

4-30-2001

Faculty Senate Minutes, Apr. 30, 2001

Eastern Kentucky University, Faculty Senate

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FACULTY SENATE MINUTES

April 30, 2001

The Faculty Senate of Eastern Kentucky University met on Monday, April 30, 2001 in the South Room of the Keen Johnson Building. Senator Taylor called the eighth meeting of the academic year to order at 3:30 p.m.

The following members of the Senate were absent:

A. Banks*, K. Breeden, K. Dilka, S. Fister*, and M. Hodge.

*** denotes prior notification of absence to the Faculty Senate Secretary**

Visitors to the Senate were: Connie Callahan, Mark Chambers, Rita Davis, Louisa DeBolt, Dominick Hart, Charlotte Hubbard, Jim Kenkel and Rob Weise.

APPROVAL OF THE MINUTES:

The April 2, 2001 minutes were approved with no corrections.

REPORT FROM THE PRESIDENT: Senator Kustra

President Kustra indicated that the Council on Postsecondary Education recently met and began discussions on the issue of requiring Kentucky institutions to charge a per credit hour fee. Eastern has traditionally been a flat rate tuition charge institution. There are arguments for and against the change, and a decision was postponed for further study.

President Kustra encouraged faculty to participate in the upcoming activities scheduled for the Governor scholars program which will begin on June 29.

President Kustra expressed his appreciation for faculty involvement in the open house recruitment receptions that were scheduled throughout the semester.

REPORT FROM THE CHAIR: Senator Taylor

Senator Taylor thanked the Senate for the opportunity to serve as Chair of the Faculty Senate and expressed his thanks for the committee members for their hard work during the past year. He also expressed his appreciation for the services of Dr. Robert Miller as Parliamentarian and Pauletta King as Secretary.

NEW BUSINESS:

University Research Committee. Senator Huebner presented the committee's report to the Senate. She indicated that the committee would like the Senate to consider approving the following motion:

Be it resolved that the Faculty Senate of Eastern Kentucky University strongly supports the University Research Committee's recommendation to approximately triple the funding for faculty research for 2001-2002 academic year to \$113,000 to be nearly commensurate with our benchmark institutions.

The motion will be presented to the Senate for a vote at the September meeting.

REPORT FROM THE PROVOST: Senator Marsden

New Summer School Format. Senator Marsden mentioned, as an informational item only, the new proposed format for summer school 2002. He indicated that the university will be doing a variety of summer school terms which will include four weeks, six weeks, and eight weeks of coursework. Colleges are required to submit their final or next to final schedule to the Provost Council by January 22 of 2002, in order to better coordinate these sessions and ensure that students have a full load when they arrive for a six week term or an eight week term. Transcripts will be run after the fourth, eighth and twelfth weeks.

General Education Committee Update. Senator Marsden circulated a report to the Senate from the Ad Hoc Committee on General Education. It is the committee's hope to present one or two action items to the Senate in the fall semester.

Administrator Evaluations. Senator Marsden remarked that the evaluation of the Deans was proceeding accordingly. Dr. Marsden recently received his personal evaluation from the President and expressed thanks to those faculty who participated in the evaluation process.

New Position Appointments. Senator Marsden announced that Dr. Dominick Hart has been appointed as the new Dean of Arts and Sciences.

Dr. Bankole Thompson, from the College of Justice and Safety, has been appointed as the new Dean of Graduate Studies.

Dr. Douglas Robinson, the new Director for the Teaching and Learning Center, recently met with the advisory committee to discuss the Center 's agenda for the next couple of years.

Retirement Transition Program. Senator Marsden announced that there will be eight or nine individuals taking advantage of the recently approved Retirement Transition Program beginning in the fall.

August Commencement Speaker. Senator Marsden announced that Dr. Robert Miller would be giving the August Commencement address.

REPORT FROM THE FACULTY REGENT: Senator Thompson

Senator Thompson stated that the following items were approved by the Board without any significant comments: Promotion and Tenure applications, Foundation Professors nominations, candidates for degree, program changes from the Council on Academic Affairs and Faculty Emeritus nominations.

The Department Chair Handbook was endorsed with the sabbatical leave section to be added later.

A special, flat tuition rate of \$695 per credit hour was approved for a new on-line Masters program in Loss Prevention and Safety.

A request was approved from Model Lab School to apply for an alternate model for school based decision making. This would allow Model to have site based decision making for P-12, rather than separating the elementary and the high school.

A two-year strategic plan for improvement and maintenance of residential facilities was approved.

A mandatory meal plan was approved for all new full time students and freshmen transfers who are required to live in the residence halls. The plan takes effect Fall 2002.

The endowed directorship of the Honors Program was named after Dr. Bonnie Gray.

The University budget was approved for the coming year. The budget approved listed monies to address salary inequities, including \$150,000 for classified staff, none for contract staff, and \$50,000 for faculty, with additional monies requested through CPE pending.

The Domestic Partnership Proposal was postponed until the new Human Resources Director has an opportunity to verify cost data and review the procedures for implementation.

COSFL Report. Senator Falkenberg

Senator Falkenberg gave the COSFL report and asked for the Senate 's endorsement on the position paper on University Governance. Senator Flanagan made a motion to endorse, seconded by Senator Thompson, and the motion was approved by the Senate.

STANDING COMMITTEE REPORTS:

Budget Committee. Senator Rink gave the committee 's final report for the year. The main problem encountered with the budget during the year was the budget shortfall. Senator Rink indicated that as he understands it, the goal being aimed for in the next budget is \$4 million dollars in the fund balance, and the re-establishment of \$1.1 to \$1.5 million in the contingency fund.

Committee on Elections. Senator McAdams announced that Merita Thompson was voted to continue on as the Senate 's representative on the Board of Regents.

Committee on Rules. Senator Yoder made the following motion, which was seconded by Senator Marsden and then approved by the Senate:

In the Rules of the Faculty Senate, part B: Membership of the Faculty Senate, section 3. Part-time Faculty Representative, part " b " currently reads:

The part-time faculty representative shall serve for a one year term and no more than two terms in succession.

We move that it be changed to read:

The part-time faculty representative shall serve for a two-year term. While the part-time faculty representative is elected to a two-year term, continuing representative is contingent upon the part-time representative 's being contracted by the University to teach again. The part-time faculty representative 's election in no way may be construed as guarantee of employment beyond their current contract.

[NOTE: provision has already been made for a vacancy at mid-term.]

AD HOC COMMITTEE REPORTS:

Faculty Handbook. Senator Huebner gave the committee 's final report. She noted that while the committee did find some inconsistencies in the handbook, the changes can be handled effectively through the existing Faculty Handbook Committee and the offices responsible for updating different sections of the handbook.

Lecturers/Part-Time Lecturers. Senator Everett gave the committee ' s report. The committee recommended the creation of a teaching associate position at ECU under certain conditions. A motion to this effect will be forthcoming in the fall.

Promotion and Tenure. An interim report was handed out to the Senators from the Ad Hoc Committee on Promotion and Tenure. Senator Taylor mentioned that there should be a motion from this committee in the fall semester.

Salary Inequities: Senator Lifland gave the report for this committee and indicated that another committee should be assigned to handle any further issues on salaries inequities.

Senator Johnson made a motion to bring the minimum wage proposal back before the Senate for consideration. The motion reads as follows:

The Faculty Senate recommends the following minimum wage requirements be enacted:

1. The Faculty Senate recommends that the following minimum wage requirements be enacted:
 - Professor (\$54,000) - Requirements: terminal degree, tenure, and 15 years of ECU experience
 - Associate Professor (\$45,400) - Requirements: terminal degree and tenure
 - Assistant Professor (\$36,800) - Requirements: terminal degree
 - Instructor (\$27,100)
2. This minimum would be implemented after determining the current faculty member's contract at 3 percent (50 COLA raise/50 merit).
3. Funds to implement this policy should be provided through the "Faculty Salary Equity Pool" proposed in the current budget at an allocation of \$50,000.
4. Additional funding (approximately \$30,000) should be added to this pool by:
 - A. Requesting \$30,000 from the "Action Agenda" fund which is subject to CPE approval
5. After this minimum wage policy has been implemented, any remaining funds should be held for either resolving other salary inequities as specified by a university wide salary equity policy when approved by the ECU Faculty Senate or for continued implementation of this policy in the budget period of 2002-2003.

Senator Taylor suggested that the newly formed committee on Compensations and Benefits look at this issue. The members of the committee are Kevin Rahimzadeh, Kim Naugle, Allen Engle, Kevin Minor, Elaine Waters, and Gary Barksdale. Senator Taylor suggested Keith Johnson be added to the committee to serve as historian from the previous committee.

Senator Jones made an amendment to the motion to state that if the above policy is approved, that it is with the understanding that a committee be assigned to look at the following issues and report their findings back to the Senate by December: The committee will provide a more complete proposal which will include the following: a statement on addressing the merit system, the compression/exceedance issue, appropriate market salary adjustments, recommendations

for funding, and how rank figures into the salary figures. Senator Falkenberg, with Senator Jones consent, made a friendly amendment to the amendment to state that the Executive Committee make the final decision on the committee assignment. The amended amendment was approved by the Senate.

The main motion with the amendment was approved by the majority of the Senate, with the understanding that the monies available would be used beginning at the Assistant Professor level and working on upward as funds permit.

ANNOUNCEMENTS/OTHER INFORMATION:

Senator Miller presented Senator Taylor with an engraved gavel and thanked him for his service as chair of the Senate for the past year.

ADJOURNED:

Senator Marsden made a request to adjourn at 4:35 p.m. for a ten-minute recess before the organizational meeting convenes.

FACULTY SENATE
Organizational Meeting
April 30, 2001

The Faculty Senate of Eastern Kentucky University met on Monday, April 30, 2001 in the South Room of the Keen Johnson Building. Senator Taylor called the organizational meeting for the 2001-2002 academic year to order at 5:00 p.m.

The following members of the Senate were absent:

Banks*, Farrar*, Gakpo, Harley, Hill, Hodge, Huebner, Messerich, Polmanteer, Spears*

* denotes prior notification of absence to the Faculty Senate Secretary

Dr. Taylor called the meeting to order at approximately 5:00 p.m.

NEW BUSINESS:

Faculty Senate Chair Election. There were two candidates for the chair's position: Senator Flanagan and Senator Schlomann. Senator Schlomann was elected to serve as chair. At this point Dr. Taylor turned the meeting over to the new chair.

Faculty Senate Secretary. Pauletta King was elected to continue to serve as Secretary for the Faculty Senate.

Executive Committee. There were two openings on the Executive Committee. Four individuals were nominated: Senator Johnson, Senator O'Connor, Senator Schuster and Senator Collins. Senator Johnson and Senator O'Connor were elected.

Elections Committee. There was one position available on the Elections Committee. Two people were nominated: Senator Polmanteer and Senator Rini. Senator Rini was elected.

Rules Committee. There were two positions available on the Rules Committee. Three individuals were nominated: Senator Fisher, Senator Rainey, and Senator Schuster. Senators Rainey and Schuster were elected.

Faculty Rights and Responsibilities Committee. Two position were available on this committee. Three individuals were nominated: Senator Callahan, Senator Long, and Senator K. Jones. Senators K. Jones and Long were elected.

Committee on Committees. One position was available and there were four nominees: Senator Rahimzadeh, Senator Hubbard, Senator D. Jones, and Senator Jackson. Senator Rahimzadeh was elected.

COSFL Representative. Senator Falkenberg was elected to continue as the COSFL representative with Senators Flanagan and Siegel elected to serve as alternates.

ADJOURNED:

The meeting was adjourned at approximately 6:00 p.m.

April 4, 2001

Dear President Taylor:

The University Research Committee respectfully requests that the Faculty Senate support the Committee's efforts to secure funding for faculty research for 2001-2002 and upcoming years. Faculty research is an activity of considerable importance at the University; it builds our reputation, enriches teaching, enhances viability for external funding, and often engages our students with faculty in scholarly pursuits. Research should be funded at a level commensurate with benchmark institutions and consistent with the increased emphasis on faculty research productivity at Eastern Kentucky University.

Between September and December 2001, the University Research Committee funded 13 excellent proposals to support faculty research. Of the initial \$37,733 granted the Committee, there are no monies remaining and several excellent proposals were left unsupported. The figure attached to this letter illustrates funding for research at comparable universities and illustrate the dramatic differences in funding for faculty research at EKV. The current level of funding for research at Eastern Kentucky University is patently insufficient to provide the seed money for research needed by faculty. These figures suggest that the situation is serious and demands attention.

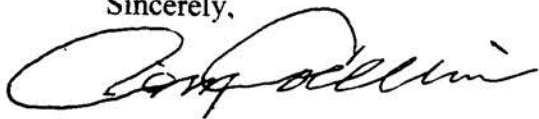
The University Research Committee believes that a Faculty Senate resolution in support of additional funding could increase the visibility of this important issue and perhaps place research support at a higher priority in the next budget cycle. Last year the Committee requested additional support for 2000-2001 and received only \$400 additional allotment. Because this is an issue that concerns all EKV faculty, the Faculty Senate is an appropriate body to support this request.

We request your assistance in bringing this issue to the floor of the Faculty Senate and introducing the following motion:

"Be it resolved that the Faculty Senate of Eastern Kentucky University strongly supports the University Research Committee's recommendation to approximately triple the funding for faculty research for the 2001-2002 Academic Year to \$113,000 to be nearly commensurate with our benchmark institutions".

Thank you very much for your consideration of this motion. Should you have questions concerning this request, please contact me.

Sincerely,



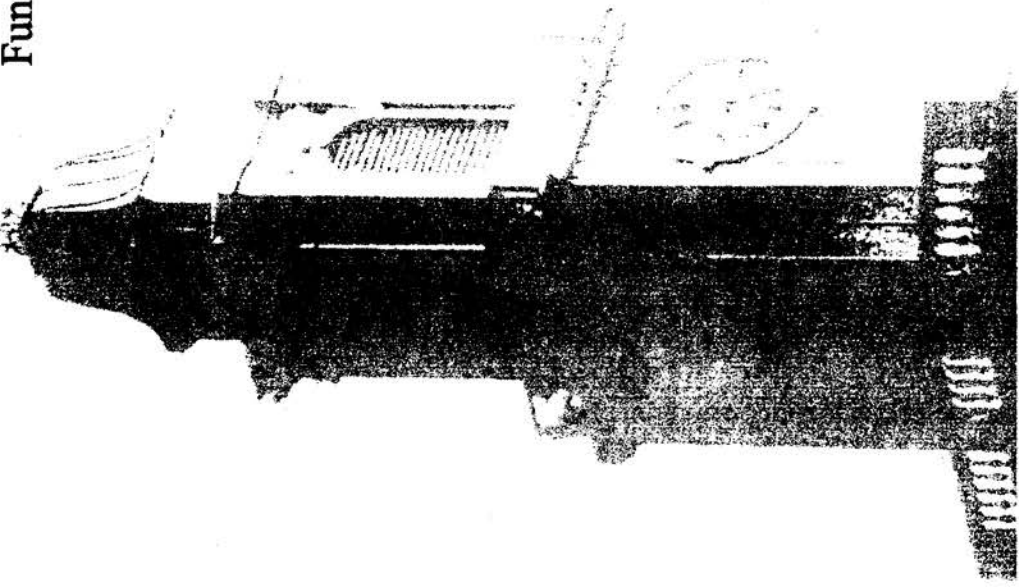
Dr. Pamela Collins,
Acting Dean of Research and Graduate Studies

Cc: M. Marsden
E. Wachtel

Eastern Kentucky University

EKU Benchmark and State Institutions Internal Research Program
Funding Level Comparison

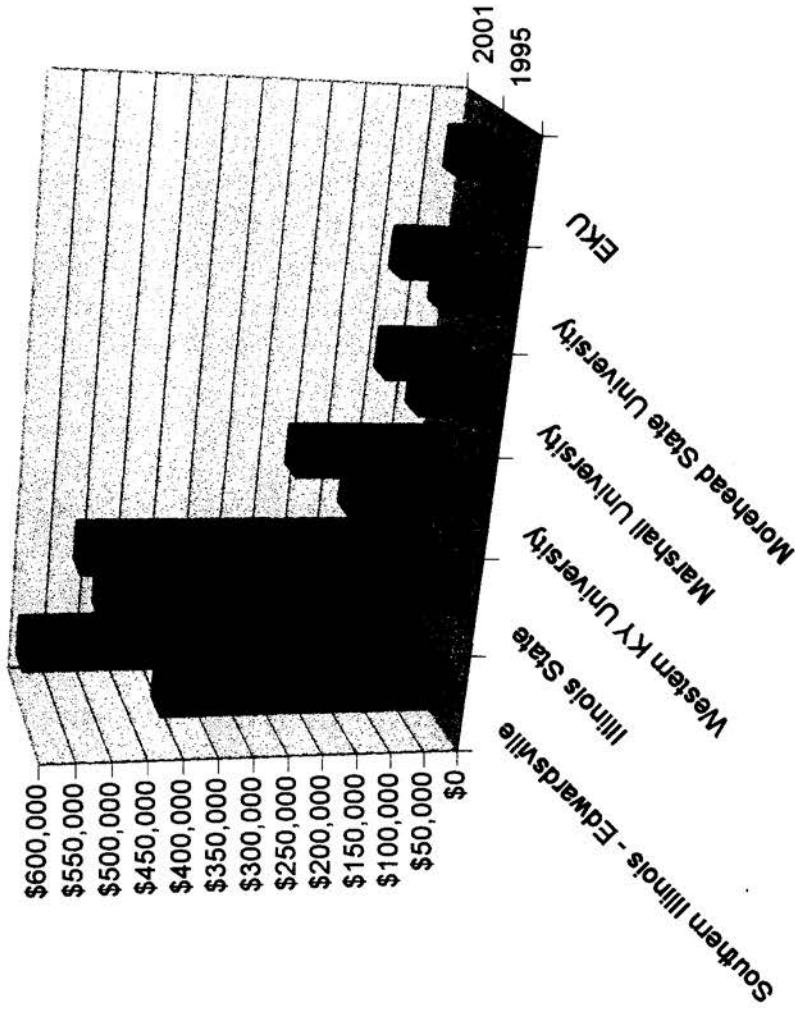
March 2001



Prepared by:
Division of Sponsored Programs

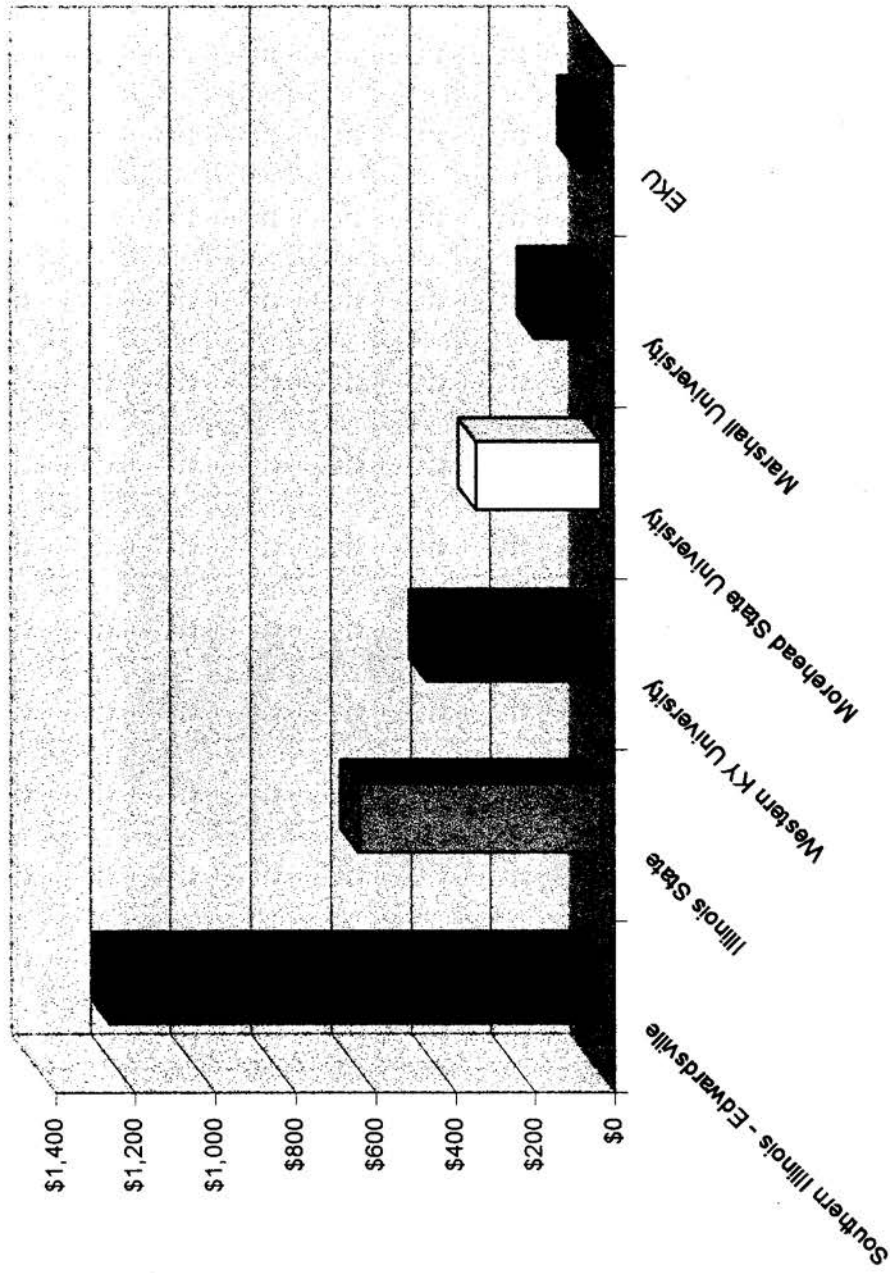
www.research.eku.edu

EKU Benchmark and State Institutions Internal Research Program Funding Level Comparison



	Southern Illinois - Edwardsville	Illinois State	Western KY University	Marshall University	Morehead State University	EKU
■ 1995	\$427,000	\$522,190	\$185,282	\$105,000	\$90,000	\$33,563
■ 2001	\$596,000	\$522,190	\$223,221	\$105,000	\$100,000	\$37,733

EKU Benchmark and State Institutions Internal Research Program Funding Per Full-Time Faculty



	Southern Illinois-Edwardsville	Illinois State	Western KY University	Morehead State University	Marshall University	EKU
Internal Research Funding	\$596,000	\$522,190	\$223,221	\$100,000	\$105,000	\$37,733
Full-Time Faculty	485	855	510	318	634	604
Funding per FT Faculty	\$1,229	\$611	\$438	\$314	\$166	\$62

Report to the Faculty Senate

Ad Hoc General Education Committee

April 30, 2001

Since last reporting to the Faculty Senate at the time of presenting the revised general education program to the university community (October, 2000) the Ad Hoc General Education Committee has:

- had discussions with all the deans and associate deans regarding the revised general education program;
- had discussions with faculty groups from several departments;
- revised and presented overarching goals and objectives to the university community (March, 2001); and
- held two open forums to get feedback on the overarching goals and objectives.

Presently, the ad hoc committee is completing its final revision of the overarching goals for the revised general education program. The committee will:

- present the final revision of the overarching goals to the university community at the beginning of the 2001 Summer Session;
- work on revising and relating the objectives to the finalized overarching goals this summer;
- present objectives to the university community and schedule open forums for feedback after the beginning of the 2001 Fall Semester;
- present a final revised general education program to the university community in October; and
- begin moving the revised general education program proposal through appropriate university channels for approval.

The 2002 Spring Semester will see the organization of faculty workshops (to begin in summer 2002) for developing the initial courses in the revised general education program. The revised general education program will begin with the 2003 Fall Semester.

COSFL Position Paper on University Governance Adopted 3/24/01

The Coalition of Senate and Faculty Leadership (COSFL) endorses the "Statement on Government of Colleges and Universities" jointly formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges in 1966 (see AAUP Policy Documents & Reports, 8th Ed. Washington, DC: American Association of University Professors, 1995, 179-185).

COSFL believes: that a collegial system of academic governance adds value to higher education; and that collegial governance both sustains and extends the missions of a college or university in teaching, research, and service to the institution and to the wider communities it engages.

Academic governance derives its authority from the institution's mission. It is rooted in the responsibility all members of the academic community bear in achieving the purposes of the college or university. The academic community includes: students, faculty, staff, administrators, members of governing boards and alumni. A collegial system is based upon the participation of all stakeholders, each in their own way, in the discourse from which policy and practice are constructed.

Collegial governance is characterized by:

- the recognition of and respect for the many and varied roles that members of the academic community perform in a complex institution;
- the timely disclosure of information needed to participate meaningfully in the discourse that makes good policy and practice, wherever those conversations take place;
- the opportunity for members of the academic community to provide input before decisions are made;
- the principle of dissent.

In a diverse academic community, the participants will not and should not always be of one voice on matters of policy and practice. It is imperative that dissent from the majority view be respected by all involved.

As a practical matter, collegial governance is seldom exercised in the committee of the whole. Rather, the various authorities in a complex institution speak through groups or offices: governing boards, administrative officers, students, faculty and staff and their representative bodies. Whatever an institution's structure, however, the spirit and practice of collegiality calls for either the election of these people or their appointment with the broadest possible consultation, representing diverse points of view. Moreover, the spirit and practice of collegial governance requires these people, once having been elected or appointed, to maintain their discourse with their institutional constituents. In a spirit of full and open disclosure there is little that should be excluded from community discourse. While, for example, it is the traditional responsibility of a collegiate faculty to establish admission and graduation requirements, to approve academic programs, or to approve changes to program curricula, that faculty best does so when it consults with the students, staff, and administrators. Additionally, the primary responsibilities of administrators can best be accomplished when they consult with other members of the academic community. Since academic institutions are primarily made up of people engaged in teaching and learning, scholarship, and service to the institution and the wider community, no realm is more sensitive to the spirit and practice of collegial discourse than the appointment and review of personnel.

The following Universities have already endorsed the statement on shared governance adopted by COSFI on March 24, 2001

University of Kentucky Senate	April 23, 2001
Morehead State University Faculty Senate	April 19, 2001
Kentucky State University Faculty Senate	April 16, 2001
Murray State University Faculty Senate	April 3, 2001

FACULTY REGENT'S REPORT TO THE FACULTY SENATE, April 30, 2001

Submitted by Merita Thompson, Faculty Regent

The ECU Board of Regents met on Thursday, April 21, 2001. The agenda was full, and the meeting lasted from 9 am to after 4 pm. The Progress covered this meeting in more depth than usual, but since I don't know what you have read and not read, I will hit some of the highlights, and leave an opportunity to ask questions if you wish.

1. First, all these routine items were approved without any significant comment: promotion and tenure items, Foundation Professors, candidates for degrees, program changes from Academic Affairs, and individuals recommended for faculty emeritus.
2. The Department Chair handbook was endorsed without much comment, with the section on sabbatical leaves to be added later.
3. A special flat tuition rate was approved for a new on-line MS program in Loss Prevention and Safety. That flat fee was \$695 per credit hour, which seemed high to some, but was explained as being in keeping with national averages. We also were told that other KY institutions utilize a flat rate.
4. A request was approved for Model Lab School to apply for an alternate model for school-based decision-making. This would allow Model to have site-based decision-making for p-12, rather than treating the high school and lower grades separately.
5. A strategic plan for improvement and maintenance of residential facilities was approved, and this document included objectives for the next two years.
6. The one thing I think you know about by now is the fact that we passed a mandatory meal plan, to begin with the fall of 2002 for all new full time students and freshmen transfers who are required to live in residence halls. The discussion went on for a long, long time, with Board members asking many questions about flexibility, and accountability regarding service. As a part of this agreement, the upstairs of Powell will be renovated, starting almost immediately, and the Fresh Food Company concept will be expanded to six stations. Much of this section is supposed to be available by the time that Governor's Scholars arrive on campus later in the summer.
7. Honorary degrees were approved for Mr. Louis Freeh, Director of the FBI, and General John M. Keane, Vice Chief of Staff of the US Army, and Mr. Robert Sexton is scheduled as the commencement speaker.

8. An unusual honor was approved at this meeting. The directorship of the Honors program has been endowed by a Board member, and the Board approved naming that endowed directorship after Dr. Bonnie Gray. Dr. Marsden said he thought she might be the only director of a program currently sitting in the position named in her honor.
9. The University budget was approved, and without as much discussion as usual because we had a special meeting in which it was presented in March. We did have quite a bit of discussion of money to address inequities for employees. The budget we passed has \$150,000 for classified staff, none for contract staff, and \$50,000 for faculty. Additional monies are pending in a proposal to the CPE in the Action Agenda.
10. The health insurance program in which you are currently enrolling was approved. The Progress did have an error saying that premiums had increased 19%. Premiums for the single plan did increase, but the University absorbed all of that. Some increase did occur for families, but that varied with the plan. As to what employees would pay in co-pays, drugs, etc., according to Linda Kuhnun, that increase could range from a decrease, to a top increase of about 19%, depending on the plan you were on and what you chose this year. I suppose that is where the reporter got that figure and stated it as premium costs. ONE point to note is that this is an increase for a two year span. Last year we did not have an increase since there was an anticipated savings from Med Ben and also our utilization throughout the year had been less.
11. The last item is the Domestic Partnership proposal. That proposal was postponed, pending review by the new Human Resources director. The motion directed him to verify cost data and review the procedures for implementation. This delay was triggered initially when some question arose about cost data, because most universities we checked ensure same sex only, as does Anthem for its employees. Since our budget is tight and insurance costs have gone up, by the time of the Board meeting, some Board members felt we needed more data from other universities that ensure opposite sex partners as well as same sex, to be sure they didn't see a jump in cost. I checked with ^{Amendable} the chair of the Senate ad hoc committee that dealt with this issue, and she felt that delaying the proposal for these reasons seemed reasonable.
12. Questions?

**Final Report of Budget Committee of the Faculty Senate
for the Academic Year 2000-2001**

**Submitted to the Faculty Senate
April 30, 2001**

Members of the Committee

**Alice Jones
William Goodwin
Marta Miranda
Frank O'Connor
Richard Rink (Chair)
Robert Rogow
John Taylor (ex officio)**

Final Report of Budget Committee of the Faculty Senate for the Academic Year 2000-2001

The Budget Committee of the Faculty Senate met seven times during the 2000 - 2001 academic year. The primary goal of the committee was to examine the 2000-2001 budget of Eastern Kentucky University. Each member of the committee was issued a copy of the budget summary while one member had complete copies of the budget for examination.

On November 17, all of the members of the Budget committee met with President Kustra, Provost Marsden, Vice Presidents Whitlock, Clark, Johnston, and Faculty Regent Thompson. The President reported on the university experiencing a decrease in revenue of \$1.1 M. This decrease was due to a drop in enrollment during the Fall 2000 semester.

Since the Funds Balance had no remaining funds, the remaining \$600K from the University's Contingency Fund was being applied to cover a part of this shortfall leaving the University with a remaining shortfall of \$500K. At this meeting it was stated that unfilled positions budgeted for line items would be frozen and that these funds would be applied towards eliminating the remaining shortfall. The President stated the importance of rebuilding the contingency fund back to a level of approximately \$1M.

On February 12, the Budget Committee met with Vice President Johnston to review an initial draft of the major items in the budget for 2001-2002. This included a review of revenue items from state appropriations, tuition and fees, as well as other sources. At that time Vice President Johnston was estimating an increase in revenues of approximately \$3.8 M over that of the 2000-2001 budget.

On expenditures, Vice President Johnston reviewed categories for earmarked fund expenditures, fund balance expenditures, estimated salary increases, benefits, department operating and travel, specific items, auxiliary recharges, capital renewal and maintenance, scholarships, and contingency fund. Vice President Johnston estimated an increase in total expenditures of \$9.1 M over that of the 2000-2001 budget. Part of this proposal would be \$4 M for the fund balance as well as increasing the contingency fund to \$1.5 M.

Members of the Budget Committee met on Wednesday February 21 and on Tuesday February 27 to review a list of suggestions that the committee was making to Vice President Johnston. The following are priorities that the committee strongly feels must be met by the University and were conveyed to VP Johnston:

1. An increase in existing scholarships for meeting increased tuition.
2. Support salary increases for general and library but delay implementation of the Buck Study recommendations.
3. Increase support of the Banner Implementation.
4. Increase support of faculty research grants.

In lieu of the short time frame needed for having the budget submitted to the Board of Regents (March 1, 2001), the Budget Committee suggested the following cuts of \$2,361,701 for the purpose of reducing expenditures. The dollar amounts relate to proposed (estimated) changes as specified by the Proposed Budget Worksheets of the February 12 meeting given to us by VP Johnston:

1. Cut the \$1,100,00 increase for restoring Educational Equipment Budget by holding off this commitment for one year.
2. Cut the \$300,000 increase for replacing Data Network Support by holding off this commitment for one year.
3. Review funding levels for the Teaching Excellence & Learning Center. We believe that more detail is needed for understanding the sources of funding as well as responsibilities of expenditures.
4. The increase in "Student Days" must be directly funded from application fees and no other sources.
5. Reduce the Buck Study recommendations by \$351,701 leaving \$100,000 for immediate changes.
6. Cut the \$160,000 for Convert Chairs to 11/9 and Five Year Terms since this was proposed as a step-down procedure with no funding being required.
7. For Enrollment & Retention, reduce the change by \$50,000.
8. Reduce the Contingency Fund by \$400,000 (from \$1.5 million to \$1.1 million).

Vice President Johnston did respond to our memo and reported the following revised estimates for the 2001-2002 budget. These figures are as of February 27, 2001 and are subject to change as well as subject to approval by the Board of Regents:

Revenues:	Total Changes Above the 2000-2001 Budget
State Appropriations	\$ 7,443,100
Tuition	966,370
Other Revenue	(395,000)
Fund Balance	(4,000,000)
Total Revenue Changes:	\$4,014,470
Expenditures:	
Fund Balance	(4,000,000)
Debt Service	897,400
Model Teaching Practices	900,000
Student Days	150,000
Student Organizations	60,000
Action Agenda	1,500,000
New Building Support	748,275
General Salary Increase (3%) & Related Benefits	2,100,00
Faculty Promotions	81,040
Equity Adjustments	242,000
Health Insurance	1,000,000
Utilities	(114,000)
Auxiliary Recharge Budgets	475,000
Scholarships	836,057
Contingency Fund	504,698
Base Budget Reallocations	(1,366,000)
Total Expenditure Changes:	\$4,014,470

In summary, the Budget Committee agrees that to ensure the ongoing fiscal health of ECU, priority must be placed on replenishing the University's Contingency Fund and reestablishing the Fund Balance in the coming budget years.

The Budget Committee welcomes the administration's efforts in opening the budget process to faculty participation. With Vice President for Financial Affairs Ken Johnston joining the University in the later part of 2000, the committee understands the unique circumstances in the timeline of the budget preparation process. This resulted in unavoidable constraints on the amount of time the Committee was given to meet, review, and respond to the budget. In turn, these constraints restricted the degree to which the Committee could then report to and receive input from the Faculty Senate at large.

The Committee looks forward to working actively with the administration to formalize the nature and the timing of the Committee's participation in the next budget process ensuring adequate opportunity for thoughtful review and response.

* Considers enrollment decrease.

Faculty Senate Election Committee Report April 30, 2001

**Members: Marianne McAdam (chair), Charles Everett, Peggy McGuire, Sara Sutton,
Joyce Wolf**

Tasks completed in the last month:

- I. **The Faculty Regent election was completed and Merita Thompson is our Faculty Regent until March 31, 2004.** The vote was 320 for Merita Thompson and 83 for Bobby Barton. Thanks to the committee for all their hard work.

- II. **The Following Committees will need new members:**
Executive Committee- 1 (John Harley's senate term expires 2001)
Committee on Elections – 1 (Marianne McAdam's term expires 2001
new chair needs to be elected)
Committee on Rules – 1 (Karen Dilka's senate term expires 2001)
Faculty Rights and Responsibilities – 2
Sue Strong's and Seth Gakpo's term expires 2001
COSFL Representatives – 1
COSFL Alternates – 2

- III. **Outgoing senators were contacted to be sure their departments elected new senators to replace them.**

New Senators

Part-time Faculty Senate Member must be re-elected in the fall

Special Education- Charlotte Hubbard

Biological Sciences - John Harley re-elected

Exercise and Sports Science - Louisa Summers DeBolt

Philosophy and Religion - Ron Messerich

English- Kevin Rahimzadeh filling in for a year for Richard Freed

Ordell Hill is back to finish his term

Physics and Astronomy- Garrett Yoder

Model - Margaret Baxter re-elected and David Jones

Counseling and Educational Leadership (formerly Administration, Counseling -Connie Callahan

Earth Sciences – Stewart S. Farrar

Loss Prevention and Safety – Larry Collins re-elected

Waiting on:

Correctional and Juvenile Justice Studies

Accounting Finance and Info Systems

Ad Hoc Committee on the Faculty Handbook
Report to the Faculty Senate on April 30, 2001

Our Charge: To review the Faculty and Staff Handbook for inconsistencies (minutes of the Faculty Senate on 2/5/01). Members: Steve Fardo, Barbara Szubinska, Steven Konkel, Kim Naugle, James Anderson and Ruth Huebner (Chair)

Actions:

1. To determine if there are inconsistencies and how these should be addressed Dr. Rita Davis (Associate Vice President) and Ruth Huebner met on 3/26/01 to discuss handbook procedures. At that meeting we decided that:
 - a. The faculty needed a description of the procedures for maintaining the Faculty Handbook.
 - b. The Ad Hoc Committee might review these procedures and the current system and make recommendations to Dr. Davis
 - c. Drs. Davis and Huebner would communicate and share information as the committee completed its charge.
2. Based on this meeting, the procedures for the Faculty Handbook were written, edited by Dr. Davis for accuracy, and reviewed by the Ad Hoc Committee through electronic communication and during the meeting of the committee.
3. A meeting of the Ad Hoc Committee was called for April 12, 2001 at 3:00pm in the Keen Johnson Building. Attendees: Steve Fardo and John Taylor, Ruth Huebner (Chair). The Ad Hoc Committee recommended that The Faculty Handbook Procedures be shared with all faculty members through their representatives on the Faculty Senate. These procedures follow and are presented in an information context to the Senate:

The Faculty Handbook Procedures

Office of Enrollment Management: Charged with coordinating the process of updating the faculty handbook and distributing this.

Typical Process:

1. Each section of the handbook is coordinated and updated for accuracy by various units and offices across campus.
2. The University Handbook Committee meets to review and approve the handbook. Committee Chair is Dr. Rita Davis. Members are:
 - o Director of Human Resources
 - o University Counsel
 - o Vice President for Administration
 - o Vice President of Student Affairs
 - o Faculty Senate Chair
 - o Faculty Regent
 - o Staff Regent
3. After all changes are reviewed by the University Handbook Committee and the unit or office that coordinates each section, the Handbook is printed and distributed.

4. An updated Handbook has been distributed every two years to faculty and staff as a bound booklet.

Changes made to the process this year:

Based on the recommendation of the University Counsel, it was decided to divide the former Faculty/Staff Handbook into one Handbook for Faculty and one for Staff. The Human Resources department was charged with preparing and maintaining the Staff Handbook. Responsibility for maintaining the Faculty Handbook was retained by the office of Enrollment Management.

1. There was a desire to have the Handbook updated more often. Based on the advice of the University Counsel, it was decided to publish the Faculty Handbook in a three ring binder. Once a year, the office of Enrollment Management would update this binder by sending to each faculty member new pages for the binder to be inserted as appropriate in the binder. It was also felt that this process would be more cost efficient. Costs of the binders and duplication have not proven to save money. It is more costly to use the three ring binders.
2. The Staff Handbook is in development and the staff is operating under the previous Faculty/Staff Handbook guidelines until a new Staff Handbook is generated.
3. A Part-Time Faculty Handbook for the academic year 2000-2001 was generated by the Office for Enrollment Management.

The Ad Hoc Committee discussed:

1. The need to review and edit the current faculty handbook. We concluded that there was no need for this. Recommended that the Faculty Handbook be reviewed by the units and offices responsible for each section for editing and consistency issues.
2. The format of the current Faculty Handbook was discussed. Strengths: ease of changing documents in rapidly changing times. Weaknesses: faculty are responsible for updating and may not follow-through on inserting new pages, expense, and bulkiness. Options were discussed but no consensus reached including: mailing out a new Faculty Handbook each year to be placed in the 3-ring binder, going back to the bound copies with an annual update, putting Faculty Handbook on the web with hard copies in all departments.
3. Recommended that the Handbook Committee review these options and decide.
4. Other recommendations: the unit or department that is responsible for each section of the Faculty Handbook should be specified either in an Index or within the text of the document so that faculty would know.
5. We did not feel that it was necessary to meet again.

Respectfully Submitted:

Ruth Huebner, April 25, 2001

TO: Faculty Senate

FROM: Dr. Renee Everett and the Committee on Lectureships and Part-time Lectureships (Jan Downing, Judy Lindquist, Homer Tracy, Ron Hopkins)

RE: Proposal for continuing, renewable lecturer position at ECU

DATE: April 16, 2001

The committee was asked to consider two issues: 1) the creation of an indefinite, yearly renewable "lecturer" type of position and 2) a part-time lecturer position. We concentrated on the first part of the proposal.

Creation of a "Lecturer" Rank:

After meeting several times and discussing the issue, the committee decided to poll the deans on campus to determine the viability of such a position before we proceeded. Here is a summary of those comments:

Dean Rogow: (verbal discussion) Dean Rogow is in favor of such a position and attempted for 7 years to create such a position at Auburn University. He feels it is useful in cases of "skills" oriented classes such as accounting, broadcast skills areas, and others.

Dean Hart: (email) Dean Hart was on a committee in 1993 that decided against such a "lecturer" position, but notes today that he "would be somewhat softer on the possibility [now] than he was several years ago -- though [he] still has serious misgivings." He is fearful that such positions are often used to "staff lower division courses which the regular faculty often find unattractive and to do so at a reduced cost." Dean Hart also recommends that "if it were to be instituted, there should be appropriate and secure restrictions on its use."

Dean Cordner: (email) Dean Cordner is generally agreeable to the idea and notes that he checked with several folks in his area and that "we generally support the idea. Anything that would give us some more flexibility in hiring would be a plus." He also cautioned that "figuring out how to avoid making such folks second class citizens is important." Gary Collins, chair of Loss Prevention and Fire Safety, also added that he feels this "has potential to solve the problem of finding people in some of the technical areas. In some fields even the best don't pursue terminal degrees."

Dean Gale: (by phone) Dean Gale is also very much in favor of this kind of position, as it would be extremely helpful in the areas of clinical work. He said he has also tried for several years to get ECU to pursue this kind of position, to no avail.

Dean Wasicsko: Declined to respond.

The committee also informally polled faculty and found a general agreement for such a position, as long as such faculty were treated fairly and equitably. The committee also conducted secondary research and found very little in the literature to support or condemn such a position. Anecdotal evidence from several sources indicate that the position does exist successfully elsewhere (University of Illinois at Champagne-Urbana, Berry University, University of Georgia, and at Ball State University). Faculty in these position indicate that they are very happy with the arrangement and have been treated well.

One individual I spoke with by phone (Mitch Kazel at the University of Illinois) had been in such a position in the area of broadcasting for over 17 years, another had been teaching in the photo journalism area at Berry College for 15 years. Mitch indicated that his duties included teaching, short range planning, equipment buying and ordering, and the coordination of various broadcasting labs.

Recommendations:

The committee recommends the following:

- 1) the creation of a “teaching associate” position at ECU under the following conditions:
 - a) to fulfill the need to attract and retain professionals with particular skills and technical expertise as determined by the dean of the individual colleges
 - b) a fixed term (9 months), but **limitlessly** renewable contracts
 - c) terms might be for a single year, but could be for multiple years, but in NO case would there be the possibility of tenure in the “teaching associate” rank
 - d) Credential requirements would be less than those for tenure track faculty and such faculty would have lower scholarly expectations than tenure track faculty, although service expectations would remain the same as for tenure track faculty
 - e) the primary duty of the “teaching associate” would be teaching and s/he would be the instructor of record in his/her classes
 - f) the “teaching associate” would be eligible for advising
 - g) there would be a limit to the number of “teaching associates” within each department - not to exceed 20% of the total faculty within that department
 - h) the “teaching associate” would be eligible for merit pay under an alternative merit weighting (since such faculty would not have the same expectations for merit that tenure track faculty would have)
 - I) the “teaching associate” would be a newly created position - existing tenure track positions could NOT be turned into “teaching associate” position without the department’s own initiation of such a change

The purpose of hiring such faculty is to create a more stable and permanent faculty who can teach lower division courses which are crucial to a department’s success. These faculty would be excellent teachers; those who love to teach and are respected by the students as such. They are a valuable asset to the university in that they provide quality teaching so that more senior faculty can pursue research in combination with teaching upper division courses. Such a “teaching associate” position, renewable annually, would also allow departments to accommodate fluctuations in enrollment.

Interim Report
Ad Hoc Promotion and Tenure Committee
April 23, 2001

The University Committee on Promotion & Tenure and the Faculty Senate formed the Ad Hoc Committee on Promotion and Tenure and charged it with reviewing existing promotion and tenure guidelines, procedures, and timetables. The Ad Hoc Committee first met on January 18, 2001, and has been meeting every week since that date. Dr. Charles Whitaker was elected chair of the committee.

The committee was provided with a list of issues generated by the University Committee on Promotion & Tenure. That list was augmented by the Ad Hoc Committee in its preliminary discussions. To date, the Ad Hoc Committee has:

- a. Devised and distributed to faculty a survey to assess their level of satisfaction with the current tenure and promotion system and to obtain their reactions to some proposed tenure and promotion initiatives;
- b. Obtained and discussed information from benchmark institutions and other in-state institutions concerning their tenure and promotion policies and procedures;
- c. Surveyed guidelines concerning tenure and promotion from AAUP and SACS;
- d. Developed a framework for analysis of the information.

The Ad Hoc Committee anticipates making recommendations to the Faculty Senate and the University Committee on Promotion and Tenure during the 2001 Fall Semester.

Katy Allen (Health Sciences)
David Greenlee (Arts & Sciences)
Bruce Pratt (Business & Technology)
Robert Rogow (Business & Technology)
David Sefton (Arts & Sciences)
Renee Taylor (Education)
Sheila Virgin (Health Sciences)
Ferrell Wellman (Business & Technology)
James Wells (Justice & Safety)
Charles Whitaker, Chair (Arts & Sciences)