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## University of Northern Iowa Faculty Senate Meeting Minutes, November 28, 1994

University of Northern Iowa. Faculty Senate.

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ANNOUNCEMENTS

1. Call for Press Identification
2. Comments from Provost's Office

REPORTS

3. Intercollegiate Athletic Advisory Council - Chair, David Whitsett.  
Whitsett referenced the policy on make-up work and missed classes.  
Appendix A.
4. Evaluation (President and Provost) Committee - Chair, Barbara Lounsberry  
Lounsberry distributed recommendations from the Committee to the Faculty Senate. Appendix B.

CALENDAR ITEM

5. 544 Request from Senator De Nault to appoint an Ad Hoc Committee to Examine Faculty Participation on University Committees.  
Baum/De Nault moved/seconded to docket in regular order. Motion carried. (Docket #475) Appendix C.

NEW/OLD BUSINESS

6. Vice Chair De Nault brought forth a request from Chair Gable for the Senators to give ideas regarding the format to be used for the faculty productivity retreat.  
Longnecker/Baum moved/seconded that the Faculty Senate move into a committee of the whole. Motion carried.  
Primrose/van Wormer moved/seconded to rise from the committee of the whole. Motion carried.

A tour of the CEEE was conducted for the Faculty Senate members at 3:30 p.m. The Faculty Senate was called to order at 4:00 p.m. in the Room 18 of the Center for Energy and Environmental Education by Vice Chairperson De Nault.

Present: Diane Baum, Leander Brown, Phyllis Conklin, Kenneth De Nault, Sue Grosboll, Randall Krieg, Barbara Lounsberry, Katherine Martin, Dean Primrose, Merrie Schroeder, Joel Haack, Katherine van Wormer, Surendar Yadava, Mahmood Yousefi, John Longnecker, ex-officio.

Alternates: Martie Reineke/Ed Amend

Absent: John Butler, Kay Davis, Sherry Gable, Clifford Highnam

ANNOUNCEMENTS

1. Press Identification  
No representatives of the press were present.

2. Comments from Provost Marlin.

Provost Marlin reported that the most recent Board of Regents meeting before the Interinstitutional Committee on Educational Coordination discussed the proposal regarding transfer of vocational electronics coursework for students receiving an A.A.S. degree. Provost Marlin expressed her opposition, as well as the Senate's, regarding the proposal. The other universities are still in the process of consulting with faculty, and the proposal will be discussed at future meetings.

The item which received the most attention from the Board was the student persistent rate. Provost Marlin indicated that UNI's graduation rate within four years has dropped rather sharply over the past few years, while the University of Iowa's has increased and Iowa State University's has decreased only slightly. Provost Marlin has primary data based on transcript analysis related to this topic, and she would be pleased to make a presentation on this information in the future. Conklin questioned whether non-traditional students were taken into account, to which the Provost indicated they had. Primrose asked if the other institutions considered 12 hours as full time, and she responded that they did not, the 12 hours is full-time only for financial aid purposes. Brown asked if the Academic Advising office could take responsibility for ensuring that students are aware what full-time status actually means. Provost Marlin responded this needs greater emphasis during student orientation and advising sessions. She also indicated that UNI could market four-year graduation rate if students take full loads and did not change majors. Longnecker commented that there is difficulty in getting a student 16 to 17 hours because of scheduling problems. Baum stated that there are few four-hour courses available at UNI.

Reineke commented that, for financial reasons, UNI students work an immense number of hours, which may differ from other universities.

Brown asked, regarding the persistence rate of minorities, whether data will be compiled to determine why these students are not retained. Provost Marlin indicated that Student Services is investigating this issue.

REPORTS

3. David Whitsett, Chair, Intercollegiate Athletic Council, presented the Council's 1993/1994 report and highlighted the major points. Item #1 indicated that some faculty members apparently are not aware of UNI's policy on students missing classes due to participation in University sponsored events. Whitsett reviewed the policy as approved by the Faculty Senate in 1989 (Appendix A).

Whitsett indicated that the Council visits with classes at the beginning of each session to inform them of the policy which in part states: "Missing a class or exam for a University-sponsored or sanctioned event shall not adversely affect a student's grade in a course." He also indicated that a two-week notice prior to the absence is necessary. Whitsett stated that when an instructor fails to follow the policy, members show the policy to the instructor. Each semester Phil Patton sends a letter to faculty outlining policies of which they need to be aware, and the above-mentioned policy is included. De Nault and Haack felt that the policy was ambiguous. Whitsett commented that students are required to attend the events and would lose their scholarships if they did not attend. Longnecker indicated that he instituted the possibility of dropping an exam or quiz specifically for the athlete when the student must attend a university event, not in addition to

missing class for university sponsored events. Brown stated that there are options available for students missing a class, such as taking the exam/quiz prior to departure. Whitsett commented that one instructor had told a student that a harder exam would be given for that student because of missing the class, while another faculty member told a student that there was no place on campus for athletics. He indicated that this is unfortunate because the students are representing UNI. He reported 11 similar incidents had been reported to him this semester. De Nault commented that over the years seldom is a two-week notice given by the students in his classes. Whitsett stated that he recommends that coaches give athletes schedules early in the semester and request that they give them to their instructors so that they are informed well in advance.

Reineke felt that further education is appropriate in order to keep faculty apprised of the policy and reduce problems for the athletes. She felt that faculty should be made aware that the athletes will lose scholarships if they do not attend the functions, and the faculty might be more sympathetic if they are aware of the situation. Primrose stated that there are scholarships which have nothing to do with athletics.

Lounsberry indicated she was in support of the Council sending letters to faculty to inform them of the problem which they are experiencing. This would also give the Council a higher profile at the University. She also felt an excerpt of the policy could be inserted in the Faculty Senate meeting minutes.

Whitsett stated that regarding the amount of time in which student athletes miss classes, the Council has requested copies of their athletic schedules. Following review, the Council will make recommendations to Vice President Conner regarding doing a better job in scheduling around classes. Reineke indicated as faculty representative on the Gender Equity in Intercollegiate Athletics Committee, that there is a difference in the mode of transportation for females versus males athletes. She stated that UNI has three levels of athletics and there are distinctions at the levels. The amount of time missed from classes is directly correlated with driving versus flying.

De Nault wondered, because the report dealt with the past academic year, why a recommendation would be made this year to Conner, and why the recommendation was not made to the Provost. Whitsett explained that all athletic programs report to John Conner and the Council is advisory to the athletic department. Lounsberry indicated that the Council is a standing committee of the Senate, to which Longnecker stated that a Senate committee may be charged with reporting directly to someone other than the Senate, and only submit a report to the Senate. Provost Marlin commented that it appears sensible for the Council to make recommendations to Vice President Conner given that athletics reports to him. De Nault, Brown, and Reineke felt that information should be given to Provost Marlin indicating how much time is missed from classes by students athletes.

Reineke indicated that there is an impact on the students' grades when they miss class. She also expressed a concern that gender equity be a priority because the university is in violation of Title 9 in that area. Whitsett indicated that Bob Leestamper chairs the NCAA review committee and is aware of the issue.

Lounsberry wondered if there was more specific information available regarding item #5, on graduation rates for student-athletes compared to the general graduation rate. Whitsett gave the secretary a copy of the data for distribution to the Senators. Lounsberry also asked whether

tutors are available for athletes, and Whitsett responded that the number of tutors is inadequate relative to the number of athletes.

De Nault asked how many grants are given to athletes. Whitsett indicated that there were 129 for men and 82 for women athletes. In some sports, like women's and men's basketball, all members of the team are on scholarship. De Nault asked if only students on scholarship could play in these sports and did students have to accept athletic grants to play in these sports? Whitsett stated that he did not know but felt that Eldon Miller bases his selection on skills.

In regard to item #7, Brown questioned what the broader issue entailed. Whitsett stated that it was felt that athletics was taking over the HPELS facilities.

Lounsberry commented that she was in support of item #4, raising the book allowance to \$200 and she felt that the students should be able to keep their books. Primrose stated that UNI has a coaching staff who also teach some courses.

4. Barbara Lounsberry, Chair of the Evaluation Committee, gave a brief report to the Senate and indicated that the President's and Provost's evaluations were completed in August. She stated that the Evaluation Committee organized a tally sheet of the written comments for the President. She also commented that, at the Provost's request, the committee met with her and gave recommendations. The committee also made recommendations regarding the evaluation process which Lounsberry distributed to the Senators along with background information. (Appendix B)

Lounsberry expressed her disappointment that someone anonymously sent the evaluation results to the Waterloo Courier. Brown expressed his appreciation to Lounsberry for the committee's work and for giving a response to the faculty. He, too, shared Lounsberry's disappointment that the committee had made such strides and then someone violated the confidentiality of the evaluation. Lounsberry expressed her appreciation for the committee members in their diligent efforts. Yousefi commented that since Lounsberry did such a good job, she might consider chairing the committee again in the future.

#### CALENDAR

5. 544 Request from Senator De Nault to appoint an Ad Hoc Committee to Examine Faculty Participation on University Committees.

The meeting was turned over to Longnecker at which time Baum/De Nault moved/seconded to docket in regular order. Motion carried. (Docket #475) Appendix C.

#### NEW/OLD BUSINESS

6. Vice Chair De Nault brought forth a request from Chair Gable for the Senators to give input regarding the structure and outcome for the faculty productivity retreat. De Nault suggested that the Senate move into a committee as a whole for ten minutes. Longnecker/Baum moved/seconded that the Faculty Senate move into a committee of the whole. Motion carried.

Longnecker suggested that the Senate come up with a definition for faculty productivity. Provost Marlin commented that each December the Universities must report to the Board of Regents on Faculty Productivity. Brown suggested that a rough draft be compiled and

distributed prior to the retreat in order that the Senators have a framework to use at the retreat. De Nault suggested that the Senators divide into three groups at the retreat to discuss productivity as it relates to research, teaching, and service. Haack requested that the Senators be given any literature that was available pertaining to faculty Productivity, and De Nault reminded the Senators that Chair Gable had previously distributed such information from Penn State which could be used as a model for defining faculty productivity. When asked how this fit into the strategic planning process, Haack responded that the strategic planning committee will address many areas regarding the functioning of University including faculty productivity. Schroeder suggested that the Senate look at the strengths of the faculty and build on those strengths. De Nault requested that the Senators contact Chair Gable with any ideas they may have pertaining to the retreat.

Primrose/van Wormer moved/seconded to rise from the committee of the whole. Motion carried.

There being no further business, Baum/Primrose moved/seconded to adjourn the meeting at 5:30 p.m. Motion carried.

Respectfully submitted,

Donna Uhlenhopp  
Secretary

These minutes shall stand approved as published unless corrections or protests are filed with the Secretary of the Senate within two weeks of this date, December 5, 1994.

## POLICY ON MAKE-UP WORK AND MISSED CLASSES

It is the expressed focus of the University of Northern Iowa to further the educational development of each of its students. While this goal is primarily a curricular undertaking, there are also valuable and educationally appropriate extra-curricular events which are important to the University. On occasion these extra-curricular activities will require students to be away from campus, sometimes necessitating their absence from class. In order for both faculty and students to effectively plan for these absences, the following procedures are recommended:

1. All parties involved should be made aware of scheduled absences well ahead of the date(s) of absence. If at all possible, a semester-long schedule should be prepared and distributed at the beginning of each semester.
2. In instances where semester-long schedules are not feasible, 2 weeks written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite. Assuming the appropriate notification has been provided, students and faculty shall mutually agree as to how assignments, lectures, exams, etc. shall be made up. All work shall be made up in advance if at all possible. The type and extent of make-up work shall be at the discretion of the faculty member.
3. Occasionally there will occur situations where two weeks notice is impossible. On these occasions, students, faculty, extra-curricular supervisors, and others concerned should work closely together to ascertain whether special arrangements can and/or should be made.
4. Missing a class or exam for a University-sponsored or sanctioned event shall not adversely affect a student's grade in a course.
5. Where situations of irreconcilable disagreement occur, a panel comprised of the Vice President for Academic Affairs, or that officer's designee, the Department Head of the academic department involved, the Department Head of the extra-curricular department involved, the faculty member, and the student shall meet at their earliest convenience to mediate the matter.

APPROVED BY FACULTY SENATE, 1989

5-Year Evaluations of the President & Provost:  
Committee Members' Recommendations to the Faculty Senate

1. That for the next 5-year evaluation of President Curris & Provost Marlin (during the 1998-99 academic year), the Faculty Senate determine whether it wishes to use:
  - a) the same instruments used in 1993-94--to be able to compare results;
  - b) the same instruments with some modifications;
  - c) instruments newly designed for the 1998-99 review.

Note: If the Senate chooses b. or c., Professor Carmen Montecinos has some ideas for modifications or new designs.

2. That the Faculty Senate consider ways to encourage increased participation in the evaluation--beyond the 48% achieved in 1993-94.

Note for the Historical Record: Professor Robert Kramer indicates that the 1993-94 return rate was equal to, or slightly higher, than the return rate for the last 5-year evaluation in 1988-89.

3. That the Faculty Senate consider starting the planning for the evaluation in the academic year before the actual administration of the evaluation--i.e., in 1987-88. This would allow time for extensive consideration of the instrument design and extensive faculty input.

Note: This might increase ownership/participation.

4. That the Faculty Senate be aware of the Committee's respect for the Center for Social & Behavioral Research as a place for accurate and efficient processing of the confidential evaluation forms. Under Professor Robert Kramer's direction, the Center produced most helpful frequency tables and other statistics requested for the evaluation.

Note for the Historical Record: Costs for data entry by the confidential secretary were charged to the President's account (not the Faculty Senate budget).

5. That the Faculty Senate continue the practice, begun in 1994, of sharing a one-page report of each evaluation with the pre-tenure and tenured faculty. Such a report would contain information regarding the level of faculty participation in the evaluation, and a narrative summary of the major strengths noted by respondents and any major concerns also raised.

Note: Since one or more pre-tenure or tenured faculty members failed to respect the Senate's request that the report be kept within the university community, stronger stress might be placed on the issue of confidentiality in 1998-99. The Faculty Senate chair might also advise the Waterloo Courier editor and education reporter that they may receive anonymous copies of the reports and request that they respect their confidentiality.

APPENDIX C

## RESOLUTION

**RESOLVED** that the Chair of the University Faculty Senate appoint an Ad Hoc committee to examine faculty participation on University committees at the University of Northern Iowa. This committee shall consist of the Chair of the Committee on Committees, one academic dean, and at least two members of the University Faculty Senate. The committee shall address the following issues:

1. What is an individual faculty member's responsibility and obligation to serve on University committees?
2. What is the average faculty University committee load?
3. Would the average faculty University committee load be reduced if a greater number of faculty served on committees?
4. The use of faculty appointed by the administration to University committees to "represent" faculty views.
5. The number, charge, composition, and length of term of present University committees.
6. Any other concerns about faculty participation on University committees that the committee wishes to address.

The committee shall present its report to the faculty senate by the end of Spring Semester, 1995.

### RATIONALE

There are numerous University committees at the University of Northern Iowa that require faculty participation. In some cases members are elected by the entire faculty, in others they are appointed by various representative bodies or the Chairs of these bodies, and in still other cases they are appointed by administrators. There is a perception that there are some faculty who serve on no committees, some faculty who serve on a few committees, and a few faculty who serve on many committees. There is also a perception that committee assignments have increased and the time spent by faculty on committees has increased. It would be in the best interest of the faculty and the University we serve to codify faculty committee responsibilities.

Resolution submitted by   
Kenneth J. De Mault, Senator  
College of Natural Sciences

November 16, 1994