

MEMORANDUM

To: All Faculty

From: Gary Johnston, Secretary to the Faculty Senate

Date: September 11, 1980

Re: Meeting of September 22, 1980

I. Additions/Deletions

II. President's Report

- A. Introductions - Membership
- B. Faculty Handbook Revisions
- C. University Government
- D. Committee Performance Evaluation
- E. Communication with General Faculty
- F. Congress of Senate Faculty Leader
- G. Other Announcements

III. Committee Reports/goals and workloads

- A. Curriculum Committee
- B. Faculty Benefits Committee
- C. Budget Committee
- D. Professional Concerns Committee

IV. Faculty Senate Priorities for 1980-81

V. Adjournment

MINUTES OF THE FACULTY SENATE

September 22, 1980

Senators Present:	R. Ward	J. Bushee
	M. Clark	L. Giesmann
	G. Johnston	D. Kelm
	J. Kinne	D. Pearce
	R. Peterson	F. Stallings
	M. Osborne	R. Vitz
	R. Mauldin	E. Weiss
	G. Goedel	R. Bruno
	P. Moore	T. Cate
	L. Schultz	J. Miller
	L. Noyd	R. Snyder
	B. Renz	C. Widmer
	V. Hicks	D. BEnnett
	F. Steely	J. Williams
	J. Wainscott	J. Fouche

Senators Absent without Alternates:

J. Ohren	A. Miller
M. Gray	D. Elder
P. Joseph	D. Brett

Guests Present: J. Niewahner

1. Additions & Deletions

There were no additions to or deletions from the agenda.

II. President's Report

Introductions to the 1980-81 Faculty Senate Membership were made.

The Executive Committee met with Connie Widmer concerning her assignment as Faculty Assistant to the Dean in Dean Kaplan's office. It was determined there is no conflict of interest and she will be serving on the Faculty Senate. Due to a request from Bob Miller in Public Administration the Executive Committee is recommending committee appointees be accepted from temporary faculty when there is a problem within a department of having too few full-time tenure faculty to serve on all committees. The issue will be brought up later for further discussion.

The committee chaired by Dick Ward is in the process of concluding it's efforts on the Faculty Handbook Revision. The suggestion was made that a standing committee be formed to review the handbook each year.

The President has stated his interest in forming a University Senate. As a possible alternate, Jim Fouche has recommended a University Council. The Executive Committee will present its recommendation at a later time.

A motion was made by Gary Johnston that the document presented to the senate entitled "Committee Performance Evaluation" be adopted for a trial period of two semesters, and that the specific number of meetings held by the committee and number of meetings attended or attended by proxy by the committee member being evaluated be recorded in place of item 4. The document shall be sent to the Committee member's chairperson at the conclusion of each semester. The

motion was seconded. Frank Steely moved to amend item five (5) in the "Committee Performance Evaluation" to read "Substantial Contributions", and the current item six to be renumbered as seven. This motion was seconded. The amendment passed. Rosetta Mauldin suggested a friendly amendment stating that a copy be sent to the committee member being evaluated. This was accepted by the author of the original motion. The motion as amended was passed unanimously. Frank Stallings submitted a motion that the document entitled "University Service Evaluation" be adopted on the same trial basis as the previous evaluation form. The motion was seconded. Peter Moore added a friendly amendment that the date and name of the reviewer be added to the bottom of the form. This motion was seconded. The amendment passed. Frank Steely suggested an amendment stating that the individual member evaluation be sent to the academic department chairperson as well as the President of the Senate. The motion was seconded. The amendment failed to pass. The "University Service Evaluation" was passed unanimously after some discussion as to where the completed document would be sent.

A document similar to the Presidnet's Report, primarily to offer better communication between faculty members, is being considered for publication. The document would basically be a summary of actions taken during the Faculty Senate Meetings to keep the general faculty informed.

Byron Renz gave a report on the meeting of the Congress of Senate Faculty Leaders in Frankfort, Kentucky. The meeting of July 12, at Western Kentucky University included as major items on the agenda Governor Brown's recent change in the structure of the Council of Higher Education. Several resolutions introduced and approved were: 1. Concern was expressed that no faculty member was appointed to the Council of Higher Education at the time when a student was appointed. 2. Until the time a faculty appointment is made to the Council, the Council should regularly place on its agenda a report from the Faculty Advisory Committee. 3. Recognized the value of the division of authority between the Council on Higher Education and the Board of Regents and Trustees at the public universities of the Commonwealth. The chairman of COSFIL, Tom Jones, from Western Kentucky University, urged all senates to publish a news letter and appoint an Institutional Goals and Planning Committee. At Kentucky State University, on September 13, the officers for 1980-81 were elected. Tom Jones was continued as chairman. Steve West, Murray State, was elected as Vice Chairman and Ron Binker, WKU, as Secretary. The chair was directed to prepare a budget for COSFIL and recommend means for supporting that budget. A resolution supporting the resolution of the Academic Council of Kentucky State University was approved. That resolution expressed resentment a tax being made upon it from various orders around the state and represented a plea for the survival of Kentucky State University maintaining its present identity. COSFIL expressed concern on the disproportionate budget cuts experienced by higher education, ranging from 8 - 10%. COSFIL recommended that should fiscal improvements occur, higher education be given the restoration of its funding first, or that higher education at least be exempt from further budget cuts should the fiscal scene not brighten in the near future. COSFIL also endorsed Tom Jones letter to the September 14 issue of the Courier Journal. COSFIL passed a resolution reiterating its support for the appointment of a faculty member on the Council of Higher Education. COSFIL's next meeting will be held at NKU on December 6. Possibly, Tom Jones will address the senate at the December 8 meeting.

III. Committee Reports/Goals and Workloads

Tom Cate presented the report on the Curriculum Committee. One meeting has been held, addressing itself to course changes. A listing of meeting times for the Curriculum Committee for the remainder of this semester and procedural guidelines concerning new programs will be sent to the department chairs.

Larry Giesmann presented the report on the Faculty Benefits Committee. One meeting has been held. Subcommittees have been established, a joint subcommittee with Dick Snyder's Budget Committee will also be established. The Benefit Package will be reviewed. Informational seminars to inform current faculty of available benefits are being considered. The proposed increase in Life Insurance is scheduled to go into effect on November 1. A policy will be provided equal in value to salary and the option to pick up another unit of that same value at a reduced rate.

The Budget Committee, chaired by Dick Snyder, is attempting to establish a workable way to gain access to information data on the budget and salaries within a reasonable time frame. The Budget Committee will be working on a proposed policy of distribution of merit as opposed to across the Board increase. This committee is going into it's second year of the salary study and plans to not only update last years study but make it a better document. Also, forming a joint subcommittee with Faculty Benefit Committee.

Connie Widmer presented the report on the Professional Concerns Committee. The Faculty Handbook Revision is one issue being dealt with, as is Student Recognition Subcommittees. Also, the committee will follow up on the survey of department chairpersons regarding how faculty tenure, promotion and merit raise policies are applied.

IV. Faculty Senate Priorities for 1980-81

The President has agreed to meet with the Executive Committee prior to each Regents meeting. The Faculty Senate will have significant input into the development of policies pertaining to program evaluation. Also, the Senate will have the opportunity to evaluate the Department Chairpersons which will become an important part of their evaluation in terms of retention in position of chairperson, salary and promotion.

A list of priorities for budget should be given to the Budget Committee within eight weeks.

The Senate will be making a recommendation to the President regarding salary.

The Senate will be responsible for recruiting and recognition of ablest students.

V. Other Announcements/Comments from the Floor

Committee chairs were encouraged to acquaint senators well in advance of forthcoming issues.

Frank Steely questioned whether Formula funding for higher education had been discussed in the state-wide meetings.

Jeff Williams stated he feels he can truly represent the faculty only through close communication with the Faculty Senate and the Executive Committee before each Regents meeting.

Peter Moore suggested the Senate needs to propose rules and regulations for the election of Faculty Regent.

V. Adjournment

Don Kelm made a motion to adjourn.

Respectfully submitted,

Gary Johnston, Secretary,
Faculty Senate

GJ:lh

Attachment to minutes:

FACULTY SENATE
COMMITTEE PERFORMANCE EVALUATION

() FALL () SPRING 19

1. Committee member: _____, Department _____

2. Committee assignment:

_____ Executive Committee _____ Budget Committee
_____ Curriculum Committee _____ Professional Concerns Committee
_____ Faculty Benefits Committee _____ Other _____

3. Specific assignments within committee: _____

4. Number of meetings held this semester _____
Number of meetings member present _____
Meetings member represented by proxy _____

5. Significant contributions: _____

6. General comments: _____

Evaluated by: _____, Chairperson _____
Date _____

Copy sent to: committee member being evaluated _____ yes _____ no
committee members department chair _____ yes _____ no

FACULTY SENATE
COMMITTEE PERFORMANCE EVALUATION

() FALL () SPRING 19

FACULTY SENATE

UNIVERSITY SERVICE EVALUATION () FALL () SPRING 19

Committee Chairperson: _____

Chair of _____ Committee.

Rank on scale of 1 to 5: _____
5 - Excellent
4 - Good
3 - Average
2 - Below Average
1 - Poor

1. Convened meetings on regular basis, according to appropriate need. _____
2. Conducted meetings effectively. _____
3. Utilized democratic process. _____
4. Solicited ideas from all members. _____
5. Assigned responsibilities in balanced manner. _____
6. Monitored sub-committee assignments. _____
7. Leadership ability. _____

General comments: _____

Evaluated by: _____
Date: _____
Copy sent to: committee member being evaluated _____
committee members department chair _____