

MEMORANDUM

To: All Full Time Faculty

From: Gary Johnston, Secretary to the Faculty Senate

Date: 3 February 81

Re: Faculty Senate Meeting of February 23, 1981
University Center Room 303

AGENDA

3:00 pm University Center Room 303

- I. Call to Order
- II. Approval of Minutes
- III. Additions or Deletions from the Agenda
- IV. President's Report
 - A. Report on Most Able Students
 - B. Alternative Scheduling
- V. Committee Reports
 - A. Benefits, L. Giesmann, Chair
 - 1. Report - informational
 - B. Budget, R. Snyder, Chair
 - 1. Report on meeting with D. Taulbee and A. D. Albright-informational
 - C. Curriculum, T. Cate, Chair
 - 1. By-laws - for consideration
 - D. Professional Concerns, C. Widmer, Chair
 - 1. Governance Proposal - for consideration
- VI. Adjournment

MINUTES OF THE FACULTY SENATE

February 23, 1981

Senators Present:	R. Ward	M. Clark
	J. Ohren	G. Johnston
	J. Kinne	R. Peterson
	M. Osborne	G. Goedel
	P. Moore	L. Schultz
	L. Noyd	B. Renz
	V. Hicks	J. Wainscott
	J. Bushee	L. Giesmann
	A. Miller	D. Pearce
	R. Vitz	E. Weiss
	R. Bruno	T. Cate
	J. Fouche	J. Miller
	R. Snyder	C. Widmer
	D. Bennett	K. Cooper

Senators Absent without Alternates:

M. Gray	P. Joseph
R. Mauldin	F. Steely
D. Brett	D. Kelm
F. Stallings	D. Elder

Guests Present: Lyle Gray, Provost
Jeffrey Williams, Faculty Regent

I. Call to Order

Jim Fouche called the meeting to order, February 23, 1981.

II. Approval of Minutes

Vernon Hicks requested the statement referring to Jim Fouche's discussion with the Provost on page 3 under item E., include an inquiry concerning the length of the semesters. On page 2 item B., Jim Fouche requested "a long and painful philosophical" be deleted. Also, on page 2 item D., Dr. Fouche requested the last statement be amended to read, "The Professional Concerns Committee will be working on a review of the revisions suggested by the faculty committee on the Faculty Policy & Procedures Manual." The minutes as amended were approved.

III. Additions or Deletions from the Agenda

Jim Fouche requested the addition of C. General Announcements under the President's Report. The addition was approved.

IV. President's Report

A. Report on Most Able Students

President Albright has formed a special committee to examine the options available regarding the Honors Program. Pam Juengling has been reassigned one-quarter time to serve on this committee.

B. Alternative Scheduling

A special committee has been established to survey faculty and student views of alternative scheduling. Connie Widmer will be serving on this committee. This committee will be responsible for the development of the survey and interpreting the results as they come in.

C. General Announcements

A committee has been established to devise an Academic Planning Calendar. Jonathan Bushee will serve on this committee as Faculty Senate representative. The purpose of this committee is to develop a unified planning calendar for the university to better plan the academic year with respect to academic and procedural deadlines.

The Executive Committee has appointed Bob Kempton to the Media Services search committee. Janet Miller is chairing the committee for the Director of Library's search.

Next months, March 23, Faculty Senate meeting will be held in room 303-305 of the University Center.

Copies of the Faculty Handbook have been distributed to departmental chairpersons and to the Executive Committee. The Professional Concerns Committee has just begun deliberations on this document. It is hoped that the Handbook will be ready to be presented at the April Board of Regent's meeting. Several copies have been put on closed reserve in the library. The Faculty Senate expressed appreciation to Dick Ward and his committee for a job well done.

The Senate expressed appreciation to President Albright and Provost Gray for attending the February 11, meeting. It was noted that the deadline for responses of this meeting is February 27, 1981.

Jonathan Bushee moved that the Executive Committee, as a matter of emphasis, resubmit to the President the Professional Concerns document as passed by the Senate, February 1980, concerning faculty over-load. Connie Widmer seconded the motion. The motion carried. George Goedel moved that the Professional Concerns Committee reconsider the issue of faculty over-load and report its recommendations to the Full Senate. MacKenzie Osborne seconded the motion. The motion carried.

Gary Johnston announced that the position of Dean of Experimental and Transdisciplinary Studies will not be filled due to budgetary cut-backs.

Larry Giesmann presented a schedule of the 1981 Spring Workshop Series by the Teaching Effectiveness Task Force. (Attached)

The Kentucky Secretary of the Treasury and the Commissioner of the Budget met with the Executive Committee along with administrators, students, and departmental chairpersons. The State expects to know the substance of the budget cuts by April 1st.

Provost Gray discussed the question concerning the length of the semester. Dr. Gray stated he would forward information regarding this issue and discuss it in more detail at the next Faculty Senate meeting.

V. Committee Reports

A. Benefits, L. Giesmann, Chair

The Benefits Committee is currently considering 16 project grant requests. Dr. Giesmann will be presenting additional information regarding the life insurance policy at the next Benefits Committee meeting.

B. Budget, D. Snyder, Chair

The meeting with Dennis Taulbee has been postponed until February 26.

C. Curriculum, T. Cate, Chair

Tom Cate presented the proposed amendments to the Curriculum Committee By-Laws. He amended the proposed statement under Article V, Section 3 to read, "the issue shall be decided by majority vote." The proposed amendments were then approved.

C. Professional Concerns, C. Widmer, Chair

Connie Widmer presented the completed Ethics Statement. The Governance Proposal was then presented by Dr. Widmer. It was suggested that under item I. "Dr. Millett" be changed to state the position rather than the person. The motion was made to consider Section IV separately. The motion was seconded and passed. The motion was made to consider Section VI separately. The motion was seconded and passed. Peter Moore moved to amend the last statement under item II. to read, "This body would serve the following functions." Tom Cate suggested as a friendly amendment, changing the word "would" in that statement to "should." The friendly amendment was accepted. The motion was seconded and passed. Jonathan Bushee moved to amend item III. to read "Council of Deans" in place of the "academic coordinating council." Connie Widmer seconded the motion. The motion passed. Peter Moore moved to amend item II. C. to read, "The University Coordinating Council has no decision-making capacity." Jim Fouché seconded. The motion carried. Joseph Ohren called a question to accept items I, II, III, V, VII, and VIII. These items were approved. Item IV was deleted from the Proposal. Item VI was approved as is. (Revised copy attached)

Larry Giesmann announced that eight sabbatical leaves have been funded for the upcoming academic year: Compton Allyn, Connie Widmer, Arthur Miller, and Michael Adams for the entire 1981-1982 year; Sharlotte Neely for the Fall of 1981; McKenzie Osborne, Sandra Easton, and Peter Moore for the Spring of 1982.

The meeting was adjourned at 4:57 pm.

Gary Johnston, Secretary
Faculty Senate

PROPOSED AMENDMENTS

BY-LAWS

UNIVERSITY CURRICULUM COMMITTEE

1. Article V Meetings; Section 3

Currently reads: A simple majority of the UCC shall constitute a quorum and, unless otherwise specified herein, the vote shall be decided by a majority of the UCC members in attendance.

Proposed: the vote shall be decided by a majority of the UCC members.

2. Article VIII Method of Amending By-Laws

Currently reads: By-laws may be amended at any regular committee meeting by a majority vote of the UCC provided the amendment was submitted in writing at the previous regular committee meeting.

Proposed: By-laws may be amended at any regular committee meeting by a majority vote of the UCC members in attendance provided the amendment was submitted in writing at the previous regular committee meeting.

RATIONALE

Under parliamentary tradition, a majority vote would be considered in the context of affirmative and negative votes only, excluding abstentions. Thus abstentions would have no effect on a count to determine the presence of a quorum or passage of any motion obtaining a majority. Present rules have the effect of counting abstentions as negative votes.

It is true that for certain types of motions special voting requirements are often stipulated, but these are normally extraordinary issues (e.g., amendments to by-laws). But the current UCC by-laws treat all motions except amendments to the by-laws as requiring extraordinary majorities.

Thus, taken together, the proposed amendments would make the by-laws consistent with parliamentary tradition.

Governance Proposal

The following recommendations are based on deliberations of the University Decision-Making Conference held at N.K.U. in the Spring of 1980. After this conference, members of the Executive Committee of the 1979-80 Faculty Senate formulated a list of recommendations regarding governance. However, there was not time for last year's Senate to act on these recommendations and so they were presented to the 1980-81 Professional Concerns Committee for consideration. After much deliberation, the Professional Concerns Committee approved the following recommendations, based on, but containing revisions of, the original list.

These are now presented for your consideration and will be voted upon at the Senate meeting of February 23.

Governance Proposal
as passed by the Professional Concerns Committee

- To be amended
- I. That a Staff Council should be established. The Council should be autonomous and consist of elected representatives from each of the five (5) employment categories presented by Dr. Millett (i.e., support service professionals, technical, clerical/secretarial, crafts/trades, and service personnel. A council with two representatives from each of the separate constituencies. We recommend further that this organization begin operation in the spring of 1981.
- II. That a University ^{Council} ~~Coordinating Committee~~ consisting of two faculty (President and Vice-President of the Faculty Senate), two students (representing Student Government), two academic administrators, and two representatives from the Staff Council (see I. above) be established. This body ~~would be chaired by the President of the Faculty Senate and would~~ ^{should} serve the following functions:
- A. Communication for the purpose of resolving differences and the discussion of common concerns among the various constituencies and between these constituencies and the President of the University.
- B. Advisory to the President of the University.
- C. Council members would serve in a liaison capacity between their constituencies and the University President. The University Coordinating Committee has no decision-making capacity.
- III. That the existing constituent representative groups (i.e., Faculty Senate, Student Government, and the ~~Academic Coordinating Council~~) be retained as autonomous bodies. ^{Council of Deans}
- ~~IV.~~ That Department Chairpersons be eligible for full membership in the Faculty Senate. Chairpersons should be allowed to vote and serve as Senators and run for Senate offices.
- V. That each standing committee of the Faculty Senate invite a representative from each of the other constituent groups (students, administrators, and/or staff) on an ex officio basis. This provision should be included in the Senate Constitution Bylaws. This should be a reciprocal arrangement allowing the Faculty Senate to have ex officio representation on the Staff Council, Student Government Association, etc.
- VI. That members of the Executive Committee of the Faculty Senate be reassigned one-quarter (1/4) time for their services. That the President of the Faculty Senate be reassigned one-half (1/2) time for his/her services.
- VII. That a permanent office be assigned to the Faculty Senate.
- *VIII. That a separate budget be established for the Faculty Senate as a line item in the Universities operating budget.

GOVERNANCE PROPOSAL
NKU FACULTY SENATE
FEBRUARY 23, 1981

The Faculty Senate recommends:

- I. That a Staff Council should be established. The Council should be autonomous and consist of elected representatives from each of the five (5) employment categories suggested by the National Center for Higher Education Management Systems (i.e., support service professionals, technical, clerical/secretarial, crafts/trades, and service personnel). A council with two representatives from each of the separate constituencies is suggested. We recommend further that this organization begin operation in the spring of 1981.
- II. That a University Council consisting of two faculty (President and Vice-President of the Faculty Senate), two students (representing Student Government), two academic administrators, and two representatives from the Staff Council (see I. above) be established. This body should serve the following functions:
 - A. Communication for the purpose of resolving differences and the discussion of common concerns among the various constituencies and between these constituencies and the President of the University.
 - B. Advisory to the President of the University.
 - C. Council members would serve in a liaison capacity between their constituencies and the University President. The University Council has no decision-making capacity.
- III. That the existing constituent representative groups (i.e., Faculty Senate, Student Government, and the Council of Deans) be retained as autonomous bodies.
- IV. That each standing committee of the Faculty Senate invite a representative from each of the other constituent groups (students, administrators, and/or staff) on an ex officio basis. This provision should be included in the Senate Constitution Bylaws. This should be a reciprocal arrangement allowing the Faculty Senate to have ex officio representation on the Staff Council, Student Government Association, etc.
- V. That members of the Executive Committee of the Faculty Senate be reassigned one-quarter (1/4) time for their services. That the President of the Faculty Senate be reassigned one-half (1/2) time for his/her services.
- VI. That a permanent office be assigned to the Faculty Senate.
- VIII. That a separate budget be established for the Faculty Senate as a line item in the University operating budget.

Statement on Faculty Overload

The Professional Concerns Committee of the Faculty Senate has carefully considered the question of faculty overload. In weighing points on both sides of the issue, it is our feeling that overload be discouraged wherever possible. Acceptance of teaching overload suggests to the University that faculty are capable of teaching more than the currently defined load, without expense to other required professional activities possibly leading to readjustment of the load formula.

The following points were raised in our discussions:

A. Points favoring faculty overload:

1. A full time faculty member is already under contract with the University and, therefore, tends to be more available to students.

B. Points against full time faculty teaching overload:

1. Faculty with a teaching overload are actually less available to students.
2. Teaching overload could result in a decrease in the quality of teaching.
3. Teaching overload may allow less time for student advising.
4. Teaching overload can lessen scholarship and reduce time available for research and professional activities, reflecting poorly on the institution as a whole.
5. Teaching overload may discourage involvement in University committees, the Faculty Senate, and University service in general.
6. Teaching overload may discourage community involvement, community service, and contributions to the community in general.

Therefore, the Professional Concerns Committee makes the following recommendations:

1. That a teaching overload is unacceptable except in extreme, unavoidable circumstances (e.g. where a department is unable to hire an adequate part time instructor, the illness or resignation of a faculty member within the department, etc.).
2. That a routine overload shall not be tolerated.

TEACHING EFFECTIVENESS TASK FORCE

1981 SPRING WORKSHOP SERIES

1. TEXTBOOK SELECTION

March 4 (Wednesday) 3:30 - 4:30 p.m. University Center 108

Presented by Le Ganschow

Two major topics will be addressed in this session:

1. Techniques for selecting the text that is best for you and your students.
2. Procedures (tricks ?) for getting your students to read and enjoy their texts.

2. EFFECTIVE COMMUNICATION

March 19 (Thursday) 4:00 - 5:00 p.m. University Center
Cafeteria B and C

Presented by Jack Wann and Edd Miller

This workshop deals with the communication process as it must take place in the classroom.

3. INTERDISCIPLINARY PAIRED COURSES: IMPLICATIONS FOR THE FUTURE

April 1 (Wednesday) 3:30 - 4:30 p.m. University Center 108

Moderated by Fran Zaniello

This session will feature a discussion by faculty teaching in the NEH sponsored "Writing Across the Disciplines" program at Northern, which currently includes course pairings in Social Science - English, Psychology - English, and Natural Science - English.



Faculty Senate

To: Faculty Senators

From: Connie Widaer
Chairperson, Professional Concerns Committee

Date: February 10, 1981

Re: Statement on Professional Ethics and Responsibilities

The enclosed document on Professional Ethics and Responsibilities has been approved by the Faculty Senate during the course of the past two years. It is now presented in its entirety for your information.

STATEMENT ON PROFESSIONAL ETHICS
CODE OF PROFESSIONAL RESPONSIBILITIES

- I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. His/Her primary responsibility to his/her subject is to seek and to state the truth as he/she sees it. To this end he/she devotes his/her energies to developing and improving his/her scholarly competence. He/She accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/She practices intellectual honesty. Although he/she may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.
- II. As a teacher, the professor encourages the free pursuit of learning in his/her students. He/She holds before them the best scholarly standards of his/her discipline. He/She demonstrates respect for the student as an individual and adheres to his/her proper role as intellectual guide and counselor. He/She makes every reasonable effort to foster honest academic conduct and to assure that his/her evaluation of students reflects their true merit. He/She respects the confidential nature of the relationship between professor and student. He/She avoids any exploitation of students for his/her private advantage and acknowledges significant assistance from them. He/She protects their academic freedom.
- III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/She respects and defends the free inquiry of his/her associates. In the exchange of criticism and ideas he/she shows due respect for the opinions of others. He/She acknowledges his/her academic debts and strives to be objective in his/her professional judgment of colleagues. He/She accepts his/her share of faculty responsibilities for the governance of this University.
- IV. As a member of this University, the professor seeks above all to be an effective teacher and scholar. Although he/she observes the stated regulations of the institution, provided they do not contravene academic freedom, he/she maintains his/her right to criticize and seek revision. He/She determines the amount and character of the work he/she does outside the institution with due regard to his/her paramount responsibilities within it. When considering the interruption or termination of his/her service, he/she recognizes the effect of that decision upon the program of the institution and gives due notice of his/her intentions.
- V. As a member of his/her community, the professor has the rights and obligations of any citizen. He/She measures the urgency of these obligations in the light of his/her responsibilities to his/her subject, to his/her students, to his/her profession, and to this institution. When he/she speaks or acts as a private person he/she avoids creating the impression that he/she speaks or acts for this University. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

VI. The primary professional obligation of a faculty member is to be an effective teacher and scholar. Other specific obligations of the faculty in abiding by professional standards include, but are not limited to, the following:

A. Obligations to Students

1. Providing a syllabus for each course taught in accordance with the guidelines for syllabi contained in the Code of Undergraduate Student Rights and Responsibilities.
2. Meeting classes as scheduled.
3. Adhering to posted office hours as prescribed by departmental policies.
4. Being available to advise, counsel and/or assist students.
5. Meeting the final examination schedule, if a comprehensive final is given.

B. Obligations to Colleagues and the University

1. Defending and respecting academic freedom; respecting the opinions of others.
2. Exercising responsibility for the governance of the University including service on university and department committees and attendance at departmental and university-wide meetings.
3. Keeping abreast of published policies and procedures especially as they apply to promotion in rank and tenure.

C. Obligations to the Community

1. Promoting conditions of free inquiry and furthering public understanding of academic freedom.
2. Assisting the university in meeting its community service mission.

VII. Violation of professional ethics will subject a faculty member to disciplinary action. Alleged violations which are unresolved by informal means will be referred to the University Peer Review Committee. Upon completion of an investigation by the Peer Review Committee, their report will be forwarded to the appropriate dean. The disciplinary action may include, but is not limited to, a warning, a reprimand, probation, or dismissal in accordance with due process and existing policies and procedures which are pertinent to such issues in the faculty handbook.

Publication and Promotion of Course Offerings

Promotion and publication of University course offerings in accordance with the missions of the University in servicing the northern Kentucky community shall be limited to the following:

A. Publications

1. University catalog
2. Class schedule
3. Brochures
4. Posters

B. Promotion

1. Newspaper announcement
2. Direct mailing
3. Posting
4. Admissions staff information services
5. Announcement and/or distribution in the classroom of relevant academic information and information on course content.

C. Approval

1. The above methods and means and any exceptions shall be subject to the approval of the chairperson and/or other appropriate administrative officers of the University.
2. Approval shall be based on legitimate administrative and/or academic criteria including but not limited to the following:
 - a. distribution of objective information on course content
 - b. university publication standards, i.e. grammar, spelling, design
 - c. relevant academic information, i.e. academic credits earned, cross listing of academic credit, time and place of class meetings, prerequisites.
 - d. need for publication of new or revised course offerings

- D. Failure to comply with this policy will constitute a violation of professional ethics. Violations will be dealt with under Article VII of the Code of Professional Ethics.

Administrative Policy

Cancellation or Postponement of Classes

A course at Northern Kentucky University may be cancelled or postponed upon the administrative judgment of the chairperson, dean, or provost as appropriate. Such judgment shall be based upon legitimate administrative and/or academic reasons including, but not limited to, one or more of the following:

1. insufficient enrollment
2. financial exigency
3. maintenance of full-time academic loads
4. reassigned time
5. update and revision of course offerings
6. unavailability of an appropriate instructor