

ASU FACULTY SENATE MINUTES
October 5, 2001

FACULTY ASSOCIATION

Bob Bennett, President (AS)
Jeff Bailey, Past President (LIB)
Bill Rowe, Sec/Treasurer (FA)

FACULTY SENATE

Bob Bennett, Chair
Bill Humphrey, Vice-chair
Debra Walden, Secretary
Michael Morrell, Parliamentarian

COLLEGE OF AGRICULTURE

Bill Humphrey

COLLEGE OF ARTS AND SCIENCES

Roger Abernathy absent
Jim Bednarz
Joe Sartorelli absent
Dick Freer
David Jimerson absent
Ernesto Lombeida proxy - Warren Johnson
Bill Maynard
Victoria Spaniol
Richard Wang

COLLEGE OF BUSINESS

Dan Marburger absent
Clint Relyea
Jim Washam absent
Chris Brown absent

COLLEGE OF COMMUNICATIONS

Jo Anna Grant proxy - Mike Doyle
Lillie M. Fears

COLLEGE OF EDUCATION

Cindy Albright absent
Kris Biondolillo
Joe Justen
John Ponder absent
Carl Vaupel absent

DEPT. OF ENGINEERING & APPLIED SCIENCE

Charles Coleman absent

COLLEGE OF FINE ARTS

Bill Rowe

John O'Connell

Ken Hatch absent

COLLEGE OF Nursing & Health Professions

Terry Baggs absent

Steve Guffey proxy - Roy Aldridge

Debra Walden

UNIVERSITY COLLEGE

Polly Green absent

LIBRARY

Myron Flugstad absent

MILITARY SCIENCE

Daniel Tiscareno absent

COUNCIL OF ACADEMIC DEANS

Jan Duggar absent

VISITORS

Curtis Steele (FA)

Greg Chance (KASU)

Heather McCutcheon (Herald)

John Hall (E)

CALL TO ORDER

Chair Bennett called the meeting to order at 3:06.

APPROVAL OF THE MINUTES

Minutes from the Sept. 21, 2001 Faculty Senate meeting were reviewed. Motion to approve minutes was made by Maynard; seconded by Spaniol. Motion carried.

REMARKS

Chair Bennett reported that he had attended a meeting dealing with the self-study in preparation for re-accreditation. Dr. Lynita Cooksey is the chair of the committee. Bennett had no outcomes to report at this juncture.

Bennett also stated that he had received a report on the Academic Calendar Committee from Senate representative, Sandra Bevill. The following points from the report were read into the minutes by Bennett:

" A memo from Lynita Cooksey which asked that the committee include beginning and ending dates for the three interim periods in the official calendar. Before reaching a decision, the committee asked Tom Wheeler to take the question to the Academic Deans' council to determine:

- 1. how many credit hours may be earned in an interim period*
- 2. if all interim classes must follow the same number of weeks*
- 3. if interim classes may overlap with the regular semester*

Discussion about a draft of the Fall Calendar ensued. Points raised were:

- 1. will students be off the Saturday following Labor day?*
- 2. Should faculty orientation be scheduled before faculty contracts begin*
- 3. Why is our semester longer than other universities?*

Discussion quickly moved to the third point because all other question concerning the calendar would hinge on whether or not we shortened the semester. It was mentioned that the issues had been approved by the Academic Calendar committee two years ago but was rejected at President's council.

George Lord moved that the committee explore the option of a 14 week (plus final exam) semester. The motion was seconded and approved. Paula asked the following committee members to take the issue to these groups: George Lord to the Chairs' council, Sandra Bevill to Faculty Senate, Renee Emerson to Staff senate, Shelley Lunbeck to SGA. Irene Martz was asked to contact Cal Shumway about taking the issues to the Deans' Council.

Sandra Bevill moved that the Wednesday before Thanksgiving be scheduled in the calendar as a holiday. MSC, provided it does not reduce the number of Wednesdays below the required number. On the draft for Spring 2002, extended registration was scheduled through January 15. Tracy Finch said it should be January 13. Five class days is the rule. For Fall 2003, the residence halls were listed as opening on Monday rather than Sunday. Patrick Dixon stated the halls open Sunday.

Summer I 2004 was listed as beginning Wednesday, May 26. The group was concerned that we would miss some teachers with that schedule and voted to move the beginning of summer I to June 1. Therefore, the first summer term would end July 1. Summer II would begin July 6 and end August 5, with commencement scheduled for August 6.

Senate discussion followed regarding the information provided by Bevill. Of particular concern was the length of the semester on this campus. Bennett suggested that if the Senate had issues to address concerning the calendar then a list of these concerns should be drafted and forwarded to the Academic Calendar Committee. Senator Maynard suggested that the senate should invite either George Lord or the chair of the calendar committee to address the senate. Bennett stated that this would be the appropriate action because our only information about the actions of the Calendar Committee to date is based on Bevill's e-mail. He agreed to invite the Chair of the Academic Calendar Committee to speak to the senate regarding plans for the calendar year 2003-2004.

OLD BUSINESS

Faculty Handbook:

Chair Bennett reminded senators to encourage their academic units to review the handbook. Comments should be addressed in writing to Senator Humphrey.

Senator Freer stated that the AAUP would be reviewing the document. He expects that issues will be raised in relation to the moratorium on tenure. Senator Maynard voiced a concern about the length of the new document...suggesting that perhaps too much extraneous material is contained in the new handbook. Senator Relyea commented that we have to accept the notion of the handbook as a dual-purpose document, serving as both procedure book and contract. Bennett suggested that the handbook is a work in progress and encouraged individuals to submit concerns to the executive committee. Freer asked whether it was a matter of policy that the handbook would serve as a contract for faculty. Senator Humphrey stated that there would be cover page in the

handbook to indicate this fact. He stated that this cover page would be written by the faculty on the handbook committee. Maynard suggested that perhaps the senate attorney should be consulted to craft the language of this contract. Humphrey offered his support of this notion. Freer also suggested that the procedure for amending the handbook needs to be carefully outlined. Bennett asked for a sense of the senate. He agreed to convene the executive committee to review the status of the cover letter and begin exploring the use of a lawyer to properly craft that cover letter as it relates to handbook as a contract.

Faculty Survey

Executive committee has met regarding the survey. Bennett reported that he is in the process of putting a committee together to review the results of the faculty survey. The committee will include faculty who are experts in qualitative analysis. The proposed committee will be available for your review at the next senate meeting. The committee will probably include a member of the Board of Trustees.

ASU Directory

Bennett reported that he had met with Roger Lee, J.W. Mason, president of the staff senate and president of the S.G.A. regarding the type of faculty information to be placed in the directory. He announced that this year the faculty member's name, department, rank, department phone number and email address would be included. No other information will be included. The faculty will need to consider its needs with regard to information contained in subsequent directories. According to Bennett, Mason said that the official policy has always been to allow faculty to be selective about information to be included in the directory. There has been a problem in communicating faculty desires through departments and then back to human resources.

Maynard raised concerns regarding the open use of social security numbers as a source of identification on campus. Discussion followed. Bennett offered to determine the status of a policy on use of social security numbers on campus.

Chair Bennett was congratulated by the senate for his work on resolving faculty concerns regarding the directory.

Election of Replacement Officers

Parliamentarian Morrell provided senators with a copy of the *ASU Faculty Senate Operations and Policy Manual*. He reported that we are in a constitutional gray area regarding what should be done when an officer resigns. He offered the following recommendations:

1. at the next annual meeting elect a president-elect
2. Bennett serves this year and the following year as president
3. Jeff serves as immediate past-president
4. This year there will be no president-elect to serve on the executive committee

Humphrey made a motion to support Morrell's recommendation and Relyea offered a second. The motion was carried by voice vote.

Morrell offered to draft changes to the constitution that reflect a procedure for succession to office should an officer resign.

Maynard verbalized his concern about the statement in the document regarding "contacting...the chair/dean if a senator misses two consecutive regularly scheduled meetings of the Senate..." He stated that it was the responsibility of the senator's

constituency to deal with a derelict senator. Bennett stated that in past the presidents have been unwilling to exercise this clause. However, he offered his support for the clause in the document. Morrell offered to redraft this statement and bring it back to the senate for review.

NEW BUSINESS

Campus Environment (Health & Safety)

Chair Bennett recognized Senator Rowe who indicated that several faculty members had pointed out concerns related to conditions in buildings and classrooms that may be impacting the health of both faculty and students. He suggested that there were several concerns that may have implications for workmen's compensation. Rowe reported that a safety manual was developed but with rules generated by the employer. He discussed his personal problems with adult onset asthma, which has been triggered by contaminants in his building. He verbalized his concern about the expertise of the individuals on campus who have the responsibility of monitoring these conditions. He suggested that a committee be formed to look into environmental concerns campus. He reminded faculty that we are governed by standards set by the Department of Labor, not OSHA. Senator Bednarz asked if it would be constructive to approach the safety office with concerns in the hope of working constructively with the institution. John Hall, visitor, asked if would be appropriate for the senate to contact President Wyatt since this issue effects not only faculty, but also students and staff. Senator Relyea asked if a letter could be addressed to the President from the senate to ask for an investigation and request some remedy. Discussion followed regarding an appropriate plan of action. Rowe made a motion to support the formation of a small committee to investigate campus concerns and report back to the senate. Senator Maynard seconded motion. The motion passed unanimously by voice vote.

Chair Bennett asked for help in construction the membership of the committee. The following individuals were named to the Campus Environment Committee:

B Rowe, G. Emmert, B. Humphrey, J.Farris

Review of Salary and Raises

Chair Bennett recognized Senator Humphrey. He stated that he has had several faculty ask him about what can be done about small salary raises in the light of other cost increases. He stated that he would like to see the senate determine what our salary status is in relation to other colleges in the state. He requested the formation of a committee to put this data together. He requested that salaries be reviewed in the light of increasing costs for services such as health care and parking. Wang stated that this has historically been the purview of the finance committee. Humphrey asked if the data had been analyzed and Relyea asked if the data was forwarded to the senate. Discussion related to a variety of salary concerns followed.

Relating to changing fees, Bennett reported that he had attended the Academic Affairs Council and raised the issue of a mid-year change in fees related to health care. He suggested that a change at this time is inappropriate and unfair. He reported that President Wyatt was sympathetic to this concern and has directed Jenus Burton to consider options other than a mid-year cost adjustment.

Senator Freer stated that it would be useful to determine data related to salaries. He suggested that the senate must "step up to the plate" and deal with issues that are

impacting the budget including the demands of athletic programs. He suggested that the faculty must be come "mobilized" in addressing these financial concerns. Senator Biondolillo stated that the senate would benefit by reviewing the data to establish and empirical set of facts. Visitor Hall suggested that the faculty association could budget funds to support the collection of an on-going database. Senator Wang requested that Bennett talk to the chair of the finance committee to determine if it would be possible to compile this data and disseminate it to faculty. Bennett agreed to approach the chair of the finance committee.

Distance Education

John Hall, visitor, reported to the senate as a representative of an AAUP committee meeting on intellectual property rights. He requested that the senate review the Hybertson Report of Spring, 1998. He stated that issues related to distance education in which this document addresses have still not be resolved. Faculty workload for individuals involved in distance education remains a serious concern. Another concern relates to the impact of distance education on the process of faculty PRT. Hall stated that often these faculty have inadequate time to meet PRT requirements. (The senate was asked specifically to address recommendations 8 and 10 in the Hybertson Report.)

Chair Bennett stated that he believed that this report needs to be brought forward and entered into the record. He stated that he has pointed out to President Wyatt that these issues remain a major concern of the faculty. Senator Maynard verbalized the support of the senate for Bennett in his approach of President Wyatt. Hall stated that he believed that some sense of satisfaction could be reached by addressing workload concerns and PRT issues. Bednarz requested that copies of the report be provided senators in order to consider concerns at the next senate meeting. Bennett agreed that the senate should review the document and then prepare a coherent policy with which to approach the faculty. Hall stated that he would invite the original members of the committee that first considered distance education issues to attend the next senate meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:58 p.m.

Respectfully submitted,

Debra Walden
Secretary