University Faculty Assembly Meeting Agenda
4-28-94

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AGENDA

1. CALL TO ORDER
2. AGENDA APPROVAL
3. APPROVAL OF OCTOBER 28, 1993 MINUTES
4. UNFINISHED BUSINESS: None
5. NEW BUSINESS:
   A. EXBD Recommendation Regarding Ad Hoc Administrative Review Committee (Res. 94-1)
   B. Faculty Advising Week (Res. 94-2)
   C. One-Night-Per-Week Evening Classes
6. ON-GOING BUSINESS
   A. Committee Reports
      1. Committee on Committees
      2. Faculty Affairs Committee
   B. Reports from Faculty Representatives on US Committees
      1. Academic Affairs Committee
      2. Affirmative Action Committee
      3. Athletic & Intramural Committee
      4. Facilities Committee
      5. Fiscal Affairs Committee
      6. Personnel Development Committee
      7. Student Affairs Committee
   C. Executive Board Reports
   D. Communications/Correspondence
7. ADJOURNMENT
MINUTES
UFA GENERAL MEMBERSHIP MEETING
Tuesday, 28 October, 1993  4:00 pm

There being a quorum of the membership present, the following business was conducted.

CALL TO ORDER

Prof. Kelley, President, opened the meeting with a call to order and after having been satisfied of a quorum, proceeded.

AGENDA APPROVAL

President Kelley moved for the approval of the October 28, 1993 agenda with one change: that the presentation by Dr. Veri be moved to item 4 on the agenda. The motion was approved.

MINUTES APPROVAL

President Kelley moved for the approval of the June 10, 1993 minutes. The motion was approved.

PRESENTATION BY DR. VERI AND DR. CREAMER

Dr. Veri presented his views on the current budget crisis. He explained the ways that the budget and the corresponding shortfall has been calculated. Dr. Creamer then presented a breakdown of the budget and the areas calculated by the approximate shortfall value of $750,000. Discussions between Dr. Veri, Dr. Creamer and the faculty followed.

UNFINISHED BUSINESS

There was no unfinished business to report upon.

NEW BUSINESS

A. FACULTY SCHOLARSHIP COMMITTEE REPORT

President Kelley explained the process of determining the current, proposed guidelines for administering the distribution of the faculty scholarship. He asked for a motion to approve the guidelines as presented. Prof. Buchanan-Berrigan moved for approval and second was made by Prof. Boukaabar. Discussion followed. Prof. Buchanan-Berrigan moved to amend item #3 to include wording so that only students who are not currently receiving any other form of financial aid would be eligible. Prof. Marouf seconded. Discussion followed. The question was called and the motion was defeated. Prof. Hadiyannis moved to make "academic excellence" (GPA) the only requirement for qualification. Prof. Hadiyannis seconded. The question was called and the motion was defeated. President Kelley then called the question on the first motion to approve the proposal as presented. The motion was approved.

B. UFA/US COORDINATION

President Kelley explained the rationale behind the proposed amendments that would clarify the relationship between the UFA and the US in regards to how and when the UFA might respond to US actions in certain areas of Faculty concerns. He asked for the approval of the proposed changes. Prof. Lorenz moved and Prof. Marouf seconded to accept the proposal as presented. Discussion followed. The question was called and the motion was approved.

ON-GOING BUSINESS

A. COMMITTEE REPORTS

1. COMMITTEE ON COMMITTEES

Prof. Yang discussed the appointment to the University Foundation that was decided between Prof. Marouf and Prof. Ruby, with Prof. Marouf being appointed.

2. FACULTY AFFAIRS COMMITTEE

Prof. Hadiyannis reported that the committee was going to meet at 5:00 pm, immediately following the general UFA meeting to elect the new chair of the committee.

3. AD-HOC COMMITTEE ON ADMINISTRATIVE REVIEW

Prof. Miner reported that the committee was ready to "test the instrument" on campus.

B. REPORTS FROM FACULTY REPRESENTATIVES ON US COMMITTEES

1. ACADEMIC AFFAIRS COMMITTEE

Prof. Doster informed the group about the restructuring of the Academic Affairs under the new US guidelines. He elaborated on the new OBR procedures for proposing new degree programs. He stated that there would be an open hearing on the proposed student Freshman center.

2. AFFIRMATIVE ACTION COMMITTEE

Prof. Kegley asked for any and all concerns regarding this committee to be directed to her attention.

3. ATHLETIC AND INTRAMURAL COMMITTEE

Prof. Lawson discussed future planning and budget cut areas.

4. FACILITIES COMMITTEE

Prof. Ruby reported that the committee is still in its formative stages.

5. FISCAL AFFAIRS COMMITTEE

Prof. Gemmer reported that the committee is concerned with the current budgetary problems and will continue to look into the situation and report back to the body.

6. PERSONNEL DEVELOPMENT COMMITTEE

Prof. Boukaabar reported that the committee is still forming and that they are suggesting the use of a survey in the future.

7. STUDENT AFFAIRS COMMITTEE

It was stated that the first meeting of the committee would be very soon and that the Freshman Center was the main item of concern.

C. EXECUTIVE BOARD REPORTS

Prof. Gilmer reported that she has been serving on the OBR's committee to investigate teaching excellence measures and the merits of research versus teaching institutions. She asked that any questions or suggestions, especially concerning the three questions that she put out on E-Mail, be directed to her attention.

D. COMMUNICATIONS/CORRESPONDENCE

There were no communications or correspondences.

ADJOURNMENT

Prof. Yang moved for adjournment and Prof. Hamilton seconded. The motion was approved.

Mr. B. Buchanan-Berrigan
RESOLUTION 94-1: EXBD Recommendation Regarding Ad Hoc Administrative Review Committee.

The UFA takes note of President Veri’s November 11, 1993 return to the UFA "for additional work" of the UFA proposal "RECOMMENDATIONS FROM THE ADMINISTRATIVE REVIEW COMMITTEE" adopted at its June 10, 1993 meeting.

The UFA requests that the Ad Hoc Administrative Review Committee prepare a proposal for the membership’s consideration that incorporates a response to President Veri’s expressed reasons for not approving the UFA proposal. The Ad Hoc Committee’s new proposal should be submitted in time for consideration at the May 1994 UFA meeting.

RESOLUTION 94-2: FACULTY ADVISING WEEK

The University Faculty Assembly invites faculty to identify each quarter’s first week of early registration as a special time for student advising. This can be accomplished by faculty posting on their office doors sign-up sheets dividing their regular office hours into fifteen-minute slots available for advisee appointments.
ME M O R A N D U M

Shawnee State University
Portsmouth, Ohio 45662
(614) 354-3205

TO: John Kelley, President

Faculty Assembly

FROM: Edward C. Miner, Chair

Administrative Review Committee

DATE: May 25, 1993

SUBJECT: RECOMMENDATION FROM THE ADMINISTRATIVE REVIEW COMMITTEE

The Administrative Review Committee would like to be placed on the Faculty Assembly Agenda for the June meeting. It is the Committee's intent to recommend that the UFA forward to the President of the University our proposal for test piloting by faculty of the evaluation instrument currently being used by the University Administrative Assembly.

The Committee's recommendation is to:

1. pilot the instrument among the college Deans by a small number of faculty. The intent is to clarify and agree upon the criteria to be used for evaluation.

2. share the criteria with faculty in these areas for further input and clarification.

3. pretest the instrument by having a small number of faculty evaluate the Deans. The results will be shared only with the Provost and President, and will not be used for employment decisions during the pilot.

4. refine the instrument; and

5. send the entire evaluation to the faculty assembly for review, revision, and a vote.

cc: Clive Veri

Shawnee State University

November 24, 1993

Professor John Kelley
President, UFA
Shawnee State University
Portsmouth, OH 45662

Dear Professor Kelley:

I am returning to the University Faculty Assembly its recommendation to implement the report of the Ad Hoc Administrative Review Committee for the following reasons:

A. The ad hoc committee's recommendation falls far short of the charge given to it by the University Faculty Assembly at its February 20, 1992 meeting. Specifically, that charge included the following:

1. Justify the need for evaluating academic administrators.
2. Define the purpose of evaluating academic administrators.
3. Identify which academic administrative positions will be evaluated.
4. Describe the evaluation process to be followed.
5. Recommend the form to be used and how it will be validated.
6. Describe to whom the evaluation will be sent.
7. Identify who shall summarize the evaluation.
8. Recommend guidelines on how the results will be treated as a confidential personnel matter.
9. Recommend how the results of the evaluations are to be used.

The Instrument recommended to be used is inappropriate even for the pilot test that was recommended. The Instrument can only be defined as a Management by Objectives model. It is based on an exhaustive evaluation methodology by which both parties must continuously, throughout the evaluation cycle, develop new short- and long-range goals that may be targeted for completion in 1 to 5 years. In its current form, then, the instrument is less than useful for the evaluation of academic administrators by faculty.

To assist the UFA in recalling its previous actions, I attach the UFA minutes and my presentation to the faculty, both dated February 20, 1992.

Sincerely yours,

Clive Veri
President

Attachments

cc: Academic Administrators