

MEMORANDUM

To: All Faculty
From: Janet Miller, Secretary of the Senate
Date: April 6, 1979
Re: FACULTY SENATE MEETING

The next Faculty Senate meeting will be held Monday, April 16, 1979
in University Center, Room 108 at 3:00 p.m.

AGENDA

- I. President's Report
- II. Old Business
- III. Committee Reports
 - A. Budget
Status Report
 - B. Curriculum
 1. New Courses
Biology
Theater
 2. Course Changes
Biology
Anthropology
Philosophy
 3. Honors Program
 - C. Faculty Benefits
 1. Recommended changes in sick leave policies
 2. Status of Faculty Educational Expansion Grant
 - D. Professional Concerns
Status Report
- IV. New Business

Faculty Senate Agenda Appendix - April, 1979

The following resolution was passed by Student Government on 5 March, 1979:

A Resolution Relating to student-faculty communications and a "Student-Faculty Consortium," i.e. a committee consisting of five (5) Student Government representatives including the Student Government vice-president, and five (5) Faculty Senate representatives including the Faculty Senate vice-president. This consortium is to be CO-CHAIRLED by the two representative bodies' vice-presidents, as it is to be a counsel based on a need for development of student-faculty communications and representative relations, not organizational procedures and doctrines. (No constitution, by-laws, or parliamentary procedure shall be instituted).

Whereas; there is a definite need for more communications between the organizations of Northern Kentucky University.

Whereas; Student Government and the Faculty Senate are the two most developed and most influential bodies on campus.

And Whereas; It has been advised by Dr. Albright, the president of this university: that Student Government and the Faculty Senate work together in forming and developing a "University Senate," and this "University Senate" could be a major issue addressed by this proposed consortium.

And Whereas: The Faculty Senate has a veto power over curriculum, and Student Government is a representative body of the students and should be concerned with curriculum.

And Whereas; Student Government derives its authority directly from the various disciplines of students on campus and the Faculty Senate has a major objective of preparing and educating these students.

Be it Therefore Resolved: We the Representative Assembly of the Student Government of Northern Kentucky University initiate movement to assemble this basic informal consortium.

MINUTES OF THE FACULTY SENATE

April 16, 1979

Senators Present:

B. Oliver	B. Dickens
J. Miller	G. Mulligan-Nichols
J. Fouché	K. Belme
S. Neely	D. Kelm
L. Sutherland	R. Singh
F. Stealy	T. McNally
M. Clark	J. Hopgood
T. Cate	J. Bushee
J. McKenney	J. Williams
J. Johnson	A. Miller

President A. Miller called the meeting to order. He requested a change in the agenda. He wished to add President Albright's Request for Senate and Faculty Work on Selected University Matters and F. Stealy's report on the Distinguished Teacher Award under

PRESIDENT'S REPORT

Dr. Miller called for another meeting on Monday, April 30, at 3:00 p.m. In addition he has called for a meeting of the new Senate on Wednesday, May 2 for the purpose of organizing.

J. Fouché moved that the Senate commend Mike Klembara and the Teacher Effectiveness Task Force for the fine work their did with a Teacher Effectiveness Workshop. T. Cate seconded the motion. Motion passed.

Dr. Miller reported on a meeting with President Albright on the 9th of April when the problem of changes in pay periods was resolved. Dr. Albright reported that the faculty members who had previously been notified by registered mail about changes in their pay periods, will now be sent letters stating that there will be no changes.

The At-large Senators election was completed with the following results:

Basic Disciplines: B. Vitz, D. Pearce, D. Brett, J. Wiewahnar and D. Kelm
Human Services: J. Miller, C. Widner, T. Cate
Law: D. Elder

The election committee, chaired by C. Futhay and made up of E. Wheeler, B. Holloway and J. Williams, was commended for their work.

Dr. Miller asked the senators present to elect three faculty members whose names will be submitted to the president as potential members of the search committee for the dean of the law school. The Law Faculty has already selected a faculty member to serve on the committee. The following were nominated: B. Lilly by J. Hopgood and S. Neely; S. Boyd by L. Sutherland; F. Stallings by T. McNally; M. Osbourne by T. McNally; E. Rapps; and D. O'Keefe by R. Singh. J. Williams moved that nominations be closed. J. Fouché seconded the motion. Each senator was instructed to vote for three candidates. During the process of electing the three candidates F. Stealy questioned the propriety of the entire faculty being involved in the selection of a dean of the Law School. J. Fouché called attention to past policy statements of the Regents regarding the role of the law school with the entire university, and supported the university wide search committee. The election resulted in a tie for third place. B. Oliver moved to forward the names of the top two to the president. F. Stealy seconded the motion. Motion passed.

Dr. Miller discussed the background of a resolution regarding cooperative efforts with student government, proposed by the Executive Committee. J. Miller introduced the following resolution: "The Executive Committee recommends the establishment of an Ad Hoc Committee made up of the vice-president, who will be chairman, and four other of the Senators, to work with a committee from the Student Government to explore mutual concerns and bring about more effective communication between faculty and students." J. Fouche' moved to accept the resolution. J. Hopgood seconded the motion. In the discussion which followed, T. McNally questioned the wisdom of taking a step which might lead to the establishment of a university senate, without careful thought. J. Williams called attention to the careful wording of the resolution. T. Cate suggested that any committee formed as a result of this resolution, ought to include J. Claypool. B. Dickens asked about the items which might be discussed in such a committee, and T. McNally noted that there were certainly, several issues which are of mutual concern. B. Oliver called for the question. Resolution passed.

President Miller reported that the election committee for the faculty regent, chaired by Peter Moore, has studied the statutes of the state, and have developed a set of guidelines. The election committee recommended the following, pursuant to K.R.S. 164.320:

Eligibility to vote: All faculty members of Northern Kentucky University of the rank of assistant professor or above are eligible to vote in the election of the Faculty Regent.

Eligibility to run: All teaching or research faculty members of Northern Kentucky University of the rank of assistant professor or above (but not serving the University in a primarily administrative capacity at the level of chairperson or above) shall be eligible to run. The eligibility of faculty members serving as directors, coordinators, or in other non-teaching capacities shall be determined on a case-by-case basis by an election committee established by the Faculty Senate for this purpose.

L. Sutherland moved that the Senate accept the resolution. J. Hopgood seconded the motion. In the discussion which followed several concerns were expressed. B. Oliver questioned the last sentence of the resolution, and suggested defining more specifically who was eligible and who was not eligible. F. Stealy noted that K.R.S. says all faculty, assistant professors and above are eligible. L. Sutherland asked about the eligibility of non-residents. This issue is not addressed in the statutes. J. Fouche' noted that K.R.S. seems to be more strict on eligibility to run as opposed to eligibility to vote. The difference between certain non-teaching positions and chairpersons was discussed. K. Beirne suggested that the Senate needs to put in more particular guidelines. T. McNally questioned the need to have any guidelines at all regarding eligibility to run. B. Oliver suggested either strengthening the guidelines or having none at all. Further discussion by Cate, Hopgood, Stealy, A. Miller, Beirne, McNally and Dickens centered on the need to either define more specifically the meaning of faculty and the meaning of "teaching and research faculty" as stated in the statutes. F. Stealy moved that the guidelines on eligibility to run be amended to read as follows: "All teaching or research faculty members of Northern Kentucky University of the rank of assistant professor or above shall be eligible to run." Motion was seconded by J. Williams. Motion passed with three abstentions. The amended guidelines were passed with one abstention. President Miller asked the secretary to read the procedures for the election as adopted by the Executive Committee. In the event the first ballot does not result in a clear majority, the field will be reduced to the top three. If the top two encompass 2/3 of the votes cast, only the top two will be included in the second ballot. Each candidate will be asked to submit a position paper of approximately 150 words.

President Miller discussed a letter which he had received from Dr. Albright regarding "Request for Senate and faculty work on selected University matters." He asked the secretary to distribute copies of the recommendations from the Executive Committee regarding the issues raised by Dr. Albright. The Executive Committee voted to recommend establishing four ad hoc committees to study the issues of (1) evaluations and rewards, (2) enrollment, (3) development and review of programs, and (4) statement of professional ethics. In addition they voted to refer the issue of general policy development to the existing committee on university governance. K. Beirne questioned the establishment of ad hoc committees and suggested that the issues all be referred to standing committees. T. McNally expressed concern about the amount of time spent in Senate meetings discussing the work of the various committees and the role of the committees in regard to the Senate. Dr. Miller explained that the various committees should call in special persons to testify regarding the issues. McNally expressed support for the referral of the issues identified to the standing committees. J. Miller noted the need to begin some of the work right away. B. Dickens questioned the probability of having duplication of work among the standing committees and any ad hoc committees. Other points of view included the belief that guidelines for studying the issues ought to be established, concern about the responsibility of others in the university to take the initiative to study the issues, the role of any ad hoc committees established and the involvement of others from various areas of the institution, concern about the image of the Senate, the unrealistic time frame suggested in the letter, and additional suggestions to send the items to standing committees. F. Steely noted the need to try to streamline committee reports as a way of holding senators at the meetings for the entire meetings. T. Cate suggested sending all the issues to various standing committees, and if they did not feel that they could deal effectively with the issues they could send them back to the Senate for reassignment. F. Steely moved that the Senate send a letter to Dr. Albright at this time noting that "they have received the President's memo, that they appreciate his suggestions regarding important issues, and that they are studying the most effective and helpful ways they can respond to the memo." This was seconded by J. Hopgood. Motion passed. Further discussion of this will be included in the next meeting of the Senate.

F. Steely was called upon to report on the Distinguished Teacher Award. He discussed general procedures for the selection of a distinguished teacher, which will be coordinated by Steve Toner and will involve senior students, alumni and the Foundation. Once this process is underway, previous distinguished professors will no doubt set in on the selection.

OLD BUSINESS

None.

COMMITTEE REPORTS

Budget. R. Singh reported that the budget committee will meet with Dr. Albright and will report on that meeting at the next Senate meeting. The Board of Regents will have approved of the budget by that time.

Professional Concerns. J. Fouche⁹ reported that his committee met with Deans Gray and Kaplan regarding the policy for student withdrawal from classes. As it now stands, the policy seems to be ignored. The committee generally felt the university ought to have a policy and enforce it, or have none. They will have a report on this at the April 30th meeting. T. Cate asked whether the committee

discussed situations where students have no information on their status until the very end. Some professors apparently do not give students much information on their status during the semester. S. Neely questioned the possible continuation of instructor initiated withdrawal. J. McKenney suggested that the committee ought to carefully consider the difference between bad policy and the lack of enforcement. McNally questioned the need to keep attendance records due to the current Student Code. Apparently some professors never take roll. J. Williams suggested any further comments on this issues should be forwarded to the chairman of the committee.

Curriculum. J. Hopgood distributed copies of the various courses which have been approved or changed. B. Dickens expressed concern about course changes which affect majors in other areas, and are made without enough lead time to help the students and advisors make adjustments in the student's program. He suggested that it would help if programs contemplating such changes would consult with other programs who are affected, before the changes are made. Dr. Hopgood also reported that the sub-committee on the honors program are still working on their report, and will have it ready at the next meeting. The report was accepted.

Faculty Benefits. J. Bushee distributed copies of the Library Faculty Reassigned Time, which was placed on the agenda of the Board of Regents before it had been approved by the Faculty Benefits committee or the Faculty Senate. The guidelines were, however, approved by the committee, after the fact, and they recommend Faculty Senate approval at this time. Faculty Project Grants* have been approved. One had some adjustment in budget requested. Dr. Bushee also reported that faculty members paid on a fiscal year will remain on a fiscal year, but that faculty members paid on a Sept. 1 to August 30 pay period will be changed to August 1 to July 31 pay period. New faculty will be able to receive their first checks in August. Bushee further reported that each senator will receive a copy of a proposed change in sick leave for maternity. The normal period of disability will include eight weeks. Additional child-rearing time requests would be possible on a unpaid basis, but with benefits continuing. The report was accepted.

T. McNally moved that the Senate commend J. Bushee and A. Miller for their efforts in getting the original letter regarding pay periods rescinded and in getting this issue resolved. Motion seconded by J. Williams. Motion passed.

Meeting adjourned.

* The following were approved for Faculty Project Grants:

Barry Anderson
Thomas Barone
Patricia Beck
Christopher Boehm
Kevin Booher
James Fouche
Robert Kempton
Robert Lilly
Janet Miller

Darryl Poole
Raymond Richmond
Mary Ellen Ryan
Frank Traina
Robert Wallace
Jerry Warner
William Worley
Thomas Zaniello

April 16, 1979

MEMORANDUM

TO: FACULTY SENATE
FROM: ELECTIONS COMMITTEE FOR THE FACULTY REGENT
RE: ELECTION RULES

The Elections Committee for the Faculty Regent recommends that the Faculty Senate adopt the following guidelines for the election of Faculty Regent, pursuant to K.R.S. 164.320.

Eligibility to vote: All faculty members of Northern Kentucky University of the rank of assistant professor or above are eligible to vote in the election of Faculty Regent.

Eligibility to run: All teaching or research faculty members of Northern Kentucky University of the rank of assistant professor or above (but not serving the University in a primarily administrative capacity at the level of chairperson or above) shall be eligible to run. The eligibility of faculty members serving as directors, coordinators, or in other non-teaching capacities shall be determined on a case-by-case basis by an election committee established by the Faculty Senate for this purpose.

NORTHERN KENTUCKY UNIVERSITY

Office of the President

30 March 1979

MEMORANDUM

TO: Professor Arthur Miller, President
Faculty Senate

REFERENCE: Request for Senate and faculty work on selected University matters

By this memorandum, a request is made that attention and work by faculty members through the Faculty Senate be initiated, or invigorated, on selected policy and procedural matters important to the University and its future. Suggestions from several sources undergird this request. The informal sessions with faculty members arranged by President Miller, the recent meeting with the Senate, the ad hoc discussion groups with whom I have been meeting intermittently over a period of many months, written comments by individual faculty members, and of course the results of analyses and studies; all of these have contributed greatly and emphasize the importance of this request.

Accordingly, you and the Senate are asked to activate, or accelerate, serious consideration of the following major University matters:

POLICY AND PROCEDURE STUDIES

Evaluations and Rewards

In what systematic ways can assessments be made of faculty service in teaching, applied research and community service, and experimentation?

How can the reward system emphasize more strongly these kinds of services?

Assuming advancement can be made, in what ways can the quality of teaching and learning be enhanced in our classrooms?

Attraction and Recognition of Ablest Students

How can more of the ablest students graduating from the area high schools be attracted to Northern?

Through what appropriate means can greater recognition be taken of the capabilities and attainments of our ablest students?

Credentialing Procedures and Mechanisms

What procedures and credentialing mechanisms are needed that recognize appropriately:

- a. Needs of non-traditional learners?
- b. "Laddering" programs with other post-secondary institutions and agencies?
- c. Internships, cooperative education, field experience?

Program Review

By what means, or mechanism, can all programs be reviewed periodically, be it four years or six, according to purpose, justification, effectiveness, cost, and priority?

General Policy Development

By what means do we encourage and increase communication on important University issues, problems, and policies among faculty, students, staff, and administration?

How are involvement and suitable participation to be gained on over-all University policy decisions? What organizational vehicles are suggested?

Professional Ethics

What statement of professional ethics should be considered for inclusion in "Faculty Policies and Procedures"?

Others

The Senate may have additional important matters that command attention. Those, too, should certainly be given appropriate study and included in this request.

-[]-

It is recognized that some of these matters will require more time than others. For example, the one on professional ethics could be concluded within six weeks, or so, inasmuch as reference can be made to writings already available. The one pertaining to attracting and recognizing able students might be completed, or substantially so in outline, by semester's end. All of these should be concluded within a year; that is, by next March 1.

A written report is requested on each topic but the report can be brief. It need not include a description of methodology, an account of group sessions, or bibliography. Concrete recommendations are to be central.

How these matters are tackled is a decision within your province. In all probability, the magnitude of this request and the range of matters will call for involvement of faculty members beyond the membership of the Senate in order to accomplish the work without undue burden. Some topics might conceivably suggest direct student participation.

Any one of the matters can be amplified beyond the questions in this request.

Whenever this Office can be helpful, please let me know. You know of the importance attached to this effort, the confidence in the ability of faculty members to accomplish it, and our desire to be useful in its furtherance.


A. D. Albright

ADA/pr

Executive Committee Response to the Issues Noted
in President Albright's Letter

The Executive Committee recommends the following:

- 1.. To establish an ad hoc committee on Evaluations and Rewards. The charge to this committee will be to develop guidelines and procedures for the systematic assessment of teaching effectiveness. Also to develop guidelines which will assure that teaching excellence is appropriately rewarded.
2. To establish an ad hoc committee on Enrollment, with a special charge to study the issues relating to the attraction and recognition of the ablest students, non-traditional students, credentialing procedures, etc.
3. To establish an ad hoc committee to determine guidelines and procedures for the development and periodic review of programs.
4. To refer the issue of General Policy Development to the existing committee on university governance.
5. To establish an ad hoc committee which will consult various professional ethics statements and submit a proposal to the Executive Committee by Sept. 1, 1979.

Each ad hoc committee will work with standing committees of the Senate where appropriate. They will submit a written report to the Executive Committee and the Senate.

16 April 1979

SUMMARY OF UNIVERSITY CURRICULUM COMMITTEE ACTIONS
Meetings of March 22, April 5, and April 12, 1979

I. Meeting of March 22

- A. New Courses Approved:
- BTC 2___ Ferns of Kentucky
 - BTC 2___ Summer Flora of Kentucky
 - BTC 2___ Spring Flora of Kentucky
 - BTC 2___ Trees of Kentucky
 - TAR 3___ Stage Management
 - TAR 361 History of Experimental Theatre
in the 19th & 20th Centuries
 - TAR 2___ Costume Construction
 - TAR 43___ Costume History
 - TAR 4___ Costume Design
 - TAR 510 Auditioning

B. Course Changes:

- BTC 208-209 Human Anatomy & Physiology
I & II (change in description
approved)
- PHI 230 Philosophy, Technology, and
Human Values (change in title
and description approved)
- PSY 350 Training Group Theory & Laboratory
Method (request to change to
PSY 520—deferred, see below)

II. Meeting of April 5

Course Changes:

- PSY 350 to X PSY 520 (defeated)
- ART 360 Primitive Arts (change to
ART 258 and cross-list as
ART 259, approved)

III.. Meeting of April 12

Program Change:

- Changes in International Studies Program
(approved with the stipulation that a
modern foreign language be required as
soon as is "legally" possible)

jfh

30 April 1979

SUMMARY OF UNIVERSITY CURRICULUM COMMITTEE ACTIONS
(Meetings of April 19 and 26, 1979)

I. Meeting of April 19:

Changes in Labor Studies Requirements- SPE 105 to SPE 101
(approved) SPE 106 to SPE 210
LAS 210 to ENG 293

II, Meeting of April 26:

New Programs- B.S. in Applied Sociology/Anthropology
(unanimously approved)

B.A. in Geography (unanimously approved)

New Courses- PSC 200 Public Policy (unanimously approved)
EDU 580 Problems Related to Child Abuse and
Neglect (unanimously approved)
ENG 1__ Audiolingual English (postponed)
ENG 318 The Short Story (postponed)

Program Changes- Revisions in the Urban Studies major
(unanimously approved)

Course Changes- ART 101, 102, 103, & 104 changed to
ART 101, 102, 103 (approved)

SOC 420 Social Theory I (deletion approved)
SOC 421 Social Theory II (deletion approved)

Library Faculty Reassigned Time. A library faculty member is a faculty member who has a library assignment just as a biology faculty member is a faculty member who has an assignment in the biology department. Therefore, policies and procedures for reassigned time for library faculty are substantially the same as for other faculty. Clarifications and examples when helpful are included below. See section 8.3.

Library Faculty Development. See section 8.3.1.

Library Services and Curriculum Development. Developing new library services or courses that require an inordinate amount of preparation, such as the setting up of new facilities or acquisition of new equipment; writing of grant proposals. These requests should meet the objectives of the program area. Reassigned time will not be granted for "normal" course revisions that are routinely required of all faculty.

Community Research and Service. See section 8.3.3.

Regulations. See section 8.3.4.

The amount of reassigned time available to all faculty is stated in terms of total University teaching hours. The maximum amount of reassigned time per faculty member is stated in terms of regular teaching load. A full teaching load for faculty of this University is considered to be twelve teaching hours per week. Therefore, for the purpose of determining the maximum amount of reassigned time that may be available to all faculty during a given semester, full time library faculty are considered as contributing twelve teaching hours to the pool of University teaching hours referred to in section 8.3.4. Accordingly, half time permanent library faculty are considered as contributing six teaching hours to the pool, as are all other half time permanent faculty.

To accomplish the project for which the reassigned time is granted, the maximum amount of reassigned time to be awarded to a faculty member is six credit

hours or fifty per cent of the regular twelve hour teaching load. The minimum amount of reassigned time for a faculty member is three credit hours, or twenty-five per cent of the regular teaching load. Teaching a three credit hour course would conservatively require four and a half hours of preparation time in addition to the three hours in the classroom per week. Therefore, a three credit hour reduction in a full time teaching load would be the equivalent of a seven and a half hour reduction per week in the work load of a library faculty member. A fifty per cent reduction in a full time teaching load would be equivalent to a fifteen hour per week reduction in the work load of a library faculty member.

Procedure. See section 8.3.5.

Library faculty members initiate requests for reassigned time by submitting a proposal, using the appropriate form, to their director no later than six weeks before the following semester beginning. Chase library faculty will go through the Chase Library Director, the Dean of Law School, and the Provost. The library faculty member will also send a copy of the request to the chairperson of the Faculty Benefits Committee. The library director will recommend either approval or disapproval and forward the request to the Provost and/or Dean within one week. The Dean (if appropriate) will recommend either approval or disapproval and forward the request to the Provost within one week. The Provost will announce his/her decision no later than one month prior to the semester beginning.

Evaluation of Applications. See section 8.3.6.

Final Report by Faculty Member. See section 8.3.7.

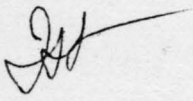
RECEIVED
FEB 14 1979
PROVOST'S OFFICE



MEMORANDUM

April 10, 1979

To: Jonathan Bushee

Fr: Janet L. Travis 

Re: Faculty Project Grants

Faculty Project Grants for the 1979-80 fiscal year have been approved for the following and the individuals involved have been informed.

Barry Andersen	\$1,065.00
Thomas Barone	1,733.00
Patricia Beck	307.00
Christopher Boehm	3,650.25
Kevin Booher	1,061.00
* James Fouche	-----
Robert Kempton	625.00
Robert Lilly	1,050.00
Janet Miller	1,257.30
Darryl Poole	836.00
Raymond Richmond	1,768.11
** Mary Ellen Ryan	-----
Frank Traina	299.40
Robert Wallace	1,860.00
Jerry Warner	1,236.71
William Worley	395.00
Thomas Zaniello	1,030.00

* Faculty Project Grant awarded jointly with Thomas Barone.

** Faculty Project Grant awarded jointly with Patricia Beck.