

Meeting No. 56

April 9, 1975

STEPHEN F. AUSTIN STATE UNIVERSITY  
FACULTY SENATE

ABSENT:

Ann Chandler (Excused)  
Gloria Durr (Excused)  
Dudley Stewart (Excused)

GUESTS AND EX-OFFICIO MEMBERS:

Dr. John T. Lewis, III  
Eric Martin

1. Chairman Arscott called the meeting to order at 3:15 p.m.
2. The minutes of Meeting No. 55 were approved, as corrected.
3. Chairman's Report:  
Re: Deans' Council Meeting, April 9, 1975

The Deans' Council discussed the expiration of the current system of five year plans for departments, occurring in 1978. Subsequently, one year plans will be submitted, with the plan for 1978-1979 due in the Vice President's Office by January, 1976.

With respect to these future plans, the Deans' Council Committee system was organized to cope with the various facets of planning for future development of the academic functions of the University. The allocation of functions and assignment of chairmen and co-chairmen of these committees are outlined in a memo attached to these minutes. The committees will ultimately include faculty members.

Newly elected members of the Faculty Senate will be certified in the May meeting. New officers of Faculty Senate will also be elected at that meeting. There will be no nominating committee prior to this meeting. Nominations will be made from the floor.

4. Vice Chairman Wayne Johnson reported to the Senate on the Faculty Senate's recommendations to President Steen for assignment of faculty members to University Committees for 1975-1976. The Executive Committee of the Faculty Senate prepared these assignments, taking into consideration the expressed preferences of faculty members, and a balance of assignments with respect to the various schools of the University. A motion to accept the recommendations of the Executive Committee was passed. The committee recommendations sent to President Steen are included as an attached memo to these minutes.

Dr. Johnson also submitted a memorandum to the Senate from the Executive Committee containing a recommendation from the Faculty Senate to President Steen concerning the structure and formation of a search and screening committee to assist the University Board of Regents in the selection of a new President for Stephen F. Austin State University. The contents of the memorandum are printed as an attachment to these minutes. A motion to accept the Executive Committee's recommendations was approved.

5. The Secretary of the Faculty Senate reported to the members on the conduct of the election for new members of the Faculty Senate. The run-off election was in process and would be completed by the end of the present week, with the results to be announced along with the notice of the May meeting.
6. Dr. Diane Ford reported to the Senate on behalf of the Faculty Government and Involvement Committee. Dr. Ford submitted the finished draft of a new Faculty Handbook, which would now be presented to Vice President John T. Lewis, III, for final review. Dr. Ford noted that the Committee had tried to clarify all the provisions of the Handbook and had made no changes in the policy statements of the Handbook. All current amendments to the Faculty Senate Constitution had been incorporated in the new Handbook.
7. Dr. Ralph Eddins spoke to the Senate for the Professional Welfare Committee. The Committee had completed its work on a draft memo concerning faculty evaluation of administrators and student evaluation of faculty. The specific provisions of the committee's recommendations are contained in an attached memo. Motions to accept the Committee's work were approved.
8. Dr. James Garrett, speaking for the Administration and Finance Committee, reported to the Senate on the Committee's efforts to prepare a recommendation to President Steen concerning the implementation of a system to increase the participation of faculty members in the decisions of the academic departments. The attached memo shows the complete recommendations of the Committee, along with a recommendation that the Faculty Senate go on record as recommending certain alterations in the current practices in the issuance of parking citations by University security people. Motions to accept the suggestions of the Committee were approved.
9. Mr. Eric Martin, representative of the School Services Department, addressed the Faculty Senate with regard to the Employee Assistance Program currently administered at the University. After briefly explaining the program, Mr. Martin requested permission to return to the Senate at some later date and present a full program in detail on the EAP. A motion to extend such an invitation at some future date was approved.
10. Chairman Arscott raised a question about the status of plans to inaugurate some sort of annual means of recognizing retiring faculty members and faculty members with many years of service to the University. Vice President Lewis informed the Senators that such a practice has been studied, and recommendations on a specific system have been submitted to the University President, who would undoubtedly act upon the recommendations soon.
11. Chairman Arscott praised the Senate for its diligent work during the previous year, especially praising the retiring Senators Dudley Stewart, Sue Jones, Charles Gardner, Carl Keul, Charles T. Nall, Calvin Barton, and Jack McCullough.

12. Vice President Lewis told the Senate that the Administration was expecting the Legislature to present a completed appropriation bill by May 10, after which the fall salary schedules can be prepared. Dr. Lewis felt that the prospects for allotments of funds to S.F.A. appeared fairly favorable at this time. Dr. Lewis also praised the Senate for its actions during the past school year.

13. The Senate adjourned at 4:45 p.m.

Respectfully submitted,

*James G. Dickson, Jr.*

James G. Dickson, Jr.  
Faculty Senate Secretary

REVIEWED:

*John T. Lewis, III*  
\_\_\_\_\_  
VICE PRESIDENT FOR ACADEMIC AFFAIRS

*6-4-75*  
\_\_\_\_\_  
DATE

APPROVED:

*P. Allen*  
\_\_\_\_\_  
PRESIDENT

*6-9-75*  
\_\_\_\_\_  
DATE

Attachments (5)

COMMITTEE ASSIGNMENTS FOR PLANNING-DEVELOPMENT BY THE DEANS' COUNCIL

Curriculum and Programs Committee - Co-Chairmen: Clayton and Turner

- Program review
- Course review
- Course-instructor interaction review
- Interdepartmental programs
- Time and place frame change
- New programs
- Other

Faculty Development Committee - Chairman: McKibben

- In-service training
- Methods of identifying needs including
  - Ways of accomplishing their development and funding

Faculty Welfare - Co-Chairmen: Lauderdale and Walker

- Promotions
  - Review of standards
  - Rank structure
- Salaries
  - Merit systems with criteria stated
- Job security
  - Plans for declining enrollment (approximate 15% decrease predicted in 1980's)
  - Plans for retraining of faculty - faculty needs
- Instructional and environmental development
  - Facilities and services for faculty

Academic Standards - Co-Chairmen: Kallsen and Gerber

- Definition
- Distribution of grades
  - By level (100,200,etc.)
  - Control
  - What other available criteria other than grades can be tools by which to judge our standards

Faculty Senate Meeting No. 56

Attachment 2

MEMORANDUM TO: President Steen

FROM: Faculty Senate

DATE: April 9, 1975

The Faculty Senate recommends the following individuals for committee assignments:

ATHLETIC

Elton Chaney, Chairman

\_\_\_\_\_  
Clyde Iglinsky (2)

Harold G. Hill (2)

FACULTY TRAFFIC APPEALS

\_\_\_\_\_, Chairman

\_\_\_\_\_  
Elizabeth Wallace (2)

Ronald Claunch (2)

Janelle Ashley (2)

LYCEUM AND FACULTY PROGRAMS

William Turner, Chairman

\_\_\_\_\_  
Lydia Roper (2)

Francis Abernethy (2)

STUDENT AFFAIRS

Gordon Beasley, Chairman

\_\_\_\_\_  
Homer Russell (2)

HEALTH COMMITTEE

Ralph Bailey, Chairman

\_\_\_\_\_  
Otto Ehrlich (2)

Wayne Slagle (2)

COMMUNICATIONS BOARD

Robert Ramsey, Chairman

\_\_\_\_\_  
William Clark (2)

Gloria Frye (2)

William Powers (2)

John Quinn (2)

ATHLETIC

Hershel Reeves

Jerry Vincent

B. G. Bizzell

James Di Nucci

Langston Kerr

Charlene Crocker

FACULTY TRAFFIC APPEALS

George Cook

W. T. Toney

M. B. Wade

Jarrell Richman

E. D. McCune

Kenneth Price

Peggy Meek

Ignacio Munoz

LYCEUM

Vivian Gruber

Duke Brannen

Vera Dugas

J. A. Seaton

STUDENT AFFAIRS

Sandy Cole

Mildred Hancock

H. L. Zilmer

Patsy Spurrier

Joel Duskin

Ronnie Barra

HEALTH COMMITTEE

Gladys Atherton

David Shows

Kenneth Hackney

W. I. Layton

COMMUNICATIONS

Lucille Norton

Elnita Stanley

C. R. Schoenewolf

William Young

MEMORANDUM--Recommendations for Faculty Senate committee assignments, 1975-76.  
April 9, 1975  
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LIBRARY

\_\_\_\_\_, Chairman

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

John Whitt (2)  
Richard Lower (2)  
George Thompson (2)  
Ken Waters (2)  
Austin Sartin (2)

UNIVERSITY CURRICULA

\_\_\_\_\_, Chairman

\_\_\_\_\_

Thomas Bourbon (2)  
Bruce Cutter (2)  
Jack Spurrier (2)  
Donald Richter (2)

LIBRARY

Rosemary Huff  
Jere Jackson  
Larry Pollock  
R. Yeagy  
Mary Appleberry  
David Lenhart  
Robert Singer  
James Snyder  
Camille Price  
M. J. Deuth  
Thurman Thomas  
Joseph Devine

CURRICULUM

Lee Sullinger  
Victor Bilan  
Margaret Rucker  
Kenneth Mace  
Sylvia McGrath  
C. P. Barton

MEMORANDUM TO: Faculty Senate

FROM: Executive Committee

SUBJECT: Recommendation to the President for the structure and formation of a search and screening committee to aid the Board of Regents in the selection of a new President for Stephen F. Austin State University.

DATE: April 9, 1975

- I. The following recommendations are made to implement the Board of Regents' decision to involve faculty in its selection of a new President. President Steen relayed the decision to the Faculty Senate March 10, 1971.
  - A. A search and screening committee shall be formed and will furnish aid to the Board of Regents at each stage in the selection process.
  - B. The search and screening committee shall be twelve (12) members in number.
    1. Six (6) faculty members shall be elected. Each academic school (Business, Education, Fine Arts, Forestry, Liberal Arts, Science and Mathematics) shall elect one member. The election will be conducted and administered by the Faculty Senate.
    2. Six (6) members shall be appointed by President Steen from the Administration, Student Body, Staff, Alumni, and/or Faculty.
    3. Within the committee of twelve (12), President Steen shall appoint a chairperson who will also be a voting member.
- II. Recommendations for the President's search and screening committee passed by the Faculty Senate Meeting No. 9, May, 1971, (Appendix A, I, 1, 2, 3), shall be superseded by the above recommendations.

TO: Members of Faculty Senate  
FROM: Professional Welfare Committee  
DATE: March 26, 1975  
SUBJECT: Evaluation of Administrators and Faculty

The Professional Welfare Committee was assigned to study faculty evaluation of administrators and student evaluation of faculty. The committee presents the following recommendations for Senate consideration.

I. Faculty Evaluation of Administrators

The President of the University will conduct an evaluation of academic administrators based on written responses solicited from all full time faculty. Evaluations should emphasize the effectiveness of each administrator's leadership in the assigned areas of academic responsibility.

That the evaluations be initiated no later than the Spring semester 1977 and be conducted each third year thereafter.

II. Student Evaluation of Faculty

The President of the University will conduct an evaluation of teaching effectiveness of all faculty based on written responses solicited from students. Evaluations will deal only with quality of instruction.

Instruments used must follow these definitions and guidelines:

- A. Quality of Instruction - is to be defined by this four point criteria, which will be common to all school forms.
1. Clarity of course objectives.
  2. Effectiveness in directing instruction toward course objectives.
  3. Effectiveness in measuring student achievement of course objectives.
  4. Quality of instructor-student relationships.
- B. Construction of - instruments will meet the following conditions:
1. Responsibility for construction of the instruments rests with each school council and may be delegated to department faculties under leadership of department heads.
  2. Instruments should be brief, concisely stated, and provide for comments from the respondent.
- C. Administration - of the instrument will follow these procedures.
1. Department Heads will be responsible for administration of the instrument once each year during a regular semester.
  2. Student responses will be summarized by the Department Head. Original responses of students and a copy of the summary will be returned to the instructor.
- D. Uses and Interpretations - of the summary will be subject to specific conditions and limitations.
1. Factors such as level of the course, requirement or elective, graduate or undergraduate will be considered in making judgements from the summary.



2. The summary will be filed in the office of the Department Head.
3. Composite scores of numerical rating scales will not be tabulated. Each item on the instrument will be tabulated and interpreted individually.
4. When summary data is used in making decisions relating to individual instructors, a sample copy of the instrument must be attached to the summary. No data will be considered with less than an accumulation of three years summaries.

TO: Members of the Faculty Senate

FROM: Administration and Finance Committee

DATE: April 8, 1975

The Administration and Finance Committee presents the following recommendation to the Senate for its consideration.

The Faculty Senate recommends that the President of the University initiate procedures that would bring about faculty involvement in matters of major departmental concern.

The Faculty Senate recommends the following:

Large departments [ten or more faculty members] shall establish executive committees of which a majority is elected [size at the discretion of the department head if no school policy exists]. Furthermore, these departments should have departmental meetings a minimum of twice a semester and once per summer term. Sub-committees may be formed if deemed feasible.

A department with fewer than ten faculty members should establish an executive committee and/or sub-committees or the whole department should be considered as the executive committee. These departments should have departmental faculty meetings a minimum of twice a semester and once per summer term.

Since ultimate responsibility for decision making rests with the department head, faculty recommendations would be for the department head's guidance.

The Administration and Finance Committee recommends that the Faculty Senate go on record as advocating an alteration in the present practice of issuing only one ticket per car per day, no matter how long a car has been illegally parked. The Administration and Finance Committee also asks the Senate to resolve that more than one ticket be issued, according to the continuation of each violation, and that after the first hour of a violation an additional fine of \$1.00 per violation be levied against the violator.