

TO: All Faculty
FR: Mike Ryan, Faculty Senate President
DA: February 14, 1984

RE: Faculty Senate meeting on February 27, 1984 at 3:05 pm
in 108 University Center

- I. Call to order
- II. Approval of minutes of January 23, 1984 meeting
- III. Additions to or deletions from the Agenda
- IV. Presidential Reports
- V. Committee Reports
 - A. Budget
 - 1. Budget Review Subcommittee Report
 - B. Curriculum
 - 1. By-laws Revision (voting item)
 - C. Faculty Benefits
 - 1. Status Report
 - D. Professional Concerns
 - 1. Student Code Revisions (voting item)
 - 2. Community Service Handbook Revision (voting item)
 - E. Administrative Scrutiny
 - 1. Digest of volume one of Price-Waterhouse Report
 - F. COSFL Report
- VI. Old Business
 - A. Faculty Center Report
- VII. New Business
- VIII. Adjournment

FACULTY SENATE MINUTES
February 27, 1984

Senators Present:	Glen Mazis	Carol Bredemeyer
	Mike Ryan	Lois Schultz
	Ed Goggin	Geraldine Williams Rouse
	Fred Schneider	Lois Sutherland
	Art Miller	Lynn Langmeyer
	Barbara O'Brien for	Tom Rambo
	Kathy Brinker	Lynn Ebersole
	Diana Herking Kruse for	Stuart Ware
	Frances Mosser	Don Kelm
	Nancy D. Martin	Jonathan Bushee
	Frank Dietrich	C.E. Hawkins
	Linda Olasov	Mack Osborne
	Rosemary Ingham	George Goedel
	Janet Simon	Ted Weiss
	Pat Dolan	Jerry Warner
	James Kinne	Jerry Barrett
	Dennis O'Keefe	

Senators Absent Without Alternates:

Kay Cooper Rosenthal	Becky Sturm
Jan Hammond	Sandra Lloyd

Guests: Jeffrey Williams, Faculty Regent
Bob Miller
Lyle Gray

- I. The meeting was called to order at 3:10 pm in the University Center Theatre.
- II. Tom Rambo moved that the minutes of 1/23 be approved. Seconded by Jim Kinne, and approved unanimously.
- III. An additional item was inserted under D.3 concerning policy for handicapped faculty, and under "old business," Rosemary Ingham on Foundation Fund Drive.

Deletions - Faculty Center Report under "old business."

IV. Budget Committee Report

1. Budget Review Subcommittee Report - The undigested report compiled with much work by Dennis Taulbee was distributed to the Senators. The percentage of the budget that is allotted to Academic Affairs according to this report is approximately 57%. However, Charles Hawkins pointed out that this data still doesn't answer specific questions such as the amount of money going to administrative cost versus directly to instruction, and won't until some categories

are further broken down (for example, some administrative salaries are still included under the rubric of "Academic Affairs.") Charles Hawkins solicited comment and further questions when Senators and faculty read the report.

2. The salary recommendation is still under advisement.

B. Curriculum Committee

1. Bylaws Revision: The new bylaws were passed with 3 abstentions. The changes were basically to incorporate experimental courses subcommittee.
2. Justifications for inclusion of each course under general studies have been gathered from the departments by the subcommittee.
3. The minor proposal is still under consideration, and it would be helpful to have further faculty input on its current form.

C. Faculty Benefits Committee

1. An attempt is being made to standardize the forms for the various faculty development programs.
2. President Boothe is sympathetic to having tuition credits for family members and has written to other Kentucky presidents on this matter. We support this effort and are available to help.
3. Mack Osborne, chair, proposed a plan that can be pursued to buy academic regalia on a payroll deduction model. He will attempt to discern if there is faculty interest in this.
4. There is a committee looking into containing the cost of our insurance package.

D. Professional Concerns

1. Community Service: A change in the Faculty Handbook has been passed by the committee to specify more clearly what will count as "community service." Lynn Langmeyer asked for a clarification of the term, "a for-profit consulting practice." Ted Weiss stated that whether it is an ongoing consulting operation or a sporadic profit making venture is irrelevant- either would not count as "community service." A small honorarium would not constitute a profit making venture, responded Ted Weiss. He also stated that such a venture that directly represents the University at a function would also constitute "community service." The motion passed with 1 negative vote.
2. Student code revisions: Ted Weiss suggested the changes did not affect the faculty by and large except the few cited. The code was passed with 2 abstentions.

3. "Accommodation Procedures for Handicapped Faculty": the proposed policy was passed out to the Senators. Also, there is a question where this policy should be placed: the Professional Concerns and Executive Committee feels that it should be in this Faculty Handbook. Kim Hennessey feels that procedures implementing established policies should not be part of the Handbook, and also since it is subject to change given legislative developments (which would then require Handbook alterations). Fred Schneider expressed a concern that all faculty need to know about this policy (such as in recruitment cases) and therefore it should be in the Handbook, where it will be seen. "At the time a handicapped person is hired" is how the first sentence should read and not as it did in the handout. Jonathan Bushee stated that if this is to go into the Handbook, we should have a month to deliberate it. He also stated that he thought it was a "policy about procedures." The motion was tabled, unanimously. Provost Gray stated that it seemed to him that such a policy could be included in an appendix to the Handbook, where it could be seen by all faculty. Mike Ryan asked for an informal poll about the sentiment of the Senate regarding this policy: it was passed unanimously.

E. The Administrative Scope and Structure Committee reported two items.

1. A proposed form for evaluation of administrators by the faculty is being prepared.
2. A digest of the first volume of the Price-Waterhouse "A Study of Management Practices and Procedures of Kentucky's Public Universities and Colleges" (November 1981) was distributed to the Senators and guests present. Among the items of the digest were the two explicit citations to NKU praising it for avoiding low-enrolled graduated programs and for limiting costs associated with intercollegiate athletic programs and unnecessary preproperty holdings. The report also noted that as of 1979-80 NKU was spending slightly less per FTE student on "instruction" (42%), "research", and "public service" than Eastern (49% on "instruction") or Western (47% on "instruction") who were spending a comparable amount overall per FTE student. NKU was also spending somewhat more for "institutional support" (17%). (Actually according to this table, NKU spends the greatest percentage of funds per FTE student of all the regionals (except Kentucky State) on "institutional support", and the least on "instruction" (again, except Kentucky State). The report also noted that NKU has the highest outlay for "institutional support" per FTE student of the 19 benchmark colleges (table #5) and ranks towards the bottom (only 4 of the 19 are below it) in the percentage of outlay per FTE student for "research" and "public service". From the report, it was unclear exactly what costs were included under "institutional support", but it appeared to the Committee and to Dr. Gray who was asked to comment to include administrative costs. (see tables distributed to the Senators). Provost Gray pointed out that this might have been the case at that point in time but the situation may have altered since.

F. COSFL Report: 1) There is a continued shaping up of position papers mentioned previously. 2) "Thank you" to Dr. Fouche' and the Education department for supplying a report on how the procedures of the Education department selects students. 3) The parity bill will be introduced again which provides a designated tax to allow for the 15% faculty salary increase needed to make up for past losses due to inflation. 4) COSFL lobbyist urges letters in support of tax increase proposed by the governor to aid education. Current letters are running 5 to 1 against the tax. 5) NKU has not contributed yet to the lobbying efforts of COSFL, whereas the other institutions have. 6) You can call a legislator at 800-372-2958 (to leave a message) or at 564-8100 (to speak directly to a legislator). If the tax package does not go through there might be a "major cut" for higher education. Right now, the prospects for the tax package look gloomy.

VI Old Business

A. Annual Foundation Fund Drive will start soon. It is important that we have a large percentage participation in order to demonstrate our sincerity of commitment to groups in the community.

VII. No New Business

III. Adjournment at 4:20 pm.

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, experimental 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 four 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 liason 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 will be elected by the members of that committee.

Section 5. The Chairperson of the Professional Studies College Curriculum Committee will be elected by the members of that committee.

Approved by A.C.C.
February 2, 1984

Section 6. The Chairperson of the General Studies Committee will be elected by the members of that committee.

Section 7. The Chairperson of the Experimental Studies Committee will be elected by the members of the UCC.

Section 8. The secretary is elected by the members of the UCC. He/she will keep minutes of the meetings.

Section 9. In the absence of nominations for the subcommittee chairpersons or for the Secretary, the Chairperson of the UCC will appoint a member(s) from the UCC to fill the vacant position(s).

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 require 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 four standing subcommittees: (a) the Arts and Sciences College Curriculum Committee, (b) the Professional Studies College Curriculum Committee, (c) the General Studies/Remedial Work Committee, and (d) the Experimental Studies Committee.

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 Committees: This subcommittee will have five members (three from the A/S subcommittee, two from the PS subcommittee). The Chairperson of the UCC will be an ex officio member of this subcommittee.

Section 5. Experimental Studies Committee (ESC): This subcommittee will have six members. The chairperson will be elected from the membership of the UCC. The other members will be selected either from the UCC or from the faculty at large following the solicitation of nominations. The Chairperson of the UCC will be an ex officio member of this subcommittee.

Subsection (a): Actions of the committee with regard to proposals for experimental courses/programs will not be subject to the approval of the UCC.

Subsection (b): An experimental course may be offered twice without having to go through the regular curriculum approval process providing it is approved each time by the ESC.

Subsection (c): Experimental programs will be submitted to the ESC for consideration and approval. If approved, a summary of the program will be sent to the UCC for information only.

Subsection (d): The ESC will submit to the UCC during the last regular meeting of each semester a brief report of its activities.

Subsection (e): Funding or reassigned time for experimental courses/programs will be negotiated through the appropriate departmental chairperson(s) and dean(s) by the initiator. The ESC will make recommendation in such matters.

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.

All
New!

found on page 3, 6th sentence down.

WHAT THE STUDENT MAY EXPECT OF THE PROFESSOR

In order to maintain an atmosphere conducive to learning, the professor may take disciplinary measures judged appropriate to protect the learning environment.

found on page 4, 2nd sentence.

Student Evaluation of the Professor

This evaluative questionnaire is used when determining the professor's eligibility for promotion and tenure, merit pay, and to provide information that will aid the professor in improving his/her teaching effectiveness.

found on page 4, 3rd sentence down.

WHAT THE PROFESSOR MAY EXPECT OF THE STUDENT

In order to maintain atmosphere conducive to learning, disruptive student behavior will not be tolerated. If a student becomes disruptive, the professor may take disciplinary measures judged appropriate to protect the learning environment. Students are also responsible for respecting the right of fellow students in the classroom.

found on page 5, 3rd sentence down.

Class Attendance

In this case, students must be informed in the course syllabus of the necessity to participate in classroom activities.

found on page 8.

Hearing Procedures 1., c.

Should no resolution be possible at the department level, the student or the course instructor may formally appeal within ten working days of receipt of the chairperson's response, in writing, to the dean of the college in which the course is being taught.

found on page 12, 3rd sentence.

Cheating and Plagiarism I., C.

Such request shall be made in writing to the dean of the college in which the course was taught.

found on page 11.

2. Cheating and Plagiarism

The maintenance of academic standards and integrity includes the obligation not to cheat or plagiarize. A student who uses a dishonest or deceitful means to obtain a grade is guilty of cheating; a student who submits another's work as one's own without adequate attribution is guilty of plagiarism.

I. A course instructor who has sufficient evidence that a student has cheated or plagiarized shall confront the student with the evidence within ten (10) working days from the date of discovery of the alleged cheating or plagiarism.

A. If the student admits to the charges, the Instructor may lower the student's grade or fail the student in the course. The Instructor shall recommend any additional sanctions to be imposed to the Chairperson. The Chairperson shall review the recommendation and make a recommendation to the Dean. The Dean shall review the recommendation and impose an appropriate sanction for the student. If suspension or expulsion is recommended by the Dean, this recommendation shall be transmitted to the Provost, who shall review and determine whether to impose the recommended sanction or a lesser sanction.

1. A student shall have a right to appeal suspension or expulsion in writing to the President within ten (10) working days of receipt of the decision of the Provost.

2. Should the student be dissatisfied with the President's decision regarding suspension or expulsion, the student may appeal in writing to the Board of Regents within five (5) working days of receipt of the President's determination.

B. Should the veracity of the allegation be challenged by the student, the Instructor shall forward the written charges to the Chairperson, with a copy to the student within ten (10) working days of the meeting.

Approved 1/19/84

Professional Concerns Committee

Community service is rendered when a faculty member performs an activity that benefits individuals or organizations in the University's service area. Generally, such activities would include an application of the faculty member's professional expertise. Community service is measured as indicated by quality of data such as: membership in professionally oriented, community-based organizations; services research and/or studies performed for the community; consulting and advising for local and area agencies and organizations; and any other data deemed appropriate by faculty and administration. When evaluating the quality of community service, the impact of the activity, and whether it meets professional standards and ethics, should be considered. Faculty who work through a for-profit consulting practice are not directly representing the University, and therefore such work should not be considered community service. Faculty may provide community service through their own initiative, through an academic department, or through the Office of Community Research and Service.