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4-21-1988

### University Faculty Assembly 04-21-88 Meeting Minutes

Shawnee State University

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RECEIVED

MAY 03 1988

MINUTES  
UNIVERSITY FACULTY ASSEMBLY

OFFICE OF THE PROVOST

A meeting of the University Faculty Assembly was held on Thursday, April 21, 1988 at 4:30 p.m. in room 205 of Massie Hall. There were thirty-nine members present.

CALL TO ORDER

U.F.A. President, Dr. George Trampe, called the meeting to order at 4:35 p.m., Thursday, April 21, 1988.

APPROVAL OF MINUTES

Dr. Trampe asked if there were any additions or corrections to the minutes of March, 16, 1988. The minutes were approved as written.

COMMUNICATIONS/CORRESPONDENCE

None

EXECUTIVE BOARD REPORTS

Dr. Trampe stated that the executive board reviewed U.F.A. progress during its first year. As a result, a list of topics for future consideration was developed. Outgoing executive board members will meet with incoming executive board members in order to review this list and insure an orderly transition of officers.

AGENDA APPROVAL

No one asked that additional items be added to the agenda.

COMMITTEE REPORTS

Committee on Committees-Ms. Gampp

No report was given.

Educational Policies and Curriculum Committee-Dr. Law

No report was given. Dr. Law mentioned that a vote will be taken later in the meeting relative to an EPCC proposal.

Faculty Affairs Committee-Ms. Chaffin

Ms. Chaffin reported that the committee recently solicited input on the policy addressing the use of part-time faculty. Based upon that input, the policy has been revised and distributed to U.F.A. members for their review.

Fiscal Affairs Committee-Dr. Trampe

No report was given.

Student Affairs Committee-Mr. Thomas

Mr. Thomas reported that the committee has scheduled a hearing for Thursday, April 28, 1988, at 4:30 p.m. in Massie 205 to discuss the Academic Scholarship Committee Proposal and the Grade Grievance Procedure Policy. U.F.A. members have been notified of this meeting and provided with a copy of each proposal.

Faculty Development/Research and Creative Activities Committee-  
Ms. Kegley

Ms. Kegley reported that the U.F.A. constitution states that recommendations passed by the U.F.A. are to be acted upon with forty-five days. Concerned that this period of time has elapsed since the passage of the faculty development policy, she talked with Dr. Addington. He stated that we should proceed as if the policy has been approved stating that he would like to submit the policy to the Board of Trustees as part of a package in the future.

Ms. Kegley indicated that forms required by the faculty development policy are being printed and will be available shortly from the business office. Faculty development funds are to be provided in the new budget and will probably be channeled through the division budgets.

Ms. Kegley reminded members that survey forms from those wishing to be considered for faculty development funding can still be submitted even though the forms were actually due April 1, 1988.

Ms. Kegley mentioned that faculty enrichment funds, available as a result of the S.E.A. contract, require a separate form which is available in the business office.

Lastly, Ms. Kegley mentioned that the composition of the committee will be changing shortly and she wished to thank committee members Debbie Bihl, Tom Charles, Joyce Kiser and Kathy Simon for their active participation.

Facilities Committee-Dr. Miner

No report given.

UNFINISHED BUSINESS

Faculty Advising Proposal

Mr. Thomas stated that the faculty advising policy will not be submitted for a vote at this time.



### Selection of Senior Administrator Policy

A motion to approve the Selection of Senior Administrator Policy was made and seconded. Following a brief discussion, a vote was taken and the policy was approved as written.

### Course Outline Policy

Dr. Law indicated that page seven of the proposed policy is the same as the current course outline policy stated in the Policies and Procedures Manual except that the title Vice-President has been changed to Division Chairperson or Dean in order to reflect our current organizational structure.

Dr. Law further indicated that page eight is a "suggested" course outline format designed to assist faculty. It is not a required format.

A motion to approve the Course Outline Policy was made and seconded. A vote indicated that the motion passed.

### Curriculum Change Policy

Dr. Law reported that the Curriculum Change Policy was first distributed during Fall In-Service. Since that time, several hearings have been held and the policy has been revised as appropriate. All revisions are reflected in the document distributed to U.F.A. members on March 14, 1988. The most recent change of significance appears on page three and states that two-thirds of the division/school faculty must approve a proposal before it is submitted to the EPCC.

A motion to approve the General Guidelines for Educational Policy and Curriculum Changes recommendation was made and seconded. A vote indicated that the motion passed.

### NEW BUSINESS

#### Constitutional Amendment

Those favoring and those opposing the proposed constitutional amendment were given an opportunity to present their respective viewpoints. Following discussion, members of the Committee on Committees collected the ballots which had been distributed earlier in the week through campus mail.

The Constitution does not clearly state the last date on which a ballot may be turned in. Therefore, it was informally agreed that this U.F.A. meeting would not be formally adjourned until 5:00 p.m., Friday, April 22, 1988. This enables members to submit a ballot until that time.

### Non-Renewal of Faculty Contracts

Mr. Ron Fasce asked to address the U.F.A. regarding the non-renewal of three faculty contracts. He indicated that a faculty member deserved at least a reason stating why a contract was not renewed. In addition, he was offended by the classified ad appearing in a local newspaper posting his position. Mr. Fasce asked the U.F.A. to consider sending a strong message to the Provost opposing his decision not to renew the contracts of three faculty members.

Dr. George Trampe indicated that the non-renewal of contract issue was discussed at the last U.F.A. meeting. Those attending the last meeting agreed to send a letter to the Provost expressing concern regarding how the non-renewal notifications had been handled. A letter was indeed sent. Dr. Trampe stated that it is the Provost's position that the terms of the S.E.A. contract had been met and that the proper procedures had been followed relative to the non-renewals.

Mr. Fasce asked for a statement of support from the Faculty. A motion was made and seconded that the Board of Trustees be sent a letter indicating that the decision not to renew the contracts of three faculty members be overturned because the faculty were not properly evaluated and because accepted practices of due process were not followed. The exact wording of the motion was to be determined by U.F.A. Executive Board members. The motion received a second and brief discussion followed. A vote indicated that the motion passed.

### Developmental Education Proposal

Ms. Hamilton reported that a hearing had been held recently and that a proposal regarding developmental education would be ready for a vote at the next U.F.A. meeting.

### Part-Time Faculty Policy

Ms. Chaffin distributed a revised proposal addressing the use of part-time faculty. She indicated that the policy reflected changes suggested by U.F.A. members.

Ms. Chaffin was asked if the policy applied to SOCF classes. It was suggested that the policy be amended to apply to main campus classes only.

Discussion centered upon the question "What is the plan if qualified part-time instructors cannot be located?" Following discussion, Dr. Trampe suggested that this matter be addressed by each division in a division meeting as there is obvious interest and concern with regard to this issue.

# ADJOURNMENT

As previously agreed, the meeting will formally adjourn at 5:00 p.m., Friday, April 22, 1988 in order to give members additional time to return the constitutional amendment ballots.