

Faculty Senate Agenda
Thursday, November 21, 2002
Yankee Meadows - Hunter Conference Center
3:30 P.M.

I. Call to order at 3:35 p.m. by President Elect Robert Eves

Attending: Senators - Robert Eves (President Elect), Joe Baker (Treasurer), David Lund (Secretary, also has proxy for Jerry Bowler), Virginia Stitt (Parliamentarian), John Ault as proxy for Steve Barney until Steve arrived at 4:30 p.m., Ken Laundra, Rea Gubler, Mike McGarvy, Ty Redd, Steve Evans, Boyd Fife, Kay Andersen, Carol Ann Modisett as proxy for Darin Wadley, Curt Bostick, Martha Hyder, Sara Ann Smith, Roy Johnson, Marty Larkin (serving as Fall semester proxy for Steve Heath), Deb Hill, Kathy Black, Janet Seegmiller, and Ron Martin. Visitors: Provost Abe Harraf. Excused: Brian Heuett (President), Jerry Bowler, Darin Wadley, Eric Brown, Mike Grady

II. Review and approval of minutes from meeting of October 24, 2002. Motion to approve the minutes was made by Boyd Fife, the motion was seconded by Virginia Stitt. There was no discussion; the minutes were approved as they stand by unanimous vote of the senate.

III. Officers' Reports

A. President - Brian Heuett

a. Board of Regents Meeting in Salt Lake - this discussion was tabled for discussion at the December meeting

B. President-Elect - Robert Eves

a. Discussion with Provost: Robert reminded us of information we have received regarding qualified instructors in the classroom. The information came from accreditation entities. The Faculty Senate Executive Committee met with the Provost to discuss this information. The gist of the meeting was that the provost and the university would make every effort to help faculty become qualified if they are willing to get the training necessary to become qualified to teach in areas outside their specific expertise. Boyd Fife wanted to know how this would be done. Robert indicated that the faculty needed to find the program and then seek support from the Provost, who would commit financial and release time assistance where necessary. Provost Harraf said he'd facilitate that as much as possible.

C. Secretary - David Lund - no business this month.

D. Treasurer - Joe Baker - Financial Report - The current balance of the faculty senate account is \$12,948.

IV. Provost Harraf was then asked to report on the proposed tuition increase: He indicated that we are losing some money from the state due to loss of 200 students; in addition, some money will be returned to the state as it was paid to SUU in advance based on enrollment projections. Due to budget shortfalls, the Board of Regents has authorized a tuition increase of 4.5%. This small amount will not meet the current shortfall at SUU. A list of needs has been created for SUU by

the Provost's office with the help of the accounting office. A 1% tuition increase generates about \$85,000. SUU about \$1.5 needs to fund the needs of the university, including: faculty equity issues, recruitment and retention of students, and the other important issues we needed, etc. The Provost took this information to the students and they came back with a signed petition for a 32% tuition raise, indicating that the students at SUU want to hire more faculty in addition to the projected uses for the increase. The decision is to present a plan to the Regents to raise the tuition either 17% or 19%. The student's attitude is that cheap doesn't mean value. They have indicated that they are willing to pay to have better quality.

V. Committee Reports were postponed to the December senate meeting.

VI. Old Business: none

VII. New Business

A. Action Item – President Heuett wanted to get senate approval for funds to fly to Salt Lake in January to meet with the Board of Regents. A motion to approve the funding was made by Steve Evans, seconded by Deb Hill, and approved in the affirmative by unanimous vote of the senate.

B. Review and discussion of policies (Discussion led by Robert Eves):

a. Faculty Resignations (policy to be reviewed appended to the end of the minutes):

Robert indicated that only minor changes had been made by the committee. Ron Martin wanted to know what it meant to forfeit benefits of rank and tenure. Ron said it might be nice to have a clause included that would require a timely contract. Marty Larkin wanted to know if it was legal anyway. Since we don't sign yearly contracts, what does this mean. Kathy Black indicated that if there is not a contract signed, we are employed at will and can resign whenever we desire and we can be terminated at will by the administration. Robert reminded us that there is a policy regarding notification to faculty if termination is imminent. Provost Harraf indicated that a formal contract is being drafted that will require a faculty signature each year. Ron Martin wanted to know if this policy meant that loss of benefits is not a punitive action, just that you won't be paid if you resign. Ron also wanted to know if the wording could be changed to "not lose benefits." Kathy Black began to wordsmith the policy as an attorney, explaining that an accident could cause termination, and therefore no benefits will be given in that case. Ron Martin moved that we change the last sentence of clause 1 to "Resignation before the end of the employment period results in termination of institutional benefits, such as rank and tenure." This motion was seconded by Sarah Smith. The motion amended by Ty Redd, and the amendment was seconded by Ron Martin. This wording change was approved with 19 votes in favor of the change and 2 abstentions.

The question was then raised, "How does this apply if resignation occurs after the contract expires?" Roy Johnson moved that the words "before the end of the employment period" be removed from the first sentence in the clause. Ty Redd seconded the motion. Curt Bostick thought we might not want to be specific about rank being forfeited. A vote was called and approved this change with a vote of 1 in opposition, 2 abstentions, and 18 in favor of the change.

Cathy Black then moved that the final sentence in clause 1 be changed again to read, "Resignation results in termination of rank and tenure." This motion was seconded by Deb Hill. Discussion listed institutional benefits: keys, id card, parking pass, etc. Janet S. called the motion to question. The motion failed by unanimous vote against this change. Kenny Laundra thought we might want to say "including" rather than such as. This motion was seconded by Sarah Smith. There was no discussion. The motion was called to a vote and approved with a vote of 18 in favor, 2 opposed, and one abstention. Cathy Black then moved that this sentence be set off as a clause standing on its own, and numbered clause 3. This motion was seconded by Janet Seegmiller. Again there was no ensuing discussion. The motion was called to a vote and passed with 3 opposed, 2 abstaining and 16 in favor.

Cathy Black wanted to know what the language in clause 2 meant. Ty Redd moved to accept the policy as it has now been amended. Curtis Bostick seconded this motion. In discussion, Marty Larkin indicated that this is a poorly written policy, since it says if you wanted to quit, the president could say you couldn't. But Robert Eves reminded us that one who resigned could indeed leave. The motion was called to a vote and passed in the affirmative with 3 senators opposed and 18 senators in favor.

b.Final Exams: Robert indicated that the current policy (policy to be reviewed appended to the end of the minutes) only addressed the student who wanted to take an exam at some time other than the time scheduled. The old policy did not address the fact that many instructors did not hold final exams. The new policy was designed to address this policy. Marty Larkin moved that the wording be changed from respective Dean to Department to Chair/Division Head. Carol Ann Modisett seconded this motion. In discussion, it was determined that the intent was to make sure that the instructor met with the class. Provost Harraf indicated that this policy also addressed an accreditation issue related to contact hours. Kay Anderson from Visual and Performing Arts indicated that they need some latitude in order to meet accrediting agency requirements of their own. Mike McGarvey was concerned that the Dean might be the better person to administer this policy. The motion was called to a vote and passed with 17 senators in favor, 3 opposed, and 1 abstention.

Kenny Laundra was concerned that the wording does not allow for other forms of assessment in lieu of a paper and pencil test. Robert thought the issue might be appropriately dealt with in clause 2. Curt Bostick moved that sentence 2 in clause 2 read "to make arrangements with students concerning final projects." The motion was seconded by Marty Larkin. Carol Ann Modisett has a problem with being forced to administer the final test during this scheduled test time, because their final is often done in a public performance, in front of many people. Provost Harraf said that the issue is contact hours, Carol Ann indicated that they meet many more hours than needed. Robert Eves reminded us that the accrediting agencies do not look at these extra hours. He also reminded us that the intent of the policy is to prevent problems with abuse of the time frame. The motion was called to vote and failed with 8 senators in favor, 10 opposed, and 4 abstentions. Marty Larkin moved that after the above sentence a new sentence be

added. (Rea Gubler helped to craft the sentence.) Exceptions to this policy require permission of the Dept. Chair/Division Head. The motion was seconded by Carol Ann Modisett. The ensuing discussion centered around the department having the say, and it was decided that that was best. Curt Bostick recommended that the motion be amended to read “approval,” rather than “permission.” The motion was then called to vote and approved by a vote of 19 in favor 1 opposed, and one abstaining. Janet Seegmiller then moved that “permission” in this policy be replaced with the word “approval.” Virginia seconded the motion. There was no discussion this motion passed by unanimous senate vote.

Robert Eves suggested that we move on to clause 3. Ron Martin moved to remove the whole 3rd clause. Marty Larkin seconded this motion. There was no discussion, the motion was called to vote and failed with 5 votes in favor, 11 opposed, and 5 abstentions.

Janet Seegmiller moved to change the fee for changing a final exam from \$100 to \$50. There was no second and the motion died.

Ron Martin then moved to strike the second sentence regarding signing-off on changes; Joe Baker seconded the motion. In discussion, Ty Redd wanted to know what sign-off meant. Cathy Black wondered who would pay for athletes and others who are actually gone during the final, since the policy is not clear on who should pay their exam change fee. Someone suggested that the athletic department would have to cover those fees. Virginia mentioned that someone would have to pay the fee when musicians go to play for the president during scheduled finals—perhaps the president. Ron Martin just doesn’t want to go to the chair or head for every little thing. He thought the faculty member should be responsible to fail a student who could not meet the scheduled time. The motion was called to a vote and passed with 16 senators in favor, 3 opposed, and 2 abstaining.

Marty Larkin moved that further discussion be tabled to the next meeting. Carol Ann Modisett seconded the motion. In discussion, Curt Bostick wondered about the bookstore buying back books too soon, more than a week before, and the effect this had on students wanting to take finals earlier. The motion was called to a vote and approved unanimously.

c. Transfer Credits-tabled to next meeting.

d. Faculty Preparations-tabled to next meeting.

e. Curriculum Development and Revision (6.8; 6.8.3)-tabled to next meeting.

VIII. Motion for Executive Session was made by Ty Redd; Joe seconded the motion. Unanimous vote carried this motion in the affirmative.

IX. Adjournment: Motion to adjourn made by Ty Redd at 4:58 p.m.

Resignation Policy

PURPOSE: To describe the process for receiving and acting upon faculty resignations

POLICY:

1. Resignations for immediate termination effective prior to the end of the current employment period of employment shall will be accepted only upon recommendation of the President and approval of the Board of Trustees. Termination of an appointment before the end of the employment period results in forfeiture of benefits, such as accumulated leave and all rights and privileges as a faculty member. Faculty members who resign at the end of their appointment also terminate all rights and privileges, such as rank and tenure. , which they enjoyed as a faculty member.

2. Decisions to resign at the end of the current employment period shall be submitted in writing to the appropriate dean or director. three months prior to the end of the current appointment time, and in no case later than thirty days after receiving an appointment for the coming academic year. The appropriate dean or director will advise the President of such decision, and the President will make whatever announcements may be necessary and desirable.

FINAL EXAMINATIONS

PURPOSE: Establish policy on final examinations

POLICY:

1. Final examinations are part of the contact hour criteria for a credit-bearing class. Faculty are responsible to meet their assigned classes during the final examination week.

2. Regular final examinations for spring, fall, or summer semesters are held for a designated period of time at the close of each session or semester. Final examinations for a class may not be held outside the designated time assigned to each course without permission of the respective Dean.

3. When an individual student needs to take a final examination at a time other than that published in the final exam schedule, they may request permission from the faculty member to do so. Department chairs will isign-offi on the request in order to monitor such exceptions. If permission is granted, students are to be charged a \$50 unscheduled final examination fee, payable at the cashier's office. Once paid, the student will present a receipt to the faculty member prior to sitting for the unscheduled final exam. The fee is placed into account number 3-17800 and is earmarked for faculty development.

4. Students who demonstrate that their final exam schedule includes more than three

examinations on a given day may request to re-schedule additional examinations for another day and time without fee payment. Every effort will be made by faculty to honor the student's request.