

**Stephen F. Austin State University  
Minutes of the Faculty Senate  
Meeting No. 208  
December 12, 1990**

1. Chairperson K. Mace called the meeting to order at 2:30 p.m. in Regents Suite B of the University Center.

2. **Approval of Minutes**

- \* The minutes of Meeting No. 207 were approved with the following corrections: The suggestions that members of the Board of Regents be present at graduation and that the Board of Regents look into expanding the program for faculty development leaves were attributed to Chairperson Mace; the proposals actually came from President Bowen.
- \* Senator W. Arscott questioned the practice of including letters to the Senate as attachments to the minutes; he suggested that letters should be paraphrased within the minutes. Letters are not a part of the proceedings, and publication of letters criticizing Senate deliberations could inhibit some members.

Senator D. Stephens pointed out that some letters have been included in the past. She believes there are occasions when it is helpful to see the original document. Senator J. Frye suggested that the decision should be made on an item-by-item basis. It had been requested that the letter in question be made part of the minutes; any objections could be entered at the time such requests are made.

- \* Senator Arscott questioned why minutes are sent to the faculty before being approved. Secretary M. Carns explained that the draft of minutes are mailed to those on the distribution list, which includes faculty who requested copies of the full minutes. The corrected minutes are used as the basis of the much shorter Faculty Senate Report, which is distributed to all faculty members.

3. **Chairperson's Report**

- \* Chairperson K. Mace welcomed Dr. Bowen and Dr. Reese to the Faculty Senate meeting.
- \* Chairperson Mace reported on the meeting he and Chair-Elect F. Smith had with President Bowen on December 7.
  - Chairperson Mace informed Dr. Bowen of faculty objections to using student evaluations for merit, promotion, and tenure.
  - Chairperson Mace reported that he had suggested to Dr. Bowen that the Faculty Senate attempt to improve communication with the Board of Regents by setting up liaison meetings on a regular basis between the Chairman of the Board of Regents and the Chairperson, Chair-Elect, and Executive Committee of the Faculty Senate. Dr. Bowen suggested that the Senate pass a resolution to that effect for him to refer to the Board of Regents.
  - Chairperson Mace suggested that President Bowen set regular meetings (perhaps two per semester) to meet with the Executive Committee. Dr. Bowen is amenable to the suggestion. A breakfast meeting with Dr. Bowen and the Executive Committee is scheduled for Friday, December 14, in Regents Suite B.
  - Chairperson Mace requested more involvement for the Faculty Senate in the budget decision-making process, and informed President Bowen that there are several universities in the state that have such involvement. Dr. Bowen requested additional information. Dr. Mace has contacted CoFGO, and will refer the information CoFGO sends to President Bowen.
  - Chairperson Mace requested that a change be made in the way Presidential committees are selected, and that faculty have an input in membership. Dr. Bowen requested that the Faculty Senate poll the faculty to find out if the faculty would prefer for committee members be

recommended to the President by the Faculty Senate Executive Committee (which is the procedure followed for Vice Presidential committees), if elections should be held, or if the process should be handled in some other way.

- \* Dr. Mace introduced the following resolution: In order to improve communication and understanding between the Board of Regents and the faculty of Stephen F. Austin State University, the Faculty Senate of Stephen F. Austin University recommends that the President of the University make arrangements for the Chairman of the University Board of Regents to establish regular scheduled liaison meetings with the Faculty Senate Chairman, Chairman-elect, and Executive Committee.

Seconded by Senator S. Weems.  
Motion passed.

- \* Chairperson's report on CoFGO:
  - The next meeting of CoFGO will be January 25-26. The primary topic will be Tenure and Faculty Responsibility.
  - Senator F. Smith's name will be placed in nomination for the CoFGO Executive Committee at the January meeting.
  - CoFGO would like to receive names of faculty who are willing to serve on committees of the Coordinating Board. Interested faculty should contact Dr. Ken Mace.
- \* Chairperson Mace has received correspondence from the Western States Association of Faculty Governance. Their annual meeting will be held in Boulder, Colorado, February 27-March 2 at the University of Colorado Conference Center. The organization was formed in 1987 to develop a network of faculty leaders throughout the West. The agenda includes sessions on Faculty Rights and Protection, Legal Aspects, Institutionalization of Faculty Governance Policies, Continuity Through Changing Administrations, Facilitation of Shared Governance, Self-Monitoring of Academic Ethics, Conflict-Resolution Procedures, and Ethnic and Gender Issues in Faculty Recruitment and Retention.

Membership is open to all four-year colleges and universities. The three levels of membership are: Institutional \$50.00; Sponsoring \$100.00; Foundation \$300.00. Conference proceedings are published each year and distributed to members. The Chairperson, Chair-Elect, and past Chairperson are eligible to attend the Conference as delegates. Estimated cost to send a delegate is \$700.00, including membership, conference fees of \$150.00, travel, and meals. SFA has been invited to join and send delegate(s) to the Western States Conference. A decision needs to be made before the next Faculty Senate meeting. The deadline to respond is February 15, and the Faculty Senate will not meet again until February 13. Dr. Mace suggested that the Senate send Dr. Frank Smith since he will be the Chairperson for 1991-92.

The basic purpose seems to be similar to CoFGO, except that membership and interests are interstate. Chairperson Mace suggested that we send Chair-Elect F. Smith as a delegate if the Senate decides to join the association.

Senator K. Price pointed out that there are many organizations similar to this one. We are already a member of CoFGO, which serves similar functions. He questioned whether we would achieve \$700.00 in value.

Senator T. Calloway suggested that we should learn more about the organization and member institutions before joining.

Senator J. Howard moved that Chairperson Mace obtain additional information about the Western

States Association and let the Executive Committee decide whether (and who) to send.

Seconded by Senator T. Calloway.

Motion passed.

#### 4. Treasurer's Report

- \* Treasurer C. Crocker reported the following disbursements as of December 5, 1990.

<b>Balance brought Forward</b>	<b>\$ 4,103.61</b>
<b>Expenditures</b>	
Telephone	6.00
Postage	9.57
Print Services	106.71
Payroll	76.00
Council of Faculty Governance	200.00
Travel	76.00
<b>Balance</b>	<b>\$ 3,629.33</b>

#### 5. Committee Reports

- \* Election Committee (S. Weems, Chair)

- Senator Weems reported that the proposed constitutional amendments were approved by the voting faculty. The final vote tallies were:

Resolution No. 1	.....	Approved	156	.....	Disapproved	4
Resolution No. 2	.....	Approved	155	.....	Disapproved	5
Resolution No. 3	.....	Approved	158	.....	Disapproved	2

- The election of Members for the University Grievance Panel involved three run-offs, but has now been completed. The following members were elected:

School of Business	Sharron Graves
School of Education	Frank Smith
School of Fine Arts	Charles Jones Andrew Parr
School of Forestry	Michael Legg Gerald Lowry
School of Liberal Arts	Barbara Carr
School of Sciences & Mathematics	Roy Dean Alston Pamela Roberson

- Senator Weems reported on the current methods of selecting faculty for Presidential and Vice Presidential committees: a form is circulated asking who is willing to serve on Vice Presidential

committees, and the Executive Committee of the Faculty Senate makes recommendations based on this list; Presidential committees have always been appointed by the President. One proposal has been to elect all committees. The Election Committee believes that serious consideration should be given to the quantity of paper and time needed for this proposal. Campus-wide election for all committees would be cumbersome and time-consuming.

A variety of possible selection methods was discussed. After lengthy deliberations, Senator T. Calloway moved that the Faculty Senate poll the faculty to determine which procedure the faculty prefers for selection of faculty to serve on committees. The survey form should include three choices: retain the current method; nomination by the Faculty Senate Executive Committee; and an "open" alternative to be suggested by the responding faculty.

Seconded by Senator J. Howard.  
Motion passed.

\* Faculty Welfare Committee (J. Seaton, Chair)

- Senator Seaton reviewed the proposals from the Faculty Welfare Committee that were first reported in the Minutes for Meeting No. 207 (page 4), and reported on the following developments:
  - The committee has received approximately 35 letters expressing faculty views and criticisms of procedures for awarding merit, promotions, and tenure.
  - The committee has not been able to locate a policy statement on evaluations signed by the University President, so they are re-submitting the proposal.
  - The committee recommends that the policy on student evaluations of faculty should be published in some source such as the Policy and Procedures Manual or the Faculty Handbook.
- The committee has been asked to look into the question of compensation for course overloads; they have not yet had time to study this problem.

6. Old Business

- \* Senator J. Seaton entered the following proposals, on behalf of the Faculty Welfare Committee. The proposals were first reported to the floor of the Senate at Meeting No. 207.
- \* Senator J. Seaton moved that a campus-wide committee be established to develop a comprehensive smoking policy for the University.

Seconded by Senator C. Crocker

Discussion:

- Senator L. Clark would like to see a balance of smokers and non-smokers on the committee.
- Senators Clark and Howard believe this is an anti-smoking resolution, by implication; some faculty have informed Senator Howard that they would resent an anti-smoking policy. He wants to go on record as favoring a neutral policy to look at the issue.
- Several Senators pointed out that the proposal is neutral and simply asks for the committee to study the issues and develop a policy.
- A Faculty Health Committee, which will report to President Bowen, has recently been appointed. This committee may fulfill the functions that the Senate is discussing.

The motion was amended to read as follows: The Faculty Senate recommends to the President that a campus-wide committee be established to develop a comprehensive smoking policy for the University.

Amendment proposed by Senator K. Price.  
Seconded by Senator D. Stephens.  
Amendment passed.  
Proposal passed (as amended).

- \* The Faculty Senate recommends that student service, student center, and general fees be waived for faculty and staff members enrolled in courses at SFASU.

Motion by Senator J. Seaton.  
Seconded by Senator W. Arscott.

Discussion:

- Some members of the Senate believe there may be questions of legality; others pointed out that this procedure is already in effect at other state universities. Senator W. Arscott indicated that we are simply telling the administration what we want; if they cannot invoke the policy, that is their decision. Senator W. Holliday would like to look at extending the waiver to children of faculty and staff. Senator S. Weems asked if we could get an indication of the cost that would be involved through loss of fees.

Motion passed.

- \* The Faculty Senate recommends that:
  1. The evaluation form used by the students include a page for written comments by the students.
  2. The faculty committee, which was to be appointed to evaluate the student evaluation forms, be appointed immediately in order to verify the reliability and validity of the instrument.
  3. Until such steps are taken, the evaluation forms should not be used in any manner that will have a bearing on the faculty member's merit evaluation.
  4. The university should publish its policy on the use of student evaluations in the Policy and Procedures Manual.

Motion by Senator J. Seaton.  
Seconded by Senator D. Stephens.

Discussion:

- Senator W. Arscott moved that we table the motion until we receive the result of the resolution passed at the last Senate meeting in which the Senate opposed using student evaluations for promotion, tenure, and merit.

Seconded by Senator B. Johnson.

- Discussion centered around the possibility that Item #3 weakens the proposal, and may be redundant.
- Senator J. Frye indicated that he thinks the University does in fact have a policy on use of evaluations. He read from a letter that he received from Vice President Reese: "In those years in which a given faculty member is being formally evaluated, information contained in the student evaluation shall be incorporated into the evaluation process used by the departmental/divisional Chairman/Director, School Dean, the Vice President for Academic Affairs, and the President."

Motion to table the motion failed.

Senator K. Price moved to delete Item #3 and re-number the Items.  
Seconded by Senator C. Brown.

Discussion:

- Senator K. Price reminded the Senate that evaluation forms were adopted by the Senate in academic year 1983-84; President Johnson said we would definitely have a uniform campus-wide evaluation form, but postponed adoption of the form in 1984-85 because of excessive cost. The form currently in use by the University is different from the form that was adopted by the Senate. The original form included a comment sheet.
- Senator W. Arscott believes the form that is in use is not a good form. A lab instructor would be given a "0" on questions where the form does not relate to labs. He believes the current Senate resolution does not get to the heart of the problem. We need to create a new form within the Senate.
- Senator L. Clark pointed out that there is no provision for faculty to respond to the evaluation.

Senator L. Clark moved that the motion be amended to add a proposal for a faculty response sheet as Item #4.

Seconded by Senator C. Crocker.

Discussion:

- Senator K. Price pointed out that we are discussing a student evaluation of faculty form. He does not feel we can justify a rebuttal. Faculty can place their own comments in their annual self-evaluations.

Amendment failed.

Motion passed (as amended). [Original motion with Item #3 deleted; original Item #4 re-numbered to Item #3]

- \* It is recommended to the President that the calendar currently kept by the University News Service be entered into the campus computer so that it may be accessed at terminals in departmental and other offices. Also, provision could be made for input from the various offices via the computer.

Motion by Senator J. Seaton.

Seconded by Senator K. Price.

Motion passed.

7. New Business

- \* Chairperson K. Mace moved that In order to reduce the time between submission of a travel voucher and payment, the Stephen F. Austin State University Faculty Senate recommends that the University administration arrange for direct payment of travel funds to faculty who have submitted a travel voucher.

Seconded by Senator W. Arscott.

Discussion:

- Senator W. Arscott pointed out that this procedure has already been implemented on other campuses. It sometimes takes several weeks to receive reimbursement at SFA. This works a hardship in some cases. Even if a credit card is used, the person using the card is still responsible for payment.

Motion passed.

- \* The following motion was introduced at the request of President Bowen: In order to improve communication and understanding between the Board of Regents and the Faculty of Stephen F.

Austin State University, the Faculty Senate of Stephen F. Austin State University recommends that the President of the University make arrangements for the Chairman of the University Board of Regents to establish regular scheduled liaison meetings with the Faculty Senate Chairperson, Chair-Elect, and Executive Committee.

Motion by Chairperson K. Mace.  
Seconded by Senator S. Weems.  
Motion passed.

- \* Senator W. Arscott would like to receive information from the University Insurance Committee explaining why the SFA contract was awarded to an out-of-state pharmaceutical supplier.
  - It is his understanding that a group of local drug stores submitted a bid. He does not know how competitive the bid was, but he would be willing to pay more for local service. Our pharmacists give us important information and advice. Furthermore, if the contract were awarded locally, we could continue the practice of procuring prescription drugs on an as-needed basis, funded by insurance. He wants to know if the contract was awarded to an out-of-state establishment because it would be cheaper for our insurance company to supply only maintenance prescriptions.
  - Senator Arscott has not contacted the Insurance Committee about this, but he would like the Senate to look into this matter on behalf of his constituents.

Senator B. Johnson considers this to be an important question. He is out of medicine at the present time, and the new supply has not arrived.

Senator L. Clark notified the Senate that her pharmaceutical bill tells her the plan is not working.

Senator W. Arscott moved that the Senate ask the Insurance Committee why an out-of-state pharmaceutical supplier was awarded the contract.

Seconded by Senator L. Clark.

Senator W. Holliday offered a "friendly amendment" to ask the Insurance Committee to investigate the possibility of dealing with local pharmacists.

Senator T. Calloway offered a "friendly amendment" to ask the Insurance Committee to provide the Senate with figures so that we can determine for ourselves how much we are willing to pay.

Amendments passed.

The final version of the motion, as voted on by the Senate, was: The Faculty Senate asks the Insurance Committee to explain why an out-of-state pharmaceutical supplier was awarded the contract. We would also like the Insurance Committee to deal with local pharmacists and to provide the Senate with figures so that we can decide for ourselves how much we are willing to pay.

Motion passed.

Chairperson Mace was instructed to write to Dr. L. Solomon, Chairman of the Insurance Committee, communicating the Senate's requests.

#### 8. Comments from Ex Officio Members

- \* Vice President Reese reported that the University has been reaccredited for the next ten years.

\* Chairperson Mace asked Dr. Reese what had happened to the \$400,000 we were supposed to save in insurance money. Dr. Reese believes that if there is an actual saving, President Bowen's desire is to apply the savings to salaries. Dr. Bowen is appalled by the current state of faculty and staff salaries.

9. The meeting was adjourned at 4:05 p.m.

ABSENCES:

J. Goodall  
B. Carr  
M. Turnage (excused)  
J. Adams  
E. Ledger (excused)

VISITORS:

D. Bowen (University President)  
J. Reese, Ex Officio (VPAA)  
D. McMillan (History)  
E. D. Malpass (History)  
J. Sundeen (Sentinel reporter)

  

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Mary L. Carns, Secretary 1990-91