consideration, it must provide the appropriate number of copies. This number will vary according to the required routing. Therefore, one must first examine the appropriate flow chart to determine which bodies will need to be supplied with copies. The following numbers of copies will be required:

a. Graduate Council 18

b. University Curriculum Committee 21

c. Faculty Senate 37

Policy XIII

As curricular items proceed through the approval process, there will occasionally be delays or disapprovals. When these occur, the appropriate Departmental Chairperson and Departmental Curriculum Committee Chairperson should be notified in a timely manner.

Policy XIV

There are a number of courses which fall into the category of variable topics courses. In these courses the subject matter may vary drastiscally from year to year. Consequently, a detailed catalog course description involving the precise nature of the subject matter is impractical.

These courses fall into two groups: 1) those designed to be taken by a class of several students and 2) those designed for individual use. Special numbers are reserved for new courses of these types. The block of numbers from X 90 to X 94 shall be reserved for those courses in which a topic is chosen and presented to a class of students (includes topics courses, many seminar courses, etc.). The numbers X 95 to X 99 shall

be reserved for courses in which a topic for individual study or research is chosen by a student in consultation with one or more faculty members (includes independent studies courses, project courses, research, many readings courses, etc.).

These restrictions shall not affect the numbering of existing courses.

Policy XV

New experimental courses will be numbered in the same manner as courses which go through the complete curriculum approval process with the exception that the three digit number will be followed by an "X." Example: BIO 425X-Anatomy of Extra-terrestrials. With this system, if the course proves desirable, it could then be put through the curriculum approval process and retain the same number minus the "X."

SECTION II -- PROGRAMS

I.   New Degree Program or Minor

A.   Proposal Format (Specified by the Council on Higher Education)

1.   Program Description and Objectives

a.   Discuss the overall and specific objectives of the program. List the competencies that a graduate of the program would be expected to have obtained. Discuss the means by which the program will be evaluated. How and how often will the program be evaluated? Does the evaluation design relate closely to the objectives of the program?

b.   Describe the curriculum of the proposed program, including any clinical, internship, or other experiential components. Note: Use the "Catalog Information - New Course Form" and the "Catalog Information - Course Change Form" respectively for any proposed new course or for any course being changed to meet the needs of the proposed program.

c.   Describe any subspecialties that may be offered in the program, and indicate how they differ from each other.

2.   Program Justification

a.   Explain how the proposed program relates to and differs from existing programs at Northern. This should include a discussion of the impact which the proposed program might have on similar or related programs in the university. Describe any ongoing activities at Northern that would provide a base of support for the proposed program.

b.   Indicate the projected enrollment in the program, the probable course of students (e.g. transfers from existing programs or en-

rollment of new students, and the projected number of graduates for the next five years.

c. Describe the specific contributions the program will make toward meeting manpower requirements and other social and economic needs of the state, region, and nation. Include provisions for job upgrade and other continuing education aspects of the program for people already employed in the field. What research and service components will be required to aid in meeting these needs?

d. Describe how the proposed program relates to other graduate or professional programs in the state and to the total education system of the state. Justify any duplication of programs. Discuss the impact the proposed program will have on other similar or related programs in the state. Indicate how, and with whom, impact on other programs has been investigated and re-solved.

e. Discuss the desirability and possibility of cooperation among two or more institutions in sponsoring this program.

f. List similar programs offered in states contiguous to Kentucky and comment on significant differences between these and the proposed program.

g. When a portion of a program is provided in affiliated institutions or agencies, indicate the linkages to be developed. Include copies of letters written in support of affiliative agreements.

3. Program Quality and Resource Requirements

a. Describe the policies and procedures for selecting students and establishing degree requirements for the proposed program. Indicate any special requirements for subspecialties in the

program. List courses presently being offered that will be used to meet requirements of the proposed program, and list new courses to be added, indicating any of those courses likely to be used as service courses for other programs.* (Include both didactic and clinical/field educational experience).

b. Submit by means of curricula vitae (Attachment 1) the qualifications of faculty members to launch the program. Indicate which faculty members will participate in specific subspecialty areas. If additional faculty will be required immediately or in the next five years, indicate the number and specific qualifications of such new faculty members.* (Include both didactic and clinical/field faculty members).

c. Describe the physical facilities assigned to this program, including an evaluation of the adequacy of classrooms, laboratories, teaching and research equipment, and office. If this facility assignment is tentative, describe alternative arrangements available to support this program. If no existing facility is acceptable, specify any remodeling, new facilities, or new equipment required immediately or in the next five years. Include a statement of review by the facilities management, physical plant, or other appropriate facilities administrator expressing concurrence with the above description.

d. Describe both on-campus and off-campus resources necessary to the fulfillment of the clinical and/or experiential components of student training positions.

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*Applies only to health science education proposals.

      e.   Describe the library support available to meet the needs of the proposed program. Include a statement by the librarian concerning the proposed program and library resources.

      f.   Indicate the basic achievements necessary to meet requirements for professional certification or accreditation of the program, if applicable. Will the institution seek such certification or accreditation? If yes, indicate the approximate date. If no, explain why.

    4.   Program Costs

      a.   Project the estimated expenditures and sources of revenue for the proposed program over the next five years by completing Attachment 2.

      b.   Provide an explanation of items in Attachment 2 as necessary.

B.   Flow Chart - See Attachment 3

C.   Form Required

Prior to submitting the completed proposal, the originator should include a brief memorandum of introduction summarizing the program and its purposes. He/She should then attach an "Approval Form for a New Degree Program/Minor or Change/Deletion of a Program" (Attachment 4). Once these two items are completed, the proposal should be dispatched according to the flow chart.

II.   Program Changes

A.   Changes in a program should be initiated by means of a memorandum clearly stating the proposed change or changes. Justifications for the changes should be presented so as to leave no doubt of their value to the program. The memorandum should also address any additional requirements such as facilities, faculty, equipment, library holdings, etc.

Any proposed new courses, course changes, and/or course deletions should be submitted on appropriate forms.

B.   Flow Chart - See Attachment 5

C.   Form Required

Once the originator has completed the required memorandu, he/she should attach an "Approval Form for a New Degree Program/Minor or Change/ Deletion of a Program" (Attachment 4). This material should then be routed according to the flow chart.

III.   Program Deletion

A.   If a department wishes to delete a program, a memorandum justifying this action should be submitted. It should provide evidence to show that the program is no longer needed, that the department can no longer afford to offer the program, or any other reason(s) justifying discontinuance of the program. The memorandum should also address the question of how students currently enrolled in the program will be handled. Any course(s) to be deleted should be submitted on the appropriate form.

B.   Flow Chart - See Attachment 3

A request for a program deletion should follow the same route as that followed by a new degree program or minor.

C.   Form Required

Once the originator has completed the required memorandum, he/she should attach an "Approval Form for a New Degree Program/Minor or Change/Deletion of a Program" (Attachment 1). This material should then be routed according to the flow chart.

IV.   Transdisciplinary or Experimental Program

A.   Proposal Format

Department faculties wishing to initiate a transdisciplinary or experimental

program should follow the proposal format presented in Section II, I.A. of this manual.

B.   Flow Charts - See Attachment 6 -- Transdisciplinary

See Attachment 7 -- Experimental

C.   Form Required

Prior to submitting the completed proposal, the originator(s) should include a brief memorandum of introduction summarizing the program and its purposes. He/She should then attach an "Approval Form for a New Degree Program/Minor or Change/Deletion of a Program" (Attachment 4). Indicate in Item 3 whether the program is transdisciplinary or experimental. Once the memorandum and approval form are completed, the proposal should be dispatched according to the appropriate flow chart. If the proposal is for an experimental program, the chairperson of the Experimental Programs Advisory Committee will sign in the space provided for the chairperson of the College Curriculum Committee.

V.   Certificate Program (Credit Earning Courses)

A.   Proposal Format

A departmental faculty desiring to establish a Certificate Program should indicate such by means of a memorandum to the Dean of Community Research and Services. The memorandum should provide a description of the proposed program, its objectives, and a statement and/or data substantiating a need. Discuss also the facilities and other resources required and how the quality of the program is to be assured.

B.   Flow Chart - See Attachment 8

C.   Form Required

The "Approval Form for a New Degree Program/Minor or Change/Deletion of a Program" (Attachment 4) will be used for Certificate Programs.

The proposer should indicate in Item 3 that the proposal is for a Certificate Program. Signatures will be required only as indicated in the flow chart. The Dean of Community Research and Services will sign in the space provided for the College Curriculum Committee.

SECTION III -- COURSES

I. New Course

    A.   Form Required

    The "Catalog Information - New Course Form" (Attachment 9) will be used to request the approval of a new course. This form (dated 1/83) replaces all previous forms.

    B.   Flow Chart - See Attachment 10

    C.   Explanation of New Court Form

    Most parts of the form are self-explanatory. However, there are some new features that might require some explanation. These are as follows:

    1.   Item 1 of the New Course Form pertains to Catalog Information. This information is to be presented as directed in "Instructions for Preparation of Course Entries for the NKU Catalog" (Attachment 11). Once this information is complete, the University Editor will check it for adherence to instructions. If the description is not correctly presented, he/she will return it to the proposer for corrections. If the description is correct, he/she will sign the form in the appropriate place and send it to the Director of the Library as indicated in the flow chart.

    2.   Item 6 eliminates the need for the separate library form we have had in the past. It provides a space for the Department Chairperson and the Director of the Library to sign attesting to the status of appropriate library resources.

    3.   Item 7 provides a place for the original proposer to sign once he/she has completed the form and is ready to send it through the curriculum approval process.

    4.   Item 9 provides space for the University Editor to date and sign the

form indicating that the newly approved course has been entered into the NKU Curriculum Databank.

II. Course Change or Deletion

A. Form Required

The "Catalog Information - Course Change Form" (Attachment 12) will be used to request course changes or course deletions. This form replaces all other forms dealing with course changes.

B. Flow Chart - See Attachment 5

C. Explanation of Course Change Form

As with the New Course Form, most parts of this form are self-explanatory. However, the following explanations for some of the features seem appropriate:

1. Item 2 provides spaces to indicate the type of change to be made.

2. Item 3 is for proposed catalog information, which is to be presented as directed in "Instructions for Preparation of Course Entries for the NKU Catalog" (Attachment 11). As with a new course, this information will then be checked by the University Editor. If it is not correctly presented, he/she will return it to the proposer. If everything is as it should be, he/she will send the form to the appropriate dean.

3. Item 7 provides space for the University Editor to date and sign the form, indicating that the change has been entered into the NKU Curriculum Databank.

III. Experimental Course

A. Form Required

In order to standardize the information provided, the "Catalog Information - New Course Form" (Attachment 9) will be used to submit a proposal for an experimental course.

B.   Flow Chart - See Attachment 13.

C.   Explanation of New Course Form

Please refer back to paragraph I.C. of this section for an explanation of
how the New Course Form is to be used. Since we are dealing with an
experimental course, the signatures of only the original proposer, depart-
ment chairperson, and provost will be necessary in Item 7. The chair
of the Experimental Programs Advisory Committee will sign in the space
provided for the dean. Item 9 should be delted.

D.   Although the University Curriculum Committee plays no roles in the
approval of experimental courses, it will be informed by memorandum
to its chairman of those courses which have been approved.

SECTION IV -- ATTACHMENTS

FACULTY VITA

(Sample Format)

Name: Rank:

Date appointed to faculty: Graduate Faculty:

Institution awarding advanced degrees and dates:

Identify your subspecialty within the discipline:

National honors and awards:

<u>Description</u>   <u>Date</u>

Grants received in the last five years:

<u>Description</u>   <u>Sponsoring Agency</u>   <u>Date</u>

Discipline-oriented public service activities:

<u>Description</u>   <u>Date Completed</u>

Bibliography of major publications and scholarly achievements/creative activities for the last five years:

NET[a] INCREASES REQUIRED FOR NEW ACADEMIC PROGRAMS

INSTITUTION_____ PROGRAM_____

	1st Year (Start-up Costs)		2nd Year		3rd Year		4th Year		5th Year	
	HEADCOUNT	FTE[c]	HEADCOUNT	FTE[c]	HEADCOUNT	FTE[c]	HEADCOUNT	FTE[c]	HEADCOUNT	FTE[c]
I. Students & Instructional Faculty:										
A. Enrollment										
B. Instructional Faculty										

	FUNDS	FTE	FUNDS	FTE	FUNDS	FTE	FUNDS	FTE	FUNDS	FTE[c]
II. Operational Requirements										
A. Primary Programs (Instruction, Research, Public Service)										
1. Personal Services										
2. Operating Expenses										
3. Capital Equipment										
Subtotal										
B. Support Programs[b]										
1. Personal Services										
2. Operating Expenses										
3. Capital Equipment										
Subtotal										
C. Total										

	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
III. Sources of Operational Revenue										
A. Unrestricted: State Approp.										
Other										
Subtotal										
B. Restricted: Federal										
Other										
Subtotal										
Total										

	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
IV. Capital Construction					
Land					
Buildings					
Facilities					
Total					

NOTES:
a. "Net" refers to additional funding required for the program. It recognizes that the program may be able to draw upon undercommitted capacity in existing programs. Also if the proposed program is to be funded by shifting resources from other institutional programs, it should be reported by the institution.

b. While support programs are listed as a single category, the type support programs involved should be separately described in broad terms.

c. FTE - Full-time equivalent. Use standard definition for enrollment. Use institution definition for personnel.

CURRICULUM APPROVAL PROCESS FOR A NEW DEGREE PROGRAM AND/OR MINOR

Council on Higher Education

Board of Regents

President

Provost

Faculty Senate

University Curriculum Committee

Courses Numbered 500-599

Graduate Council

Undergraduate Programs (Courses Numbered 599 and Below)

Graduate Programs (Courses Numbered 600 and above)

Dean

College Curriculum Committee

Department

Originator of Proposal
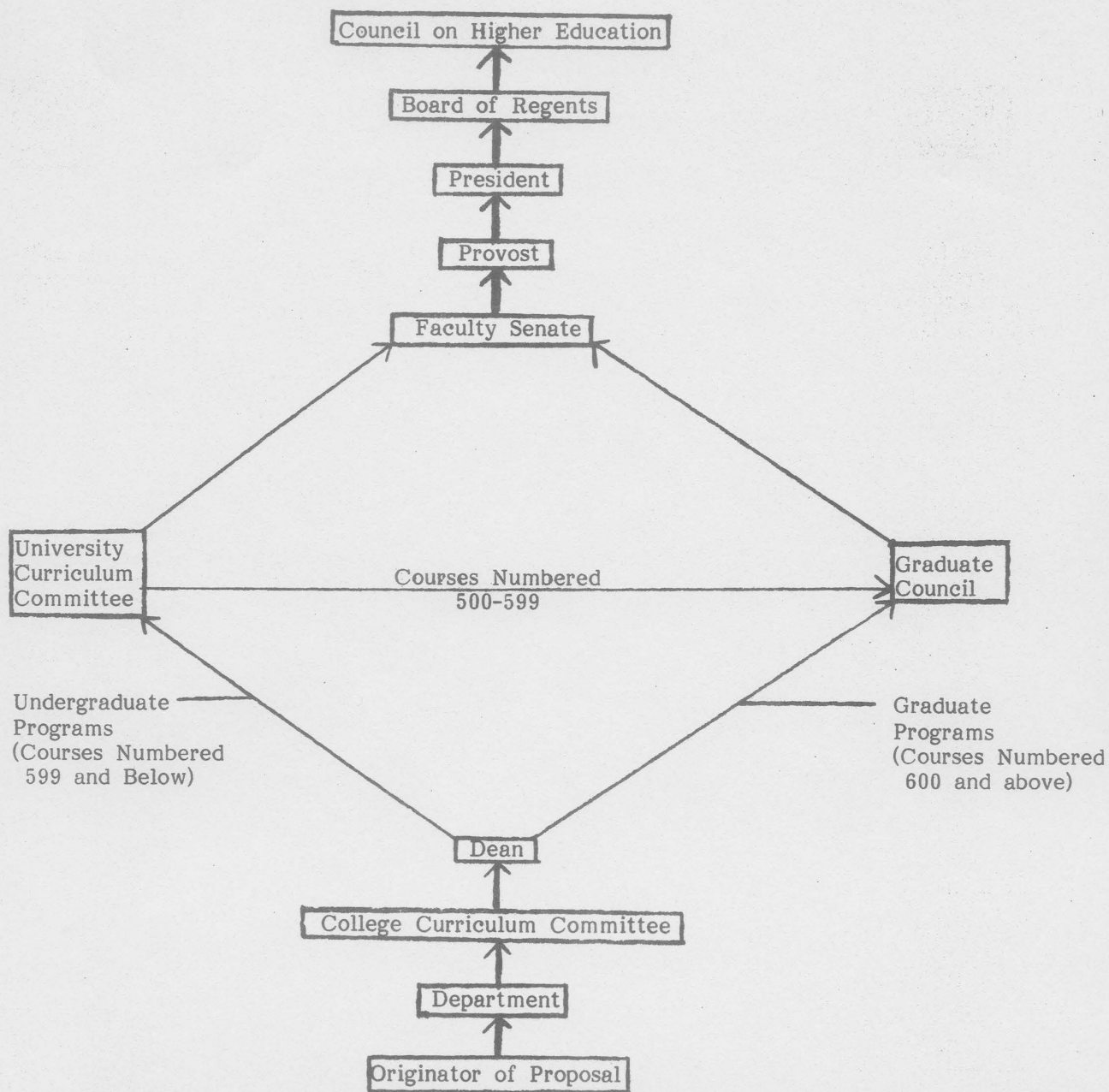
APPROVAL FORM FOR A NEW DEGREE PROGRAM/MINOR OR CHANGE/DELETION OF A PROGRAM

1. Department Submitting Proposal: _____

2. Action Proposed: (a) ___New Degree Program   (b) ___New Minor

                   (b) ___Program Change   (d) ___Program Deletion

3. Title of Proposed New Degree/Minor or Program to be Changed or Deleted: _____

_____

4. Proposed Date of Initiation (Semester and Year): _____

5. Originator(s) of Proposal: _____

Approvals

Departmental Curriculum   ___Approved ___Disapproved _____
Committee   Chairperson   Date

Departmental Chairperson   ___Approved ___Disapproved _____
                                           Chairperson   Date

College Curriculum   ___Approved ___Disapproved _____
Committee   Chairperson   Date

Dean   ___Approved ___Disapproved _____
                                           Dean   Date

University Curriculum   ___Approved ___Disapproved _____
Committee   Chairperson   Date

Graduate Council   ___Approved ___Disapproved _____
(if appropriate)   Chairperson   Date

Faculty Senate   ___Approved ___Disapproved _____
                                         President   Date

Provost   ___Approved ___Disapproved _____
                                         Provost   Date

President   ___Approved ___Disapproved _____
(if appropriate)   President   Date

Board of Regents   ___Approved ___Disapproved _____
(if appropriate)   Chairperson   Date

Distribution: Department Chair, Dean, U.C.C. Chair, Graduate Council Chair (if appropriate)
                    Provost, Registrar, University Editor

CURRICULUM APPROVAL PROCESS FOR A COURSE CHANGE/DELETION OR A PROGRAM CHANGE
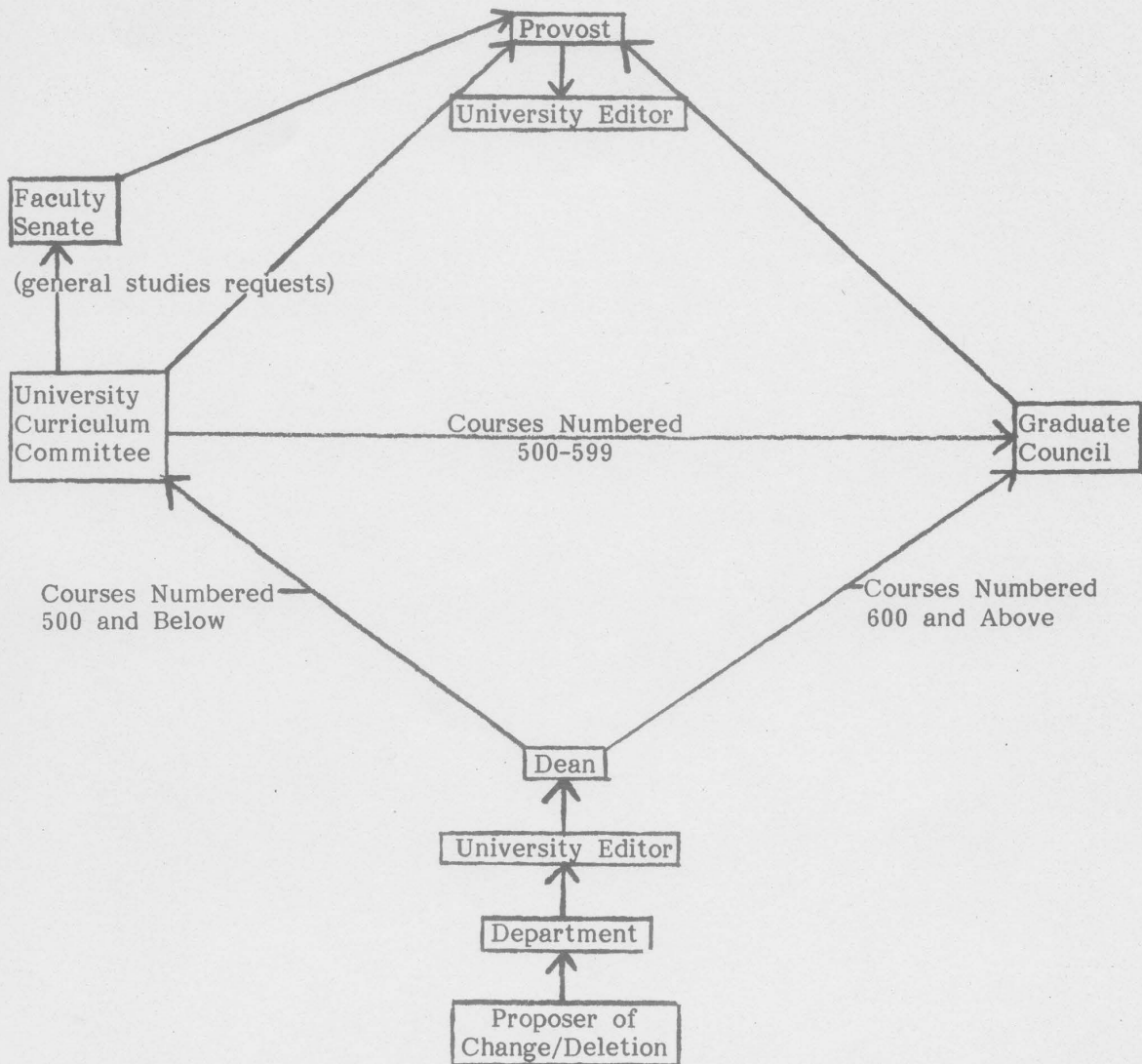
CURRICULUM APPROVAL PROCESS FOR A TRANSDISCIPLINARY PROGRAM,

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                    ┌─────────────────┐
                    │ Board of Regents│
                    └─────────────────┘
                             ▲
                       ┌───────────┐
                       │ President │
                       └───────────┘
                             ▲
                        ┌─────────┐
                        │ Provost │
                        └─────────┘
                             ▲
                     ┌───────────────┐
                     │ Faculty Senate│
                     └───────────────┘
                      ▲             ▲
        ┌────────────┐               ┌──────────┐
        │ University │               │ Graduate │
        │ Curriculum │               │ Council  │
        │ Committee  │               └──────────┘
        └────────────┘
                ▲                        ▲

                      ┌─────────┐
                      │ Dean(s) │
                      └─────────┘
                           ▲
          ┌─────────────────────────────────┐
          │ College Curriculum Committee(s)  │
          └─────────────────────────────────┘
                           ▲
                   ┌───────────────┐
                   │ Department(s) │
                   └───────────────┘
```
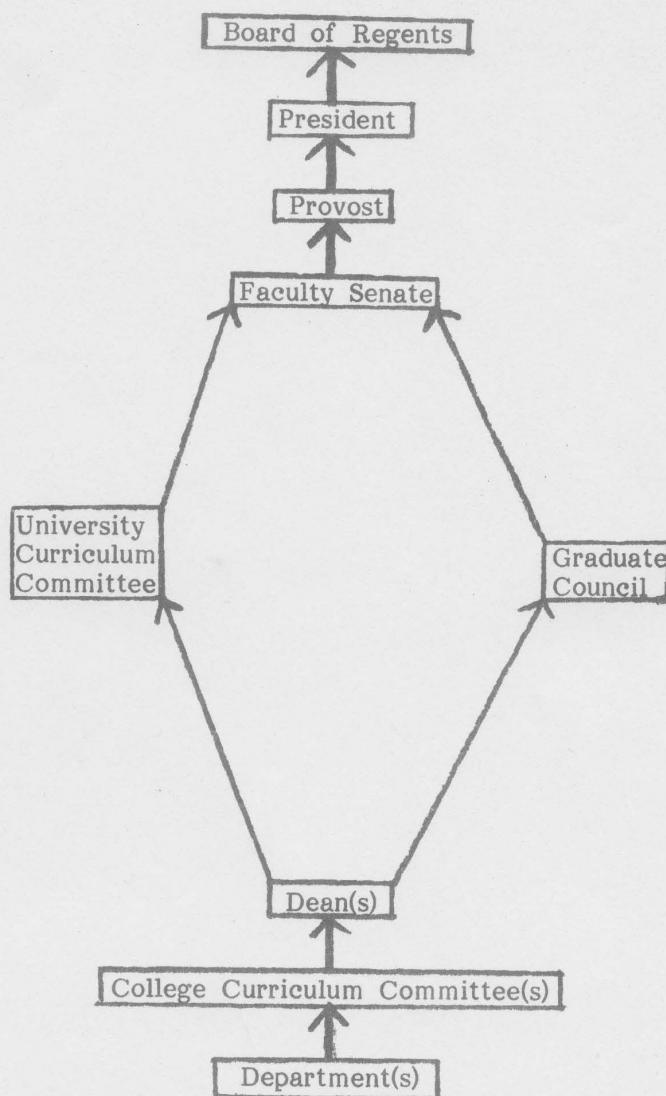
CURRICULUM APPROVAL PROCESS FOR AN EXPERIMENTAL PROGRAM
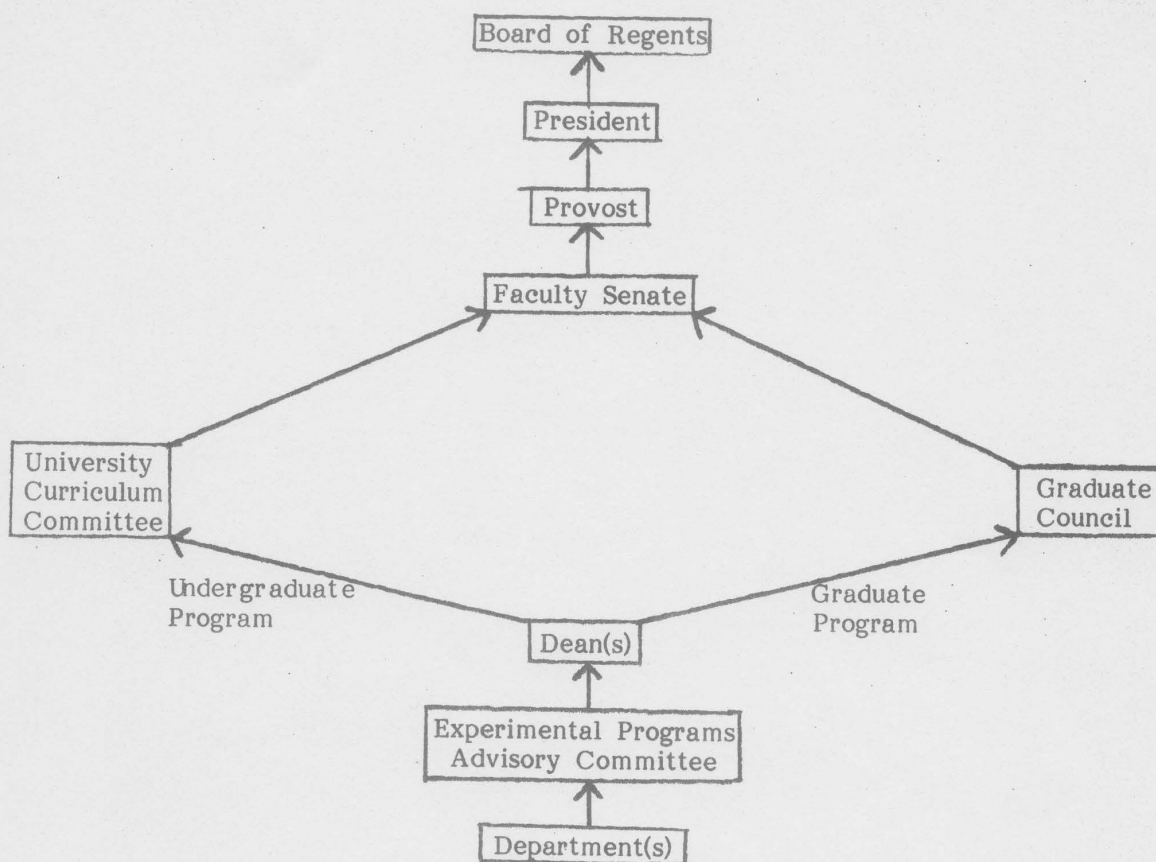
CURRICULUM APPROVAL PROCESS FOR A CERTIFICATE PROGRAM

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                        ┌─────────┐
                        │ Provost │
                        └─────────┘
                             ▲
                             │              info.
  ┌──────────────────────────────────────┐  only    ┌──────────────────┐
  │  University Curriculum Committee      │─────────▶│  Faculty Senate  │
  └──────────────────────────────────────┘          │     and/or       │
                             ▲                       │ Graduate Council │
                             │                       └──────────────────┘
  ┌──────────────────────────────────────┐
  │      Deans of Arts & Sciences         │
  │      or Professional Studies          │
  └──────────────────────────────────────┘
                             ▲
                             │              info.
                 ┌─────────────────┐       only      ┌────────────────────────┐
                 │     Faculty     │────────────────▶│  Appropriate College   │
                 └─────────────────┘                 │ Curriculum Committee   │
                             ▲                        └────────────────────────┘
                 ┌─────────────────────────┐
                 │   Dean of Community     │
                 │  Research and Services  │
                 └─────────────────────────┘
```
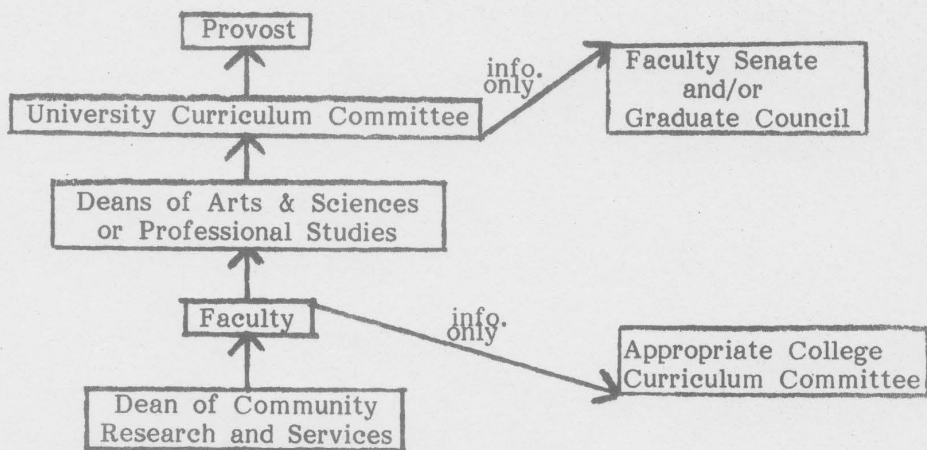
CATALOG INFORMATION - NEW COURSE FORM

DISCIPLINE _____   NUMBER _____

1. CATALOG INFORMATION: (To be exactly as it is to appear in catalog, double spaced, complete, etc.; limit course description to 50 words) _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____   _____
                                            University Editor Signature

2. JUSTIFICATION: (Course outline must be attached if appropriate) _____

   _____

   _____

   _____

   _____

   _____

3. ADDITIONAL RESOURCES REQUIRED: _____

   _____

   _____

4. The proposed course is a(n): (Check where appropriate) University Honors _____

   General Studies _____   Free Elective _____   Major/Minor Requirement _____

   Non-Western General Studies Course _____   Departmental/Program Honors _____

5. The department would like instruction of this course to begin in the following academic

   semester: Fall _____   Spring _____   Summer _____

(1/83)

6. LIBRARY RESOURCES

  A. <u>To be filled out by academic department:</u> Are library resources excellent, adequate, or poor? _____

    Will additional funds be required to purchase library materials for this course?

    Yes _____   No _____   _____
                                       Department Chairperson Signature

  B. <u>To be filled out by library:</u> Status of library resources for the proposed course

    (Check appropriate line)

Books:	Excellent ____	Adequate ____	Poor ____
Periodicals:	Excellent ____	Adequate ____	Poor ____
Documents:	Excellent ____	Adequate ____	Poor ____

                                       _____
                                       Library Director Signature

7. SIGNATURES   DATE RECEIVED   DATE APPROVED

  Original Proposer _____ _____ _____

  Department Chair _____ _____ _____

  College Curriculum
  Committee Chair _____ _____ _____

  Dean _____ _____ _____

  University Curriculum
  Committee Chair _____ _____ _____

  Graduate Council Chair _____ _____ _____

  Faculty Senate Rep. _____ _____ _____

  Provost _____ _____ _____

8. NUMBER OF COPIES OF THIS FORM REQUIRED FOR A COURSE WHOSE NUMBER LIES BETWEEN:
          090 thru 499 is 25 —— 500 thru 599 is 42 ——— 600 thru 699 is 27

9. DATE ENTERED INTO NKU CURRICULUM DATABANK: _____
                                              Date
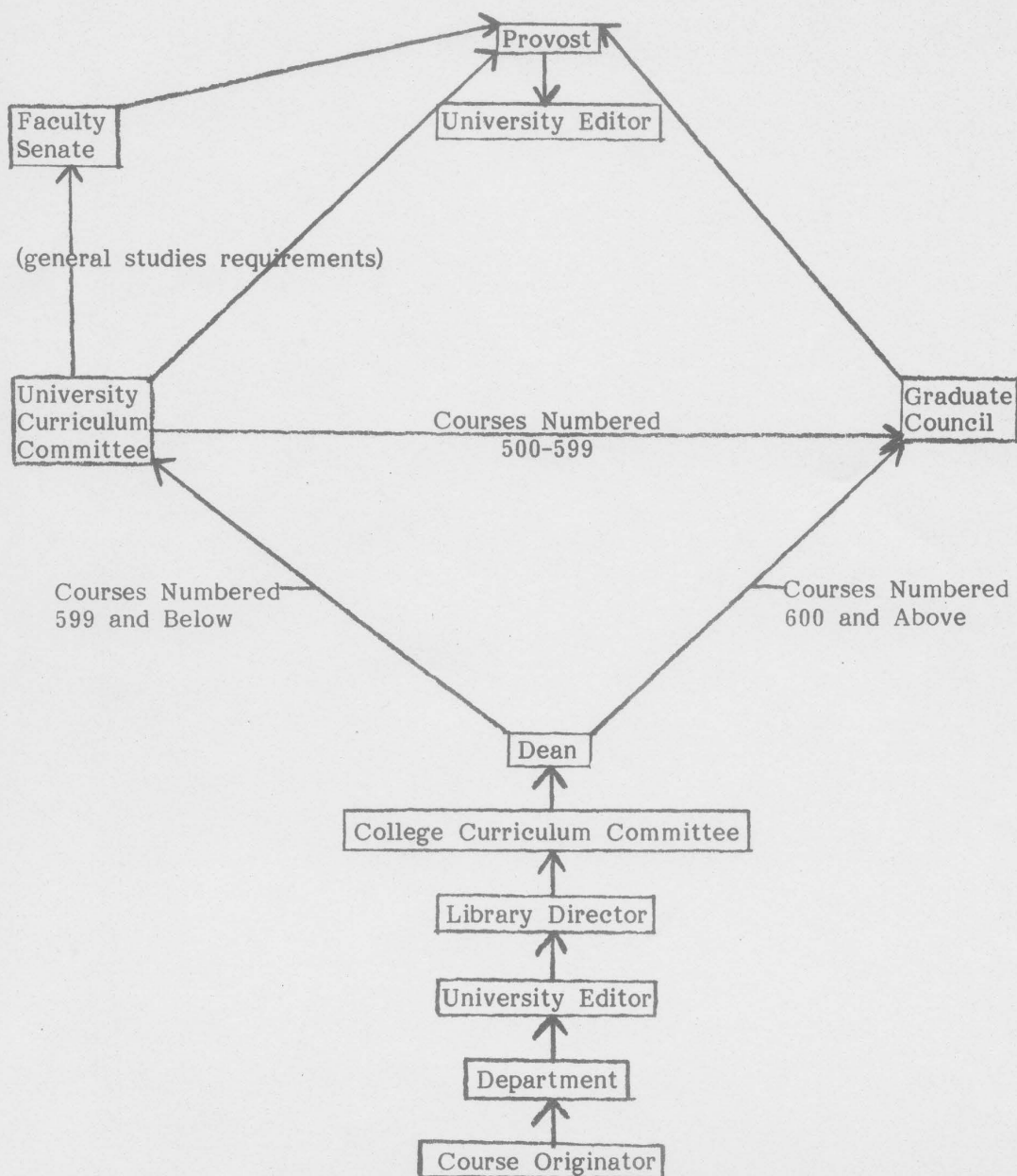
                                              _____
                                              University Editor Signature

10. DISTRIBUTION: Registrar, Department Chair, Dean, Provost, University Curriculum Committee Chair, and University Editor
                                                        (1/83)

CURRICULUM APPROVAL PROCESS FOR A NEW COURSE

Provost

University Editor

Faculty
Senate

(general studies requirements)

University
Curriculum
Committee

Courses Numbered
500-599

Graduate
Council

Courses Numbered
599 and Below

Courses Numbered
600 and Above

Dean

College Curriculum Committee

Library Director

University Editor

Department

Course Originator

Instructions for Preparation of Course Entries for the NKU Catalog

Course entries in the NKU Catalog show the following sections, which appear in the order below.

DISCIPLINE ABBREVIATION, e.g., ENG (all caps). Followed by one space.

COURSE NUMBER, e.g., 317. Followed by two spaces.

COURSE TITLE, e.g., Introduction to Aural Skills (caps and lower case). Followed by two
          spaces.

CREDIT VALUE, e.g., (3,0,3). In parentheses, the numbers separated by commas, not by
          spaces. The first number indicates the number of lecture hours per week; the
          second, the number of lab hours; and the third, the number of semester hours
          of credit. If this three-number format is not applicable to a certain course
          (and it will be applicable to most NKU courses), use a statement like this:
          (3 sem. hrs.). Followed by two spaces.

COURSE DESCRIPTION. Course content. Sections separated by semi-colons. No complete
          sentences here. Avoid statements such as "emphasis on" (that a particular topic
          is emphasized in a course is indicated by the name of that topic being included
          in the course description). After the description, additional information about
          the course may be included, e.g., "May be repeated for credit when topics vary,"
          "Three weeks in field during intersession," etc. (Each such statement ends with
          a period.) Followed by two spaces.

COURSE SCHEDULING. If possible, indicate when the course is offered, e.g., "Fall-offered
          every fall semester, "Spring, even-numbered years," etc. Followed by two spaces.

FORMERLY (if applicable), e.g., "Formerly BIO 211." If a discipline abbreviation or a
          course number has been changed since the previous edition of the Catalog, so
          indicate here. Such a statement should remain in the Catalog for only one
          edition. Followed by two spaces.

PREREQ, e.g., "PREREQ: ENG 205.) A clear indication of prerequisites for the course.
          If no prerequisites are given, the user of the Catalog will logically assume that
          the course has none. "PREREQ" should be all caps and should be followed by a
          colon and one space. In indication of PREREQ never use a course number by
          itself (i.e., without the discipline abbreviation) unless the number follows, and
          is connected by a hyphen to, another number, e.g., "BIO 150-151." If consent
          of the instructor is required for a course, use "consent of instructor" as the
          last (or only) item in the PREREQ, e.g., "PREREQ: BIO 302 or consent of
          instructor" or "PREREQ: consent of instructor." Followed by two spaces.

COREQ, e.g., COREQ: RTF 100." A clear indication of corequisites for the course.
          "COREQ" should be all caps and should be followed by a colon and one space.
          Follow further directions as given under PREREQ.

CATALOG INFORMATION - COURSE CHANGE FORM

1. CURRENT CATALOG INFORMATION _____

   _____

   _____

   _____

   _____

   _____

   _____

2. PROPOSED COURSE CHANGE(S) INCLUDE(S):

   1) Number _____   4) Prerequisite/Corequisite _____ (circle one)

   2) Title _____   5) Description _____ 7) Deletion of this course _____

   3) Honors _____   6) Designator _____

   Note: Course Change: Any two of the first five
          New Course: three or more of the first five

3. PROPOSED CATALOG INFORMATION: (To be <u>exactly</u> as it is to appear in catalog,

   double-spaced, complete, etc.; limit course description to 50 words) _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____   University Editor Signature

4. JUSTIFICATION: _____

   _____

   _____

   _____

5.   SIGNATURE   DATE RECEIVED   DATE APPROVED

Original Proposer_____ _____   _____

Department Chair _____ _____   _____

Dean _____ _____   _____

University Curriculum
Committee Chairperson _____   _____   _____

Graduate Council Chair _____   _____   _____

Provost _____   _____   _____

6.   NUMBER OF COPIES OF THIS FORM REQUIRED FOR A COURSE WHOSE NUMBER
     LIES BETWEEN:
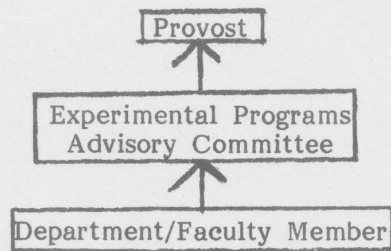   090 thru 499 is 22 --- 500 thru 599 is 39 --- 600 thru 699 is 17

7.   DATE ENTERED INTO NKU CURRICULUM DATABANK: _____
                                                 Date

                                                 _____
                                                 University Editor Signature

8.   DISTRIBUTION: Registrar, Department Chair, Dean, Provost, University Curriculum
     Committee Chair, and University Editor.

CURRICULUM APPROVAL PROCESS FOR AN EXPERIMENTAL COURSE

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                    ┌──────────┐
                    │ Provost  │
                    └──────────┘
                          ▲
                          │
        ┌─────────────────────────────────┐
        │   Experimental Programs         │
        │   Advisory Committee            │
        └─────────────────────────────────┘
                          ▲
                          │
    ┌─────────────────────────────────────┐
    │  Department/Faculty Member           │
    └─────────────────────────────────────┘
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BY-LAWS OF THE UNIVERSITY CURRICULUM COMMITTEE

Northern Kentucky University

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 subcommittee 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.

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 chairperson 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.

   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.

   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.

   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 Subcommittees: This subcommittee will have five members (three from the A/S subcommittee, two from the PS 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.

Adopted by the University Curriculum Committee
September 2, 1982.

Approved by the Faculty Senate
January 24, 1983