

Summary: Faculty Senate 12/12/03

I. Course Fee Policy

- a. David Lund: We need a motion to approve the course fee policy as written. David Rees: I'll make the motion. Rea Gubler: I'll second.
- b. What we need is we need to have a motion to table. X: so moved, Steve Barney: 2nds. David Lund: We'll table it until we have the appropriate information. Unanimous in favor of tabling.

II. Retention of Student Records by Faculty Policy

- a. Eric Brown: I move we accept that as proposed. David Rees: Second.
- b. Tye Redd: Can I make a motion, A, to have it read policy ...of the faculty and staff members of the university that pertain to their professional careers such as lecture notes, syllabi, manuscripts, and copies of class rolls take out the word "etc." and not regard it as public records?. Virginia Stitt: Seconds.
- c. David Lund: Call it to question, in favor of Tye's motion to add "and" and remove "etc." 4 in favor, 13 against. Motion defeated.
- d. Robert Eves: C will read: When a faculty member terminates employment from the university, grade sheets and course records will be retained by the department chair for two years from the completion of the course. Eric Brown: I would amend it to say, "will be retained", Seth Armstrong: seconds. In favor 17, 1 abstention
- e. David Rees: Those in favor of this policy as amended, 1 abstention, 17 in favor. This policy passed.

III. Course Fees Policy:

- a. David Rees: Motion made to approve the course fees policies as written. Virginia Stitt: Second.
- b. Robert Eves: B4 will now read: Departments, divisions will establish an annual budget for all course fee accounts. David Lund: The new one also has a line through the senator signature.
- c. Marty Larkin: Change vice president of student services to SUUSA. Ty Redd: seconds.
- d. Academic vp of SUUSA. David Lund: In favor of that amendment. 17 for, 1 against. Robert Eves: That will read "and the academic vice president of SUUSA".
- e. Kathy Black: I propose that every place we have a course fee committee that we change it to student fee committee or vice versa. (vice versa). Doug Molash: Second. Virginia Stitt: Call the question. In favor, unanimously passes.
- f. Rea Gubler: I move that in D1, the class syllabus must specify the amount of the fee and it's intended use, and strike the rest of D1. Ty Redd: Seconds. Deb Hill: Call the question, that particular amendment. In favor unanimous.
- g. David Rees: I'd like to make an amendment that on 2A6, that we revert to the original wording. Deb Hill: Second.
- h. David Rees: I move that we revert to the original wording with one word exception so it will read as "the expenditure fee accounts will be monitored. Unless there is a multi-year expenditure plan approved by the respective dean, up to one-third of the unexpended balance may be swept each August "and used for student instructional-related purposes" as determined by the course fee committee. Deb Hill: Seconds.
- i. David Lund: Those in favor of reverting to the original wording with the addition of the word "instructional" between student related and course fee committee rather of student fee committee, 7 in favor, 10 against, motion fails.
- j. Kathy Black: I make a motion that all these funds be put into a one account. David Lund: We don't have the ability to change accounting policy. Motion second? No second.
- k. Ty Redd: Call the question on the original motion to approve the policies as amended, 14 in favor, 1 against, 2 abstain.
- l. Steve Barney: I make a motion that we then charge the course fee committee to address the needs of the provost regarding student-related instructional purposes. Ty Redd: Second. Steve Barney: And then the policies are reviewed by faculty senate. Marty Larkin calls the question, passes unanimously

IV. Academic Development and Grant Resources Policy

- a. David Rees: I make a motion to accept the policy as written. Virginia Stitt: Seconds.
- b. David Lund: Call the question, passes unanimously.

V. Faculty & Professional Responsibility Policy

- a. David Lund: Motion to approve this policy? Eric Brown: Moves Virginia Stitt: Seconds.
- b. Ty Redd: I make a motion that we change faculty responsibilities to students 1A to read: "Ensure that the content and rigor of each course is generally consistent with benchmark academic standards as determined by the respective department and/or accrediting body. Eric Brown: Second. David Lund: Calls the question. Passes unanimously in favor (18 votes).

(tape lapse)

- c. Seth Armstrong: Second.
- d. Ty Redd: I will amend that motion to include those two commas. Seth Armstrong: Second.
- e. Marty Larkin: calls the question. In favor of Tye's motion to have those two sentences to "have the appropriate commas, have the "are" in there, have the following in order, and strike the first sentence in five. In favor 16, 2 against. Passes.
- f. Steve Barney: I make a motion that it reads "Faculty members maintain confidentiality of students except as required by federal and/or state law". Tye Redd: Seconds. Marty Larkin: City laws? Steve Barney: federal, state, and/or local laws. David Lund: call the question, passes unanimously.
- g. David Lund: Call the motion to question to approve the Faculty Professional Responsibility document with amendments. Passes unanimously.

VI. Academic Scheduling Policy

- a. Virginia Stitt: moves to accept this policy as is. Steve Barney: seconds.
- b. Seth Armstrong: I make a motion to change the wording class offerings per hour “starting at the times” instead of “within the times” in both places.
- c. Virginia Stitt: I like to amend the original motion of accepting this whole shebang, and say, let’s accept what we’ve made changes to except for the daily schedule stuff. Table the schedule stuff until we have more information. Steve Barney: Seconds.
- d. Seth Armstrong: I withdraw my motion.
- e. Eric Brown: I would support Virginia’s motion with these changes to 3B: “each department shall “per” to “during each,” change 1 o’clock to 2 o’clock. 2 to 5 o’clock. Steve Barney: Seconds.
- f. Marty Larkin: Call the question on Eric’s motion: (change college to department)(change per twice to during each)(change 8 to 2 and 4 to 5 o’clock). Not offer more than 12% during the hours from 8 to 2, and 8% during teach hour form 2 to 5, those changes on b. Not accepting the whole policy. In favor 15, 3 abstentions.
- g. Marty Larkin: Call the question. David Lund: Those in favor of accepting this as it has been amended by Eric. 5 in favor, 12 opposed, 1 abstention. David Lund: So this is going back to committee.
- h. Marty Larkin: I move that we charge each of the deans to create a committee in their respective schools to look at this issue and that they report back to faculty senate from their colleges. Seth Armstrong: Second.
- i. David Lund: Let’s vote on Marty’s recommendation that it goes to the deans who create a committee and they report back on the scheduling process. In favor 5, 8 against, 3 abstain, fails to pass.
- j. Ty Redd: I make a motion that we send this back to deans and department chairs and do the same thing Marty says and just include the department chairs. Eric Brown: Second. David Lund: in favor 6, against 9, 1 abstention, motion fails to pass.
- k. David Rees: I make a motion that we form an ad hoc senate committee to address this issue and to come back with some guidelines we can look at the next meeting, and that Ty chairs. Rea Gubler: Seconds.
- l. Doug Molash: May I ask that the Committee is made up of at least one person from each college. Ty Redd: Agrees. Abe Harraf: Also include Maxine and Mike Richards.
- m. David Rees: So, the amended motion would be to form a subcommittee, ad hoc, and let Maxine serve on the committee, Mike Richards serve on the committee, a member from each college, and Tye as the chair. Seth Armstrong: seconds.
- n. Kathy Black: I’d like to propose a further amendment that, in the meantime, we go back to our deans and department chairs, and let them know that if, in fall, we haven’t filled up our schedules from 8 to 5, we’re probably going to have to have a firm policy that says exactly what percentage of classes we’re going to have to have, and, therefore, we’re need to look at that scheduling. David Rees: I won’t accept that amendment, that’s just too radical. Let’s keep it simple.
- o. David Lund: Let’s vote on David’s motion. 13 in favor, 2 opposed, 1? abstention. Motion carries. Well the committee may change it’s makeup. Tye you’ll be in charge.

VII. Motion for executive session.

All in favor.

VIII. Motion to adjourn.

Attendance

Present: David Lund, David Rees, Robert Eves, Ty Redd, Richard Eisinger, Rea Gubler, Eric Brown, Virginia Stitt, Martha Hyder, Marty Larkin, Deb Hill, Kathy Black, Judy Higbee, Seth Armstrong, Abe Harraf, Steve Barney, Doug

Excused: Wayne Williams was excused but the proxy had the wrong meeting time.

Abe Harraf: Today’s paper’s headlines tell of yesterday’s good news: SUU Nursing Program Approved. We’ll recruit for fall 2005 Bachelor of Science in Nursing. Dixie’s program was approved also.

David Lund: That’s good news. Robert, you can take them in whatever order you’d like. You tell us which policy and let’s start with the motion on the table to approve the policy as written and then we’ll do sub-motions to fix. Remember you were supposed to come with wording for any changes that you needed.

Robert Eves: Just a quick report. The chairman of the **IRB** committee had some concerns that that policy was moving forward without the IRB committee having spent any time looking at it. The imperative to get that done is not such that it couldn’t be reviewed at least by them. So that policy has been sent to the committee and they’re working on it. Something from that will be forthcoming. David Lund: I put those on the web site so the faculty could start looking at them. I’ll send out a notice to that faculty that that is there and they need to take a look at it. I’ll put on the web that those policies are being reviewed.

I. Course Fee Policy

Robert Eves: My recommendation is that we start with **course fees**. David Lund: *We need a motion to approve the course fee policy as written.* David Rees: *I’ll make the motion.* Rea Gubler: *I’ll second.* Robert Eves: There were some areas that gave the academic affairs committee some concern. There are some departments, programs on campus that are building course fees at an unbelievable rate, and not

occurred. We definitely need this policy. Ty Redd: I'd like to be able to read **B-4** on my sheet. David Lund: That's a minor glitch in numbering. Richard Eisinger: I'm curious on part **A-5** there why distance learning is excluded from this. Abe Harraf: They have different policy. They don't have a course fee, but there's a new policy they're working on. Besides there's no academic course they're in charge of. David Lund: The academic courses that will go through continuing ed will still be completely under the faculty... Richard Eves: Excuse me, it says distance learning. It doesn't refer to continuing ed. It refers to distant learning. There seems to be a concerted effort on this campus to go online with courses, where fees might be applicable. David Lund: We may need to look at some wording, to make it clear that applies only to courses that are non academic in nature, that is they don't count as credit for graduation. The new funding setup through distance learning is that they'll get part of the money. The problem in the past if you did a distance course, in some cases, the department got nothing. Through the new policy, some will come back to the department. That's one of the reasons we had few distance learning classes in the past because the department got nothing back. Robert Eves: I don't think distance learning will impinge on this course fee policy, simply because if a course that's offered through distance learning has a prefix that's in the regular class schedule, that counts towards degrees, etc., fees are associated with the distance course as well. Rea Gubler: It should be business as usual for the credit bearing classes. Ty Redd: We have this **student fee committee**. I just wonder why there's no student representation on the committee. Especially a senator from the department that's looking at a course fee. David Rees: On **item A-6**, expenditures and balances may be monitored by the student fee committee, but then we get down to **B-3**... Robert Eves: Not by the student fee committee, by the deans. The fee committee only has overall campus oversight. David Rees: I'm wondering if we need both entities (student fee committee and deans) or can we just use the dean? Are we creating a new committee that we don't need? Eric Brown: Senators do have a say down in **C-2**. Virginia Stitt: And in **C-1**. Eric Brown: I would rather have the committee be composed of a different group, maybe the chairman and the dean of his school and the provost, rather than two deans who might not know what the needs are in the department. David Rees: But if we can do without the student fee committee, I don't think we need that committee. We can substitute wherever we see the student fee committee with the dean's office. Then, I like the whole philosophy of the idea. Robert Eves: Part of this problem is that we have deans that are perpetuating this problem. And that's why there's a need for a campus oversight, that's what prompted this. Abe Harraf: I can tell you, this is one area where there is a lot of student awareness. I talked to business and finance people; currently the way it's structured, they don't have personnel to handle this. It's recently out of hand this academic year, in some areas in the colleges there's a balance of \$200,000 in some of these fee accounts. Some of the time, if that money's not been used we can use that for something on campus, not for salaries, but for something that goes back to the students. If it's just sitting over there rolling, at a time when we are cutting budgets, it's not appropriate. In about a year, I have a feeling, because no the regents audit, there'll be pressure on the university to really look at the disbursement and monitoring of the student fees. This account, we have over 150 budget managers in terms of these 3 account and it's chaos. What's the accountability and where's the money going? Our students are asking those questions. I had a pda senator in my office the other day asking that question, is this fee going to be used for this course, or in some departments they're buying furniture with it. There's no policy in place right now about this. There's a little paragraph saying this fee has to be used for that course. We are in violation of that right now. Virginia Stitt: That pda senator has been over in our department too, asking questions and had no idea that when one classroom is used for four classes, and the light bulb, for the smart classrooms, costs over \$300.00, he had no idea about that. They don't run out every semester, sometimes they run out every year and a half, we can't prove we bought a light bulb for that particular semester for his classroom. Abe Harraf: For example, in the paper there was an article on Business department used the fee to recarpet. There is some discrepancy there. In terms of accountability and what we tell students, and what the student fee is all about. Ty Redd: Students don't have a vote and they're not listed on that course fee. David Lund: They were supposed to be. Robert Eves: I promise we didn't cut that. I'll be happy to put that in. If we took it off it was inadvertent. David Lund: It goes right after department chair, student senator. Deb Hill: I still have a concern with this, because **B1**, etc. that means anything is wide open. And all of a sudden etc. means everything, new carpet for the business building. There's no cap. David Rees: Look at number **B3**, it gives you basically the same list, but it gives you a couple of other words that are more guiding. Field trips or other direct charges. To an accountant that means something specific. Carpeting would not be direct. Deb Hill: I just wanted clarification. Steve Barney: I have a concern that maybe this would be better addressed in a policy on policies. If this is approved, how soon would this go into effect, I'm specifically concerned about **A6**, where unless there's a multiyear expense plan that's approved by the dean that this committee could wipe out up to one third of the account. Robert Eves: That specific language has been cut from the policy we're proposing. Steve Barney: We need to revisit the policy, because I printed this off this morning. Robert Eves: Did you get the one that says, altered to.... I have a concern that having the original and having the one from the dean's council is confusing to the faculty senate. Kathy Black: I thought this time, you've labeled them reviewed by the academic affairs committee, labeled October 27th, but there was an October 27th and 28th on there. Discussion of multiple copies. We should be looking at the one that says summary of changes.

Abe Harraf: There's one issue about the depreciation issues. The course fees for consumption, but there are some very expensive equipments, and after 3-4 years of depreciation and there's nothing left. So, they come back to us and say my equipment or whatever is broken. So that's what that central pool is for, so we can take care of those emergencies and nothing else. Either we have to do that or we have to start taxing those 3 accounts. That's what the one third is for, and we have to either do that or tax those accounts. People coming back saying my equipment is broken and we need \$10-20,000. I talked to other provosts in the country and there are some models, that as soon as you levy a course fee on a student, there is some percentage that automatically goes to some account. My biggest concern is breaking down equipment, asking for \$30-40 thousand, and we just won't have the money. X: If in fact we do take a chunk out of that and put it into an emergency fund, won't that affect course fees, by saying if they're going to take some out, I'll bump up the fee another 15-20%? Robert Eves: Under the basis of what you've said, I might be willing to support the idea of taking excesses, however, we'd have to have a policy on monitoring that account. Abe Harraf: It has to be used for instruction and for the students who paid that. It should not be used to offset deficit or things like that. There has to be some contingency fund, we don't have one right now for renewal or maintenance of equipment.

Eric Brown: On **B5**, where it says an annual budget will be established, doesn't say by whom, how detailed, who approves it, or for what

Lund: It says department divisions will establish an annual budget for all course fee accounts. Abe Harraf: By statute we are to take all of this. It has to go there. David Reese: I'm confused on what our major issues are on this policy now? Should we call a vote? David Lund: The one we work on in this committee will be the one that comes from the academic affairs committee. ***What we need is we need to have a motion to table. X: so moved, Steve Barney: 2nds. David Lund: We'll table it until we have the appropriate information. Unanimous in favor of tabling.***

II. Retention of Student Records by Faculty Policy

Robert Eves: **Retention of student records by faculty policy.** Rea Gubler: Date is October 28th. **Eric Brown: I move we accept that as proposed. David Rees: Second. Richard Isinger**: Why is manuscripts listed there under the first paragraph? Eric Brown: Why not? They're saying that's not part of the record that you have to keep for the school. That's a personal thing. I think that's exactly where you want it. Richard Isinger: No problem. Judy Higbee: Should there be an "and" between class roles and the new wording? Robert Eves: Sure if you like. Rea Gubler: I don't know that it's required with etc. Robert Eves: Such as and etc. are redundant. **Discussion on different wordings.**

Tye Redd: Can I make a motion, A, to have it read policy ...of the faculty and staff members of the university that pertain to their professional careers such as lecture notes, syllabi, manuscripts, and copies of class rolls take out the word "etc." and not regard it as public records?. Virginia Stitt: Seconds. David Lund: Discussion? Eric Brown: Why make ourselves keep files that don't fit this narrow group? I would like to keep etc. in there. I like the way it's worded here with the etc. Deb Hill: Etc. has to be there. David Lund: Call it to question, in favor of Tye's motion to add "and" and remove "etc." 4 in favor, 13 against. Motion defeated.

Tye Redd: Can I call the question on the acceptance of policy? Abe Harraf: What do you mean by class rolls? Some faculty grade by attendance. If the grade is challenged and you don't have the record of attendance, then there is an issue of how it was determined. Eric Brown: It does say in C that course grades and attendance sheets will be retained. Kathy Black: In D, we don't say, we indicate in C that grading worksheets and copies of grade sheets should be retained for two years. Then when a faculty member terminates, grade sheets will be retained by the department chair. You don't say for what years or for how long. David Lund: Would you propose a wording change? Kathy Black: I'm wondering what you want to do. Are we saying those two years should be retained? The department chair could end up with a lot of grade worksheets that he has no termination deadline on. X: will be retained by the chair or... Richard Isinger: Are you changing "should" to "will"? It reads should. Kathy Black: I'm talking about D. Robert Eves: C says When a faculty member terminates employment from the university, grade sheets and course records will be retained by the department chair. Kathy Black: Your C is what I'm talking about. Robert Eves: Let's make a proposal. Richard Isinger: If departments have an adjunct faculty working, is that person required by some policy to hand those in? Abe Harraf: If he's not coming back, adjunct is required. I don't know how you do the adjunct, typically they hand in those records. Kathy Black: Do we have a statute of limitations for students to appeal a grade? David Lund: It is in policy, two years. Seth Armstrong: Grade sheets and course records will be retained by the dept chair two years from the time the course was taught. Ty Redd: Seconds. Seth Armstrong: Amend will be retained by the dept. chair for two years from the completion of the course. Judy Higbee: Would it be just as easy to tack "when a faculty member terminates from the university, the course sheets would be retained by the department chair for two years?" All in favor? 1 against, 3 abstain, rest in favor. **Robert Eves: C will read: When a faculty member terminates employment from the university, grade sheets and course records will be retained by the department chair for two years from the completion of the course. Eric Brown: I would amend it to say, "will be retained", Seth Armstrong: seconds. In favor 17, 1 abstention, Eric Brown: I would like to amend his motion to be accepted as it is currently amended. David Rees: I accept that. David Lund: Entire policy. Steve Barney: Should incomplete contracts be included in this, or is that covered under a separate policy? David Lund: If someone takes an incomplete, the contract is for a year. Abe Harraf: David Rees: Those in favor of this policy as amended, 1 abstention, 17 in favor. This policy passed.**

III. Course Fees Policy:

David Rees: Motion made to approve the course fees policies as written. Virginia Stitt: Second. Robert Eves: B4 will now read: Departments, divisions will establish an annual budget for all course fee accounts. David Lund: The new one also has a line through the senator signature. Ty Redd: Call the question. Marty Larkin: On number 2C, if you're going to have a student signature, don't you also need a student on that committee? Abe Harraf: 2C has. Marty Larkin: Change vice president of student services to SUUSA. Ty Redd: seconds. Rea Gubler: Does student government have an academic vp? Then we need to insert that as well. Academic vp of SUUSA. David Lund: In favor of that amendment. 17 for, 1 against. Robert Eves: That will read "and the academic vice president of SUUSA". Kathy Black: Do we already have a student fee committee? David Rees: No. Kathy Black: Are we saying that will be the student fee committee? David Lund: Yes. Kathy Black: We have a course fee committee and in parentheses student fee committee. Abe Harraf: Might be good to delete the parents... Kathy Black: "comprised by the student fee committee" Robert Eves: Student fee committee earlier in document and then called a course fee committee Kathy Black: I propose that every place we have a course fee committee that we change it to student fee committee or vice versa. (vice versa). Doug Molash: Second. Virginia Stitt: Call the question. In favor, unanimously passes. Steve Barney: It will require a change in the course syllabus policy. Do we have a mechanism in place for that? This policy will affect another policy. Kathy Black: Why would we put justification in the syllabus? Notification. Abe Harraf: Right now, student government is saying to us, where are the tuition dollars going by category. That's what they're asking. David Lund: That specific language was put in there at the request of the student body member on that committee who got that language from the student senate. Eric Brown: We couldn't run our classes without course fees. Robert Eves: I don't think it's

saying we aren't going to charge course fees. Eric Brown: Minimize the paper work, every four years instead of three. Abe Harraf: We're not saying not to do it. There are things happening that are just performance and there's no oversight. Eric Brown: This was one area where the teacher had some say in how things were done. David Lund: You can put on there supplies for the course, you don't have to detail it. Deb Hill: I have a fee for special ed tests, I have to buy the most current tests. It's an ongoing fee to keep the department updated. Kathy Black: You can't say supplies for the course; that would imply that all the supplies would be provided. That may be a little strong, a student may ask for an itemized list, might be hard to do. Rea Gubler: **I move that in D1, the class syllabus must specify the amount of the fee and it's intended use, and strike the rest of D1.** Ty Redd: Seconds. Deb Hill: **Call the question, that particular amendment. In favor unanimous.** David Lund: Call the entire motion to question? Abe Harraf: Robert, in that 1/3, you suggested we take that out. Robert Eves: Sweeping the account. Abe Harraf: There has to be some mechanism, right now we have all these requests we don't have the resources for. Kathy Black: Wouldn't it make more sense to impose a small course fee every year for that? Abe Harraf: They have a course fee and they're not saving it, and it becomes my problem. The saving money has to be for some purpose. Can't save it for twenty years. Eric: Is there something in here now about sweeping it? Robert Eves: No, Item 2A6, it gives you the original, could sweep up to 1/3, we changed it to read, "expenditures, balances from fee accounts will be monitored. A multi-year expenditure plan must be approved by the respective dean. Campus oversight fee balances will be the responsibility of the course fee committee" The sweeping is out and that's what the provost is concerned with. Abe Harraf: And sweeping could be done by that committee, I don't care. All I want is that if there's a resource over there, that if something breaks down. We have huge items that sometimes require 50 thousand dollars. Make it earmarked and keep it there for emergency for instruction related expenditures. Eric Brown: By responsibility of the committee what are we implying? Robert Eves: They'll monitor the balance. David Rees: The original wording allowed department to keep all fees if they had a plan to spend it. But, if those funds are continuing to grow and I don't have a multiple year plan in place for spending those funds, the provost says he'd like to take those funds and use it somewhere on campus for student related services. We'll spend it for you, or lower your course fees. Kathy Black: The thing I don't like about that, computer course fees might be used to buy agriculture course items. And those agriculture students didn't pay for it. But a course fee is a specific thing imposed on certain students, it's a taxation without representation issue. If another department borrows those funds, alright we will pay that, but, they'd better raise those fees and pay that back at some time. Abe Harraf: My original idea was that we tax every course fee a certain percentage and it goes into a certain account and it just goes there. Northern Arizona does that. Goes to provost's office for those emergencies. Seth Armstrong: Is that something we have to decide for this topic? Robert Eves: There needs to be some governing policy on what the course fee committee does. The provost would like to have some statement that it's possible for accounts to be taxed, so to speak. Abe Harraf: Believe it or not, it's for your own protection. Robert Eves: You're talking about the refrigerator for biology? Abe Harraf: Even for 1,000 dollars, we don't have any contingency fund. Steve Barney: So, you're saying to have the contingency fund, we should take it right off the top of the course fees? Abe Harraf: My original idea was that. But, the other idea that the committee came up with that the one third happens after three years. My whole idea is to make sure that I have some resource when you come to me and say my equipment is broken, and I need to teach this class for graduation. David Rees: I like that rationale, and I also like the idea of sweeping up to a third for another reason. Under the current policy, we're encouraging the department chairs and deans to make course fees equivalent to expenditures, but there's no penalty if they don't. They can continue to build those course fees to a great amount. That would be one way to make sure expenditures and revenues are equated. Eric Brown: Couldn't you tap into that money through this responsibility of the fee committee? As it is now without the word If someone's abusing the system? X?: If we decide that's the committee's responsibility, because right now the committee has no responsibilities, if we say that it is their responsibility to come up with a policy for this, then this as a bill can pass, and let's send it to the committee and let them and the provost decide. I think that once the committee comes up with its' policies, yes, then the policies would have to come back to us.

David Rees: *I'd like to make an amendment that on 2A6, that we revert to the original wording.* Deb Hill: Second. Abe Harraf: *I would say that this language should be "use for student instruction-related purposes." Because student related could be student activity.* David Rees: *I move that we revert to the original wording with one word exception so it will read as "the expenditure fee accounts will be monitored. Unless there is a multi-year expenditure plan approved by the respective dean, up to one-third of the unexpended balance may be swept each August "and used for student instructional-related purposes" as determined by the course fee committee.* Deb Hill: Seconds. David Lund: and the operative word there is "may," "may be swept." Abe Harraf: It takes about 5-6-7 years to build up that account. So you have to have a contingency plan. David Rees: But, if you have a multiple year plan, your funds are not in danger. You just have to plan for it. Deb Hill: This holds the deans and chairs accountable. Kathy Black: Are those course fees retained by the deans? Part of this should be just an accounting issue. If there were a fund which consisted of all the course fees where a certain amount had to be available for certain designated items because the department or school had collected it, and it was all there, then there would be some discretion, for example, if you knew you had to have computers in year three, some money could be spent in year one for a tractor with the proviso that then that other money...you give greater flexibility for the university to do what it needs to do by saying, okay, we will do the tractor, but you must raise your course fees so that there will be this amount, and with an accounting amount, you'd know how much you had to have ... Abe Harraf: The provision we put together that every two years they have to be reviewed addresses that. Kathy Black: Well, no, it's where the money is and what's done with it in the meantime that I'm talking about. Abe Harraf: This issue has been bothering me for 15 months. We have chaos here. No logic. It may take just one signature. We may be asked to assign a budget person to the course fees, just to monitor it and know what's going on. Kathy Black: It should be paid into one account so that it's simply an accounting function, so that when something is needed, so the dean could say this is what's required, just pay it out of our course fees; so that would require, that whoever is in charge of the account in administration, had that money available, they would be responsible and would be able to take care of it. Abe Harraf: I suggested that. Rea Gubler: So, they don't do this already? Kathy Black: No, each department does theirs. Rea Gubler: So you're saying provost level? Kathy Black: I'm talking about a university level account. Rea Gubler: You're talking about it all going into one university account. Abe Harraf: Many universities have one tuition, they do one instructional budget, but we don't have that. David Rees: Kathy may have a good idea, but it doesn't fit in this policy here. It should be a whole new policy. Kathy Black: No, we don't say what happens to the money in this. We just say, in charging this, you have to have a review. It doesn't say who keeps it or where it goes for that period of time. Rea Gubler: Because we're not recommending any changes

just want to know that it's accurate and is being used for those students. X: But this is money that's generated outside of that course fee structure. They build a house and they keep the profit. Abe Harraf: I believe they are being asked to assign staff to three accounts. Right now we have a payoff on three accounts. X: So that's a different issue. Steve Barney: My original concern about this was that, if we pass David's suggested wording, there's a lot of accounts on campus, that we really don't have any idea how much money is there, because we haven't had access to the budgeting software and the budgets for the last academic year. So, there's a chance we may have money that we had earmarked for something, and, since we haven't used it last year, because we didn't know how much money was there, that it could be swept and go to something else. David Lund: So that you know, part of the process here, and this committee will be charged immediately, with helping departments get an accounting of what money they have, so that you can look at it and decide what you need to do and get your plans set. There'll be no sweeping until departments have had a chance to look at the accounts and see what is there. That's already in there. NO SWEEPING. David Lund: *Those in favor of reverting to the original wording with the addition of the word "instructional" between student related and course fee committee rather of student fee committee, 7 in favor, 10 against, motion fails.*

Kathy Black: *I make a motion that all these funds be put into a one account. David Lund: We don't have the ability to change accounting policy. Motion second? No second.*

Ty Redd: *Call the question on the original motion to approve the policies as amended, 14 in favor, 1 against, 2 abstain.*

Steve Barney: *I make a motion that we then charge the course fee committee to address the needs of the provost regarding student-related instructional purposes. Ty Redd: Second. Steve Barney: And then the policies are reviewed by faculty senate. Marty Larkin calls the question, passes unanimously. Rea Gubler: How does that committee come into being? Is it a provost or senate committee? X: It's not a senate committee. David Lund: I designate a couple of representatives. Doug and Marty Larkin have volunteered to be on that committee.*

IV. Academic Development and Grant Resources Policy

Robert Eves: **Academic Development and Grant Resources Policy**: This sets up the process by which the provosts' faculty professional development fund operates. David Rees: *I make a motion to accept the policy as written. Virginia Stitt: Seconds. David Lund: Any discussion? David Rees: Number A, the second sentence says, the deans and their faculty members determine" How are the deans going to react to that? Now, the deans decide how this money is going to be spent. Will they reject this in dean's council? Richard Eves: Is this actually a situation at the moment? Let's press on. Rea Gubler: Wouldn't you prefer faculty input? David Rees: I'd love to have faculty input. X: Is this actually a situation at the moment? Does everyone have funds in their department? Richard Eves: Your dean got \$400.00 a faculty member. David Lund: In our department, we as a department decided how that money was to be used. And we set a department policy that said, we've got X number of dollars per faculty; however, we're going to set it up so that if you go present you get more money. There are two pieces to this, the second is the fund that we can all apply for. David Lund: *Call the question, passes unanimously.**

V. Faculty & Professional Responsibility Policy

Robert Eves: **Faculty and Professional Responsibility Policy**. This has been before the faculty senate before. We've taken care of typos. There were some suggestions for stronger language, particularly from the school of business. Those changes have been incorporated where the academic affairs committee felt it was appropriate, and that's all reflected in the summary of changes. This document used to be the preamble to the tenure policy. Our current tenure policy is 81 pages, and this was part of that. This was removed from that and set up as a separate policy. David Lund: *Motion to approve this policy? Eric Brown: Moves Virginia Stitt: Seconds. Ty Redd: A couple of questions. 1A "as determined by respected college or school" and what about department, division, or accrediting agency? And, B: "and after adequate notice", if I get in a car wreck on the way to school, is that "adequate notice"? What's adequate notice? David Lund: It's emergency things we can't control. Abe Harraf: Does this also include the finals? Robert Eves: It does with me. By the way, I was beat up again this semester, because faculty didn't meet at the final, and I require mine to meet. Abe Harraf: Also, some faculty are charging and some aren't. Inconsistencies are pitting faculty against each other. We have a problem and we need to fix it. We need one policy. David Lund: The policy wasn't changed at all (fee for finals change). Rea Gubler: One department told the faculty, you don't have to hold finals, just be in your offices. Ty Redd: Back here on disciplinary action 3A 3 and 4, where it talks about verbal censure, written reprimand, reassignment of duties; should those be in some kind of order for equalization or prioritized? Verbal censure first, then written reprimand. And you can't just be dismissed without any of those. Abe Harraf: Can put as appropriate and leave. Ty Redd: Yeah, but what may be appropriate for one dean, may not be for another. He could do all three at one sitting. Abe Harraf: Yes. David Rees: Regarding Tye's comment, I have to agree that a lot of descriptions or definitions could be added, but that's almost self-defeating. If we try to define it precisely, I don't think we'll ever get the document approved. I think in the general tone is good. Let's leave it like it is. Eric Brown: I agree, and also academic scheduling, the policy we're looking at next, addresses the final examination so we can look at that there. Ty Redd: *I make a motion that we change faculty responsibilities to students 1A to read: "Ensure that the content and rigor of each course is generally consistent with benchmark academic standards as determined by the respective department and/or accrediting body. Eric Brown: Second. Abe Harraf: What does it say now? David Lund: Now it says department or school. Abe Harraf: It should be department. David Lund: Calls the question. Passes unanimously in favor (18 votes). Steve Barney: On 1C, it says faculty must maintain regular office hours, is there a reason why we don't specify that here, how many office hours per week, in this policy, instead of referring to another policy? Robert Eves: I think the reason we did that, is if the faculty office hour requirement were to change, it would have to change in policy 6.27, but that policy may not catch up to this one soon. It creates some confusion. If you tie that to where it is stated in policy, then everybody knows, it is definitive. Steve Barney: This goes back**

affects another policy. Abe Harraf: Steve brings up an important thing, each department or college, at the beginning of every year or semester, some new policy needs to be distributed to faculty members. They don't have it. Just putting it on the web is not enough. Some faculty don't even know about the new curriculum committee process. I'm hearing that. They don't look at the web. We need to distribute a hard copy.

(tape lapse)

Ty Redd: Any combination in any order. Get from Ty or Robert Eves: Verbal, then written, assignment, probation **Seth Armstrong: Second.** David Redd: Is Ty trying to say that since this is your first offense you get only a verbal censure. Robert Eves: This is discipline not dismissal proceedings. Kathy Black: 4B seems like it's actually a reward. And if we have to do that in order, Rea Gubler: Isn't this due process stuff? Marty Larkin: Until due process has gone through... Kathy Black: if we force it to go in that order, you'd have to give them probation first, then suspension with pay, then suspension without pay. Ty Redd: that's open for probation for 2-3 days, there's no timeline in A or B. Richard Isinger: In business, this is standard operating procedure. It's nice we're finally laying this out. Abe Harraf: I have to ask Mike Carter to look at that language. Suggest putting something "as appropriate" and just leaving it at that. Marty Larkin: sentences 3 and 4, **(tape picks up)** "disciplinary action by the department chair, d, for faculty breach of..." Rea Gubler: I think a comma will do it. Robert Eves: There's nothing wrong with the sentence grammatically, but it may be unclear. If you want to fix it, that's okay. Kathy Black: How about for breach of professional responsibilities by faculty? Conducted by the department chair and dean. Rea Gubler: If you just put it after disciplinary action and again after responsibility... Robert Eves: two commas. **Ty Redd: I will amend that motion to include those two commas.** **Seth Armstrong: Second.** Steve Barney: Adding the word "are" before conducted helps. "...disciplinary actions for breach of professional responsibilities, are conducted." Ty Redd: I will amend to include the utahnic. Eric Brown: Wait a minute, we're also approving that they have to be done in order. Ty Redd: Yeah, you have to knock down the whole motion if you don't like it. Kathy Black: Why do you want it in order? Should we explain that? Robert Eves: Because we want reassignment of duties to be for the first infraction. Ty Redd: I think that is a natural order. And there's no timeline on the order. Kathy Black: I don't mind that in 3, but in 4; I'm stuck on the probation versus suspension with pay and without pay. Ty Redd: Don't you go on probation first before you go on suspension? It could be a day, an hour, minute, there's no time in there, it depends on the severity, so they can fall in that order. David Lund: We need to vote on Tye's motion. **Marty Larkin: calls the question. In favor of Tye's motion to have those two sentences to "have the appropriate commas, have the "are" in there, have the following in order, and strike the first sentence in five. In favor 16, 2 against. Passes.** David Lund: We're back to the original motion. Steve Barney: In 11, faculty members...students required by law. I would prefer to have a citation to what law this refers? Otherwise I don't know to what the law is and where to find it? Robert Eves: The example I was given was that the FBI was interested in a situation involving some of our students, and they had to have a court order, to bring to the registrars office to obtain information on attendance, and that's the kind of thing we're talking about, not a specific law we're addressing. Simply that this will be a legally binding process. Kathy Black: If you become aware that a child is being sexually or physically abused, you are under state law to report it, or you are guilty of a misdemeanor if you don't report it. Steve Barney: If you suspect, not if you become aware. Kathy Black: Also, if you become aware that your students are planning to commit a crime and you don't report it, you may become an accessory, before the fact, to that crime. **Steve Barney: I make a motion that it reads "Faculty members maintain confidentiality of students except as required by federal and/or state law".** **Ty Redd: Seconds.** Marty Larkin: City laws? **Steve Barney: federal, state, and/or local laws.** **David Lund: call the question, passes unanimously.**

David Lund: Call the motion to question to approve the Faculty Professional Responsibility document with amendments. Passes unanimously.

VI. Academic Scheduling Policy

Robert Eves: **Academic Scheduling Policy**. There is not currently a policy on academic scheduling. There are some guidelines floating around. Probably the biggest changes we made had to do with the actual summer school scheduling, the last page. This is one that we altered from what you'd given us, the reason is explained there. Eric Brown: There are some things I like about it. **Virginia Stitt: moves to accept this policy as is.** **Steve Barney: seconds.** David Lund: Discussion? Eric Brown: I don't understand **3B** at all. Could it be reworded? Ty Redd: I don't know why students want all their hours between 8 and 1. Abe Harraf: Can I speak to that? We're hurting ourselves to get any new facility on the campus. Every year, space auditing committee, looks at between 8 and 5, look at campus utilization of space we have. What we are failing, we are only using about 45-50%, very low percentage of our classrooms after 3 or 2 o'clock. We have been saying this, there has been a culture here, that students prefer that. Actually, when we talk to student leadership they says that's the problem, because there are a lot of courses competing with each other, we can't even take the courses. The community also says we can't even hire your students, because most of our needs are in the morning, not afternoon, and nobody's available for work. So, there's a number of reasons we have to really look at using our classes from 8 to 5. What's happening, I have done a study for last 3 years showing peak time of use of campus is 10, 11 o'clock close to 100% of our campus; but, at the same time it drops drastically after four o'clock. I have two choices. Either I have to take more classrooms away from capacity, which will hurt 9 and 10 o'clock. We even talk about graduate schools and theatre arts, because they use some of their facilities after 5:30, use some of them earlier so can get them in the book before five. Other universities are using this strategy to get buildings. We are not, we're losing and failing miserably. Says SUU has more than enough facilities because they look at the full day. Labs we are doing better. So even this policy doesn't solve our problem overall because there's a tendency that we have scheduled our classes at the convenience of the faculty, not the students. Solution is that we make a clear determination that we use our capacity. In fact, if we shut down one building right now, we do better. There is nothing going on on campus at 4 o'clock. No university is like that. **Seth Armstrong: Mathematically I don't understand why opening classes up later in the afternoon, doesn't increase our percentage of use. So, even if it's a small percentage that's been used after two it helps?** Abe Harraf: Yes, it's called OMB formula. Parents use that to come up with an algorithm to assign a building. Every time we're

failing and pushed to the bottom of the list. David Lund: We have a number of classes that are now meeting in rooms that are designated for student uses for other purposes in the Sharwan Smith Center, we're using rooms that really are not supposed to be classrooms and shouldn't be on the classroom inventory. They should be open for students to use. Abe Harraf: Go to any building on campus, I challenge you to go at 3 o'clock, and see what's going on there in terms of instruction. Virginia Stitt: I'm not sure we've answered the question Eric brought up. The 12% of a given department's offering can't be at 8 o'clock. Eric Brown: I understand now, but I think it could be reworded. Seth Armstrong: Does it mean if classes start at that time? What hours, starting from 8 to 1? Seth Armstrong: ***I make a motion to change the wording class offerings per hour "starting at the times" instead of "within the times" in both places.*** David Isinger: David Lund: I have a question. If we do that get's us up to 96%, is 4% enough? Abe Harraf: I think we should be even more aggressive and try to come up with better utilization of our resources. Each individual department tries to optimize their schedule. But when it's all in together, it doesn't...the whole campus. David Lund: The reason I asked that question, is that, in some instances, in the college of Education, we offer a number of classes in the evening over EdNet, and some of those classes don't start until 7 o'clock. Eric Brown: That's fine if it says no more than 12%. David Lund: Okay, that gives us some leeway. Abe Harraf: I should have brought the data. David Eissinger?: 30% of all classes offered by departments are offered from 10 to 11. It was 20% the hour before. Ty Redd: When would this take effect, fall? Abe Harraf: Yes. Ty Redd: I think we could follow the Cambridge model. I attended teaching seminars where it was recommended that you do all lecture in the morning and activities in the afternoon. Where does pedagogy fit into this? Abe Harraf: I agree with you, but you have to talk to commissioner's office. What's happening, we don't have a conflict resolution process. Maxine is the only one and she does it by herself. Ty Redd: And she's gone, wouldn't this be better done with more malleable guidelines rather than a rigid policy. Abe Harraf: We have 20 some departments and each department independently tries to optimize individually, but when the it comes together, it's amazing what happens. But you as a department can come together and say it's better than math is better taught in the morning. From a learning standpoint. Then the lab issue comes. It's a huge undertaking. If we try to engage in that kind of discussion it will take two to three years to come up with something that everybody will buy into to. Ty Redd: But you're still talking guidelines instead of policies. Some schools have this and some schools have that, and it's an individual thing. Abe Harraf: But, I know with multiple sections of courses, the morning one it fills much faster than the afternoon. Each department has to look at single sections, each department is different. Robert Eves: That's the other thing the commissioners are saying, if you don't start after 8 a.m. it doesn't count. Seth Armstrong: It seems this has been overlooked. We're trying to not to use things that don't count as classrooms, that's our goal. Abe Harraf: That's one goal. Another goal is advisement. If you talk to advisors, students have problems getting in classes because they're all offered at the same time, which delays their graduation. If as faculty our goal is to help students succeed. We need to come up with a planned system. If we don't, we won't get a new facility. Ty Redd: I hear you saying a tweak here and there, and this, I haven't even gotten to d, e, and f, and I clearly can't meet any of those. If I have to move outside the 10 o'clock area, then I have to go into another classroom that got to be maximized, I won't have the right number, and then maybe there's a fabric machine in there that only they get, and they only have ten, all of this is so incongruent. Abe Harraf: There's a bigger problem to it. For example, most of our faculty prefer to teach in classrooms right next to their office. We don't have a way to optimize and match classroom size to number of students. We have sub-optimized in different areas, but the system suffers as a result. There's no system approach to policies at this campus. Ty Redd: Then why a blanket policy, it still seems you're talking tweaking and not policy? Abe Harraf: Because there's a lot of resistance to change what we've been doing for a long time. Ty Redd: This policy would force me, my 100 students out of a class, into a 20-seat classroom next to my office, and I'd be done in three courses, and I'd be up to full workload. It seems like tweaking at the department and college level instead of policy. Abe Harraf: I keep reminding the deans in dean's council and they ignore. I brought the second year study, almost identical to last fall. Even when I told them twice, we have to utilize our resources. And, they're saying that, basically, we don't have control over that, because the faculty and departments are the ones putting the schedule together. That's the problem. And we as leadership of the faculty here have to solve that because we're hurting ourselves. Eric Brown: I would foresee, when it says each college, if we implemented policy, then our department would want to have all their classes in the morning, so theatre and music would have to have their in the afternoon kinds of things, it might be better if it just said department rather than college, so we didn't get into that if we're actually going to implement policy. I think the dean we have had would turn around and give it back to the departments anyway. I would just rather put it in the department in the first place. Abe Harraf: I'm more interested in getting the result, I don't have a problem with doing it that way. If you think it will work, put in departments. So far it hasn't worked, reminding the deans. Steve Barney: From a psychological perspective, we're so motivated to change things, to make noncompliant departments comply; why don't we reinforce those departments who are complying already and doing a good job? Make an incentive? Abe Harraf: Two colleges do very well. Sciences and Humanities Social Science. But we still have issues. We have a policy, right now and it's being violated. Steve Barney: We're focused on the teeth rather than the carrot to get people to do what you want them to do. How about a \$50 dollar bonus for teaching your class in the afternoon? Ty Redd: I like that, according to you, the college of science is doing alright; but, there are things in this policy that will cause the college of science to have to change. Then do we comply? Abe Harraf: I don't have all the answers. It's just that collectively together we have to decide and look at the issue at hand. Ty Redd: By the way, this is the first time I've heard about any problem in scheduling. For it having been discussed to the deans for two years. Seth Barney: How do the caps come about? Abe Harraf: This was from original policy. Robert Eves: This was from the original policy, but this doesn't attempt to incorporate the existing policy, this is a whole new game plan, except for the daily scheduled planner. Seth Armstrong: Could there be a motion that a subcommittee looks at this first before it's brought back? Marty Larkin: We can't schedule Tuesday/Thursday classes for convocations. It's a big thing to take that particular hour out. We're not supposed to schedule 4 or 5 credit hour classes for 8:00 period? Why not two to three? Abe Harraf: If you're not meeting 4 times a week, not 5 times, and then that data that you aren't using that space for 3 hours, that space can't be allocated to anybody else. Seth Armstrong: Can we call this to question? Marty Larkin: I want to do one other thing with pedagogy. A four credit hour class in the summer will meet just 3 hours per day for three days a week? Robert Eves: Let me explain to you how this summer school schedule came about. What was given to us did not even approximate the requisite number of contact hours for a 3 or 4 credit hour class. We went through and adjusted them so they at least closely approximated what was required. Marty Larkin: Okay. My concern is it says Monday, Wednesday, Friday. Abe Harraf: May I recommend something, because the schedule typically comes up from registrar's office, they are working right now on the Maymester, either you table this and we bring you new information; or, this one doesn't even include Maymester. And now we have a new schedule. David Lund: We have a motion on the table at this point. We don't

have to vote necessarily We could have the motion withdrawn based on the information we have and ask the provost to put together an ad hoc committee to look seriously at this situation and take into consideration all of these issues. Abe Harraf: I'd like to have this in place for fall, and it's obviously not going to happen because the deadline is Thursday. Marty Larkin: Then it's not going to happen for next year. Virginia Stitt: *I like to amend the original motion of accepting this whole shebang, and say, let's accept what we've made changes to except for the daily schedule stuff. Table the schedule stuff until we have more information.* Steve Barney: *Seconds.* David Eissinger: We also have a motion that Seth made. Seth Armstrong: *I withdraw my motion.* Ty Redd: I think what was given to Virginia's committee needs to be redone by another committee and sent to you. David Lund: It means departments will know and will begin looking at this. This won't be in place for fall. Abe Harraf: We're going to ask for fall schedule by end of January. Eric Brown: *I would support Virginia's motion with these changes to 3B: "each department shall "per" to "during each," change 1 o'clock to 2 o'clock. 2 to 5 o'clock.* David Lund: That would allow for Tuesday/Thursday classes. Steve Barney: *Seconds.* Ty Redd: My problem then becomes, d, e, f, in chemistry we can't comply with that, because we have hoods for upper division classes in those classrooms, and because we only have 25 and not 80, and it holds 80, we're not going to be able to comply with that maximum. Abe Harraf: We have taken care of that. Your average class size in the labs is 25. Robert Eves: But he has hoods in some of the lectures. Ty Redd: But what priority does that take? David Rees: It says classes with special needs will have priority. Ty Redd: But then it says room requests from the department will be made on the basis of enrollment equal to or greater than 80% of room capacity. Abe Harraf: But there are exceptions that the department can make. Ty Redd: Maybe we need to add exceptions for pedagogical reasons under all of those. Abe Harraf: If you put pedagogical reasons, every faculty will come up with a reason. Eric Brown: I think this whole policy will be a benefit to the art department's students. Because some like to have their whole schedule on two or three days a week. Abe Harraf: Some faculty want back to back classes, just Monday and Wednesday, and they afternoons and Tuesday/Thursdays off. Marty Larkin: I think the policy needs more work before we pass it. Judy Higbee: If we do this, does it change 3C? David Lund: We might need to amend that. Abe Harraf: I have no problem with the daily schedule, I have a problem with summer school because it's changed. Richard Eves: One of the imperatives, let's put this off to another one and do it right. Marty Larkin: *Call the question on Eric's motion: (change college to department)(change per twice to during each)(change 8 to 2 and 4 to 5 o'clock). Not offer more than 12% during the hours from 8 to 2, and 8% during teach hour form 2 to 5, those changes on b. Not accepting the whole policy. In favor 15, 3 abstentions.* David Lund: We still have the whole motion on the table. X: I have a professional staff member who teaches every afternoon of the week from one to five o'clock, in the shop. He teaches lab courses that really need that hour and 30 or 40 minutes. And if we do this he cannot teach on a Monday, Wednesday 8:00-9:50 schedule because of 3C which says may be rescheduled Monday/Wednesday during afternoon hours. Abe Harraf: The issue is that when you use that..., it kills another hour to use that classroom for the whole week. That's the problem. That room stays empty for that whole week and it goes against us. Marty Larkin: Call the question. David Lund: *Those in favor of accepting this as it has been amended by Eric. 5 in favor, 12 opposed, 1 abstention.* David Lund: *So this is going back to committee.* We need to decide where this needs to go. Rea Gubler: Volunteers for a subcommittee. David Rees: We also need to define more clearly what the problems with it were. Rea Gubler: Is the four credit question currently in practice? Has this arrived out of the blue? Abe Harraf: We are not even practicing our own policies. Marty Larkin: I think we need to look at some things, in terms of Tye's comments, in terms of caring for the students. Some of that needs to be addressed, like within the college of sciences. We have to look at courses conflicting with physical science. Abe Harraf: College of science is the most difficult area to schedule because of the support. David Lund: What are we going to do with this and where is it going to go? Do we need to have a committee formed with one member from each college and to look at it carefully? Kathy Black: The colleges are so different that you're not going to get a consensus. I think a generic policy that says "Each department will attempt to equalize the offerings between the hours of 8 and 5, each school will try to optimize the use of classroom space, and will try to work with other departments where that is important." Something generic, and then say obviously there will be different needs in each department, but the overall objective is to equalize classes from 8 to 5 and where possible, if you have a large classroom and you don't need it you make that available. Marty Larkin: *I move that we charge each of the deans to create a committee in their respective schools to look at this issue and that they report back to faculty senate from their colleges.* Seth Armstrong: *Second.* Richard Eissinger: I wonder if we're a little hasty in putting this thing down, it addresses guidelines not imperatives. It doesn't have any teeth in it. Abe Harraf: What's going on. Faculty, not the chair or dean, are calling Maxine and telling her when the class will go and where. You find me a university in this country where this happens. Last summer, we had classes starting at 8:15, 8:30. Even having deans in each department do it, will have isolation. There should be a system. David Lund: What we ought to do is have deans and department chairs take this and look at this policy and see where.... Robert Eves: It won't go anywhere. You're going to have to put together a committee for it to go anywhere. Marty Larkin: I don't think it should be just the responsibility of the department chairs. I won't amend it. David Lund: *Let's vote on Marty's recommendation that it goes to the deans who create a committee and they report back on the scheduling process. In favor 5, 8 against, 3 abstain, fails to pass.*

Ty Redd: *I make a motion that we send this back to deans and department chairs and do the same thing Marty says and just include the department chairs.* Eric Brown: *Second.* Abe Harraf: Tye, what's the guidelines for that group? We got to charge them with something. What is wrong with this, for example. Ty Redd: I agree. The charge would be to address those issues within the framework of the individual department or college. Abe Harraf: My understanding was that senators would do this, the same thing. Ty Redd: The charge is to look at this as a model. Could get six plans. We're a diversity. Abe Harraf: Can define the framework larger, and enough room to play within. If we go too specific... Ty Redd: I agree, but you're going to have to have some confidence that we'll be able to do that. Doug Molash: I think that's the job of the senate. That's what we're elected to do. We need to do a committee from the senate. David Lund: *in favor 6, against 9, 1 abstention, motion fails to pass.*

David Rees: *I make a motion that we form an ad hoc senate committee to address this issue and to come back with some guidelines we can look at the next meeting, and that Ty chairs.* Rea Gubler: *Seconds.* Doug Molash: *May I ask that the Committee is made up of at least one person from each college.* Ty Redd: *Agrees.* Abe Harraf: *Also include Maxine and Mike Richards.* Ty Redd: I'd be happy to serve on the committee, but I can't chair. David Lund: The members can decide on who the chair will be. (done from here on 1/21/04) David Rees: *So, the amended motion would be to form a subcommittee, ad hoc, and let Maxine serve on the committee, Mike Richards*

serve on the committee, a member from each college, and Tye as the chair. Seth Armstrong: seconds. Ty Redd: How long is this process? David Lund: The charge is to have them come back with something concrete in our January meeting.

Kathy Black: *I'd like to propose a further amendment that, in the meantime, we go back to our deans and department chairs, and let them know that if, in fall, we haven't filled up our schedules from 8 to 5, we're probably going to have to have a firm policy that says exactly what percentage of classes we're going to have to have, and, therefore, we're need to look at that scheduling.* David Rees: *I won't accept that amendment, that's just too radical. Let's keep it simple.* Abe Harraf:... David Lund: The provost can certainly tell the deans that again in dean's council and I'll make sure that he does.

David Lund: *Let's vote on David's motion. 13 in favor, 2 opposed, 1? abstention. Motion carries.* Well the committee may change it's makeup. Tye you'll be in charge. Tye Redd: Can I change the committee members? David Lund: That would be fine. Tye Redd: I will be mailing the members of this committee, with your duties as well.

Motion for executive session.

All in favor.

Motion to adjourn.