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Minutes

Faculty Senate

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# February 4, 2003

Faculty Senate

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## **FACULTY SENATE MINUTES FOR February 4, 2003 (Vol. XXXI, No. 19)**

The 2000-2003 Faculty Senate minutes and other information are available on the Web at <http://www.eiu.edu/~FacSen> The Faculty Senate agenda is posted weekly on the Web, at Coleman Hall 3556 and on the third-level bulletin board in Booth Library. Note: These Minutes are not a complete verbatim transcript of all utterances made at the Senate meeting.

### **I. Call to order by Anne Zahlan at 2:04 p.m.** (Conference Room, Booth Library)

Present: R. Benedict, D. Brandt, G. Canivez, D. Carpenter, L. Clay Mendez, F. Fraker, B. Lawrence, W. Ogbomo, S. Scher, M. Toosi, J. Wolski, A. Zahlan. Excused: D. Carwell, J. Dilworth, M. Monippallil. Guests: K. Andrew, J. Chambers, R. Deedrick, B. Lord, A. Mormino, A. Sartore, D. Schaefer.

### **II. Approval of the Minutes of January 21, 2003.**

Motion (Fraker/Clay Mendez) to approve Minutes of January 21, 2003. Yes: Benedict, Carpenter, Clay Mendez, Fraker, Lawrence, Scher, Toosi, Wolski, Zahlan. No: Brandt. **Passed.**

Hearing no objection, Chair Zahlan suspended published order of business and moved directly to V. C. for a discussion of the Council of Chairs with Keith Andrew.

Andrew: ...The Council [of Chairs] has decided it would like to share [its] Minutes. We have decided we will get the entire fiscal year of the Minutes, starting in June, package them, bundle them, and share them.... Our goal is to start a website actually and make them [the Minutes] available over the Internet. [At this point, Dr. Andrew handed out a list of Council of Chairs members, as well as a list of the Council's meeting dates.] Anne [Zahlan] and I have been trying to find an opportunity for the reduced Executive Committee of the Council of Chairs (we have a fairly large Executive Committee) and the Executive Council of the Senate to get together and maybe try to schedule, I think, at first, a meeting each semester..., to exchange ideas and open up lines of communication.... Anne has also sent a list of questions which I think are very good..., but if anybody has any questions right now that I can help answer....

Carpenter: Are the Council of Chairs meetings open? Andrew: I think the general Council of Chairs meetings are absolutely open. We often schedule visitors, or try to get some to come. Once a year we invite the President, and we try to invite the Vice President of Academic Affairs once a year as well.

Fraker: Do you all have a budget? Andrew: We do have a Chair Development Committee, and they do get a budget from Academic Affairs.... Usually we try to arrange travel for chairs to go to chair conferences, and we try to arrange for a retreat once a year, in May or June.... I should say that's subject to the financial climate.

Toosi: How does the Council of Chairs function within the campus structure of shared governance? Andrew: I've never explored that, and I'm not familiar with any set methodology; but I would like to develop one. It seems to me right now it's a little bit random.... Clay Mendez: What is, in your opinion, the primary function of the Council of Chairs? Andrew: Certainly, I would say the real issue has been chairs' salaries. My understanding is the reason for founding the Council was the salary issue, and it certainly continues to be our main focus. As a group we report to different deans, so it's sometimes a little interesting to compare how things are worked out for chairs' salaries across college lines. We do have chair representatives on a variety of committees, however--CUPB, TRS, Enrollment Management, and currently Presidential Search. Clay Mendez: So it's like a quasi-union outside of the union, in a way. Andrew: This is certainly something we would like to explore because salary on one side, and yet we fill out workloads using cu's on the other side. Yes, it's half and half. Now chair appointments vary too, I should say; in a smaller department like I'm in, I have a half-time appointment, and that means half-time cu's. Chairs of larger departments have a larger percentage appointment, or may have an associate-chair appointment. Clay Mendez: Are there bylaws associated with the Council of Chairs? Andrew: Yes; they're relatively new. When the Council first formed the goal was actually a salary issue, so for the first couple of years that's all they focused on. I think it has evolved in time, and it's much more active than it once was. I think it was in 1999 when some bylaws were passed; in fact, the bylaws deal essentially with how to construct the Executive Council, when to have an election, and how we select our membership. In fact, I'll put that on our website. We should probably have a copy of the bylaws on some kind of publically accessible place.

Toosi: Why do you think some departments have associate chairs and some do not? Is it related to their sizes? Andrew: The largest departments have associate chairs.... Toosi: Does it have to do with

the number of faculty or the number of students? Andrew: I don' t really know. ...I don' t know the history there, why some have associate chairs and others don' t. ...ClayMendez: The Council of Chairs came to the Senate and requested that we provide a member of the Council of Chairs in the Presidential Search Committee. Who does that person represent? The chairs, the faculty, or the administration? Andrew: That' s a good question. I certainly think, from our point of view, we' re hoping, I guess, to get a chair' s perspective into the committee; but I think they wear many hats in that case, and it' s a very difficult position to be in.

The Senate returned to the published order of business at this point.

**III. Announcements:** None.

**IV. Communications:**

- A. Notes (15 January 2003) from President' s Council
- B. E-mail message (21 January) from Senator Righter' s office re Meeting with Senate
- C. E-mail question on EWP from Steve Daniels via Senator Brandt
- D. Report (20 December) of Ad Hoc Committee on Optimum Enrollment, conveyed by the Provost on 21 January
- E. E-mail message (29 January) from Keith Andrew re: Council of Chairs
- F. E-mail message from Robin Murray re: EWP Discussion at Senate
- G. E-mail message from Daiva Markelis re: EWP Discussion at Senate
- H. E-mail message from Nancy Marlow re: Visit to Senate and EWP Discussion at Senate
- I. E-mail message from Janet Cosbey re: EWP Discussion at Senate

**V. Old Business:**

A. Committee Reports:

1. Executive Committee: Chair Zahlan attended the 24 January CUPB meeting, during which Dr. Weber reported on Athletic funding and staffing patterns, over the past ten years, in the Provost' s Office. Dean Johnson also reported on the activities of the Legislative Action Team. Toosi: In regards to CUPB, I was there [at the 24 January meeting]. My observation is that it' s a very hostile and tense situation. If someone wants to see clearly an indication of them and us, you should go to a CUPB meeting a few times. Matthew [Monippallil], with his [Senate subcommittee], is going to come up with some kind of [recommendations], with the number of faculty representing academic areas on that committee. What I would like to know is if, sometime in the future, Vice President Lord would share his view with us about what he thinks of the committees and functions all over the campus [and faculty representation on committees].... Zahlan: CUPB is very traumatic for faculty members....

Chair Zahlan reported that she attended the 27 January BOT meeting, during which the Honors College Proposal was passed by the Board; a \$400,000 expenditure by External Relations , to hire a telemarketing firm, was approved by the Board; but the Board did not vote on VPBA Cooley' s proposal to remove the cap on moving expenses, and he withdrew that motion. Chair Zahlan reported to the BOT about the Faculty Senate' s activities during the fall. ...Lord: The [telemarketing] proposal basically puts somebody on a commission, and they get no payment if they raise no money.... Benedict: And students are being hired? Lord: That is correct. The contract did require that they employ students to do the calling, rather than hire people from [elsewhere]. ...Benedict: Is it all or nothing, or can departments or colleges choose to use the telemarketing firm? Lord: Departments are invited to choose to use it. ...Some departments have already signed up for it.

- 2. Student-Faculty Relations Committee: No report.
- 3. Faculty-Staff Relations Committee: No report.
- 4. Elections Committee: Senator Brandt handed out a list of positions open, as of Fall 2003, on university councils and committees.
- 5. Nominations Committee: No report.
- 6. Other Reports: Senator Scher reminded Senators that the Distinguished Faculty Award nomination form is accessible via the Faculty Senate' s homepage. Senator ClayMendez expressed his gratitude to all who attended and took part in the recent faculty forum.

Hearing no objection, Chair Zahlan suspended the published order of business and moved to VI. A., to discuss CAA with Nancy Marlow.

## **VI. New Business:**

### **A. Council of Academic Affairs**

Marlow [re: proposed CAA bylaw revisions]: The last time they [the bylaws] were revised was 1997, and we felt it was time to look at them again. We put together a subcommittee, who looked at the bylaws and suggested changes. ...We haven't even discussed it [the proposed changes] in CAA yet, so this discussion is before the CAA discussion. What I'm really hoping is that other people will say their ideas because there are probably things that maybe need to be changed that we haven't dealt with. Some of the things that have come up, that we've talked about one is changing the membership, so that we have two members for each of the four colleges; this is more of a typical route for a curriculum body, and we had something come up last Thursday that, I think, showed the need for this sort of thing: two different departments, in different colleges, feeling that somebody was stepping on toes with a course.... Right now we happen to have college representation, but it hasn't always been that way. Doing that would bring us down to eight faculty members, instead of nine; so one of the things we've talked about, that hasn't gone into the draft yet, is perhaps electing a ninth faculty member at-large--as a possibility to keep the number there [at nine]--because we do have three student members, and a quorum is six; and we thought, well, there could be a time when there would be three faculty and three students, and would we divide down those lines? That could be damaging, and changing the overall number--we're not sure if we want to do that or not; but this draft currently has a change in number, a reduction of faculty members.

Another thing that was suggested was having the vice chairperson serve the first year as Vice Chair and the second year as Chair; this would limit those who are eligible to serve as Chair because it would have to be somebody in their second year of a three-year term.... That's still open for discussion, but the benefits would be that the vice chair would have been sitting in on the executive meetings, and would have a good history of what has been going on; but, again, the drawbacks are that if none of those people want to commit themselves for two years that could be serious, as well. ...There are changes in distribution [also being proposed]; since almost everything we do is web-based, so that we're no longer talking about distributing copies of things.... There is a line in there [current bylaws] that said if the President did nothing, then the recommendations were considered approved; we changed that to be a positive statement, that the President would approve, or disapprove, the recommendations within ten working days. ...Another concern...is something that we try to practice but hadn't been written that when a department changes a program, that affects somebody else's program, it should have the appropriate signatures there [on the proposal]. We ran into another case in which a course number was changed, lowered, and so we added that that should probably not be done by executive action....

Toosi: I like your idea to keep two faculty from each college and one at-large. Marlow: I will certainly share that when we talk about it on CAA. Zahlan: ...I think the first concern of the Senate was that something of this magnitude (and we were thinking of it as "magnitude," since the CAA is in charge of curriculum and that's pretty big) is something that, perhaps, the entire faculty should have the opportunity to consider.... Marlow: That would actually require another change in the [CAA] bylaws because our bylaws currently state that bylaws can be changed with a two-thirds vote of CAA; but if people feel strongly that way that would certainly be something that could also be added to the bylaws. ...Carpenter: Nancy, the CAA's current bylaws were approved in '97. Marlow: '97. Carpenter: What has changed, from your perspective, between '97 and 2003, that necessitates these proposed changes? Marlow: I think a feeling on the part of some colleges that they have been disenfranchised in CAA, that they have not had representation on CAA in the past, and want to guarantee that they will have representation. Like I said, this is probably one of the first years that there has been representation from every college. Zahlan: So what are you going to do if people don't run? Marlow: I'm just assuming that people, out of the goodness of their hearts, will run.

Clay Mendez: I think it makes a lot of sense to expect equal representation, and I could see why certain colleges--because of a greater size or whatever--might take over and unduly influence the work of CAA; so I'm whole-heartedly in support of this. Marlow: I think it helps, from a personal standpoint, because when courses come in from other colleges, areas that I'm not really familiar with, it helps to have somebody there who is familiar and knows what's going on. Toosi: I don't think there [will be] any problem in getting people to run for CAA because there's always interest among the faculty to be on that

committee.... Benedict: I would encourage the CAA to consider the one at-large position as well. Specifically, what I was thinking is this would not preclude our College of Library Services [from also serving] on CAA. ...Clay Mendez: How are student members selected? Marlow: They are selected from the Student Senate..., appointed by the Student Body President with the advice and consent of the Student Senate. Fraker: ...How would somebody run for that at-large position? Do I choose to run for that at-large position? There are going to be two positions in my college. There are logistical issues, deciding about that at-large position. Canivez: I would think in that situation a person would have to declare whether they' re running for a college or at-large. ...Wolski: It seems that restructuring [CAA] that way falls in line more with the college-curriculum committees, the way those are set up, because they are divided by departments and you get a more even representation that way....

The Senate returned to the published order of business at this point.

**V. B. Proposed Amendment to Presidential-Search Resolution:** Senator Brandt will consult with Senator Lawrence before bringing the proposal to the Senate.

**D. Discussion of Faculty Forum:** Senators with notes will send them to Vice Chair Brandt for dissemination to all senators.

**E. Allocation and Distribution of University Resources:** Senator Toosi withdrew his motion calling for 12-month administrative contracts to be reduced to 11-month contracts.

**VI. Other New Business:**

**C. Lord:** As you probably have heard, the application rate, the total applications from freshmen, continues to run well ahead of even last year, a record year at the time. We went forward to terminate receipt of applications for the College of Education' s Education Program because, at this point, we are basically cracking open in our ability to accomodate more students in teacher-preparation programs. Because the application rate continues to flow at such a clip, we are looking now at...cutting off applications to Eastern entirely. I' ve been working with the Dean of Enrollment Management to actually structure a letter that basically gives us a little wiggle room in this process, by informing high-school guidance counselors that at some point, a very few weeks in the future, we will be starting to review seriously our ability to absorb additional students; and while we continue to receive applications that meet the criteria, that will not ensure acceptance necessarily because we have to live within our means of resources and faculty capabilities....

**VII. Adjournment:** Meeting adjourned at 3:48 p.m.

**Future Agenda Items:**

Evaluation of Electronic Writing Portfolios; Athletic Programs; International Programs; Faculty Development; University Foundation; Administrative Search Procedures; Computer-Privacy Policy; Shared Governance Concerns; Evaluation of Chairs; Temperature Control in Classrooms and Offices; Facilities-Naming Procedures; Faculty Representation on Board of Trustees; Increased Workload and Overload; Distance Education; Timing of Commencement; Planning for University Events.

Respectfully submitted,  
David Carpenter