

Meeting No. 71
13 October 1976
Stephen F. Austin State University
Faculty Senate

Absent:

Dr. Langston Kerr (Excused)

Ex officio Members Present:

Dr. William R. Johnson

Dr. John T. Lewis, III

Dr. Glen T. Clayton

Dr. Carl Keul

Visitors:

Mr. William Arscott

Dr. Ronnie G. Barra

Dr. Roy E. Cain

Dr. R. G. Dean

Visitors: (cont.)

Dr. Vera Dugas

Dr. Kirby L. Duncan

Dr. E. Diane Ford

Mr. Andrew E. Huffty

Dr. Jere Jackson

Mr. Richard C. Lower

Dr. Archie McDonald

Mr. James M. McReynolds

Dr. James E. Magruder

Dr. Robert T. Ramsey

Dr. Allen M. Richman

Dr. Fred A. Rodewald

Dr. Wendall N. Spreadbury

1. Chairman Bourbon called the meeting to order at 3:15 pm.
2. Minutes of Meeting No. 70 were approved with one correction: the deletion of Dr. Irons' name from the Ad Hoc Committee membership in item No. 7.
3. Chairman Bourbon reported on the two Deans Council meetings held since Senate meeting No. 70. Minutes of the meeting of 28 Sept. were reported in the Faculty Bulletin, a policy to be continued. A summary of the meeting of 12 Oct. was presented. (Attachment No. 1.) Dr. Bourbon asked that discussion of this summary be delayed until the end of the Senate meeting.
4. Chairman Bourbon requested Senate members to solicit written comments concerning the evaluation from the faculty. These comments will be used by the Senate to recommend revisions for next year. Written comments should be sent to Dr. W. T. Bourbon, SFA Box 3046
5. Chairman Bourbon reported on a meeting of himself, Dr. Wendall Spreadbury (Chairman, SFA Chapter AAUP), and Mr. Alvin Cage (Chairman, SFA Chapter TACT) with Dr. Johnson and Dr. Lewis on 28 Sept. to discuss the Coordinating Board recommendations on Tenure and Academic Freedom policy. At a second meeting on 8 Oct. with Dr. Johnson, Commissioner Ashworth was contacted. There will be a hearing in the future to deal with the recommendations. The Faculty Senate will not take action but refers faculty to their representatives of AAUP and TACT for information and comments to be offered at the hearing.
6. Chairman Bourbon reported on the death of Nancy Husfeld and has sent a letter to the faculty requesting participation of the faculty in a fund in her name.

7. Vice-Chairman Lackey, Chairman of Ad Hoc Committee for Rank-Tenure-Quota System, reported on the organizational meeting in which information needed was identified. The next meeting will be with Dr. Lewis.
8. Treasurer's Report: Faculty Senate Account has been credited with \$1200. Secretary's comment: Faculty Senate Account is not listed in the University budget for 1976-77.
9. Reports of standing committees:

- A. Professional Welfare (Dr. Malpass): Questionnaire is being developed and will be sent to the faculty in the near future. This questionnaire concerns workloads, summer teaching, and the research grant program.

The Committee has also met with the administration and has information concerning faculty research grants to be included with the questionnaire returns. An interim report is expected at the November meeting.

Dr. Malpass read a statement from the Professional Welfare-Committee commending the Vice-President for Academic Affairs and the Director of Development. (See Attachment No. 2.)

- B. Administration and Finance (Dr. Russell): Committee has met twice since the last Senate meeting to work on the Ad Hoc Fiscal Study of 1975-76. Each member has had individual meetings with fiscal officers in various areas and the report is in the first draft stage.
- C. Academic Affairs (Dr. Vincent): A Questionnaire on the role of department leaders and evaluation systems mailed two weeks ago to 250 universities has resulted in 65 responses to date. Most schools responding so far use student-faculty evaluations for promotion and salary increase determinations and about 10 % of the responses indicate dissatisfaction with their administration. A report on the responses will be submitted at the next meeting.
- D. Student Affairs (Dr. Young): The increase in parking fees is related to the Attorney General's decision that 9 hours is no longer considered a full load. The University can no longer charge full service fee for students taking less than 12 hours. This has caused a large cut in the budget at the same time as costs of the Security Department are increasing.
- E. Faculty Government (Dr. Dickson): Written report submitted. (See Attachment No. 3.) No other recommendations except that the faculty balance and participation in administrative decision-making be preserved. Report received for formal action at the next Senate meeting.

10. Dr. J. H. Burr Announced the honoring of Dr. E. L. Miller and the dedication of the Science Building in his name on 22 Oct. at 2:00 pm to be followed by a dinner honoring Dr. Miller in the evening.
11. New Business:
 - A. Dr. Brophy directed a question to Dr. Lewis pertaining to the scheduling of courses and faculty time. Dr. Keul responded to the question and Dr. Bourbon referred the question to the Liberal Arts Council since it did not relate to the University as a whole.
 - B. Committee Assignments:
 1. Student Affairs (Dr. Young): Review past Senate minutes, codifying and crossindexing minutes by subject matter, area of action, and disposition. Completion date: February.
 2. Faculty Government (Dr. Dickson): Review, summarize and report on the faculty comments on the faculty evaluation system with recommendations based on the comments. No date established for report.
12. Dr. Malpass: Request for clarification of item No. 5 on the summary of Deans Council meeting on 12 Oct. (Attachment No. 1). Item concerned a proposed consortium of educational institutions in southeast Texas and was tabled because of lack of time for consideration.
13. Mr. James McReynolds (Coordinator for Summer Sessions) presented a report on the development of summer programs (See Attachment No. 4.). Mr. McReynolds summerized the work of his office and some of the ideas for improving summer enrollment such as marketing of courses and a variety of course schedules. His office has funds to pay for brochures, handouts, postage, etc. to advertize a course.

Mr. McReynolds also discussed proposals for various summer programs, short-courses, mini-courses, etc. lasting for 1, 3, 6, or 9 weeks. Attachment No. 5 presents some optional summer calendars to be used in addition to the present calendar. These short-courses, mini-courses, workshops, etc. must be self-supporting. These ideas and proposals are being discussed with each department.
14. Following Mr. McReynold's presentation there was a discussion concerning the "new conditional contracts" for summer teaching (Item 6 of attachment No. 1). This contract system is scheduled to be operative during the forthcoming summer of 1977 for all summer teaching. There is an opportunity during the next several months for the Faculty Senate to have input into modifying the system.


Dr. Malpass requested of Dr. Lewis that the Administration keep the faculty and Senate informed of events in the area of summer contracts and programs, including any guidelines to deans and department heads.

Dr. Bourbon will call an executive meeting within a week to discuss the summer teaching contracts and possible modifications of the system. If the Senate is to make recommendations concerning summer employment, there may be a number of called Senate meetings between now and February.

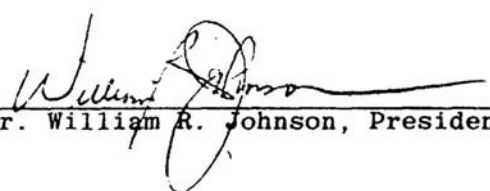
15. President Johnson commented on the problems of budgeting for the Security Department (See Item No. 9 D. above). Parking fees are used to pay for traffic control portion of the Dept. budget. The University is no longer permitted to pay overtime that formerly helped out with low base salaries, but must give compensatory time. There is a need to raise salaries but the appropriated funds do not cover the costs. Transfer of funds from other areas is limited.
16. The next regular meeting of the Faculty Senate will be at 3:15 pm on 10 November in the Aztec-Caddo room.
17. Meeting No. 71 was adjourned at 4:40 pm.

Respectfully submitted:


Kenneth G. Watterston, Secretary

Reviewed: 
Dr. John T. Lewis, III, Academic Vice-President

11-11-76
Date

Approved: 
Dr. William R. Johnson, President

11-15-76
Date

ATTACHMENT NO. 1
SENATE MEETING # 71.

TO: Faculty Senate, SFASU
DATE: October 13, 1976
FROM: Tom Bourbon, Chairman
SUBJECT: Deans Council Meeting, October 12, 1976

The following items were on the agenda for the Dean's Council on October 12, 1976:

1. Evaluation of Department Heads by Faculty. President Johnson discussed his rationale for the evaluations and Vice President Lewis initiated discussion of possible forms and procedures.
2. Consideration of the schedule of class loads for Department Heads. Vice President Lewis proposed a revision of the 1966 schedule. The revision was amended and adopted.
3. Plans for implementing the mandatory advising program in Spring 1977 were discussed.
4. Nonagenda Item. Vice President Lewis announced that Faculty will be evaluated relative to their Head's concept of excellence, rather than relative to one another.
5. Item tabled until the next meeting. No discussion.
6. Report from Mr. McReynolds concerning current plans to increase summer school enrollment. Mr. McReynolds described his activities and presented the new summer calendar which includes several short-courses, mini-courses, and workshop sessions. Scholarships for potential summer students were described. Funding of the programs was discussed. Vice President Lewis described new conditional contracts for faculty teaching in the summer. Mr. McReynolds urged support for and participation in the Summer programs by the Deans.

Statement from Professional Welfare Committee:

The Professional Welfare Committee wishes to commend the Vice President for Academic Affairs and the Director of Development for the expeditious adoption on September 29, 1976 and implementation of the Professional Welfare Committee proposal for Reduced Load Faculty Research Grants. The Professional Welfare Committee hopes that faculty will apply for these grants and that the system - if fruitful - will be expanded.

MEMO TO: Faculty Senate

ATTACHMENT NO. 3.
SENATE MEETING NO. 71.

FROM: Faculty Government and Involvement Committee

DATE: October 5, 1976

SUBJECT: Report on current system of screening committees for deans department heads, etc.

1. The methodology of the Faculty Government and Involvement Committee was rooted in an effort to interview the members of the screening committees for selecting deans for the School of Forestry, Liberal Arts, and the Graduate School. These committees have functioned (are functioning) quite recently and afforded an opportunity to survey the impressions of persons with recent experience with respect to the roles, selection, and efficacy of faculty screening committees.

The Faculty Government and Involvement Committee members divided the members of these specific screening committees among them, spoke to as many of these persons as possible, and solicited the opinion of persons who were not on any of the current screening committees. The Faculty Government and Involvement Committee then tried to extract the apparent points of general consensus in the responses of those queried by the Committee.

2. The consensus gleaned from the separate interviews was that the present system of selection, functioning, and efficacy of dean/department head screening committees was, with its faults, about as effective as is possible. The current approach provided a reasonable balance of faculty participation and administrative decision making.

3. Beyond this general consensus, more specific suggestions were made to enhance the overall effectiveness of the screening committees.

Among the items occurring most frequently were:

- a. The screening committees should be made up exclusively of faculty members. No upper echelon administrators should be participating members of the committees.
- b. With respect to item (a), upper echelon administrators are of considerable value to the committees as resource persons and should continue as ex-officio members to be available to the committees for information essential to the committee upon request of the person chairing the committee.
- c. Workable and flexible "guidelines" should be provided the committee prior to its deliberations and consideration of applications. These criteria should not be too arbitrary or restrictive of the committee's discretion. The guidelines might distinguish between screening of on-campus and off-campus applicants.
- d. Departments should give considerable care to the selection of their departmental representatives on the screening committees. Care should be given to selecting persons who will reflect a genuine departmental consensus, rather than someone who will be primarily interested in grinding their own personal axes or achieving some unrealistic goals not in the general best interest of their department and school. These representatives should be admonished to keep their departmental members informed of those parts of the committee deliberations which are not being temporarily held in confidence among the screening committee members.
- e. All future screening committees should be given adequate lead time for evaluating applicants.
- f. It is desirable that screening committees be able to meet every applicant in person. Funds should be made available to the committees for bringing off-campus applicants to the campus to meet the committees, interested administrators, and pertinent faculty members.
- g. It is imperative that at least one person from outside the particular school be included on a screening committee for selecting a new dean.
- h. The inclusion of a student representative on dean selection committees might be considered.

- i. Prior to beginning the screening process, committees should make reasonable distinctions between those parts of the committee's work which should be done in executive session and those facets which might be more open.
- j. Committees for selection of department heads should be elected by departmental faculty. In the case of small departments seeking a new head, the department might function as a committee-of-the-whole.
- k. All committees should be chaired by persons selected by the members.
- l. The committee should report out a slate of candidates with the final selection made by the administrator responsible for the direction of the department or school.

4. It should be noted that the Faculty Senate has previously received and approved a recommendation by the Senate Academic Affairs Committee concerning procedures for selecting new deans (Minutes, Meeting No. 65, February 11, 1976). The recommendation stated:

Procedure for selecting a new Dean:

- a. Consideration be given to having deans selected (graduate dean included) from the present faculty. (a number of qualified people are available, probably at upper academic and professional ranks; selection of a dean from this group would provide an additional opening in the upper two ranks.)
- b. In the selection process for the graduate dean, a selection committee be established and graduate faculty representation be included from each of the Academic Schools in the University. Responsibility would be:
 - a. To provide input on the criteria for selection.
 - b. To screen applications and to prepare a suitable list of applicants to be presented to the president.

Refer to the minutes of Faculty Senate Meeting No. 11, May 5, 1971, Appendix A. (See attachment 2)

- c. This same procedure (outlined in item 2 above) would be implemented in the selection process for academic deans for schools; faculty representation on the committee would be from departments of the school. Whether representation from the University at large be involved would be left to the discretion of the president. A motion to adopt these recommendations was approved.

STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS 75961

OFFICE OF THE COORDINATOR
OF SUMMER SESSIONS

October 12, 1976

TO: Faculty Senate
FROM: Coordinator for Summer Sessions
SUBJECT: Increasing Summer Enrollment 1977

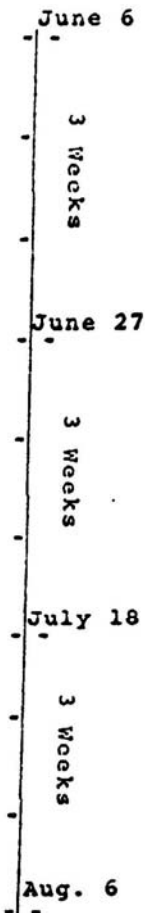
A report has been submitted to the Vice President for Academic Affairs proposing methods by which we hope to increase enrollment at our university this forthcoming summer. The following is a brief outline of some of our suggestions:

1. Solicit ideas from Deans, Department Heads and Faculty for improving our summer school program.
2. Encourage departments to adapt courses to fit possible needs of students.
3. Prepare an optional calendar for summer, 1977, (copy enclosed) to accommodate students who may need a more flexible schedule.
4. Initiate advertisement such as personal contacts, brochures, (copy enclosed) posters, and magazine ads regarding our optional calendar. We want to encourage teachers to come and bring their families to our campus for a "vacation education". We plan to attend eight district TSTA workshops to talk about this program. The nine weeks calendar is designed for this particular student.
5. Recruit high school seniors by distributing brochures giving reasons for coming to summer school immediately following graduation. Visit thirty different high schools to disburse scholarships. Attend all "Talented Youth Seminars" held on campus encouraging participants to come to SFASU next summer.
6. Encourage students currently enrolled at SFASU to remain with us during the summer. The mini-course calendar is designed for this purpose.
7. Investigate ways of attracting to our campus for credit or non-credit courses groups of people such as senior citizens and business management personnel.

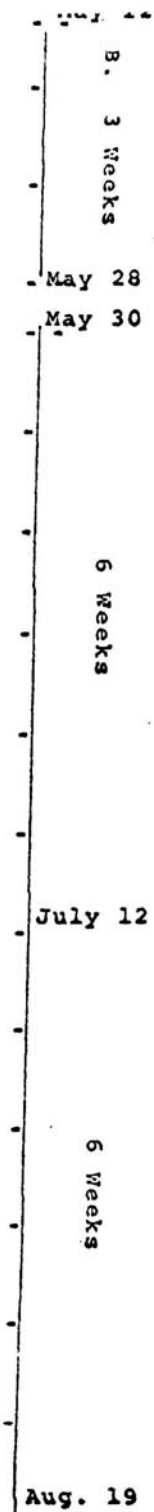
ATTACHMENT NO. 5.
SENATE MEETING NO. 71.

PROPOSED CALENDARS FOR SUMMER 1977 *

A. 9 Weeks



C. 12 Weeks



A. Nine (9) weeks calendar:

1. First 3 weeks June 6 to June 25 including one Saturday for final.
2. Second 3 weeks June 27 to July 16 including one Saturday for final.
3. Third 3 weeks July 18 to August 6 including one Saturday for final.

B. Mini-Course - Three (3) weeks calendar:

1. May 12 to May 28 including three Saturdays making fourteen days instruction.

C. Regular twelve (12) weeks calendar:

1. First session May 30 to July 11.
2. Second session July 12 to August 19.

*All courses offered for credit must meet a minimum of forty-five (45) clock hours.