

4-1-1996

## Faculty Senate Minutes, Apr. 1, 1996

Eastern Kentucky University, Faculty Senate

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# FACULTY SENATE MINUTES

## EASTERN KENTUCKY UNIVERSITY

APRIL 1, 1996

The Faculty Senate of Eastern Kentucky University met on Monday, April 1, 1996, in the Faculty Dining Room of the Powell Building. Senate Chair Richard Rink called the seventh meeting of the 1995-1996 academic year to order at 3:30 p.m.

The following members of the Senate were absent:

C. Alcorn*	B. Gallicchio	D. Janssen*	T. Ricks*
R. Baugh*	G. Gow	G. Kleine*	P. Scholmann*
L. Corn*	D. Greenwell	N. Lee-Riffe*	B. Sowders*
M. Brown-Davis*	K. Henson*	G. Mackinnon	G. Wallace*
N. Davis*	S. Hoover*	G. Masagatani	J. Willett
V. Falkenberg	D. Jackson		

\*Indicates prior notification to the Senate Secretary.

Visitors to the Senate were: Mr. Matt McCarty, Eastern Progress.

### Announcements

The Chair announced that there would be a reception at Walnut Hall on April 29, 1996, from 3:30-5:00 p.m. for new Faculty Senate members.

### Approval of the Minutes

Senator Rink called for additions or corrections to the March 4 minutes. There being none, the minutes were approved as distributed.

### Report from the President: Senator Funderburk

The President reported that activities of the General Assembly in Frankfort were coming to an end. It appears that the appropriations bill for higher education will be approved. He pointed out that a compromise Health Care Reform bill will probably be approved which will allow state universities to self-insure themselves without becoming members of the state Health Alliance system.

The National Guard Tuition bill will be approved, but underfunded. Those eligible will receive tuition on a first come first served basis until the appropriation is exhausted.

### **Report of the Executive Committee: Senator Rink**

The Chair reported that the committee had reviewed a report from the Ad Hoc Committee for Appealing and Withdrawing. The committee had several questions on the report and requested the ad hoc committee to meet again and discuss the need for clarification on terminology with respect to catalog copy and on the composition of what will represent membership on the university appeals committee.

The Executive Committee also reviewed reports from the Faculty Senate Budget Committee and Faculty Senate Rules Committee. Both reports were accepted and placed on the Faculty Senate Agenda.

The Chair also stated that he will discharge Editorial Advisory Committee #1. The Executive Committee will take on the responsibility of choosing a Faculty Senate logo.

### **Report of the Faculty Regent: Senator Freed**

Senator Freed reported that Mr. Jim Gilbert, Chair of the Board of Regents, will meet with faculty at an open meeting. There will be no set agenda. The meeting will take place in the Clark Room of the Wallace Building, from 4:00-5:30 p.m. on Wednesday, April 17. All faculty are invited to attend.

### **Report from the COSFL Representative: Senator Lee-Riffe**

In the absence of Senator Lee-Riffe, Senator Freed reported that there would be a meeting with Governor Patton on Saturday, April 13, 1996.

### **Report on the Self-Study: Dean Wisenbaker**

Senator Wisenbaker stated that the site team visit went very smoothly. There were sixteen or seventeen recommendations to be responded to, most of which have already been mentioned in the internal University Self-Study Report.

### **Report from the Student Senate: Mr. Joseph Hoffman**

Mr. Hoffman reported that the Student Senate recently passed a proposal asking the university to look into allowing physically challenged students to be given the right to register on the first day of scheduling in order to allow them ease in planning their class schedules.

Mr. Hoffman also reported that this was his last report as Student Senate President. He thanked everyone for the opportunity of meeting with the Senate and stated that he will be introducing the new president at the next meeting.

## **Reports from Standing Committees**

### **Committee on Elections: Senator Elias**

Senator Elias reported that there would be a reception on April 29 at Walnut Hall for newly elected Faculty Senate members.

### **Committee on Committees: Senator O'Brien**

Senator O'Brien stated that the finalized slate of the Committee on Committees would be sent to President Funderburk within a few weeks.

### **Committee on Rules: Senator Lewis**

Senator Lewis moved to revise certain sections of the by-laws of the Faculty Senate (see attachment). The motion was seconded by Senator Gaines and approved. Senator Lewis then moved to print a booklet containing the full Senate Rules (the by-laws, a compendium to Robert's Rules of Order Newly Revised, and a list of Special Rules of Order and Standing Rules of Order of the Faculty Senate). The booklet will be distributed to all Faculty Senators before the first meeting of the Senate in the fall semester. The motion was seconded by Senator Freed and approved.

### **Committee on the Budget: Senator Watkins**

Senator Watkins presented a detailed report on the 1995-96 university budget.

### **Committee on Faculty Rights and Representatives: Senator Kipp**

Senator Kipp reported that the Academic Affairs Policy and Procedures Manual states that summer salaries are based on percentages of one's academic-year salary, and they are not to exceed certain maximums. According to Larry Sherman of the Office of Planning and Budget, the maximum figures are determined by the president and, in recent years, have been revised every two years. The proposed maximum for 1996 is \$6,000, which represents a 4.3% increase.

## **New Business**

### **Nominations for Senate Chair for the 1996-1997 Senate Year**

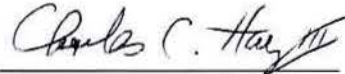
Senator Engle nominated Senator Janssen and Senator Wisenbaker nominated Senator Rink.

### **Report from the Council on Academic Affairs: Senator Enzie**

Senator Enzie moved to revise the minimum contact hours and length of undergraduate courses. (1. For lecture-type classes, at least 12.5 clock hours of contact are required per credit hour. Before the class formally ends, at least one calendar week per credit hour must pass to allow time for reflection and analysis; and 2. At least 25 clock hours of contact are required per credit hour for laboratory courses [as identified in the catalog] or other courses in which emphasis is on experiential activity or skills development). The motion was seconded by Senator Batch and was approved.

### **Adjournment**

Senator Enzie moved that the Senate adjourn. It adjourned at 4:08 p.m.



Charles C. Hay, III  
Faculty Senate Secretary

## Section VII.B.2.b.

## Current:

"Number of Elected Members — The elected membership of the Senate shall be at least three times and no more than four times the number of administrative members. Imbalance in this membership requirement shall be allowed to exist for one year, during which time a committee shall be formed to seek a resolution to the imbalance problem."

## Revised:

"Number of Elected Members — The elected membership of the Senate shall be at least three times and no more than four times the number of administrative members. *The Secretary of the Senate shall bring to the attention of the Senate an imbalance in this ratio.* Imbalance in this membership requirement may be allowed to exist for one year, during which time *the Chair of the Senate shall appoint a committee* to seek a resolution to the imbalance problem."

## Comment:

In parliamentary language, the word *shall* has the force of *must*. The intention of the passage seems to demand the word *may* rather than the word *shall*, implying that the condition of imbalance may be allowed to obtain for one year, not that it is required to be so.

Furthermore, no passage here or elsewhere in the by-laws states who is to determine when and if such an imbalance exists; the recommended rule puts this responsibility in the hands of the Secretary of the Senate.

## Section VII.C.3.b.

## Current:

"The secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee. The secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee. The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate."

## Revised:

## Section VII.C.3.b.

"The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate."

## Section VII.C.3.c.

"The Secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee."

## Comment:

The second sentence of the current section is an accidental repetition of the first and should be excised. Logic suggests that the remaining two sentences should be reversed, and the placement of the two sentences in separate subpoints adds clarity. There are currently four subpoints, a, b, c, and d. If the first paragraph under this comment has force, there would be five subpoints, a, b, c, d, and e; the final sentence becomes subpoint b, and the first sentence of the current subpoint b becomes subpoint c. For the sake of consistency, the initial letter of the word Secretary is to be upper case throughout.

#### Section VII.D.5.

##### Current:

"Senate voting on all matters, except election of officers, shall be viva voce or by a separation of the house. Members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee."

##### Revised:

"Senate voting on all matters, except election of officers *and of members of Standing Committees*, shall be viva voce or by a separation of the house. *Officers of the Senate and* members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled."

##### Comment:

The rules concerning election of officers and members of Standing Committees were presumably intended to be the same. To make that presumption explicit, the Rules Committee suggests the rewording identified by italics.

#### Section VII.E.1.c.

##### Current:

"The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty-at-Large relating to items for consideration of the Senate and shall, through the chair, bring these to the attention of the President. Items recommended for inclusion on the Senate agenda should reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee should make known the time and place of meetings to set the agenda."

##### Revised:

"The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty-at-Large relating to items for consideration of the Senate and shall, through the chair, bring these to the attention of the President. Items *submitted* for inclusion on the Senate agenda *shall* reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee *shall* make known the time and place of meetings to set the agenda."

##### Comment:

The Rules Committee recommends that the word *should*, which has no force in parliamentary proceedings, be replaced in both instances in which it appears in this section with the word *shall*. Furthermore, we recommend that the word *recommended* be replaced by the word *submitted*.

Section VII.E.1.d.

Current:

"One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee."

Revised:

"The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee."

Comment:

The first sentence of this section has the Chair of the Executive Committee submitting minutes or a report to the Chair of the Senate. Since these two positions are held by the same person by virtue of Section VII.E.1.a., the requirement is a logical absurdity. It is apparent that this phrasing was taken from the by-laws concerning Standing Committees and dropped, without change, into this section dealing with the Executive Committee. The Rules Committee recommends, therefore, that the first sentence of the section be excised. The new section VII.E.1.d., then, will contain only the final sentence of the current section.

Section VII.E.7.

Current:

"The Faculty Senate may establish such other committees as are deemed necessary.

a. One week before each Executive Committee meeting, the Chair of the committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting."

Revised:

"The Faculty Senate may establish such ad hoc committees as are deemed necessary.

a. One week before each Executive Committee meeting, the Chair of *each ad hoc* committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.

b. The Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting."

Comment:

As written, this section does not distinguish ad hoc committees from Standing Committees of the Senate. Since the by-laws identify and define the Standing Committees, the Rules Committee assumes that this section intends "such other committees" to mean ad hoc committees. The Rules Committee recommends, therefore, that the section refer directly to ad hoc committees. The Rules Committee further recommends that the wording of Section VII.E.7.a. be placed in two subpoints a and b to Section VII.E.7.



### Section VIII.

Current:

BYLAWS: "The Faculty-at-Large may adopt such Bylaws as are deemed necessary and proper to carry out its functions."

Revised:

**SPECIAL RULES OF ORDER AND STANDING RULES:** "The Faculty-at-Large may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its functions."

Comment: The entire document under consideration is the By-laws of the Senate. This section is, then, inappropriately named. The Rules Committee recommends that the title of this section be Special Rules of Order and Standing Rules and that the statement of the section be changed to reflect its appropriate contents.

### Section X. Schedule

Current:

"A. This organization shall be effective on adoption by the Faculty-at-Large of Eastern Kentucky University and approval by the Board of Regents.

Revised:

[EXCISED]

Comment:

This entire final section of the By-Laws contains transitional materials important only until the adoption and approval of the organization, actions taken long ago. The Rules Committee recommends that Section X be excised.

B. At the first normal election following the effective date of this organization, Senators elected under the previous organization. . . ."