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5-14-1987

### University Faculty Assembly 05-14-87 Meeting Minutes

Shawnee State University

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# UNIVERSITY FACULTY ASSEMBLY

## AGENDA

The University Faculty Assembly of Shawnee State University will hold a meeting of its members on Thursday, May 14, 1987 at 4:30 P.M. in room 202 of Massie Hall.

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|---|----------------|
| 1. Call to Order  | President      |
| 2. Approval of Minutes                                  | Secretary      |
| 3. Communications/correspondence                        | President      |
| 4. Executive Board Reports                              | President      |
| 5. Agenda Approval                                      | President      |
| 6. Committee Reports                                    |                |
| A. Committee on Committees                              | Anna Gampp     |
| B. Educational Policies and Curriculum                  | Fred Law       |
| C. Faculty Affairs                                      | Valerie Kramer |
| D. Fiscal Affairs                                       | Jim Kadel      |
| E. Student Affairs                                      | Jack Thomas    |
| F. Faculty Development/Research and Creative Activities | Phyllis Kegley |
| G. Facilities Planning                                  | Dick Hevenor   |
| 7. Unfinished Business                                  | President      |
| 8. New Business   | President      |
| A. Steering Committee Resolution                        | President      |
| B. Search Committee Resolution                          | President      |
| C. Faculty Handbook Progress                            | President      |
| D. Status of Pre-UFA committees                         | President      |
| E. Other  | Open           |
| 9. Adjournment  | President      |

University Faculty Assembly members will be asked to vote on two resolutions during the May 14th meeting. They appear on the agenda under the New Business headings A and B. The proposed wording appears below and serves to legitimize faculty representation on two important committees.

#### RESOLUTION #1

RESOLVED, that six faculty members, one from each division be appointed to serve on the Steering Committee established by the Provost to prepare a report for the North Central Site Visit Team.

#### RESOLUTION #2

RESOLVED, that three faculty members be appointed to the Search Committee responsible for making recommendations relative to the hiring of senior administrators.

BE IT FURTHER RESOLVED, that the three faculty members be the President of the Shawnee Education Association, the President of the University Faculty Assembly, and a member at large elected by U.F.A. members.

## MINUTES

### UNIVERSITY FACULTY ASSEMBLY

A meeting of the University Faculty Assembly was held on Thursday, May 14, 1987 at 4:30 P.M. in Room 202 of Massie Hall. There were twenty-seven members of the University Faculty Assembly present.

#### CALL TO ORDER

University Faculty Assembly President George Trampe called the meeting to order at 4:30 P.M. on Thursday, May 14, 1987.

#### APPROVAL OF MINUTES

Since this was the first official meeting of the University Faculty Assembly there were no prior minutes to be approved.

#### COMMUNICATIONS/CORRESPONDENCE AND EXECUTIVE BOARD REPORT

##### Correspondence from Dick Howard

Dr. Trampe explained that Dick Howard sent a letter to the Executive Board asking that they consider the matters of textbook adoption and externship utilization. The matter regarding textbook adoption has been referred to the Educational Policies and Curriculum Committee. The externship matter has been referred to the Faculty Development/Research and Creative Activities Committee.

##### Committee Charge

Dr. Trampe explained that there are two ways that a UFA committee may be assigned a charge. First, the Executive Board may assign the committee a charge or similarly the committee may write to the Executive Board asking that they be charged with a specific task. Second, during a UFA Assembly meeting, a committee can be assigned a charge by a two-thirds affirmative vote of the UFA membership.

##### North Central Steering Committee and Senior Administrator Search Committee

Dr. Trampe explained that he received correspondence from Dr. Ewigleben relative to faculty representation on the Steering Committee being set up relative to the North Central site visit and the Search Committee being established for the purpose of seeking senior administrators. Dr. Trampe explained that neither committee is a standing committee nor an ad hoc committee of the UFA. Representation on either would require a resolution such as that to be proposed later on in this meeting.

##### Faculty Handbook

The UFA is currently working on a new faculty handbook which will become part of the revised Policy and Procedures Manual.

#### PROGRAM DIRECTORS

Dr. Trampe explained that as a result of a discussion with Dr. Ewigleben, Program Directors are defined as administrators and in that capacity would be governed by the policies and procedures in the administrative handbook. However, since some



Program Directors have teaching responsibilities, they would in that capacity, fall under the guidelines established within the Faculty Handbook.

#### Other Committees

Dr. Trampe discussed the status of campus committees other than those established by the U.F.A. Dr. Ewigleben felt that the committees should be discussed one at a time if they are still functioning at all. Inactive committees will simply remain inactive. Dr. Trampe asked that U.F.A. members indicate to him any knowledge of committees still functioning but not included under the U.F.A. umbrella.

The following committees were brought to Dr. Trampe's attention: Master Plan, Marketing, Fall In-Service, Cultural Affairs, and Externship.

Dr. Trampe was asked to investigate the role of the Administrative Cabinet at the University.

#### AGENDA APPROVAL

Dr. Trampe explained that the agenda for a university faculty member was subject to approval by the members. There is also a provision to amend the agenda if necessary. Dr. Trampe asked for and received a motion to approve the agenda. The motion was seconded. A vote was taken and the motion was approved.

#### COMMITTEE REPORTS

##### Committee on Committees - Anna Gampp

Ms. Gampp reported that the Committee on Committees first task was to establish the U.F.A. Committees. It accomplished this task as outlined in the Constitution. Currently they are working on the ballot for the Search Committee using the nominations which were received recently. This committee will also be involved in appointing faculty members to the North Central Site Visit Steering Committee. They are keeping track of individuals who have expressed a willingness to serve on committees in various capacities. It is likely that a brief resume will be solicited from interested individuals which can be used to assist the committee in the appointment procedure. It is likely that a form for this purpose will be developed in the future. The committee is aware that some large divisions such as Allied Health do not appear to have as much representation on committees as do other divisions containing fewer faculty.

##### Educational Policies and Curriculum Committee - Fred Law

Mr. Law reported that his committee has addressed several topics including Guidelines for Making Recommendations and Changes in Curriculum, Graduation Degree Requirements, Credit by Examination and Arrangement, Academic Probation, Withdrawal, Pass/Fail, Satisfactory vs. Unsatisfactory, Grading, Admission Requirements, Textbook Adoption, Program Evaluation and Review, Evaluation of New Programs, the General Education Core, Course Numbering, and Mission Statement.

Mr. Law explained that the Committee generally meets on Friday at 10:00 A.M. in the Allied Health conference room and that the meetings are open to interested parties.

Faculty Affairs - Valerie Kramer

Ms. Kramer reported that the Committee meets on Thursday at noon in the Occupational Therapy lab. The committee is interested in addressing the following 6 issues: Selection of Full Time and Part Time Faculty, Academic Rank for Program Directors, Evaluation of Faculty, Faculty Participation in Administrative Appointments, Faculty Representation on Committees not under the UFA umbrella, and Faculty Morale.

Fiscal Affairs - Jim Kadel

Dr. Kadel explained that he is the temporary chair of this committee and has nothing to report at this time.

Student Affairs - Jack Thomas

Dr. Trampe explained that Mr. Thomas could not be in attendance this afternoon. The committee met one time and has nothing to report at present.

Faculty Development/Research and Creative Activities Committee - Phyllis Kegley

Ms. Kegley read the names of those serving on this committee. She explained that the Fall In-Service Committee will henceforth become a sub-committee of the Faculty Development/Research and Creative Activities Committee. The Committee on Committees will approve the establishment of such a sub-committee.

Dick Howard met with the Faculty Development/Research and Creative Activities Committee to consider ways of encouraging faculty to make use of the existing externship fund. He indicated the possibility of turning over the Externship Program to this UFA committee.

Ms. Kegley indicated that Dr. Come has asked that this committee take a look at a proposed sabbatical leave policy. The committee is in the process of considering that document.

Ms. Kegley explained that sabbatical policy falls under the Ohio Revised Code and the committee is in the process of studying that code. At present, \$38,000 is available this year and \$50,000 available next. This does not represent a very large sum of money and the committee will be researching the possibility of obtaining substantially more money for faculty development. She indicated that several people want to pursue advanced degrees.

The committee generally meets on Monday at 1:00 P.M. although the location varies. The meetings are open and interested parties are invited to attend.

Facilities Planning - Dick Hevenor

The Facilities Committee meets on Thursday at 3:00 P.M. although the location changes. Dick read the committee's charge as outlined in the Constitution and indicated that it has met 3 times.

Mr. Hevenor indicated that the work to date is outlined in the minutes dated May 14, 1987. The committee has met with Dr. Gleason relative to its relationship to the Master Plan Advisory Committee.



Dr. Gleason has indicated that other than the Allied Health Annex there are no firm building plans to date. The 6.8 million dollars allocated for the Math/Science Business Building will be utilized for an advanced technology building. The Library has been allocated 7.5 million dollars. A new phone system is under discussion as is the need for future faculty office space.

#### UNFINISHED BUSINESS

As this was the first UFA meeting, there was no unfinished business to discuss.

#### NEW BUSINESS

##### Steering Committee Resolution

Dr. Trampe read Resolution #1 as follows: "RESOLVED, that six faculty members, one from each division be appointed to serve on the Steering Committee established by the Provost to prepare a report for the North Central Site Visit Team." There was some discussion regarding this resolution. A motion was made and seconded to approve the resolution. A vote was taken and it passed.

##### Search Committee Resolution

Dr. Trampe read Resolution #2 regarding the Search Committee. "RESOLVED, that three faculty members be appointed to the Search Committee responsible for making recommendations relative to the hiring of senior administrators.

BE IT FURTHER RESOLVED, that the three faculty members be the President of the Shawnee Education Association, the President of the University Faculty Assembly, and a member at large elected by U.F.A. members." Considerable discussion followed. It was obvious that this resolution would have to be studied further. A motion was made to table the resolution. The motion was seconded, a vote was taken and the resolution was tabled.

#### ADJOURNMENT

At 5:30 P.M. a motion was made to adjourn the meeting. It was seconded, the vote was taken and the motion passed.