

STEPHEN F. AUSTIN STATE UNIVERSITY  
Faculty Senate  
Meeting No. 111  
September 10, 1980

1. Chairman Mathis called the meeting to order at 2:20 p.m.

2. Reports of Officers:

A. Chairman's Report:

- a. Chairman Mathis reported on the development during the summer involving the Deans' Council and the Academic Affairs Council.

The Deans' Council has considered a new policy concerning guest lecturers on campus. This policy has been completed and is waiting for approval by the President at which time it will be circulated to the faculty for comment.

The Deans' Council has implemented a temporary policy on advising undecided majors. It is an interim advising system which is on a one year trial basis. It attempts to involve all schools in the advising measures.

The Deans' Council is also involved in changing the wording in the catalog concerning probation, suspension, and reinstatement.

The Deans' Council is working toward clarification in the University Bulletin. Questions have been raised as to what majors one could have under certain degree programs. The new revisions will have undergraduate and graduate majors by degrees.

The Academic Affairs Council is presently working on a new program for evening course offerings. The ultimate objective of this program is to enable students to complete their degrees by going exclusively to these classes in the evening.

The Academic Affairs Council is considering a new policy dealing with student absences. The important change in this proposal is that if faculty considers absences in evaluating the student, the student must be informed in writing at the beginning of the course of what the absence policy will be.

Another policy which is being considered by the Academic Affairs Council concerns the procedures for student complaints. This policy involves student complaints concerning grades.

- b. David Jeffrey has been appointed Interim Coordinator of Grants, Contracts and Research Services.
- c. Continuous registration is in the offing. In late September, there will be training and advising sessions for those who will be involved in the process.

- d. The University Council Handbook is out.
- e. The University has requested funds for an academic assistance center that will provide aid in reading, writing, and math as a means to achieve student retention.
- f. The University has also asked funds for a faculty retraining program that would involve supporting faculty for two summers of masters level work in areas of university need.
- g. Copies of the summer report of the Re-Affirmation Committee of the Southern Association are available to the faculty in the library on reserve.
- h. President Johnson has established and will chair a Long-Range Institutional Planning Committee. This committee will be responsible for recommending University goals relating to instructional programs, academic support programs, and facilities.

B. Treasurer's Report:

Treasurer Sandra Cole reported a balance in the treasury of \$5,310.00

3. Preliminary Committee Reports:

- A. Senator Constance Spreadbury, Chairman of the Faculty Government, reported that among her committee's tasks would be: (1) revising the constitution and the standing rules to provide representation for Applied Arts and Sciences, (2) to consider the description of the responsibilities of the standing committees, and (3) to consider whether the committee on elections should become a standing committee rather than an ad hoc committee. Their main responsibility is a self-study of the Senate which is now ten years old.
- B. Senator Proctor, Chairman of the Professional Welfare Committee, reported that his committee will be looking at the following areas: (1) faculty office hours, (2) consulting and outside employment, (3) review of the tenure and promotion policies, (4) examination of the faculty evaluation procedure, and (5) a comprehensive evaluation of the policy for awarding merit pay increases.
- C. Senator Murdock, Chairman of the Administration and Finance Committee, announced that last year they studied the budget and tried to establish a role for faculty input and they will continue to do so this year.
- D. Senator Walker, Chairman of the Ad Hoc Committee to Review the Southern Association Re-Affirmation Report, stated his committee will be looking at suggestions and recommendations of the Southern Association excluding those that relate directly to the Faculty Senate or to Research and Faculty Development, and to come up with a suggestive priority for handling recommendations.
- E. Senator Corbin's committee on Faculty Research and Development will be looking at ways in which the University could promote Faculty Research and Development.

- F. The Academic Affairs Committee will monitor the new procedures for advising undecided majors and the new registration procedures.
- G. Senator Stanberry, Chairman of the Committee on Elections, reported that his committee will be handling the Grievance Panel elections, Faculty Senate elections, and reapportionment of representation.

4. Old Business:

Chairman Mathis announced that the decision on the existence of a Faculty Lounge in the expanded University Center will be made soon by the President.

Senator Proctor proposed the following resolution: "The Faculty Senate reaffirms its support for a Faculty Staff Lounge to be included within the University Center." Senator Constance Spreadbury seconded the resolution. Resolution was unanimously adopted.

5. New Business:

A. Revision of Handbook Statement on Office Hours:

The Deans' Council has requested that the Senate address this subject. The matter has been referred to the Professional Welfare Committee.

B. Policy Statements on Outside Employment and Consulting:

Two policy statements have been submitted to the Faculty Senate from President Johnson. They have been referred to the Faculty Welfare Committee.

6. Comments from Ex-Officio Members:

Vice President Franklin reported that he has been working on the Coordinating Board's Formula Advising Committee for Organized Research to revise the nature of the present formula.

Around \$2 million has been requested for the renovation of the Chemistry building. The renovation of the laboratory building for the School of Forestry was included in the budget.

Proposed facilities for Art studios are still pending.

Degree proposals in the disciplines of Nursing and Gerontology are awaiting action by the Coordinating Board.

- 7. The next meeting of the Faculty Senate will be October 8, 1980, at 2:15 p.m. in Rusk 301.
- 8. Senator Blocker moved and Senator Morley seconded the motion for adjournment. Motion passed and the meeting was adjourned at 3:15 p.m.

Absentees:

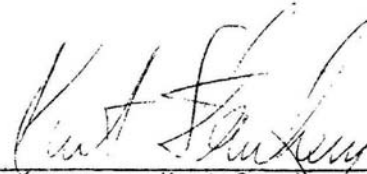
Duke Brannen  
Mary Carns

Ex-Officio Members Present:

Billy J. Franklin

Visitors:

Janelle Ashley  
James Bowman  
Rosemary Huff  
Jere Jackson  
Bobby H. Johnson  
E. D. Malpass  
T. J. Stanly



---

Kurt Stanberry  
Secretary, 1980-81 Senate

Subject: University Policy as Defined by the Faculty Senate and the Academic Deans Council, 1970-1976

Report of the Committee on Faculty Government and Involvement  
(Senators Mathis, Bos, Jones, Stanberry, Walker, and Wallace)

The Faculty Government and Involvement Committee had the task of rescuing from the minutes of the Faculty Senate and the minutes of the Academic Deans Council all statements of policy issued from 1970 to 1976. These policy statements were to be compared with the revised Faculty Handbook and the recent Policy Statements of the President and the Vice President for Academic Affairs to determine if they had been superseded. The purpose of this investigation was to assist in the determination of whether old policies should be retained, revised, or discarded, and to aid in the identification of areas where new policy statements are needed.

In its investigation of the minutes of the Faculty Senate, the committee had difficulty in determining precisely what measures should be considered "policy statements." The wording of the resolutions, specifically the use of such terms as "recommendations" and "suggestions," leaves the impression that the Senate was confused, at times, about its role, although it did function during this period with the general assumption that all of its proposals, when signed by the President, became part of University policy. The Senate also frequently addressed matters of momentary concern, with no apparent intention to establish lasting policy. It acted on a variety of matters related to University affairs, such as the selection and evaluation of administrators, the organizational structure of the University, parking regulations, the functioning of school councils, degree requirements, faculty salaries, tenure, merit raises, and promotion procedures. Nevertheless, the committee found that, unless otherwise noted in its recommendations, the most important of these actions either were rejected or have been **superseded** by recent Policy Statements and the revised Faculty Handbook.

The Academic Deans Council conducted exceedingly informal sessions from 1970 to 1976. While it discussed matters of importance to the faculty, the Council avoided indications, such as recorded votes, that firm decisions had been reached. Therefore, while the Council frequently touched upon matters related to University policy, it rarely made clearly identifiable pronouncements of policy. The sub-committee which studied the minutes of the Council was unable to locate any policy statements, relating to the faculty, which were still relevant.

In general, in its investigation of the Faculty Senate and the Academic Deans Council, the committee did not discover any actions which it considered to be in need of urgent rescue. One of the major contributions of this investigation should be to remove all speculations about significant policy statements being hidden in the records of these two organizations.

After analyzing its findings, the committee concluded that the major area where University policy seems to be in need of clarification is in the screening and selection process for key administrative personnel, such as the President, the Vice President for Academic Affairs, and the

academic deans. The Senate has outlined procedures for the selection of academic deans (see Senate Meeting of May 5, 1971 and Senate Meeting of February 11, 1976), but these procedures seem to have been superseded by actions taken since 1976. The Senate's approved plan for the selection of a President seems to have been formulated more as a limited response to a request from the administration than as an attempt to establish a permanent policy (see Senate Meeting of April 9, 1975). The committee could not identify any policy statements which at present relate to the selection of the Vice President for Academic Affairs.

Other important topics which have been discussed frequently in both the Senate and the Academic Deans Council and which have been addressed partially by University councils and committees, school councils, deans, department chairmen, the Faculty Handbook, and statements on fiscal regulations, but upon which comprehensive policies apparently do not exist, are the following: the evaluation of administrators by the faculty, the evaluation of the faculty by students, the administration of faculty research and development funds, the distribution of travel funds, and the procedures and responsibilities for the advising of students. It would also seem desirable to have clearly stated procedures for the institution and revision of University policies.

#### Recommendations

The committee recommends that the following matters be considered by the proper committees to determine if any action by the Senate to affirm, revise, or discard them is appropriate:

1. Faculty Salary: "At the time the Department Head makes a final recommendation to his Dean on salary increases, the Faculty member shall be advised as to his specific salary increase and the basis (es) on which the recommended salary increase is determined. The Faculty member shall also be advised as to the final salary recommendation to the Board of Regents. In addition, the Faculty member shall be informed of the average salary increase in the department by rank." (Revisions of the Minutes of the Senate Meeting of October 15, 1975, As Attached to the Senate Minutes of March 10, 1976--approved by the President)

2. Faculty Salary: "A portion of the funds appropriated for salary increases shall be allocated for base pay raises and the remaining portion shall be assigned for merit raises." (Ibid.)

3. Faculty Salary: "Prior to the date that the Administration presents annual salary recommendations to the Board of Regents, the Faculty Senate shall be informed as to the amounts of funds which are recommended for both across-the-board salary increases and merit salary increases." (Ibid.)

4. Administrative Intern Program: "The members of the Professional Welfare Committee believe that the administrative intern program should be continued. Committee members further believe that the faculty members regardless of race, age, sex, or national origin, should be allowed to participate in the program. Faculty members who wish to be involved in the program should be



encouraged to submit their names for consideration to the President or Vice President for Academic Affairs." (Senate Meeting of February 11, 1976-- approved by the President)

5. Sick Leave Accounts: "That the Faculty Senate Requests that the status of sick leave accounts be made known to each faculty member as soon as practical this school year and each school year in the future at the beginning of the year." (Senate Meeting of October 8, 1975-- approved by the President)

6. University Calendar: "That a faculty information sheet be made available in each department indicating which facilities are scheduled through the Vice President for Fiscal Affairs, the Vice President for Academic Affairs, the Academic Deans of each school, and the Director of the University Center." (Senate Meeting of February 11, 1976-- approved by the President)

7. H.P.E. Grading Policy: "We further recommend that the Faculty Senate approve the following grading policy for men and women HPE non-majors and non-minors: a. Grade to be recorded as "A", "P", or "F"; b. Grades of "A" or "F" to be included in GPA while a grade of "P" will not be included in GPA." (Meeting of February 23, 1972-- approved by the President)

The Committee recommends that the following matters be considered by the proper committees to determine if any recommendations by the Senate are appropriate:

1. Screening and Selection Procedures for the President, Vice President for Academic Affairs, and Academic Deans.
2. Procedures for the Evaluation of Administrators by the Faculty
3. Procedures for the Evaluation of the Faculty by Students
4. The Procedures and Criteria for the Distribution of Travel Funds
5. The Procedures and Criteria for Awarding Research Grants and Other Faculty Development Funds
6. The Procedures and Responsibilities for the Advising of Students
7. The Procedures for the Institution and Revision of University Policies

## SUPPLEMENTAL REPORT:

In conducting its investigation, the committee found that several factors threatened to impair its effectiveness. Since it believes that these circumstances might also hinder future inquiries by the Senate, the committee wishes to make additional recommendations concerning them. One problem concerned the difficulty in identifying University policies at various administrative levels. While existing policies have been clarified in the past four years, confusion still persists. Indeed, the very method by which policies have been clarified, the issuance of Policy Statements, has inadvertently created uncertainty in regard to those matters for which Policy Statements do not exist. Further, the committee discovered that the Faculty Senate does not have in its permanent files a collection of its minutes, reports, and recommendations for the period from 1970 to 1976. It also found that the files on the Faculty Senate in the Library are incomplete. In addition, the Library does not have either the minutes of the Council of Academic Deans or the recent Policy Statements issued by the President and the Vice President for Academic Affairs. The committee considers all of this information to be valuable for both the enlightenment of the faculty and the historic documentation of the growth of the University.

### Recommendations

The committee proposes the following recommendations for the consideration of the Senate:

1. That administrators at each administrative level in the University, as well as all policy making committees and councils, be requested to compile and index all existing policies within their realms of responsibilities, and that this material, along with all future policies, be made available, in a standard format, to all faculty members who are affected by the policies.
2. That the Faculty Senate henceforth maintain in its office a complete file of its minutes and committee reports, and that its officers be requested to seek the recovery of all missing data. (This recommendation does not alter the present participation by the Senate in the archival program of the Library.)
3. That the Faculty Senate maintain updated files on University Policy Statements and on the minutes of all policy making councils and committees.
4. That all policy making councils and committees be requested to maintain in the Library a complete file of their minutes.
5. That the Library be requested to maintain copies of all Policy Statements issued by the President and the Vice President for Academic Affairs.
6. That the chairman of the Senate be required to compile at the end of his or her term a thorough summary of the year's activities.