

*File*

January 9, 1974

To: Members of the ISUE Faculty

From: Darrel E. Bigham, Chairman, Faculty Council

Subject: Faculty Council Meeting of January 16, 1974

The Faculty Council will have its first Spring Semester meeting on Wednesday, January 16, from 3:00 P.M. to 4:30 P.M. The session will be held in the Rare Books Room. Members of the faculty, administration, and student body are welcome.

#### AGENDA

1. Approval of minutes of December 12 meeting.
2. Appointment of members of the new standing committees: Grievance Committee and Faculty Hearing Committee.
3. Approval of Curricular Committee action on modified programs in the Business Division.
4. The ISUE course numbering system: a discussion.
5. Request to make Board of Trustees minutes available to the ISUE faculty.
6. Request for information on availability of periodicals in the library.
7. Progress reports of the Standing Committees.
8. Establishment of procedures for future Faculty Council meetings.
9. Spring semester enrollment report.
10. New Business:
  - a. Reports from President Rice and Dean Bennett
  - b. New agenda.

*lib*

MINUTES OF FACULTY COUNCIL MEETING

Time: January 16, 1974, at 3:00 p.m. in the Rare Books Room

Members Present: Darrel E. Bigham, Chairman, Professors Barnes, Eichman, Frost, Kinzie, Kirsch, H. Sands

Others Present: Professors Lonnberg and Settle; Mrs. Elliott, Ms. Welch, and Ms. Wiser

The Chairman called the meeting to order at 3:11 p.m.

1. Approval of Minutes of December 12 meeting.

The minutes of the meeting of December 12, 1973, were accepted as amended. It was decided that the Chairman should attach a copy of the By-laws that had been approved at that meeting to the approved minutes, but not distribute more copies, since he had already distributed copies to all faculty members. The Chairman expressed his appreciation to Professor Barnes for the preparation of the informative discussion on the energy crisis at the general faculty meeting on January 9, 1974.

After discussion concerning the possibilities of place and time for future Faculty Council meetings, it was decided that the next meeting should be scheduled for 2:00 p.m. on January 24 in Room A 28.

2. Appointment of Members of the New Standing Committees: Grievance Committee and Faculty Hearing Committee.

The Chairman recalled that at the last meeting the Council had approved a comprehensive statement regarding academic freedom and tenure. It had been his understanding and continued to be that the committees that had been established by addition to the By-laws of the Faculty Constitution could be created with the hope of no need for their usage. Until the procedure document gained approval of the Board of Trustees, these committees would have to establish their own procedures, based on that document. The Chairman concluded that names should be submitted by the next meeting.

Professor Kinzie asked whether committees had the right to set up their own procedures. The Chairman responded that he hoped that each committee had created procedures that would outlast one year. The Chairman asked Professor Kinzie if he were referring to action on a particular recommendation in the Promotions Committee. Professor Kinzie indicated that he was. The Chairman stated that it was one thing to establish procedure, recalling that past Promotions Committees had recommended a series of documents, and another thing to bind the following committee to specific recommendations made in one year would not be binding on a succeeding committee. All promotions during a given year would have to be processed during that year.

Approved 1/31/74



3. Approval of Curricular Committee Action on Modified Programs in the Business Division.

The Chairman called attention to the petitions for modification of the General Business Major and the Management Major which had been approved by the Curricular Committee. The changes in the General Business Program were the deletion of the requirement of the courses Business 376, Business 440, Economics 311, and Economics 321, the deletion of the 12 hour requirement of specialization in non-major areas of Business, the addition of a 9 hour requirement of specialization in Business Major, and the addition of a 15 hour flexible requirement for study in additional Business Majors and/or Economics. The changes in the Management Major were the movement of Business 376 from the required list to an option list including several other options and the deletions of Economics 311 from the Management Major and its movement to the list of six optional courses.

Professor Kirsch moved, seconded by Kinzie,

Motion: That the Council approve the Curricular Committees actions on the petitions for modification of the General Business Major and the Management Major.

Professor Frost noted that the Management Major petition stated that Economics 311 had been deleted from the Business Core but that actually it had been in the major requirement, not the core. She also noted that the justification in this petition referred to four courses, whereas, there were actually six courses.

The Chairman stated that the petition should be more accurately reworded that Economics 311 had been deleted from the stated required courses in the Management Major and moved to a list of acceptable major elective.

The motion to approve the petitions, with the noted corrections, then carried.

4. The ISUE Course Numbering System: A Discussion:

The Chairman stated that the request for a discussion of the course numbering system had come from Professor Frost and he apologized for the delay.

Professor Frost noted that some divisions used 101 and 102 and others used A and B to denote a sequence of courses. She was concerned that every division seems to go off in a different direction and the campus must develop a meaningful numbering system. She suggested that a study be made and that there were persons in the Business Division and in the Library that knew how to set up systems. Professor Kinzie commented that the present confusion in numbers had caused some of his students not to know which books to buy. He suggested further that the system be coordinated with the Terre Haute campus. The Chairman commented that whether 100, 200, 300, and 400 meant Freshmen through Seniors was a good question. He stated that he was concerned whether a 400 level course could be legitimately listed as for Freshmen only. Professor Frost concluded that a clarification of the numbering system was a must.



The Chairman added that an investigation was in order and agreed to communicate to the Chairman of the Curricular Committee the request for an investigation of the ISUE course numbering system.

The Chairman stated further that there existed some confusion as to the relationship of the Academic Planning Council to the Curricular Committee.

It had been his understanding that the APC had transmitted recommendations for two new programs to the Board of Trustees before the appropriate faculty bodies had approved their substance. He had asked the Chairman of the Curricular Committee to have the committee develop a revised routing form including instructions for implementing new programs. Recently two minor programs had been approved by the APC and sent to the Board of Trustees and approved.

After the meeting the chairman had formally requested the President and the Dean for clarification of the meaning of the approval of the Board. The three had concurred that before implementation the appropriate faculty committees would have to approve the requirements and contents of the new minors. The order of agenda items 5 and 6 was changed at Professor Lonnberg's request.

6. Request for Information Availability of Periodicals in the Library.

The Chairman noted that the request for this agenda item had come from Professor H. Sands.

Professor H. Sands reported that faculty members had asked her to check into the disposition of the periodicals, The Village Voice, Variety, and the New York Review of Books. She had found that the New York Review was available from 1971 on but that the other two along with newspapers were disposed of after a month.

Professor Lonnberg stated that there were problems in the lack of space for storage. He noted that the library maintained those periodicals which were indexed. He stated further that perhaps the cut in budget had included suspending subscriptions to these periodicals.

Professor H. Sands responded that whatever was the present status of the subscriptions to these periodicals, she still was concerned that copies that once were in the library's possession had been thrown away. Professor Lonnberg promised to check into the problems and report back. He noted further that, in addition to problems with space for storage, the small library staff made it difficult to process materials adequately.

5. Request to Make Board of Trustees Minutes Available to the ISUE Faculty.

The Chairman noted that this item also came at the request of Professor H. Sands in a memo dated December 10, 1973, in which she had also requested discussion of the possible bus service from Evansville to the campus. The Chairman hoped that the university was beginning to deal with bus service and stated that he thought the administration was exhausting every possible means of discussion in coming to grips with the energy crisis.

Professor H. Sands recalled the discussion earlier in the year concerning the problems involved for faculty members attempting to follow the rules of the Board of Trustees when minutes of proceedings of their meetings were not available. She suggested that the time was right to submit a formal request through President Rice to Dr. Hardaway for a set of minutes to be available to all faculty members on campus. She reported that Professor W. Sands had discussed the point after a Board of Trustees meeting and had been told by Dr. Hardaway that all that was needed was a formal request through Dr. Rice. The Chairman reported that he had been given no statement by either Dr. Hardaway or President Rice that minutes could be made available and indicated that this procedure was new to him.

Professor Eichman maintained that if it is the case that minutes of Board of Trustees meetings are available for inspection on the Terre Haute campus, then the faculty on the Evansville campus could be viewed as being discriminated against because of the difference in physical access.

The Chairman stated that minutes of public agencies in the state are a matter of public record and that by state law must be maintained by the agencies concerned.

Professor Kinzie moved, seconded by H. Sands,

Motion: That the Faculty Council request through its chairman that President Rice make a formal request to make the minutes of the meetings of the Indiana State University Board of Trustees available to the faculty on the Evansville campus.

The motion carried.

#### 7. Progress Reports of the Standing Committees.

The Chairman recalled that the standing committees of the Faculty Council were obligated to file with the Faculty Council copies of the minutes of their meetings. He called on the Secretary of Faculty Council to report the status of those minutes.

The Secretary reported that he had received minutes from the various committees as follows:

##### Curricular Committee

September 18

September 25

October 2

October 4

October 11

##### Library Committee

None

##### Student Affairs Committee

October 26

December 14

##### Teacher Education Committee

September 28

##### Student Publications Committee

None

##### Admissions Appeal Committee

None

##### Promotions Committee

November 1



Economic Benefits Committee  
October 8  
October 15  
November 5

The Secretary stated that he understood that the Admissions Appeal Committee met only on appeal from a student and that the Promotions Committee's major business was conducted beginning in January after promotions applications were submitted. He was concerned however that the Library Committee and the Student Publications Committee apparently had not met during the first semester, whereas, the By-laws to the Faculty Constitution assigns particular ongoing functions to those committees. He also had been concerned that the Teacher Education Committee had not met since September, especially since the Curricular Committee had forwarded petitions that indicated action by the Teacher Education Committee in October. He had realized the discrepancy that afternoon and had contacted one member of the committee who had reported that indeed the committee had not met since September but that the Committee Chairman had telephoned each member when he had received petitions for action and had informed them that petitions were available for their perusal. The Secretary stated that he was disturbed that the Committee was apparently not meeting to carry out its seven assigned functions in Article IV, Section 2 of the By-laws to the Constitution, none of which specifically calls for a hand in the course petition process, a function apparently assigned to them by the Curricular Committee.

Professor Kirsch noted that on the Curricular Committee Professor J. M. Davis acted for the state on teacher certification. Professor Eichman pointed out that the Education Division has a member on the Curricular Committee.

Professor Frost stated that when she served on the Teacher Education Committee all it did was approve courses. Professor Kinzie stated that he thought it was necessary for the Education Division to have some check on the curricular process since it turned out graduates with only 22 hours in education courses.

Professor Eichman stated that he saw the functions as listed for the Teacher Education Committee as valid functions but was concerned about the committees lack of functioning.

The Chairman stated that there appeared to be two concerns:

1. Was the Teacher Education Committee performing the functions assigned to it in the By-laws?
2. Was it necessary to include the Teacher Education Committee in the course evaluation process?

Professor Kirsch indicated that the answer to the second question should be negative. Professor Eichman commented that if the committee did not really act on course petitions, then that step should be eliminated from the procedure, since it was just another place to lose petitions. Professor Settle reported that on other campuses where he had taught such committees did serve

a useful purpose in providing liaison between the different schools and departments on campus which took part in educating teachers.


The Secretary emphasized that his concern was not only with the apparent lack of functioning of this committee but also of the other two, Library and Student Publications. Professor Kinzie recommended that the Chairman request the Chairman of the Teacher Education Committee come to the next meeting of Faculty Council to explain whether the Committee should be a part of the curricular process. The Chairman stated that he would request the Chairman of each of the committees to appear before the Faculty Council in the near future. He felt that at least the Council's records of their minutes should be up to date.

Items 8 and 9 on the agenda were postponed.

10. New Business.

Professor Kinzie requested a clarification from Faculty Council on the existing leave policy. He reported that the Chairman of the Promotions Committee, which was considering leave applications, had cited the leave policy of the Terre Haute campus, under which no more than 10% of the members of any department faculty could be on leave at any one time and under which their faculty loads must be carried by the departments concerned with their current members. After further discussion concerning past practice and the possibility of inequity in a strict application of the rule, the Chairman requested that Professor Kinzie pursue the problems in general as a member of the Promotions Committee and that he forward his findings to the Chairman so that an item for discussion could be put on the agenda.

The meeting adjourned at 4:42 p.m.



Thomas Eichman, Secretary

TE/sg