

10-28-1996

University of Northern Iowa Faculty Senate Meeting Minutes, October 28, 1996

University of Northern Iowa. Faculty Senate.

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FACULTY SENATE MEETING

Monday, October 28, 1996

1510

APPROVAL OF THE MINUTES

The minutes of the October 14, 1996, meeting were approved as corrected.

ANNOUNCEMENTS

1. Call for press identification: No representatives of the press were present.
2. Comments from Vice Chair Gable on the Board of Regents Meeting.
3. Comments from Faculty Chair, Bozik. Senators were reminded to turn in questions for Owen Newlin. President Koob will address the faculty February 3, 1996, in a forum-type setting. Bozik is working on preparation of corrected minutes for the April 15, 1996, faculty meeting.
4. Comments from Provost Marlin. The Provost discussed experiential learning and encouraged suggestions for future topics. The University has received \$375,000.00 for experiential learning. On the academic side, courses that are considered "experiential" have been identified. The University has a goal of increasing enrollment by 2% in these courses. On the Student Services side, a coordinator of Experiential Learning has been hired. The Curriculum Committee approved for two years the notation of cocurricular activities on student's transcripts. This action has not been approved by the Senate. Chair Haack will check on the authority of the Curriculum Committee to grant such approval without Senate action. Bozik/Soneson moved/seconded to invite Don Doerr, Experiential Learning Coordinator, to the Senate to make a presentation on the experiential learning program. Motion carried.

CONSIDERATION OF CALENDAR ITEMS FOR DOCKETING

- 626 Recommendation from Mary Bozik, Chair of the Faculty, to establish a centralized fund to support projects and events that do not fall within the purview of a single college and a faculty committee to administer this fund. De Nault/Bozik moved/seconded to docket in regular order. Motion carried. Docket 552
- 627 Request from Provost Marlin to decide who should call the Panel on Faculty Conduct into session when a faculty member disputes or protests a disciplinary sanction other than dismissal proposed by the Provost. Bozik/Burt moved/seconded to place at head of the docket, out of regular order. Bozik/Burt moved/seconded to withdraw the motion. Motion to withdraw carried. De Nault/Bowlin moved/seconded to docket in regular order. Motion carried. Docket 553.
- 628 Request for Emeritus Status from Merlin D. Taylor, Information Systems and Computing Services. Primrose/Gable moved/seconded to place at head of the docket, out of regular order. Motion carried. Docket 554

CONSIDERATION OF DOCKETED ITEMS

- 554 628 Request for Emeritus Status from Merlin D. Taylor, Information Systems and Computing Services. Primrose/Burt moved/seconded to approve the request for Emeritus Status for Merlin D. Taylor. Motion carried.
- 542 615 Request from Senator Amend to Establish an Ad Hoc Committee to Review and Develop Summer School Programming. Reineke/Van Wormer moved/seconded to consider after disposition of Docket Item 551, Calendar Item 625 (Request to establish a standing committee to collect and generate proposals for revision of the University Strategic Plan and to draft responses to proposed revisions that are generated by other constituent bodies). Motion carried.
- 543 616 Report of the Bachelor of Liberal Studies Committee. Thomas/Bozik moved/seconded to receive the report. Motion carried.
- 544 617 Request from Senator Gable for the Senate to review the University of Northern Iowa report to the Board of Regents on Undergraduate Student Outcomes Assessment of 1994-1995. Thomas/De Nault moved/seconded to move into a Committee of the Whole. Motion carried. Gable/Thomas moved/seconded to rise from the Committee of the Whole. Motion carried. Soneson/De Nault moved/seconded to invite the UNI Undergraduate Student Outcomes Assessment Committee to meet with the Senate.

ADJOURNMENT

Primrose/Van Wormer moved/seconded to adjourn. Motion carried.

CALL TO ORDER

The Faculty Senate was called to order by Chair Haack at 3:32 PM.

Present: Randall Krieg, Dean Primrose, Sherry Gable, Carol Cooper, Merrie Schroeder, Richard McGuire, Calvin Thomas, Martha Reineke, Jerome Soneson, Kenneth De Nault, Paul Shand, Joel Haack, Andrew Gilpin, Katherine Van Wormer, Barbara Weeg, and Mary Bozik (ex-officio).

Alternates: William Bowlin for Hans Isakson, Barbara Caron for Suzanne McDevitt, and Winston Burt for Sue Grosboll.

Absent: Phil Patton.

APPROVAL OF THE MINUTES

Gable and Haack pointed out some typographical errors. Thomas corrected his name where quoted as "Calvin" as seconding "adjournment". Gilpin corrected the seconding of the request to appoint an Ad Hoc Committee to Examine Administrative Costs at UNI to Van Wormer.

Gable/Thomas moved/seconded to approve the minutes of the October 14, 1996, as corrected. Motion carried.

ANNOUNCEMENTS

1. Call for press identification: No representatives of the press were present.
2. Comments from Vice Chair Gable on the Board of Regents Meeting.
 - Distance education: There were presentations from various constituencies, including small private Iowa colleges. Distance education appears to have major ramifications in the state. There are proposals to revise residency requirements at the Regent's Institutions. It appears that this is a "market driven" operation. Gable has not heard any arguments about the quality of distance education. The issues appear to be delivery and increase in faculty productivity. Gable will distribute the entire report to Senators.
 - Tuition: Tuition increases were approved for the Regent's Institutions. The UNI increase will be 3.9%.
 - Enrollment: UNI enrollment is 12,957 which is an increase of 71 students or .6%. There is a decrease in graduate enrollment of 46 students. The Regent's Institutions as a whole have the highest freshman enrollment since 1988. There appears to be a decrease in the enrollment of minority students of Hispanic, African, or native American origin but there is an increase in students of Asian descent.
 - Salary report: UNI ranked 6th out of 11 comparable institutions. Salaries for female faculty continue to lag behind male counterparts.
 - Progress Reports on Pappas Study Recommendations: Gable will distribute copies of the complete report to Senators. Gable addressed Section III, Faculty Workload. At the University of Iowa and Iowa State University the faculty are becoming part of the process in terms of their Senates creating Ad Hoc Committees. The UNI history is quite different. In July, 1992 the Board of Regents approved the University of Northern Iowa's Plan to Enhance Faculty Productivity. Implementation of this plan began in Fall, 1992.

The plan covered the following seven areas: Faculty will fully contribute their talents toward the University's mission, reaffirm the University-wide commitment of faculty accessibility to students, reduce aggregate faculty time spent on committee work, reduce the frequency of offering classes with low enrollments, continue reviewing the scholarly and creative activity resulting from faculty research fellowships and faculty development leaves, proportion responsibilities for summer appointments for research and service, and improve the effectiveness of graduate assistants.

For implementation of this initiative, each department head reviewed the documented contributions of every tenured faculty member in the areas of teaching, research, and service. These categories encompass a breadth of activities.

Lastly on the report is a statement that "at UNI, discussions are taking place within the Academic Affairs Council regarding issues such as how distance learning will be included as part of the faculty member's

regular teaching assignment."

Cooper stated that criteria for promotion and tenure are in the contract and need to be bargained.

De Nault asked the Provost to clarify the statement about inclusion of distance learning as part of a faculty member's regular teaching assignment. Provost Marlin replied that this discussion only concerned faculty who are involved in distance learning.

3. Comments from Faculty Chair, Bozik.

- Senators were reminded to turn in questions for Owen Newlin.
- President Koob will address the faculty February 3, 1996, in a forum-type setting.
- Bozik is working on preparation of corrected minutes for the April 15, 1996, faculty meeting.

4. Comments from Provost Marlin. The Provost discussed experiential learning and encouraged suggestions for topics for her to discuss at future Senate meetings. The University has received \$375,000.00 for experiential learning, which is "learning beyond the classroom". Many of the highest quality educational experiences take place outside of the traditional classroom, such as undergraduate research, internships, and international experiences. These requests are consistent with the present Working Draft of the University's Strategic Plan which states, "Ensure that every student has a program of study in a major that provides preparation for both the present and future; includes opportunities for experiential learning; and allows choice in the selection of electives."

On the academic side, each College is defining "experiential learning" as it applies to their students and courses within each college that are considered "experiential" have been identified. The University has a goal of increasing enrollment by 2% in these courses.

On the Student Services side, a coordinator of Experiential Learning has been hired. This person will deal with nonacademic or noncredit-bearing activities. The Curriculum Committee approved for two years the notation of cocurricular activities on student's transcripts. The Provost envisions this person as serving as a contact with employers for internships and co-op experiences.

Gable asked when the Senate approved notation of cocurricular activities on student's transcripts.

Provost Marlin replied that the matter had not been discussed by the Senate but had been approved for two years by the Curriculum Committee.

Gable noted that this was not mentioned in the Curriculum Committee's report. This action has not been approved by the Senate.

Chair Haack will check on the authority of the Curriculum Committee to grant such approval without Senate action.

Bozik asked the Provost who would decide what exactly would go on a student's transcript.

Provost Marlin replied that this would be a good topic for Senate discussion.

Soneson asked if the Experiential Learning Coordinator would deal only with nonacademic experiences.

The Provost replied that was correct.

Soneson remarked that there was no coordinator for academic student experiential learning. Soneson has been contemplating experiential learning and the possibility of students serving in our community. In order for this to be done effectively, there would need to be coordination. He asked if there were plans for this in the future.

Provost Marlin replied that with the decentralized and democratized budgeting process, faculty would be able to decide what they wanted money put in.

Haack stated that student services has someone now assigned to oversee co-op and similar experiences.

Soneson was concerned that each department might have to provide this coordination. He would rather have a University coordinator.

Caron remarked that departments are more knowledgeable about opportunities in their field. In her department (Design, Family, and Consumer Sciences) all students do internships and faculty take this as an overload. Caron's concern is the potential overload of the community by a mass of students going out into the community. This needs to be coordinated.

Gable asked for an iteration of the proposed nonacademic activities that would be noted on a student's transcript.

Provost Marlin stated that these would include work experiences related to their studies. They would not receive credit but they would have to write a paper in order for this to be noted on their transcript.

Reineke remarked that she was now confused. Does the commitment for a 2% increase in experiential learning include these noncredit activities?

Provost Marlin replied that the 2% commitment is only on the academic side.

Bozik had a handout from Don Doerr, Experiential Learning Coordinator. There are three items in the handout relative to the discussion: Transcript notation of experiences, volunteerism, and professional previews. Bozik was concerned about how these would actually show up on a student's transcript.

De Nault asked who would read the papers.

Provost marlin stated that the papers would be read and evaluated by people in Student Services.

De Nault thought that all of this was potentially good but cautioned that we not become a trade school. Much co-op experience is trade-school experience and not experiential. If the University really wanted to increase experiential learning it could require all courses in General Education Sphere I and II have laboratories. De Nault expressed concern that standard laboratory experiences were not counted as experiential learning. These standard labs take a lot of resources. He was concerned that this new "experiential" component would drain resources away from programs that were already underfunded. The new coordinator may be nice, but another instructor for General Biology might be needed more.

Marlin responded that these questions would be addressed in the next budget cycle.

Bozik/Soneson moved/seconded to invite Don Doerr, Experiential Learning Coordinator, to the Senate to make a presentation on the experiential learning program.

Reineke stated that she has heard wide interest from Student Services in a cocurricular transcript. There is a desire on the part of Student Services for the transcript to record all kinds of cocurricular activities. The issue of cocurricular transcripts is larger than just experiential learning.

Soneson wondered if the Senate should take up what should be on a transcript. This may or may not be a good thing. Is the Senate charged with taking up this matter?

Primrose remarked that if he was a student, he would want these activities recorded on his transcript.

De Nault stated that the issue of what exactly was meant by cocurricular activities was raised in the Strategic Plan Reconciliation Committee. As yet, there is no consensus among committee members. Further, cocurricular and extra-curricular activities are things we encourage students to do but he was hesitant to institutionalize them into approved and non-approved by what may or may not be placed by the University on a transcript. He urged caution.

McGuire asked what consensus there was on the campus about what is experiential learning. Without a definition, how can one measure things like a 2% increase. In the educational realm, experiential learning has been historically defined. But this definition is not the definition being used in defining the target for the campus. Is it good to define "experiential" at the college level or is there a need to define this at the University level?

Bozik stated that the handout from Don Doerr lists five kinds of experiential activities that are academic: Co-op internship, department internship, service learning projects, fourth-hour of credit in independent study or enhanced reading.

Primrose stated that the issue has generated some discussion and so it seemed appropriate for the Senate to

follow up on it. It seems that a definition is needed.

Motion to invite Don Doerr, Experiential Learning Coordinator, to the Senate to make a presentation on the experiential learning program carried.

NEW BUSINESS

There was no new business

OLD BUSINESS

There was no old business.

CONSIDERATION OF CALENDAR ITEMS FOR DOCKETING

- 626 Recommendation from Mary Bozik, Chair of the Faculty, to establish a centralized fund to support projects and events that do not fall within the purview of a single college and a faculty committee to administer this fund.

De Nault/Bozik moved/seconded to docket in regular order. Motion carried. Docket 552

- 627 Request from Provost Marlin to decide who should call the Panel on Faculty Conduct into session when a faculty member disputes or protests a disciplinary sanction other than dismissal proposed by the Provost.

Bozik/Burt moved/seconded to place at head of the docket, out of regular order.

Gable stated that the committee has not meet for 22 years. She wondered why the urgency for placing this at the head of the docket.

De Nault concurred and argued for docketing in regular order. Furthermore, judging from faculty questions to him, it is an issue of concern with many different opinions. Placing it at the head of the docket would not give colleagues notice that it was going to be discussed. Docketing in regular order would inform faculty that the matter was going to be discussed.

Bozik stated that it was her understanding that there is a faculty member who has a case that the faculty member wishes to be heard. At present, there is no appeal process for the faculty member.

Cooper questioned whether the faculty member has asked for a review.

Bozik replied that she has been lead to believe that there is a case in which an appeal is desired.

Gable asked if the issue was a faculty-faculty problem or a faculty-student problem. There are procedures in place for faculty-student problems.

Cooper stated that the whole question should go to bargaining. It is something that should be put on the table. She is hesitant for the Senate to discuss the issue when the window for bargaining is open. Either side can place items on the table. Perhaps it is an issue that should be discussed after bargaining.

Primrose asked for some clarification.

Gable responded that there used to be a Faculty Welfare Committee. The Chair of this committee was responsible for obtaining a Committee on Faculty Conduct from the Panel on Faculty Conduct. Though the Faculty Welfare Committee was disbanded many years ago, the Panel on Faculty Conduct continues to exist.

De Nault stated that we should be discussing whether to docket the item. Other discussion was appropriate if the item was docketed. In addition, he had researched past Senate action regarding disbandment of the Faculty Welfare Committee. In short, the Senate disbanded it with the stated understanding that it could form the committee ad hoc if needed.

Reineke asked Cooper for clarification about the issue regarding the Union.

Cooper replied that the issue is whether there is an opportunity for a faculty member to use the Faculty Conduct Committee.

Reineke asked about United Faculty's stand on the Panel on Faculty Conduct.

Cooper replied that it was clear to the Union that the Policies and Procedures' language and the Senate's vote to disband the Faculty Welfare Committee supersedes any old policies for U.N.I.

Burt noted that the item has generated several issues that warrant Senate examination with time for reflection rather than attempting to adjudicate the matter right now.

Soneson wondered if the Senate needed to vote on the matter right now in order to help the faculty member mentioned by Bozik or was the issue of such complexity that we had time to think about it and discuss the matter with other faculty members. If there was time, he would prefer to delay so that we would have time to consider the matter more thoroughly.

Bozik replied that her concern was that the faculty member has an avenue of appeal. Timeliness was, therefore, of concern. However, she may have been misinformed and timeliness may not be of such importance. In any case, she wants to be sure that a faculty member has some avenue of appeal.

Haack stated that there were other options to docketing in regular order. It could be docketed for a specific Senate meeting.

Barbara Lounsberry, President of United Faculty, stated that the Board of United Faculty had met and it was their unanimous opinion that the issue falls under Article III, Evaluation Procedures, of the Master Agreement. There have been several attempts to resolve the particular faculty member's situation informally. These have not been responded to by the administration. United Faculty is very eager to get this case resolved. It has been seven months. If the administration would bring forth a proposal that United Faculty could accept, all it would take is two signatures and it is done.

Bozik/Burt moved/seconded to withdraw the motion to place at head of the docket, out of regular order.

Motion to withdraw carried.

De Nault/Bowlin moved/seconded to docket in regular order.

De Nault repeated his statement that the Senate had stated when the Faculty Welfare Committee was disbanded that they could reform it as an Ad Hoc Committee if needed. Furthermore, he is not convinced that discipline, short of dismissal, is covered in the Master Agreement. He would like the item docketed so that he could hear the Union's argument. When he talked with colleagues, the term "evaluation" was regarded as referring to teaching, research, and service. Discipline for non-professional activities was not viewed as something that would be considered in an "evaluation" letter.

Cooper stated that one of the things done at bargaining was to look at these issues from all perspectives if it comes from the table. The Union would come to the faculty to get the faculty perspective. This is Union work and not Senate work. She urged that the Senate put this off until the Union has a chance to bargain it. After bargaining it may be brought back to the Senate for advisement.

Gable asked why the administration had waited seven months to bring this matter to the Senate.

Provost Marlin responded that she only recently became aware that there was no mechanism for calling a hearing if a hearing needed to be held.

Bowlin remarked that he had heard the Union side and wondered what the Board of Regents perspective was on the issue. There has been considerable discussion about what should be covered under the Master Agreement and what is not covered under the Master Agreement. If the matter is not covered under the Master Agreement then it is a matter the faculty needs to discuss. Peer review of proposed disciplinary action would seem to be appropriate.

Cooper replied that the administrations side was spelled out in the Bargaining Notes prepared last year by Professor Means, Associate Vice President for Academic Affairs. The issue was on the table at the beginning of bargaining but it was not there at the end. Cooper did not remember what had happened to the issue.

Reineke stated that the appropriate forum to address the issue is the Union. It would be inappropriate for the Senate to wade into the issue.

De Nault stated that even if the Union's position is correct, there is still the issue of an appeal procedure for tenure-track faculty who are not part of the bargaining unit. These tenure-track faculty include department heads, deans and the Provost. If any of these individuals are subject to disciplinary action, short of dismissal, they have the right to a hearing if they so choose. At present, there is no mechanism for forming a Committee on Faculty Conduct from the Panel on Faculty Conduct to hold such a hearing. The Provost's request is simply a request to establish a procedure. If the procedure is not appropriate for members of the bargaining unit, the Union can establish that fact. Clearly, there are faculty who have no recourse at the present time.

Cooper stated that when we became a Union entity some faculty lost some rights. Because of this change, members of the bargaining unit have lost the right to call the Committee on Faculty Conduct into session.

Gable stated that this is a timing problem. She agreed that the Senate should establish a procedure but she is bothered by the timing. She argued for taking up the issue at a later time.

Lounsberry distributed the *Introduction to the Policies and Procedures Manual* and read portions of paragraph eight which states, "When policies or procedures are strictly local in origination and approval, the originating authority is given...Modification, alteration, or substitution of policies must be approved by the highest authority approving the original policy or regulation." In this case, the highest authority would be the Board of Regents. However, she then read the statement in the *Addendum to the Second Edition* which states, "The agreements reached through the collective bargaining process do take precedence over local or Regential policy, should any conflict be detected." She reiterated that it was United Faculty's position that this was an area of conflict and must be resolved through collective bargaining.

De Nault stated that the grievance procedures spelled out in the Master Agreement cover violations of the Master Agreement. Nowhere is disciplinary action, short of dismissal, covered in the Master Agreement. If this is a bargained issue, why has disciplinary action not been put into the agreement. Furthermore, the procedure of calling a Committee on Faculty Conduct into session only occurs if a faculty member makes such a request. It cannot be called into session by the administration.

Cooper asked Provost Marlin who maintains the Policies and Procedures Manual.

Provost Marlin replied that there is a problem in regular updating of the Policies and Procedures Manual. President Koob has asked Tim McKenna to work on updating the Policies and Procedures Manual.

Reineke stated that these faculty concerns should be addressed by United Faculty.

Lounsberry reiterated the United Faculty position that disciplinary action, short of dismissal, was covered under "Other Evaluations".

On a division of the house, the motion to docket in regular order carried by a 10 yea and 6 nay vote. Docket 553.

628 Request for Emeritus Status from Merlin D. Taylor, Information Systems and Computing Services.

Primrose/Gable moved/seconded to place at head of the docket, out or regular order. Motion carried. Docket 554

CONSIDERATION OF DOCKETED ITEMS

554 628 Request for Emeritus Status from Merlin D. Taylor, Information Systems and Computing Services.

Primrose/Burt moved/seconded to approve the request for Emeritus Status for Merlin D. Taylor.

Gilpin questioned the Senate granting Emeritus Status to someone who does not appear to be a faculty member.

Haack replied that he had checked the Policies and Procedures Manual and found that the request for Emeritus Status is available to people in administration, people in professional and scientific staff, and faculty. We are acting on this request because there is a space for Senate approval on the Emeritus Request Form.

Motion to grant Emeritus Status to Merlin D. Taylor carried.

- 542 615 Request from Senator Amend to Establish an Ad Hoc Committee to Review and Develop Summer School Programming.

Reineke/Van Wormer moved/seconded to consider after disposition of Docket Item 551, Calendar Item 625 (Request to establish a standing committee to collect and generate proposals for revision of the University Strategic Plan and to draft responses to proposed revisions that are generated by other constituent bodies).

Reineke stated that it was Professor Amends desire that the Senate discuss this proposal after it has discussed the mechanism of revising the University Strategic Plan.

Motion to consider after disposition of Docket Item 551, Calendar Item 625, carried.

- 543 616 Report of the Bachelor of Liberal Studies Committee.

Thomas/Bozik moved/seconded to receive the report.

De Nault stated that he was upset that a committee would submit the minutes of their meeting as their committee report. A committee should take the time to prepare a report, not just send us their minutes.

Gable noted the recommendation on Page 2 of the November 28, 1995 minutes which states that "The requirement stating 45 hours must be taken from Iowa Regents Institutions be changed to 32 hours must be taken from the degree granting institution."

Bozik replied that the 45 hours and 32 hours are separate issues.

Haack stated that this recommendation was in the Academic Program Review prepared by Kathleen Stinehart, Associate Dean of May Baldwin College. The report was given to Provost Marlin. He agreed, the recommendation raised several questions.

Haack asked Provost Marlin about the results of the discussions between the Provost and the Registrar.

Provost Marlin did not recall the outcome of the discussions.

Gable asked if all of the courses taken for the Bachelor of Liberal Studies Degree are subject to curricular review.

Haack replied that they were.

De Nault asked if courses offered under continuing education are reviewed as regular curriculum.

Provost Marlin replied that courses for which credit was given were but noncredit workshops and seminars were not.

Haack stated that there were some courses like "seminars" and "studies in" that are not reviewed.

Gilpin stated that some courses offered as correspondence courses would have to carry someone else's numbering system because some of these are offered under Iowa State University or the University of Iowa.

Motion to receive the report of the Bachelor of Liberal Studies Committee carried.

- 544 617 Request from Senator Gable for the Senate to review the University of Northern Iowa report to the Board of Regents on Undergraduate Student Outcomes Assessment of 1994-1995.

Gable stated that she had brought this to the Senate for their information and reaction if so warranted.

De Nault stated that there was a lot of information in the report and that there were important ramifications to this information. He had several questions about the report but he was not sure of the appropriate forum for discussion and potential response.

Haack suggested moving into a Committee of the Whole.

Thomas/De Nault moved/seconded to move into a Committee of the Whole. Motion carried.

Gable/Thomas moved/seconded to rise from the Committee of the Whole. Motion carried.

Soneson/De Nault moved/seconded to invite the UNI Undergraduate Student Outcomes Assessment Committee to meet with the Senate.

ADJOURNMENT

Primrose/Van Wormer moved/seconded to adjourn. Motion carried. The Senate adjourned at 5:05 PM.

Respectfully submitted,

Kenneth J. De Nault

Kenneth J. De Nault, Secretary
University Faculty Senate

Approved November 11, 1996.