

2-11-1980

University of Northern Iowa Faculty Senate Meeting Minutes, February 11, 1980

University of Northern Iowa. Faculty Senate.

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SENATE MINUTES

February 11, 1980

1263

1. Remarks from Vice President and Provost Martin.

CALENDAR

2. 258 Report on Writing Competency (2/6/80). Received Report with appreciation. Requested updated report in one year.
3. 259 Proposed Name Change for Department of Business Education and Office Administration. (Letter from Vice President and Provost Martin, 2/4/80). Docketed in regular order. Docket number 209.

OLD/NEW BUSINESS

4. Chairperson Tarr appointed Senators to monitor those committees which are responsible to the Senate. Appointments approved.
5. Report of the ad hoc Committee on Emeritus Status (See Docket 203, Senate Minutes 1257, 1258, and 1261). Chairperson Tarr indicated that the report of this committee would be deferred to the next meeting.

DOCKET

6. 257 208 Report of Academic Master Plan Committee, 1978-1979. (Letter and report from Vice President and Provost Martin, 12/18/79). Recommended external departmental evaluation review period be every 5-7 years. Recommended that the Office of Academic Affairs investigate the feasibility and advisability of the establishment of a Center for Vocation Education and report the results to the Senate. Recommended that the Division of Student Services explore ways to enrich the educational atmosphere of the residence halls and report the results to the Senate.
7. 259 209 Proposed Name Change for Department of Business Education and Office Administration (Letter from Vice President and Provost Martin, 2/4/80). Approved change as requested.

The University Faculty Senate was called to order at 3:03 p.m., February 11, 1980, in the Board Room, by Chairperson Tarr.

Present: Abel, Cawelti, D. Davis, Evenson, Geadelmann, Gillette, R. Gish, Hollman, G. A. Hovet, Metcalfe, Schurrer, D. Smith, M. B. Smith, Tarr, Thomson, Wiederanders, J. F. Harrington (ex officio)

Alternates: J. Cummings for J. Alberts, Cryer for Schwarzenbach

Absent: Millar, TePaske, Vajpeyi

Members of the press were requested to identify themselves. Kathy Armstrong of the Northern Iowan was in attendance.

1. Vice President and Provost Martin rose and addressed the Senate. He stated that the University has been advised by an arbitrator that the language used in the tenure policy is ambiguous and unclear and is in need of being re-written. He stated that the University attorney will rewrite this policy and that Dr. Martin will contact representatives of the United Faculty and the Faculty Committee on Tenure and Promotion.

Dr. Martin reported that spring enrollment has shown an increase. He stated that the administration was particularly encouraged by this since fall enrollment and FTE were down resulting in an income shortfall of \$174,000. This shortfall caused an imbalance in the budget and resulted in the curtailing of some funding to the summer session.

Calendar

2. 258 Report on Writing Competency Examination Program (2/6/80)

M. B. Smith moved, D. Smith seconded, for the Senate to receive this report and to express its appreciation. Motion passed.

Dr. Jan Robbins rose and addressed the Senate. He indicated the department was attempting to develop criteria for exemption from the writing competency. He stated the department has the data which they are currently analyzing. He stated that the department hoped to be able to present a formula later this semester or early next fall.

Senator Davis stated that he was in a dilemma concerning the report. He stated he had visited with Dr. Robbins concerning the number of typographical errors, misspelled words and failure to proofread the document. He stated that he was concerned with the format and appearance of the document. Senator Hovet suggested that Senator Davis consult with Dr. Robbins concerning the editing of the document. All parties agreed.

Senator Gish stated that currently there were no stipulations on a further report from the department concerning the writing competency program. He stated that because of the appointment of a new director, the upcoming data analysis, and budget consideration, he felt an on-going study was necessary.

R. Gish moved, G. A. Hovet seconded, that the Department of English Language and Literature be requested to report back to the Senate in one year with an update on the writing competency program with special attention to relevant data analysis. Motion passed.

Dr. Robbins indicated that the department is continually updating its report and wishes to solicit any comments for additions or changes to the future document.

Chairperson Tarr inquired of the Senate how the 27-page report of the writing competency program should be represented in the Senate Minutes.

Gaedelmann moved, D. Davis seconded, that it should be noted in the Senate Minutes that copies of the report are available from the Department of English Language and Literature. Motion passed.

3. 259 Proposed Name Change for Department of Business Education and Office Administration. (Letter from Vice President and Provost Martin, 2/4/80).

M. B. Smith moved, Geadelmann seconded, to docket in regular order. Motion passed. Docket #209.

Old/New Business

4. Chairperson Tarr distributed information regarding the appointments of Senators to monitor those committees which are responsible to the Senate. (See following page).

Chairperson Tarr pointed out that on the committee membership list previously presented to the Senate (see Senate Minutes 1261), that the Director of Admissions should be deleted from the Bachelor of Liberal Studies Committee. He also pointed out that the administrative officer of the Interinstitutional BLS Committee is on the BLS Committee.

Chairperson Tarr stated that in making the appointments he did not select Senators from the same college to serve as monitors to the committees and that he endeavored to appoint Senators as monitors if they were currently members of the committee. He asked the Senate's approval of the appointment list.

Hollman moved, Schurrer seconded, to approve the appointment list as presented. Motion passed.

5. Report of the ad hoc Committee on Emeritus Status (see Docket 203, Senate Minutes 1257, 1258, and 1261). Chairperson Tarr indicated that the report of this committee would be deferred to the next meeting.

Senator Gish inquired if the members of the Senate could be in receipt of a copy of this report prior to the next meeting. Chairperson Tarr indicated in the affirmative.



UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

University Faculty
University Faculty Senate

1980 February 11

To: University Faculty Senate

From: John Tarr, Chair

Re: Proposed appointment of senators to monitor those committees
which are responsible to the Senate

At the January 24 meeting of the University Faculty Senate you directed the Chair of the Senate to appoint senators to "monitor regularly the committees which are responsible to the Senate." In response to this directive, I submit these appointments to you for your approval.

Committee on Admission and Retention

Joyce Alberts
Telford Hollman

Educational Policies Commission

Lyle Schwarzenbach
Wayne Evenson

Bachelor of Liberal Studies Committee

M.B. Smith
Charles Gillette

General Education Committee

Grace Ann Hovet
Janice Abel
Russell TePaske

Committee on Committees

Daryl Smith
Leland Thomson
Patricia Geadelmann

Student Academic Appeals Board

Augusta Schurrer
Dhirendra Vajpeyi

Committee on Curricula

Robert Gish
William Metcalfe
Darrel Davis

Tenure and Promotion Committee

Donald Wiederanders
Michael Millar
Scott Cawelti

The first-named person on each monitoring assignment is either presently serving on the committee or is the ranking senator in terms of years of service on the Senate. Therefore, I would ask that the first-named appointees be spokespersons for the monitors.

6. 257 208 Report of Academic Master Plan Committee, 1978-79. (Letter and report from Vice President and Provost Martin, 12/18/79).

This docket item is not included in the minutes. It was previously distributed to the entire faculty in December.

Senator Geadelmann stated that she felt items 1 and 2 were vague and inquired as to the intention of what's to be done differently.

Dr. Martin responded by stating that there were two concerns in item 1. The first concern was that the promotional literature of the University should be accurate and the second concern, that the information should convey all of the educational opportunities that exist. He stated the committee also felt the material should be addressed to all audiences. Senator Evenson inquired if that language conveyed that past practices did not live up to those sentiments.

Dr. Martin responded by saying that perhaps in some instances the literature was not showing all facets of the university. He expressed the concern that some of the literature may be too much in an advertising format.

Chairperson of the Faculty, Harrington, inquired if in item 2, relating to international students, if the administration had a specific number which they would like to set as a goal. Dr. Martin stated there was no official goal. He indicated the committee members had met with the Foreign Student Advisor and discussed ways of attracting additional foreign students to the University. He indicated the committee and the Foreign Student Advisor also discussed the provisions of the English Competency requirement. Senator Abel indicated that the upgrading of the minimum TOEFL score required had greatly improved the quality of the foreign students currently on campus. She also indicated that she hoped that this pattern would continue.

Vice Chairperson Schurrer inquired if the phrase "faculty diversity" referred to foreign faculty. Dr. Martin responded in the affirmative and indicated that it was intended to promote the exchange of faculties as is stated in item 6.

On item 3, Dr. Martin indicated that the Senate had endorsed this principle in 1977. He indicated that the committee had used the language "expected" to indicate that the procedure was not purely a voluntary action. He indicated that departments who had engaged in this procedure had obtained favorable responses.

Vice Chairperson Schurrer questioned if the every five year period was perhaps too short. She indicated that it may take one year to get ready for the visit, additional time while the representatives are here, and time to assimilate the response of the visit. Dr. Martin indicated that the original report had a time frame of five to seven years. He stated that flexibility in this review was very important.

Chairperson of the Faculty, Harrington, asked if the administration counted as a review those visits of national accreditation associations. Dr. Martin responded in the affirmative.

Wiederanders moved, D. Smith seconded, that the Senate ask the Master Plan Committee to consider making the review period every 5 to 7 years. Motion passed.

Item 4, M. B. Smith moved, G. A. Hovet seconded, that the Senate recommends that the Office of Academic Affairs investigate the feasibility and advisability of the establishment of a Center for Vocational Education and that the Office of Academic Affairs report the results of its investigation to the Faculty Senate.

Several Senators expressed the belief that the Office of Academic Affairs was better equipped to make this study.

Senator Geadelmann inquired as to what was intended by a Center for Vocational Education. Vice President Martin indicated that the Center idea was to provide a framework for promoting interdisciplinary activity which is currently being engaged in on campus by such areas as the Departments of Industrial Technology, Business Education, Home Economics and School Administration and Personnel Services. These departments are working in vocational education activities based on funding received for that purpose.

Question on the motion was called. Motion passed.

Item 5, M. B. Smith moved, Geadelmann seconded, that the Senate recommends that the Division of Student Services explore ways in which faculty and academic administrators can enrich the educational atmosphere of the residence halls including informal faculty and student interaction and advising functions and that the Division of Student Services report the results of their investigation to the Faculty Senate.

Senator Evenson indicated that he felt the most common complaint concerning residence halls was the lack of an atmosphere in which students could study. He also expressed concern over the lack of control that is exercised in the residence halls. He indicated that he felt these were critical problems that needed to be addressed.

Senator M. B. Smith indicated the first step was for the Division of Student Services to mend their fences and then to present their report for the Senate.

Senator Abel pointed out that she understood about the Senate's concerns about noise level and control in the halls, but that the motion spoke to faculty and advising and ways in which faculty can be involved in enriching the educational atmosphere. Senator M. B. Smith stated that he believed there was a connection and that the Division of Student Services would have to address both concerns. Senator Abel asked if there were more specific ideas as to what was in mind as instructions to the Division of Student Services. Senator M. B. Smith stated he felt the motion gave the directions to pursue and did not wish to be too specific.

Question on the motion was called. Motion passed.

Senator Gillette questioned on item 3, if the Senate had endorsed that concept. Chairperson Tarr responded that the Senate had endorsed that policy three years ago and that the actions today had requested changes in the review period. Senator Gillette asked if by making this change if the Senate was endorsing the policy. Chairperson Tarr responded in the affirmative.

Item 6, Senator M. B. Smith questioned if the item implied that the administration did not want foreign faculty on the tenure track. Dr. Martin responded that was not the intention. He stated he felt that this was an opportunity to bring someone in from abroad while the department may be conducting an extensive search for the filling of a vacancy.

7. 259 209 Proposed Name Change for Department of Business Education and Office Administration (Letter from Vice President and Provost Martin, 2/4/80).

The Senate had before it the following communication:

UNIVERSITY OF NORTHERN IOWA · Cedar Falls, Iowa 50613

Vice President and Provost
AREA 319 273-2517

February 4, 1980

Dr. John Tarr, Chair
University Faculty Senate
University of Northern Iowa

Dear John:

Attached is a proposal from the School of Business to change the name of the Department of Business Education and Office Administration to the Department of Business Education and Administrative Management. I am supportive of this proposal, but I presume you will want to hear from Dr. ElVon Warner and his colleagues in Business Education about the reasons for the proposed change in addition to what is given in the attached material.

Sincerely,



James G. Martin
Vice President and Provost

JGM:d

Enclosure

c: Dean Robert Waller
Dr. ElVon Warner



University of Northern Iowa

School of Business

Cedar Falls, Iowa 50613
Telephone (319) 273-2469

January 15, 1980

February 4, 1980

Dr. John Farr, Chair
University Faculty Senate
University of Northern Iowa

Dr. James Martin
Vice-President & Provost
Gilchrist 200
UNI

Dear John:

Dear Jim:

The Department of Business Education and Office Administration in the School of Business has requested that it be renamed the Department of Business Education and Administrative Management. This is in line with their request coming through curriculum channels that the Office Administration major undergo a change in title to the Administrative Management major. I have discussed this matter with El Von, and I am convinced that such a change in title is appropriate. In addition, I have attached the justification for the name change prepared by El Von.

Sincerely yours,

Robert J. Waller, Director
School of Business

JGM:d
Enclosure
cc: Dean Robert Waller
Dr. Elvon Warner

RJW:pa

PROPOSED CHANGE OF NAMES

The Department of Business Education and Office Administration provides two majors for students: (1) Business Education major--teaching and (2) Office Administration--nonteaching.

Office Administration Major

The Office Administration program prepares students to enter the business world as first-line office supervisors who have all of the necessary academic background to continue to progress into middle-management positions. Unfortunately, many two-year technical programs in the country are preparing students for clerical and secretarial positions under the title of "office administration." As a result of so many technical clerical programs being referred to as "office administration" programs, a vast majority of the business community have become conditioned to equate "office administration" with "clerical and secretarial." Obviously, the words "office administration" should connote some form of "administrative" responsibility; but the common usage of the title by clerical and secretarial programs have given the title "office administration" a completely different connotation to the business community. In order for our four-year office administration graduates to move into the proper levels of business without any unnecessary problems and confusion about their program of studies, the Department of Business Education and Office Administration proposes that the name of the Office Administration major be changed to Administrative Management major.

Many university office administration programs throughout the country have changed the title of their major from Office Administration to Administrative Management or Administrative Services. Also, the professional association with which most office administration programs affiliate is the Administrative Management Society (A.M.S.). A.M.S. was originally organized as the National Office

Management Association (N.O.M.A.), but a few years ago felt a need to change the title of the organization to Administrative Management Society so that the name of the organization more clearly reflected the administrative nature of the organization. Therefore, in order to provide a title for our majors that will more clearly reflect their academic preparation, the name for this major should be changed to Administrative Management.

Department Name

The Department of Business Education and Office Administration has within its name the two majors offered by the Department; therefore, if the name of one of the majors is changed to Administrative Management, the name of the Department should be changed to Department of Business Education and Administrative Management.

Schurrer moved, M. B. Smith seconded, that the name change from the Department of Business Education and Office Administration to the Department of Business Education and Administrative Management be approved.

Dr. Warner stated that the rationale for this request was that since the department's name is composed of the two majors in the department and since one of the major's names has currently been changed, that it was felt appropriate to reflect that change in the department's name.

Chairperson of the Faculty, Harrington, inquired if the process for this name change would include going through the Regents' Interinstitutional Committee. Following an affirmative response, Dr. Warner responded that in the state of Iowa only the University of Iowa offers a program in Office Administration. He stated that department may not be continued and may become part of the Division of Management at the University of Iowa.

Question on the motion was called. Motion passed.

Gadelmann moved, Hollman seconded, to adjourn. Motion passed. The Senate adjourned at 4:14 p.m.

Respectfully submitted,

Philip L. Patton, 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, February 18, 1980.