

Faculty Senate

Northern Kentucky University

Highland Heights, Kentucky 41076

MEMORANDUM

TO: All Faculty

FR: George Goedel
Faculty Senate President

DA: March 7, 1985

RE: Agenda for Faculty Senate Meeting
of March 18, 1985 BEP 110 3:05 p.m.

AGENDA

- I. Call to Order
- II. Approval of prior minutes
- III. Additions to and/or deletions from agenda
- IV. Presidential Reports & Recommendations
 1. Committee Appointments
 2. Faculty Regent Residency: Executive Committee Recommendation
- V. Committee Reports
 - A. Curriculum: voting item:
IET 324 Construction Project Coordinator
 - B. Benefits
 - C. Budget
 - D. Professional Concerns: voting item:
Recommended change in Student Code:
Class Attendance
 - E. Commonwealth Affairs (Ad Hoc)
 - F. Elections Committee
- VI. Discussion from the Floor
 - A. Old Business
 - B. New Business
- VII. Adjournment

RECOMMENDED CHANGE IN HANDBOOK

P. 33 Student Handbook

Class Attendance

Classroom participation is essential to the educational process in many disciplines. (However, students may not be penalized with a lowered grade solely on the basis of non-attendance unless class participation is clearly essential to the educational goals of the course. In this case, students must be informed in the course syllabus of the necessity to participate in the classroom activities). This information must be given to students no later than the second class meeting of the semester.

Proposed class attendance policy be amended to the following:

Delete paragraph beginning with the second sentence and replace with the following:

"In those courses where attendance will directly affect the final grade, the instructor will specify the exact policy in the course syllabus."

Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

FACULTY SENATE MINUTES
March 18, 1985

MEMBERS PRESENT: Carol Bredemeyer, Kathy Brinker, Nancy F. Campbell, Janice Cantrall, Lonnie Davis, Frank Dietrich, Lynn Ebersole, Andrea Gauthier, Ed Goggin, George Goedel, Mike Hunter, Jim Kinne, Lynn Langmeyer, David Lavery, Nancy Martin, Glen Mazis, William McKim, Janet Miller, Lynn Jones for Frances Mosser, Dennis O'Keefe, Linda Olasov, Joe Price, Tom Werrell for Threasa Wesley, Harry Warner and Dick Ward.

MEMBERS ABSENT: Scottie Barty, Pat Dolan, Jan Hammond, David Hogan, Don Kelm, Art Miller, Barb O'Brien, Jim Ramage.

GUESTS: Nancy Utz, Staff Congress; Jeffrey Williams, Faculty Regent; and David Dunevant, Ad Hoc Committee.

- I. The meeting was called to order by George Goedel at 3:15 p.m. in BEP 110.
- II. Minutes of the February 25th meeting were approved as presented.
- III. The discussion of the item IET 324 under Curriculum Committee Reports was deleted from the agenda. There were no additions to the agenda.
- IV. Senate President George Goedel reported the following:

Nancy Lang and Glen Mazis have been recommended by the Executive committee to serve as Senate representatives on the Deans Search Committee for the College of Professional Studies.

Laura Sandman, Ted Weiss and Lynn Langmeyer have been recommended for the Women's Advisory Committee.

As a result of the report of the Faculty Regent at the last meeting that there may be a residency requirement for serving as Regent, Senator Schneider researched the regulations to find that there is a requirement that the Student Regent be a resident of the Commonwealth, but such is not the case for other Regents. Based on this information the Executive Committee proposed a resolution requesting that the Faculty Regent be a resident of the Commonwealth of Kentucky. President Goedel moved the adoption of this resolution. Senator Olasov seconded. Senator Goggin asked for clarification as it is a statutory provision. President Goedel responded that the Committee and the Senate are simply making a recommendation and not influencing the statute in any way. He asked for further discussion. Senator O'Keefe asked for the rationale for the resolution. Senator Schneider stated it would be impolitic for the Regent not to be a resident of the Commonwealth; and that, in all likelihood, the Governor would never appoint non-residents to other vacancies on the Board. Senator O'Keefe pointed out that the Faculty Regent speaks for the Faculty and that we are an institution that draws from the entire country in terms of degrees. Senator Schneider pointed out that this might be the basis for inviting amendment of the statute to preclude appointment of a non-resident. Senator O'Keefe responded this should not be the basis for our decision. Senator Goggin supported Senator Schneider and offered the following amendment to the resolution "That it might be in the best interests of Northern Kentucky University if the Faculty member elected to the Board of Regents be a resident of the Commonwealth of Kentucky". This

was accepted by President Goedel as a friendly amendment. In reply to a question from the Senate, President Goedel reported all the present candidates for election as Faculty Regent are residents of the Commonwealth so it is something of a moot issue. Senator Schneider moved to table. Senator Goggin seconded. Motion to table carried.

Lastly, President Goedel reported that commencement attire is available in the Bookstore but must be ordered by Wednesday, March 20th and must be prepaid.

V. Committee Reports:

A. Curriculum: Senator Martin provided background information for the recommendations made and criteria established by a sub-committee to establish an exemption process. This subcommittee prepared a report which was attached to the agenda sent to all faculty for review. She said that the UCC presented both the recommendations and the criteria for approval by the Senate. She pointed out that any one of the criteria, if met, could be strong enough to exempt the program from the Minor/Area of Concentration requirement.

The recommendations established the process by which a program might apply for exemption and be heard by the UCC. Any recommendations would have to be acted upon through this body and then by the Office of the Provost. Senator Martin introduced Professor Dave Dunevant and Senator Janice Cantrall who served on this committee and then asked for discussion. Senator Weiss asked for examples of programs that might need exemption. Professor Dunevant mentioned the Music Program pointing out the number of required hours in that program precludes further area of concentration, and that Education and Nursing met some of the other criteria. Senator Cantrall pointed out that presently, students enrolling the Bachelors Program in Nursing come in to the school as Juniors and have approximately half of the required number of hours for graduation and that the accrediting body places further requirements for hours in the major. These are reasons that the area of concentration is not feasible for this program. Senator Ward, who had served on the Task Force, pointed out that these were the factors that were considered and deliberated by that committee; that these three programs, Music, Nursing and Education, have what almost amounts to a minor already. In response to Senator Mazis question about the rationale for criterion 2, Senator Miller pointed out that it was an effort to consider all the issues before they arise, and that criterion 2 addressed the potential difference in enrollment that might occur from a loss of students from Ohio. Senator Warner, as last year's UCC chair, noted that the Task Force recommendation for a Minor would not have been passed except for the corollaries; and these recommendations and criteria make provision for implementing the proposal with the corollaries.

Senator Olasov moved the acceptance of the report, seconded by Senator Sutherland. President Goedel suggested that recommendation #4 be changed to read "Specific approval of exemptions, by program, should be made by the University Curriculum Process" rather than Committee, to allow for final approval by the Provost's Office. Senator Warner indicated it is understood that the Provost's Office has final say on these matters so the change is not necessary. Chairman Martin pointed out that every matter considered by the Committee does go to the Senate or directly to the Provost Office as a recommendation. Senator Ward pointed out that the committee by laws state this process. Senator Janet Miller voiced concern that failure to change the wording might result in further delay in the implementation of the recommendations. Senator Rambo suggested that rewording might clearly indicate the need for approval by the UCC, and allow for the Provost's final approval. He moved that recommendation #4 be amended to read; "Exemptions by program should receive specific approval by the University Curriculum Committee". Second by Senator

March 18, 1985

Janet Miller. This amendment was acceptable to the Committee and the motion carried. The original question was called and the original motion as amended carried with three abstentions. (Recommendations and Criteria are attached to these minutes.)

B. Faculty Benefits: Senator Langmeyer reminded the Senators of the Faculty Social Hour on Friday, March 22, 1985, on the 3rd floor of the Albright Health Center Building. Additionally, she advised the Senate that the Provost's Office has agreed to participate in the National Faculty Exchange through financing and Clifford Schisler will take care of application arrangements with the Exchange Program. The Faculty Benefits Committee will handle the application process from faculty in the same way they handle other faculty development grants. One major change in the process that may be of concern to Faculty is that applicants may be asked to appear before the committee. Each department has copies of the proposed changes and the Department Representative also has the proposal. Senator Langmeyer advised the Senators to review the proposal prior to the next meeting.

C. Budget Committee: Senator Kinne presented the report for Senator Ramage. He read from a memo copy from the Provost's Office to the President stating the Provost's proposal for salary allocation. Dated February 27, 1985, the memo recommended a 100% merit distribution due to the size of the salary allocation. The memo further recommended that the chairs be asked to formulate in writing their definition of merit and share that with faculty so that they understand the basis of merit decisions. Senator Goggin informed the Senate that the Law School had basically the same communication but limiting the merit raise to 5%. President Goedel is in receipt of a memo copy he had gotten just prior to the meeting from the President to Provost Gray. Basically the memo supports this recommendation and indicates a 5% maximum. President Goedel would like the opportunity to discuss this with the Executive Committee and to follow through with provisions of the new constitution. Senator Schneider indicated the time frame was very short to act on this. Senator Rambo indicated decisions were due by Friday from his chair. Senator Martin voiced concern that we do not know what these decisions are when reviews are held with Department Chairs; it puts faculty in the position of reacting. Senator Langmeyer voiced her difficulty with setting what is meritorious at the end of a year rather than at the beginning. Senator Schneider stated that it was his impression that the amounts to each Faculty would not be known until contracts are finalized. Senator Olasov asked to poll the feelings of the Senate relative to the original Budget Committee Recommendations. President Goedel read the recommendations to the Senate. The majority vote was in support of the recommendation. There were two nays and one abstention. President Goedel indicated that this sentiment would be communicated to President Boothe. Senator Weiss requested that the Administration be asked to provide their rationale for the decision. Senator Martin asked that the Provost's request that the Chairs formulate criteria be moved right ahead so that they would be in place for next year. Senator Langmeyer asked for clarification that the criteria be the same each year. Senator McKim asked for clarification whether the 5% included a promotion stipend and if a dollar amount had been considered. President Goedel will present these questions to President Boothe.

D. Professional Concerns:

Senator Olasov presented for Senate vote the following recommendation for change of the Student Handbook reference to class attendance. That the reference on page 33 be changed so that the second and third sentences read:

"In those courses where attendance will directly affect the final grade, the instructor will specify the exact policy in the course syllabus."
instead of the statement in parenthesis in the following:

"Classroom participation is essential to the educational process in many

disciplines. (However, students may not be penalized with a lowered grade solely on the basis of non-attendance unless class participation is clearly essential to the educational goals of the course. In this case, students must be informed in the course syllabus of the necessity to participate in the classroom activities). This information must be given to students no later than the second class meeting of the semester.

Senator O'Keefe presented a rationale for the proposal. Following discussion, the motion carried.

Senator Olasov reported that two other items are under consideration; the evaluation of Administrators and the Early Childhood Center.

E. Commonwealth Affairs: Senator O'Keefe reported that although he was unable to attend the last COSFL meeting, he has received a report that discussion centered upon the advantages of having a non-faculty group represent faculty interests. Next month COSFL has a two day meeting scheduled at which Lt. Governor Steve Beshear will address the group.

F. Elections Committee: Senator J. Miller reported five nominations for Faculty Regent. Ballots should be out this week. Faculty need to vote by March 28th for one of the following:

Kamilla Mazanec, Chase
James McKenney, Math
William Oliver, Physical Sciences
Lew Wallace, History
Jerry Warner, Biological Sciences

A forum will be held in BEP 120 on Friday, March 22, 1985. Candidates will state their position and goals and take questions from the floor.

Departments that need to elect new senators have been notified. The following departments will need to elect for 1985-1987 terms:

Nursing	Mathematics
Fine Arts	Biology
Chase	Accounting
I.E.T.	Economics & Finance
Communications	Management & Marketing
Public Administration	Information Systems
History & Geography	

The following departments will have hold-over senators for 1985-1986 terms:

Psychology - David Hogan	Social Work - Pat Dolan
Lit & Language - Bill McKim	Rad Tech - Andrea Gauthier
Social Sciences - Glen Mazis	Steely Library - Threasa Wesley
Physical Sciences - Bill Wagner	Education - Lonnie Davis
Political Science - Dennis Sies	

She presented the following report about elections for the at-large senate seats: According to data received from the Computer Center < Spring, 1985, there are 288 faculty including those in administrative positions. Fifty percent are from Arts & Sciences, 31% from Professional Studies, 11% from Business and 8% from Law. College senators are to be elected according to proportionate numbers based on number of faculty assigned to each college.

Arts & Sciences will retain the following senators and elect 4 new senators:

Ted Weiss	Nancy Martin
Richard Ward	Dennis O'Keefe

Professional Studies will retain the following senators and elect one new senator:

Janet Miller	Linda Olasov
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Chase Law school will retain as Senator, Carol Bredemeyer, and elect one new senator.

The College of Business has none to be elected as their quota is filled by department elections.

A letter is prepared which will be sent to all faculty announcing the election and calling for nominations. A form for nominations will be provided which will require the signature of the person being nominated.

VI. Discussion from the floor:

No old business or new business was introduced.

VII. The meeting adjourned at 4:20 p.m.

CRITERIA

Criteria for exemptions will include:

- 1) The number of credit hours required of program graduates would be substantially beyond the 120 credit hours required by the university for a baccalaureate degree.
- 2) The impact of substantial curriculum requirements on program enrollment and competitive status in attracting quality students.
- 3) The extent to which required courses outside the student's major presently meet the spirit of the Task Force recommendations.
- 4) Accreditation and/or certification standards of external bodies.

RECOMMENDATION

Based on the University Minor Task Force Report and our deliberations, the sub-committee recommends the following regarding the area of concentration requirement for baccalaureate students effective with the Fall 1985 semester:

- 1) The University Curriculum Committee recognizes the need for certain programs where state certification or national accreditation standards impose substantial curriculum requirements to be exempted from the area of concentration requirement.
- 2) Exemptions should be clearly stated in the catalog.
- 3) Specific procedures for review of requests for program exemption should be developed by the University Curriculum Committee.
- 4) Exemptions, by program, should receive specific approval by the University Curriculum Committee.

CRITERIA

Criteria for exemptions will include:

- 1) The number of credit hours required of program graduates would be substantially beyond the 128 credit hours required by the university for a baccalaureate degree,
- 2) The impact of substantial curriculum requirements on program enrollments and competitive status in attracting quality students,
- 3) The extent to which required courses outside the student's major presently meet the spirit of the Task Force recommendations,
- 4) Accreditation and/or certification standards of external bodies,

ADDENDUM TO THE AGENDA FOR March 18, 1985

Curriculum Committee - Exemptions to Minor Criteria (voting item)



Northern Kentucky University
Highland Heights, Kentucky 41076

MEMORANDUM

February 11, 1985

To: Nancy Martin, Chair UCC
University Curriculum Committee

Fr: Jim Alford, Chair
Janice Cantrall
David Dunevant
Janet Miller

Re: Sub-committee Report on Exemptions to Minor Requirement

BACKGROUND

The University Minor Task Force, chaired by Joe Ohren, recommended the following amendment to the General Requirements for baccalaureate students effective with the Fall 1985 semester:

An area of concentration. For purposes of this requirement, a student may complete 1) an area of concentration of at least 12 upper division hours in a single discipline outside of their major discipline, or in an interdisciplinary program offered by the University; 2) an academic minor, different from the student's major, offered by the University; or 3) a second major offered by the University.

The proposed amendment has two additional corollaries integrally related:

1. that during its current review of courses meeting general studies credit, the UCC limit general studies credit to lower division courses that meet the intent and rationale of general studies as stated in the catalogue; and
2. that students enrolled in programs where state certification or national accreditation standards impose substantial curriculum requirements be exempted, upon review and approval by the UCC, from the new area of concentration requirement.

The two corollaries are seen by the Task Force as essential to the area of concentration requirement, and recognize the UCC as the appropriate academic body for acting on University curriculum requirements.

The intent of Corollary 2 is not to provide blanket exemption of programs, but rather requires the specific approval of exemptions, by program, by the UCC. The amendment and the two corollaries were approved by the University Curriculum Committee and the Faculty Senate.

The University Curriculum Committee met on October 4, 1984, at which time the Registrar distributed a draft of the 1985-86 catalog copy which included the area of concentration requirement. Questions were raised concerning the process for departments seeking exemptions from the requirement as was recommended in corollary 2 of the Minor Task Force Report. The UCC chair appointed a sub-committee to establish an exemption process. The sub-committee met on October 4, 1984, and decided to request clarification from the Provost on this policy. The Provost responded that the Board of Regents acted on only the amendment since the corollaries were interpreted as items that may eventually be of a policy nature but are not yet at that stage.

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- 4) Specific approval of exemptions, by program, should be made by the University Curriculum Committee.

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- 3) The extent to which required courses outside the student's major presently meet the spirit of the Task Force recommendations.
- 4) Accreditation and/or certification standards of external bodies.