

Executive Committee Minutes
Monday, December 3, 2001
(Approved)

Chairperson Curt White called the meeting to order at 4:00 p.m.

Present: Lane Crothers, Khalid Razaki, Curt White, Susan Winchip, John Walker, Ziggy Kowalski, Carolyn Bathauer, la'Rufus Mitchell, Eileen Fowles, Al Goldfarb

Excused Absences: Vic Boschini, Mark Albrecht

Approval of Executive Committee Minutes of 11/12/01

Motion XXXIII-57: By Senator Razaki, second by Senator Winchip, to approve the November 12, 2001 Executive Committee meeting minutes. The minutes were unanimously approved.

Communications (oral):

- 11.14.01.01 From Al Goldfarb: Request to Add Members to CAS Dean Search Committee
- 11.19.01.01 From President Boschini: Approval of Senate Actions of 11/7/01 (Approval of Tiered Program Admissions, University Studies Degree and General Studies Proposals)

ADDENDUM:

- 11.29.01.01 From Jim Reid, Rules Committee: Student Dispute Resolution**

Policies on Review Cycle:

- 11.16.01.02 Amplification Policy (To Administrative Affairs and Budget Committee)
- 11.16.01.03 Dean's List Policy (To Academic Affairs Committee)
- 11.16.01.04 Disestablishment of Academic Units Policy (To Administrative Affairs Committee)
- 11.16.01.05 Display of Flags on Campus Policy (To Administrative Affairs Committee)
- 11.16.01.06 Distinguished Professor Designation Policy (To Faculty Affairs Committee)
- 11.16.01.07 Final Examinations Policy (To Academic Affairs Committee)
- 11.16.01.08 Grading Practice Policy (To Academic Affairs Committee)
- 11.16.01.09 Organizational Change Policy (To Planning and Finance Committee)
- 11.16.01.11 Religious Observances Policy (To Administrative Affairs Committee)
- 11.16.01.12 Solicitation Policy (To Administrative Affairs Committee)
- 11.16.01.13 Student Services Programs Policy (To Student Government Association)
- 11.16.01.14 Title IX (Gender Grievance Procedure) (Policy will not be sent for review to an internal committee as it is a duplication of other policies currently in place.)

Communications (distributed):

- 01.26.01.02A From Jim Reid, Rules Committee: Revised Bylaws of Milner Library Faculty Council
- 11.16.01.01 From University Curriculum Committee: Proposal for Sequence in Music Business
- 11.17.01.01 From Jack Howard: Request to Review Proposal for Sequence in Music Business
- 11.15.01.01 From University Curriculum Committee: Information Systems and Telecommunications Sequences for M.S. in Applied Computer Science
- 11.29.01.01 Request to Review Information Systems and Telecommunications Sequences for M.S. in Applied Computer Science
- 11.16.01.10 Policy on Review Cycle: Program Priorities Policy (To Rules Committee)
- 11.18.01.01 From Harry Deutsch: Secondary/Outside Employment Policy and Revisions to Employment in Excess of Full-Time Assignment Policy
- 11.19.01.02 From Environmental Task Force Member: RE: Green Team Advisory Group
- 11.20.01.03 From Al Goldfarb: Integrity in Research and Scholarly Activities Policy and Procedures (To Faculty Affairs Committee and Rules Committee)

11.27.01.01 From Scott Kording: Request for Extension of Thanksgiving Break (To Administrative Affairs Committee)

Proposed Agenda for Academic Senate Meeting of 12/12/01 at 7:00 P.M.

Approval of Minutes

Remarks

Committee Reports

IBHE-FAC Report (Senator Crothers)

Action Items:

***10.15.01.02A Proposed Admission Requirements (for students entering in fall 2003)
(Academic Affairs Committee)***

01.23.01.01 Revision of University Mission Statement (Academic Affairs Committee)

Information Items:

06.08.01.12A Employment in Excess of Full-Time Assignment Policy (Faculty Affairs Committee)

06.08.01.13 Secondary/Outside Employment Policy (Faculty Affairs Committee)

01.26.01.02A Revisions to Milner Bylaws (Rules Committee)

Communications

Executive Session

10.29.01.02 Selection of Distinguished Professors

Adjournment

Motion XXXIII-58: By Senator Razaki, second by Senator Fowles, to approve the Senate agenda. The motion was unanimously approved.

Discussion

11.14.01.01 Request to Add Members to CAS Dean Search Committee

Senator Goldfarb: I have received emails from AP and civil service staff and non-tenure track faculty asking if there was a way that they could each have a representative on the College of Arts and Sciences Dean Search Committee. I have been asked to review the Search Committee Policy this fall, so I will bring back recommendations on that. As there are no AP, non-tenure track or civil service representation included in that policy, I would like to add one representative to the College of Arts and Sciences Dean Search Committee from each of those three constituencies. The Senate Executive Committee in the past has approved adding ex-officio members to that committee, so I am requesting once again that you support adding these constituent members. I would then ask the College Council to determine how they wanted to choose those members.

Senator Razaki: Are all of the current members from Arts and Sciences?

Senator Goldfarb: Yes, except for the chair of the committee, Steve Meckstroth of Milner, and the secretary of the committee, who is an administrator who holds tenure. I have asked Betty Chapman to do that.

Senator White: Is Betty a voting member?

Senator Crothers: In reading part of the Search Committee Policy concerning the committee makeup, it says: "The

Provost shall appoint from among the faculty holding an administrative rank one person to serve on the committee. This person shall serve as secretary of the committee." It does not indicate whether she is a voting member. It does say that the two faculty members appointed to the committee must hold regular appointment, but it is still not very clear that non-tenure track faculty may not serve.

Senator Goldfarb: The term "faculty" is almost exclusively used when referring to tenure/tenure-track faculty. The policy is not a very clearly written policy; it is in its three-year review cycle, so I am going to bring it back for review in the spring.

Senator White: Can I suggest that that you have all of the search documents looked at the same time? We had to go through a very laborious task to revise all of the documents because they had been revised in piecemeal and were out of sync with each other.

Senator Razaki: I think it is too narrow a group if you have all of the people from the same college on the search committee other than the chair of the committee. I think that there should be at least one faculty member from another college.

Senator Goldfarb: Yes, I could consider that in terms of future revisions. Also, the way the policy is written, it is almost as if every college is exactly the same size. For example, when I put together the College of Fine Arts Search Committee, it was very easy for me to represent the entire college. However, given the number of departments in CAS, I cannot be assured of putting together a committee that represents the whole college.

Senator Crothers: I am inherently comfortable with including the requested populations because obviously they interact with and provide insight for the dean. I am deeply uncomfortable with sending it to the College Council without any kind of comment about our expectations. I can imagine a scenario under which they say in order to expedite the process, we will just allow the Provost to appoint those members. If you do that, then the Provost is appointing seven of ten positions. That is not a good idea institutionally structurally across time. Therefore, sending it to the College Council is perfectly fine so long as it is perfectly clear that we are talking about the opportunity to elect these people and that the additional nominations are going to be widely promulgated among the AP, civil servants and non-tenure track and are **not** solicited by department chairs or other university administration, and appointments perhaps made by university administrators. This needs to be processed internally to these groups and not externally.

Senator Goldfarb: I have no problem with that. Actually, my recommendation would be that there be elections for each of those categories.

Senator Kowalski: Are these voting or non-voting members?

Senator Goldfarb: My preference would be that they be voting members.

Motion XXXIII-59: By Senator Crothers, second by Senator Kowalski, to add an elected representative from the APs, civil servants and non-tenure track faculty *as voting members* on the College of Arts and Sciences Dean Search Committee in an election conducted by the College Council for the College of Arts and Sciences.

The motion was unanimously approved.

11.29.01.02 Rules Committee: Student Dispute Resolution

The Rules Committee found that there was no merit to the complaint submitted.

Budget Update

Senator Goldfarb: I want to try to update everybody so that there is some clarity about the budget issues. President Boschini had indicated at the last Senate meeting that he expected that 1% of the budget would have to be held in reserve. We had already begun planning for that. I had asked the deans and the Vice Presidents to do a 2% exercise for me, because we were not sure earlier in the year where we were budget wise. On Thursday morning, we heard rumors about the shortfall in the group health insurance. We heard that \$45 million of it would have to be paid by higher

education. We do not know exactly what that \$45 million means. We do not know how much our bill is, as do any of the other universities across the State. We also do not know what it means when they talk about helping to underwrite group health insurance for all employees. We have employees from multiple fund sources. How is that supposed to be allocated?

I do not believe that we will know anymore about the budget until the IBHE meets next week on December 11th. Steve Bragg continues to call Springfield constantly and there is a good deal of conversation going on between the Bureau of Budgets, the Governor's office and the IBHE. I think that the IBHE is also trying to figure out what that bill should be. This rescission is more difficult than past rescissions because the specifics are not clear. The President has asked the Vice Presidents, deans and fiscal leaders to identify potential areas within their units where economies can be realized. We are not doing anything beyond the 2% exercise at this time.

We are trying to wait and see what we will have to do in terms of fund sources. It is clear that our number one priority is to protect our teaching and learning on campus. I am still trying to understand why certain spring semester classes have been cancelled at this point, because I have not asked for *any* budget dollars back. I have asked to speak with those colleges about what is going on budgetarily. The only dollars that I saw that were specifically connected to instruction in the 2% exercise were summer school dollars.

Senator White: So you are saying that in some of the colleges, there have already been actions that would affect the academic area and that there are already conversations going on about the size or existence of summer school?

Senator Goldfarb: If the budget were reduced by the entire 2%, some colleges have suggested that they might want to take reductions in summer school, but we have not decided this. We have not made any decisions budgetarily yet, so I do not understand why classes are being cancelled. I will check on this.

Senator White: Can we talk about this at the Provost Advisory Council meeting?

Senator Goldfarb: Yes, it is on the agenda.

Senator White: My understanding is that Steve Bragg indicated that he anticipated a budget surplus in the order of \$400,000. Let's imagine that a substantial fraction of that money is going to go to meet this first rescission. That means that we do not need 1% back from every department, so you have departments out there cutting 1% percent and they don't need to do that.

Senator Goldfarb: We have not decided institutionally what the priorities for that cut should or should not be.

11.17.01.02 Request to Review Proposal for Sequence in Music Business

Senator White: We have a request that the proposal submitted to the Senate for approval by the University Curriculum Committee be forwarded to the Academic Affairs Committee for review. We have to consider whether there is sufficient merit that the proposal be removed from the Consent Agenda on the Senate web site.

Senator Razaki: They should not call the program Music Business if they have nothing in accounting and finance within the program, so I agree that Academic Affairs should look at it.

Senator Walker: I talked to the Director of the School of Music today about this. They are waiting for some permanent course numbers to be available in Entrepreneurship and Small Business, but those courses are not regular courses yet. They wanted to add those to this program, but it was suggested that they not add those as requirements yet. The plan is that when the two new courses are approved, they will be included as a part of this program. The content of the courses in the Entrepreneurship and Small Business curriculum would cover some of the same principles in accounting and finance. I think the people in Business do see this as a problem, but could not address it at this time because the courses that they wanted to offer were not yet on the books. Once they are online, they will go back and look at this because they do want to include those courses.

Senator Razaki: I would suggest that this proposal be tabled until those courses have been formed.

Senator White: The Executive Committee cannot table anything. The problem before us is whether or not to remove this proposal from the Consent Agenda, which would mean that it would go to the Academic Affairs Committee for consideration.

Senator Crothers: I would suggest that we not remove it from the Consent Agenda on the strength of Senator Walker's statement that the intention is to revise the program later. I would highly encourage us to let it go forward and let the Music Department revise it down the line.

Senator Razaki: Then it would be a great disservice to any type of a business sequence. There is no business within the proposal, only economics and marketing. Why call it business? This is a very incomplete program and perhaps it should be shelved until those courses are in place.

Motion XXXIII-60: By Senator Razaki to remove the Music Business proposal from the Consent Agenda and to send it to the Academic Affairs Committee for review. There was no second to the motion, so the motion was denied.

Senator White: We will put the proposal back on the Consent Agenda and give it another two weeks for approval. John, would you talk to Jack Howard about the Executive Committee's decision?

Senator Walker: Yes. Can an individual senator bring this issue before the Senate?

Senator White: No, only the Executive Committee has the authority to take a proposal off the Consent Agenda.

11.29.01.01 *Request to Review Information Systems and Telecommunications Sequences for M.S. in Applied Computer Science*

Senator White: Next, we have a request to review the proposal for Information Systems and Telecommunications Sequences. Is there a motion to remove this proposal from the Consent Agenda?

Motion XXXIII-61: By Senator Razaki, second by Senator Crothers, to remove the proposal from the Senate Consent Agenda.

Senator Razaki: The issue is that the College of Business and the College of Applied Science and Technology are debating Information Systems. The restructuring committee is looking into that. I do think that a Masters in Information Systems is an excellent degree, but the process that is being used and where it is being housed creates questions.

Senator Goldfarb: I think the individual who requested the review is also asking if it is actually a degree in Applied Computer Science.

The motion was unanimously approved and the proposal will be forwarded to the Academic Affairs Committee for review.

11.19.01.02 *Green Team Advisory Group*

Senator White: As you know, we established an Environmental Task Force last year that was to report to the Executive Committee and the President. Angelo Capparella was the chair of that Task Force. This year, we formed a vice presidential area Green Team and the chair of the Environmental Task Force is also a part of that. I received a memo from an Environmental Task Force member expressing to me that he had some grave reservations about whether there was any momentum on the Green Team going forward. My intent is to use the Executive Committee to make sure that these things stay alive. I think that just the pressure of this group making sure that there are annual reports can have considerable persuasive power to make sure that they are doing the job that they have been asked to do. I know that the President remains very committed to this idea. I think that there has been considerable slowness in getting things going, but I think that most of the players at this time are still good faith players. Since I received this

memo, I have corresponded with the member of the Environmental Task Force and he seems to think that things are a little better, so we will see how this group goes over the course of the year.

11.20.01.03 *Integrity in Research and Scholarly Activities Policy and Procedures (To Faculty Affairs Committee)*

Senator White: The Integrity in Research and Scholarly Activities Policy and Procedures is being forwarded to the Faculty Affairs Committee. This should also go to the Rules Committee since it is looking at the Ethics and Grievance Handbook this year. The two committees should work together on this issue.

11.27.01.01 *Request for Extension of Thanksgiving Break (To Administrative Affairs Committee)*

Senator White: We have a request from Scott Kording for an extension of Thanksgiving Break. Scott's request has to be forwarded to the Administrative Affairs Committee. If that committee chooses to bring this issue up with the Provost's office in the process of making the calendar, then they may do so. We do not act on the calendar anymore. It is presented as an information item by the Administrative Affairs Committee. The Administrative Affairs Committee can take up issues and lobby for them with the Provost's office. If the SGA wants to lobby the Administrative Affairs Committee to bring this issue up with the Provost's office, then that is the route to take.

Senator Goldfarb: Actually, this is an Undergraduate Studies issue and they would speak with Larry Alferink.

11.16.01.10 *Policy on Review Cycle: Program Priorities Policy (To Rules Committee)*

Senator White: I think that the Memorandum of Understanding with the President really supercedes this Program Priorities Policy. The recommendation to the Rules Committee would be that the Executive Committee would like this policy eliminated because we already have the memorandum regarding academic policy that we approved last year.

11.05.01.01 *Use of Discretionary Language in ASPT Policies*

Senator White: We discussed in the Senate faculty caucus in September the January 2001 ASPT policies regarding "grandfathering" in relationship to early promotion with Paul Walker and representatives from the College of Education. Paul Walker is actually asking us for a response to his memo regarding the ASPT language so that he can send a clarification around to the community. The Senate needs to decide whether or not it wants to pursue this further.

Senator Crothers: I don't intend to fight the grandfathering issue, but I do at some point in time plan to come forward with a proposal that revises the underlying logic as to whether time of employment is an absolute standard or not.

Senator White: I think that the URC is basically right about the description of the situation as it stands. I think that Senator Crothers is right that the proper way to address it is to restart an examination of that aspect of the ASPT document. That can be done by our own caucus in conversation with the URC. You could write up a proposal for a revision of the ASPT document that the caucus could discuss. We will let Paul know that we don't intend to do anything more on this issue at present, but we reserve the right to do so in the future, and he can go ahead and send his clarification out.

Senator Goldfarb: Paul did indicate in his memo that he has spoken with the Dean of the College of Education as well, so I think he did the appropriate thing.

Non-Tenure Track List Serve

Cynthia James, Senate Clerical Secretary: We have about 471 non-tenure track faculty and in order to do the elections, I would have to send out paper copies to each of those individuals, so I was wondering if we could do the balloting by e-mail.

Senator Goldfarb: The problem is that we do not have a separate e-mail list for non-tenure track faculty. The list was never set up separately; it was set up as a list of all faculty.

Ms. James: But I believe that Senator Reid said that we were in the process of setting that up.

Senator Goldfarb: But not all non-tenure track faculty may chose to sign up for that list serve. The other problem is

that people who are only here on quarter-time do not come to their office very often or maybe do not use electronic means.

Senator Razaki: There is also a security issue.

Senator White: I am concerned about staff time here. Do we even have mailing labels for these people or is somebody going to have to sit there and hand address these mailings?

Senator Goldfarb: I am certain we can generate that and I will look into it.

First-Semester Tenure-Line Faculty

Senator Crothers: One of the issues that a number of my colleagues have brought to my attention is the disenfranchisement of first-semester tenure-line faculty concerning who is eligible for elections and things like that. It very clearly says in the policy that to be eligible to vote in a University election of any kind, you have to have had a full-time appointment in the *semester before* the election is held, so all new faculty were systematically disenfranchised in voting for the dean.

Senator Razaki: That statement in the policy should be removed.

Senator Goldfarb: This policy was created by the last Provost and we have been asked to review it. It will go to the Rules Committee after we do some editing. The Senate has the same policy in elections for the Senate as well.

Mission Statement Revision

Senator Kowalski: I do not know what happened, but last year, both the Academic Affairs Committee and the Student Affairs Committee were revising the Mission Statement. I do not know if it was mysteriously taken away from Student Affairs when it became the Student Government Association. Both committees were progressing together with this and there was so much work done last semester. It is not the correct procedure to just take it away from us.

Ms. James: We were actually only getting communication from one committee. We were not hearing anything from Student Affairs at all.

Senator Kowalski: We actually made a subcommittee with Dr. Tolone of Academic Affairs and Carolyn Bathauer of the Student Affairs Committee.

Senator White: As I recall, the only assignment was to Academic Affairs. The only person I corresponded with about the Mission Statement was Pat Meckstroth last year. I am not saying that you were not involved in this and I am not saying that you should not be involved in it. You have a couple of options: you can talk to Academic Affairs about it; you can talk on the Senate floor about it; you can offer an alternative Mission Statement.

Senator Crothers: What is the relief that you are asking for?

Senator Kowalski: I do not think it should be on the next Senate agenda and I know that the Student Government will not agree with the Mission Statement that the Academic Affairs Committee is proposing.

Senator White: It is already on the agenda. It was an information item and is now an action item. Academic Affairs can withdraw it; I would recommend that you talk to Paul Borg, express your concerns and see if he is willing to delay the action aspect of it so that we don't have to have a fight on the floor about whether due process has been followed.

Senator Bathauer: Mark Albrecht, a student senator, is on the Academic Affairs Committee, but he never knew that the Student Affairs Committee was involved in revising the Mission Statement last year. When I talked to him about it, he said that he was going to bring it back to his committee. However, I do not know if they are going to meet before the next Senate meeting, so I will have to talk to him again. We will try that route; we will try going to Academic Affairs first.

Resignation from Executive Committee

Senator Razaki: This is my last Executive Committee meeting. I am teaching next semester at this time.

Senator White: The process then is that the Senate Faculty Caucus needs to meet to elect another Executive Committee member. We can do that at the conclusion of the next Senate meeting.

Chairperson of the Senate

Senator White: We do need to talk about who will be the chairperson of the Senate next year. I have a sabbatical coming up and I would like to take it. It does not mean that I will not consider being chair next year, but it does mean that we need to have a conversation that at least opens up the possibility that somebody can be identified to be the chair. We can talk about this now or we can talk about it at the faculty caucus. My feeling is that the Senate should have conversations about leadership so that it is not something that is decided by whomever happens to show up at the meeting when the officers are elected.

Senator Razaki: Can we call a faculty caucus after the next Senate meeting?

Senator Walker: We will not know what the Senate's makeup is going to be at that time.

Senator Razaki: We can still talk about Curt and how badly we want him out of there.

Senator White: My concern is that we have at least identified someone who is willing to do it and is competent to do it well.

Senator Razaki: Curt, I badly want you to stay on. In the last two or three years, I think you have accomplished a lot. I have not seen the Senate move forward this much and this quickly in the ten to twelve years that I have been on the Senate.

Senator White: I did talk to Paul Borg about it and I think Paul, as the former chair, did a good job. My personal feeling is that he would be willing to do it as an interim sort of thing, but he is not very excited about it.

Senator Crothers: I also am going on sabbatical. However, eventually perhaps it will be something that I will think about. I intend to continue the FAC meetings, however, while I am on sabbatical.

Senator White: Do you plan to continue on the Senate while you are on sabbatical?

Senator Crothers: At this point, I plan to, but I am not sure.

Adjournment

Motion XXXIII-62: To adjourn. The motion was unanimously approved by standing vote.