

INDIANA STATE UNIVERSITY EVANSVILLE

8600 University Boulevard
EVANSVILLE, INDIANA 47712

INTER-DEPARTMENTAL MEMORANDUM

TO: FACULTY MEMBERS

DATE: April 7, 1981

FROM: Marlene Shaw Chairman
Faculty Council

SUBJECT: FACULTY COUNCIL MEETING: Session #18

The eighteenth session of Faculty Council will be held:

Monday, April 13, 1981

Faculty Reading Room

2:00 pm

Agenda:

1. Minutes of Session #16 and #17.
2. Reports.
3. Election of Faculty Council Chairman for 1981-82.
4. Student Grievance Procedure.
5. Promotions Procedures - Proposal I.
6. Old Business.
7. New Business.
8. Adjournment.

SESSION #18
MINUTES OF THE 1980-81
FACULTY COUNCIL MEETINGS

Time: Monday, April 13, 1981; 2:00 P.M. in the Faculty Reading Room

Members Present: Marlene Shaw, Chairman; Professors P. Bennett, W. Hopkins, D. Kinsey, D. Lux, H. Sands, H. Van Over, E. vonFuhrmann

Ex-Officio Present: President Rice, Vice President Bennett, Vice President Reid

Others Present: Mr. Buecher, Dr. Everett, Mr. Goss, Dr. Pohl, Representatives of the Student Academic Affairs Subcommittee

1. The minutes of Session #16 and Session #17 will be presented at a later meeting.
2. Dr. Shaw informed the Council that there will probably be two more scheduled meetings for the 1980-81 academic year. These will be Monday, April 27, 1981 and Monday, May 4, 1981.

3. Reports
Dr. Shaw reported that she has received the annual report of the Faculty and Academic Affairs Committee. Following a brief discussion of the contents of this report, Dr. Hopkins moved to accept the annual report of the Faculty and Academic Affairs Committee. Dr. Sands seconded. Motion carried.

Dr. Shaw reviewed the information to be contained in the Faculty Council Annual Report. To be included in the report are actions of 1980-81 Faculty Council, items pending actions, and items for future Council consideration.

4. Petitions from the Curricular Committee

Petitions from the Division of Engineering Technology

Modified Course

MNT 185 Mine Safety and Regulations 3 hours

New Courses

MNT 118 Introduction to Mining 3 hours

MNT 105 First Aid for Technologists
(Dual Listing PE 105) 1 hour

EET 285 Electrical Machines & Distribution Systems 3 hours

Dr. Hopkins moved to approve these petitions. Dr. Van Over seconded. Motion carried.

Petitions from the Division of Humanities

Modified Course

SPAN 331 Spanish for Business 3 hours

Dr. Kinsey moved to approve this petition. Dr. Sands seconded. Motion carried.

4. Petitions from the Curricular Committee (continued)

New Courses

FRENCH 101	Elementary French	3 hours
FRENCH 102	Elementary French II	3 hours
FRENCH 203	Intermediate Conversation and Grammar	3 hours
FRENCH 204	Intermediate French Readings	3 hours

Questions were raised by Council members concerning staffing requirements for offerings in French considering the reduction in adjunct faculty planned for Fall Semester, 1981. Dr. Kinsey expressed concern of the Division of Science and Mathematics for possible reduction and/or elimination of German offerings at the expense of new offerings in French. Dr. Reid pointed out the difficulty of acquiring new faculty in light of the current budget restraints and that at this time hiring a person to teach French was not possible. He explained that the listing of these courses in the curriculum would enable students to receive CLEP credit for high school courses. Dr. Sands said that she had a number of students each year who expressed a desire to enroll in French. While she favored including French in the curriculum if finances permitted, she suggested that the inclusion of at least one 200-level course would help those students with a French background to receive CLEP credit upon entering ISUE. The four petitions were returned to the Curricular Committee for lack of a motion for approval.

Petitions from the Division of Business

Modified Program

Business Administration Major

Dr. Kinsey moved to approve this petition. Dr. Sands seconded. Motion carried.

Modified Program

Military Science: U.S. Army ROTC (Extension Center offering of Rose Hulman Institute of Technology)

Dr. Pohl briefly explained the Army ROTC petition originated by the Curricular Committee. ISUE would be an extension center for Rose Hulman Institute of Technology with instruction to be provided by the Army ROTC detachment at Rose Hulman. If approved, University of Evansville students would also be using our facilities through cross-enrolling. The Curricular Committee recommended that Faculty Council approve this petition.

Objections were raised to the program in light of events of the late 60's. The desirability of an academic institution offering courses in Military Science was questioned by Council member vonFuhrmann and students present. On the other hand President Rice pointed out the American tradition of having military leadership trained by non-military institutions as one of the strengths of our country. After discussion both pro and con, Paul Bennett moved to approve the petition. Dr. Kinsey seconded, motion carried.

5. Transfer Credit from Junior Colleges

A suggested policy on accepting transfer credits from junior colleges to ISUE was submitted to Council by the Curricular Committee. Tim Buecher presented the suggested policy which was formulated by a subcommittee consisting of Jim Brown, Charles Petranek and himself. The subcommittee had surveyed the transfer policy on nine (9) campuses prior to making their recommendation. The recommendation addresses the concern that too much freshman and sophomore credit is transferred as hours of credit toward a baccalaureate degree.

Ms. Lux pointed out that a 70 semester hour maximum on transfer credits would pose problems in the Division of Allied Health which accepts persons with a three-year associate degree who come to ISUE to complete a B.S. in Health Services or Dental Hygiene Education. Mr. Goss said that similar problems would occur in Engineering Technology.

Dr. Van Over asked if Junior College accreditation is taken into consideration when transfer transcripts are evaluated. Mr. Buecher responded in the affirmative and noted that most Junior Colleges are accredited by North Central. He further expressed hope that some policy would be adopted prior to publication of the next University Bulletin. Eric vonFuhrmann moved the approval of the policy. Dr. Sands seconded. Further discussion focused on the maximum numbers of hours accepted by ISUE. Dr. Kinsey then moved to table the motion, seconded by Dr. Van Over. Motion passed. Chairman Shaw then indicated that she would return the proposal to the Curricular Committee for further consideration.

6. Election of Faculty Council Chairman for 1981-82

Dr. Shaw opened the nominations. Dr. Hopkins nominated Dr. Sands. Dr. Kinsey moved to close the nominations, and Ms. Lux seconded. Motion passed. Dr. Sands was unanimously elected to be Faculty Council Chairman for 1981-82.

7. Student Grievance Procedure

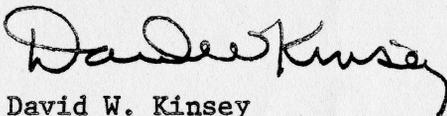
Dr. Shaw opened discussion on the motion to approve the Student Grievance Procedure. The motion had been deferred from the previous meeting so as to obtain typed copies of it (see attachment A).

After amendments to clarify the procedure and the wording, Dr. Sands moved to accept the amended recommendation. Dr. Hopkins seconded. Motion carried. Dr. Van Over moved that the statement "The student may withdraw the grievance at any time throughout the procedure." be added. Mr. vonFuhrmann seconded the motion. Motion carried. (See attachment B).

8. The next Faculty Council meeting will be Monday, April 27, 1981 at 2:00 P.M. in the Faculty Reading Room.

9. The meeting adjourned at 4:02 P.M.

Respectfully submitted,



David W. Kinsey
Secretary, Faculty Council
May 4, 1981

STUDENT GRIEVANCE PROCEDURE--as amended and deferred at Faculty Council Meeting, April 6, and it will probably be further discussed and voted on at Faculty Council meeting, April 13, 1981

GENERAL CONDITION: If a student has a misunderstanding or a problem or a difficulty with a professor, the student may solve the problem through any or all of the procedures listed below. Since most such student-professor problems can be resolved through informal discussion, the student must pursue three of the four informal procedures before employing the formal procedures.

INFORMAL PROCEDURES:

1. The student should discuss the matter with the professor. This is highly recommended as the first step.
2. The student may discuss the matter with his academic advisor, or with another faculty member, or with the Counselor in the Counseling Center.
3. The student must discuss the matter with the division chairman.
4. The student may discuss the matter with the Director of Affirmative Action.

FORMAL PROCEDURES:

1. If after pursuing the informal procedures, the student judges the problem to be serious enough for a formal grievance hearing, the student may file a written grievance with the Vice President for Academic Affairs. The VPAA should attempt to resolve the matter within ten days through discussion with the concerned parties.
2. If the matter remains unresolved, the VPAA must refer a written copy of the grievance to the professor, and to the Student Grievance Committee for a hearing. As soon as the SGC receives the grievance, the SGC must notify the professor and the student, hold a hearing, and report its decision to the VPAA within ten days after receipt of the grievance. Within ten days after the VPAA has received the decision of the SGC, he must announce his decision to the student and the professor.

3. Establishment and Operation of the Student Grievance Committee

The Student Grievance Committee shall be appointed at the same time as other administrative or university committees. The SGC shall comprise three faculty members and three student members, elected as follows: The Faculty Council shall elect two faculty members and one faculty alternate, and one student member; the SGA shall elect two student members, and one student alternate, and one faculty member. Neither two faculty members nor two student members may be from the same division. Student members shall have earned 45 semester hours at ISUE. Faculty members must have been at ISUE full time for three years. If a faculty member or a student member shall be party to a grievance, then that member shall excuse himself from the deliberations on that grievance, and the alternate shall serve.

The committee shall choose its own chairman and shall establish its own procedures.

STUDENT GRIEVANCE PROCEDURE

GENERAL CONDITION:

If a student has a possible grievance with a faculty member, the student may resolve the matter through any or all of the procedures listed below. Since most such student-faculty matters can be resolved through informal discussion, the student must pursue two of the three informal procedures before employing the formal procedures. The student may withdraw the grievance at anytime throughout the procedure.

INFORMAL PROCEDURES:

1. The student should discuss the matter with the faculty member. This is highly recommended as the first step.
2. The student may discuss the matter with his academic advisor, or with another faculty member, or with the counselor in the Counseling Center, or with the Director of Affirmative Action.
3. The student must discuss the matter with the division chairperson. However, if the division chairperson is the faculty member with whom a student has a possible grievance, then the student should discuss the matter with the division chairperson. In this case, the student must pursue informal procedure number two. Then, the student may discuss the matter with the Vice President for Academic Affairs, who should attempt to resolve the matter through discussion with the concerned persons.

FORMAL PROCEDURES:

1. If after pursuing the informal procedures, the student judges the matter to be serious enough for a formal grievance hearing, the student may file a written grievance with the Vice President for Academic Affairs. The VPAA should attempt to resolve the matter within ten days through discussion with the concerned persons.
2. If the matter remains unresolved, the VPAA must refer a written copy of the grievance to the faculty member, and to the Student Grievance Committee for a hearing. As soon as the SGC receives the grievance, the SGC must notify the faculty member and the student, hold a hearing, and report its decision to the VPAA within ten days after receipt of the grievance. Within ten days after the VPAA has received the decision of the SGC, he must announce his decision to the student and the faculty member.
3. Establishment and Operation of the Student Grievance Committee

The Student Grievance Committee shall be appointed at the same time as other administrative or university committees. The SGC shall comprise three faculty members and three student members, elected as follows: The Faculty Council shall elect two faculty members and one faculty alternate, and one student member; the Student Government Association shall elect two student members, and one student alternate, and one faculty member. Neither two faculty members nor two student members may be from the same division. Student members shall have earned 45 semester hours at ISUE. Faculty members must have been at ISUE full time for three years. If a faculty member or a student member shall be party to a grievance, then that member shall excuse himself from the deliberations on that grievance, and the alternate shall serve.

The committee shall choose its own chairman and shall establish its own procedures.

Motion passed by Faculty Council
on April 13, 1981.