

MEMORANDUM

To: All Faculty

Fr: Janet Miller, Secretary of the Senate

Re: FACULTY SENATE MEETING

June 26, 1979

The next Faculty Senate meeting will be held MONDAY, JULY 9, 1979 in University Center, Room 108, at 2:00 p.m.

AGENDA

I. President's Report

II. Old Business

III. Committee Reports

A. Curriculum

New Courses: Minor in Environmental Studies
English
Sociology
German
Radio-Television

B. Faculty Benefits

C. Professional Concerns

C. Budget

IV. ~~New Business~~

Graduate Courses: Problems Related to Child Abuse and Neglect, Edu. 580
Auditioning in Fine Arts, The. 510
Geography of Kentucky, Geo. 502
Environmental Resources for Teachers, Geo. 520
Geography Seminar, Geo. 599

Evening Program Advisory Committee Report and Recommendations.
Dr. Mary Ann Rehake and Dr. Richard Ward. Report is available
at the following locations:

Reserve Room of Library
Dr. Rehake's office
Dr. A. Miller's office

already
Approved

MINUTES
FACULTY SENATE
July 9, 1979

Senators Present: D.K. Pearce
Frank Stealy
W.R. Oliver
Ron Cardella
Janet M. Johnson
Doris Brett
Jim Fouche'
Jonathan Bushae
Jim Hopgood
Jeffrey Williams
Janet Miller
Art Miller

Others: Jan Vaal for Michael Adams
Dick Ward
Mary Ann Rehnke
Aaron Miller

The meeting was called to order by President Arthur Miller. The minutes of the last Faculty Senate meeting were approved.

PRESIDENT'S REPORT

President Miller commented on the work of the Senate during the past year. He noted the considerable work which had been accomplished and expressed the hope that this momentum would continue. In addition, he believes the new Senate will have to look thoughtfully at the role of the Senate in the University, as they participate in a review of university governance at NKU. He then thanked the Senators for all their help during the year.

OLD BUSINESS

There was no old business

COMMITTEE REPORTS

Curriculum. Jim Hopgood distributed copies of action taken by the University Curriculum Committee. This included the approval of a program for a minor in Environmental Studies as well as some new courses in English, German and Sociology and some course changes in Radio-Television, Radiologic Technology, and Biology. In response to a question by B. Oliver, Professor Hopgood noted that all the changes in courses involved additional requirements. B. Oliver moved that the committee report be approved as presented. R. Cardella seconded the motion. Motion passed.

Faculty Benefits. Jonathan Bushae gave a final status report of the year. During the past year he noted that the committee had worked out leave policies for persons on twelve month contracts and submitted their recommendations to Dr. Albright. They also worked on fringe benefits. A sub-committee was formed to outline considerations and changes in fringe benefits. They developed a list of areas they would like to upgrade, dealing with dental, visual and hearing coverage. They also discussed the possibility of upgrading the life insurance coverage, and several areas of disability insurance. They may need to review the whole mechanism of sick leave in the future. In the coming year the committee plans to expand this particular sub-committee to include persons from other areas of the university. During the past year Greg Schulte and Mary Ann Rehnke had worked in an advisory capacity. J. Williams

asked about changes in fringe benefits in light of the biennium budget. Dr. Bushee explained that changes in fringe benefits involved a long and often complicated process. The committee had promised President Albright they would have a set of recommendations in the fall. Once they are approved by the president, they could probably be implemented by the fall of 1980. UCR coverage of Blue Cross has already gone into effect.

Professional Concerns. Jim Fouché reported that his committee would meet next week. They plan to draft a document on professional ethics and continue discussion on student withdrawal policies and procedures.

Budget. No budget committee report.

President Miller noted an error on the agenda in that the graduate courses listed for approval had already been approved by the Senate.

NEW BUSINESS

Evening Committee Report. Mary Ann Rehnke was introduced to discuss the Evening Committee Report. Dick Ward, who served on this committee was also present to participate in the discussion. Dr. Rehnke reported the Evening Committee conducted several surveys during the past year. The report which the committee provided for distribution represented a brief version of a full report available from committee members and in the offices of Dr. Rehnke. She called attention to one recommendation referring to the establishment of a permanent evening committee. J. Williams asked about the kind of demand they found for evening courses. Dr. Rehnke noted that the demands were quite varied with certain areas such as Business having heavier demands than others. The Evening Committee asked Dr. Albright for permission to conduct a market survey. This would cost \$30,000 through the BSL at University of Cincinnati and approximately \$18,000 if carried out through NKU's sociology department. Request was denied. Doris Brett commented on the evening college at Clermont Colleges and asked about the possibilities of creating a more flexible pattern of scheduling classes. In addition she expressed the need for the college to work out a more coordinated long range plan for evening work. Dr. Stealy noted that at one time the University hoped any major could be achieved in the evening. Students would need to understand that it would take a long time to do this, if it is ever possible, and that they might have to take whatever they could get. Also he stated he believed the university should advertise in order to get more students. R. Gardella noted the need to upgrade the currently inadequate services for evening students. Dr. Stealy suggested that a telephone survey might be done as a class project in order to evaluate demand for more evening classes. Lois Sutherland agreed, noting that the university has many resources in various classes which could be utilized to conduct a survey. B. Oliver raised questions about the Council on Higher Education and their disapproval of advertising. J. Williams questions item #6 on the report. This refers to compensatory time off when an instructor offers an evening course.

Dr. Rehnke said that was included to ensure an awareness of the need to keep flexible schedules. She also noted the Evening Committee's concern about the

role of part time instructors used in evening classes. The committee felt they might not be as informed as full time instructors and therefore not as helpful to students. The Committee hoped to have someone in the Advising Center this fall up to 7:00 p.m. at least. Dr. Steely agreed that students needed somewhere to go for help, and wondered if upper level students could be used for this purpose. Dr. Rehnke noted the problems this might involve since advisors are possibly legally and ethically responsible for what they say. She believes the university should have trained or at least technically responsible persons advising. Dr. Cardella called attention to the importance of item #7, which refers to an additional \$500 for a course requiring a 40 mile round trip. J. Fouche' stated he felt a study to determine need or demand in the community was justified in order to find out what is wanted in the way of more evening or week-end classes. He believes money spent on such a survey would be well spent in order to determine the actual market for more courses and the directions they should take. Questions were raised about item #9 regarding legal responsibilities of the faculty. Dr. Rehnke replied that legal responsibilities referred to such things as responsibilities for keeping classes in sessions for appropriate times. F. Steely, in response to Dr. Fouche', disagreed and noted he believed a survey would probably show there was no demand for courses, but that we needed to work to create a demand.

In further discussion of the report, Dr. Ward noted that the committee recommended that no separate administrator should be hired for the evening, but that the responsibility for it should be placed somewhere. This could, for example, go into the Summer School office.

Dr. Rehnke pointed out that certain changes have already been effected during the spring and summer. The grill hours have been changed and advising hours increased.

She believes it would be helpful for the faculty to send any endorsements about past or future actions to Dr. Albright. Dr. Ward also thought that comments to the president would be a good idea. J. Bushee noted the need to recognize that increased evening courses would take increased resources. He believes the faculty should keep in mind the problems faced at NKU because of their limited resources. Dr. Rehnke noted the need to get more non-traditional students in the future. During the past year, forty-seven percent of the students were taking at least some night courses. The longer students stay enrolled at the university, the more likely they are apparently to take a night course. L. Giesmann called attention to the need to recognize that the university can't just take a traditional course and expect it to be successfully automatically with non-traditional students. In addition, he is generally opposed to spending money on a survey because of so many demands on the resources of the university. Dr. Rehnke responded that recommendations for more evening courses made with the thought that there would be selective offerings of courses. She then asked the Senators if they had any sentiments about who should be on an evening advisory committee, and whether the next Senate would consider making a specific recommendation regarding such a committee.

Dr. A. Miller expressed appreciation to Drs. Rehnke and Ward for bringing the report to the attention of the Senate and for the work that had gone into the reports. He thanked them for coming to the meeting.

Respectfully submitted,

Janet Miller, Secretary of the Senate

9 July 1979

Report to the Faculty Senate

Actions taken by the University Curriculum Committee

New Programs: Minor in Environmental Studies and associated new courses; approved on May 3 with the "stipulation [i.e., recommendation] that neither release time or additional administrators be used and that the list of approved electives be re-examined by the Environmental Studies Committee."

New Courses: (approved on May 3 or June 28)

ENG 1__	English for International Students (3,0,3)
ENG 1__	Audiolingual English (3,0,3)
ENG 318	The Short Story (3,0,3)
ENG 471	Hardy and Lawrence: Fiction and Poetry (3,0,3)
GER 312	Oral German (1,0,1)
GER 313	Reading German (1,0,1)
GER 314	German Literature: Science and the Future (1,0,1)
SOC 3__	Sociological Theory (3,0,3)

Course Changes: (approved on June 28)

RTV 130	Radio Performance, from 1 to 3 credits
RTV 150	Radio Production, from 1 to 3 credits
RAD 112	Radiographic Positioning II, change in Prereq
RAD 113	Radiographic Factors II, change in Prereq
RAD 201	Special Radiographic Procedures, change in description
RAD 211	Radiological Positioning III, change in Prereq
RAD 220	Radiologic Tech. Seminar, change in Prereq
BIO 208-209	Human Anatomy and Physiology I and II, Change in description

M E M O

TO: Faculty Senators -- 1978-79 and 1979-80

FROM: Art Miller, President, Faculty Senate
Mary Ann Rehake, Chairperson, Evening Committee

DATE: June 27, 1979

RE: Evening Committee Report

At the next meeting of the Faculty Senate, Monday, July 9, at 2:00 p. m. in UC 108, Mary Ann Rehake and Dick Ward of the Evening Committee will discuss the recommendations made by the Evening Committee to President Albright. A brief summary of the recommendations is attached. The complete recommendations and survey data are available in the Reserve Room of the Library, in the Summer Sessions office, in Art Miller's office, and in each chairperson's office.

sab

R E C O M M E N D A T I O N S

of the Evening Committee

to

President A.D. Albright

June 4, 1979

FACULTY

1. More undergraduate and graduate courses should be scheduled in the evening, and they should be offered more frequently.
2. More resources should be directed to the undergraduate and graduate program areas where student demand for evening offerings is high.
3. Additional full-time faculty should be hired to staff the additional undergraduate and graduate evening courses desired by students and to reduce the number of courses taught by part-time faculty.
4. Credentials for faculty who teach during the day and during the evening should be the same.
5. Faculty should continue to be hired with the understanding that they will teach undergraduate and possibly graduate night and perhaps weekend courses as deemed necessary.
6. Faculty teaching an undergraduate or graduate evening course should be given compensatory time off that week during the day for their evening contribution and should not be expected to teach an early morning class the morning after their evening course.
7. Faculty who teach an off-campus course as part of their workload should be given an additional \$500.00 per undergraduate or graduate course where a 40 mile round trip from the Highland Heights Campus is involved. They should also have the use of a University car or be reimbursed for travel at the standard in-state rate. *Interactive*
8. The Dean of Basic Disciplines and the Dean of Human Development and Services should meet with the chairpersons and selected representatives from each program area to review the needs of the evening program and to stress the importance of the program as a means of overcoming the enrollment slump predicted nationally for 1985.
9. The Dean of Basic Disciplines and the Dean of Human Development and Services should participate in full-time and part-time faculty orientations to stress the legal responsibilities of the faculty and the need for appropriate instruction for adult learners.
10. The Teaching Effectiveness Task Force should develop programs for the Northern faculty dealing with appropriate instruction for the adult learner.

PART-TIME FACULTY

1. Develop ways of integrating the part-time faculty into the University community by: providing them with a handbook of University policies, having accessible mailboxes, scheduling two orientations, and using adjunct faculty.

ADVISING STUDENTS

1. The Director of the Academic Advising Center should evaluate the center's services for evening students and should be provided with a professional staff assistant to serve evening students as a: pre-admissions counselor, contact and referral source and academic advisor. This staff member would enable the Center to extend its hours of operation to 6:45 or 7:00 p.m. Monday through Thursday.
2. Telephone communication should be encouraged to save travel time and money for evening students who are employed full-time.
3. The beginnings made by Credit Continuing Education need to be further developed and expanded in a carefully planned manner to facilitate the admission of non-traditional students.
4. Programs should have faculty advisers available for evening students; a rotating schedule might be used with faculty advisers available on Monday evening the first week of the month, Tuesday the second week, Wednesday the third week and Thursday the fourth week.

EVENING SERVICES

1. Have available on a fixed schedule for student use the following services not currently available: Lost and Found, Veterans Affairs Office, Financial Aid Office, Career Services, Placement, Minority Program, Special Services, Continuing Education Office, and Peer Support. The Reading and Writing Labs should be open later in the evening and more frequently.
2. Each program area with evening offerings should have a work-study person available from 4:30 p.m. - 6:30 p.m. to answer the phone after the program secretary has left and to assist evening faculty by preparing course materials. The ditto machines and xerox machines in each building should be available to evening faculty.

WEEKEND COLLEGE

1. A committee to work on the weekend college concept should be developed, and the Academic Council should work with it.

GRADUATE STUDIES

1. The Office of Graduate Studies will be open for an additional period from 4:30 p.m. to 6:15 p.m. on Monday of each week beginning Fall semester, 1979. Graduate advisers will be encouraged to hold evening office hours on Mondays so they can communicate quickly with the Graduate Studies Office as a need arises.

ADMINISTRATION

1. It is clear that there are many facets related to the operation of an evening program. For this reason, it is desirable that an administrator work with the evening program. The administrator should be an existing administrator, if possible. This person would coordinate the scheduling of appropriate courses, insure that courses are scheduled with sufficient frequency, publicize majors available through evening study, prepare a bulletin on evening programs and services, act as an advocate for evening students and faculty, assist chairpersons with performance reviews of faculty who teach in the evening, be available to evening students and faculty and have informational sessions during the semester for part-time faculty.

FURTHER STUDY

The eight county area served by Northern should be surveyed by a professional staff to determine the market for undergraduate and graduate evening and weekend programs.

DO NOT

Normally schedule courses before 5:30 p.m., provide social activities, have academic deans available, add library, grill or bookstore hours.