

Meeting No. 72
10 November 1976
Stephen F. Austin State University
Faculty Senate

Absent:

Dr. James G. Dickson (Excused)
Dr. Langston Kerr (Excused)
Dr. Jerry W. Vincent (Excused)

Ex officio Members Present:

Dr. Carl Keul

Visitors:

Mr. William Arscott
Dr. Roy E. Cain
Dr. R. G. Dean
Dr. James M. DiNucci
Dr. Kirby L. Duncan
Dr. E. Diane Ford
Dr. Archie McDonald
Dr. James E. Magruder
Dr. Sylvia McGrath

1. Chairman Bourbon called the meeting to order at 3:15 pm.
2. Minutes of Meeting No. 71 were approved as written.
3. Chairman's Report: A) Dr. Bourbon reminded senators of his previous request for faculty comments concerning the faculty evaluation form. These comments will be passed to the Faculty Government and Involvement Committee in the Spring for evaluation and recommendations.

B) The Senate Executive Committee was asked to provide a list of faculty to the Planning Committee for the Presidents Inauguration for selection of marshalls. A list was submitted and Dr. Warren Austin and Dr. Lucille Norton were chosen as the two marshalls for the inaugural ceremony.

C) President Johnson has appointed a screening committee for the position of Vice President for Academic Affairs:

Dr. Edwin W. Gaston, Chairman and Dean of the Graduate School
Dr. W. T. Bourbon, Chairman of the Faculty Senate
Mr. William Arscott, School of Fine Arts
Dr. Ray R. Hicks, School of Forestry
Dr. Langston Kerr, School of Education
Dr. Sylvia McGrath, School of Liberal Arts
Dr. Charles W. Mims, School of Science and Math
Dr. Ed Roach, School of Business
Mr. Douglas J. Duke, President, Student Congress
Miss Ronda L. Straubing, Student

The first meeting of the committee will be Tuesday, 16 November when President Johnson will meet with the Committee to discuss guidelines and prepare an ad for the Chronicals of Higher Education. Deadline for applications will be sometime in January. Once the committee reports, the Board of Regents will be involved in the selection.

D) During Meeting No. 71 there was a discussion of conditional contracts for Summer teaching. The Executive Committee sent to President Johnson a request for a delay of one year in implementation of conditional contracts (Attachment # 1) to allow the faculty and the Senate to assess the nature of the contracts and for those individuals who wish to go on 12-month salary.

There has been no formal action up to the present time although President Johnson indicated he would probably continue the policy of past years. Conditional contracts have been used in previous years in specific departments. Where this has been done in the past, it will be continued.

- E) On 13 October, the Liberal Arts Council submitted two documents to the Faculty Senate (Attachments 2 and 3) concerning faculty evaluation. These documents are referred to the Professional Welfare Committee for further study.
- F) On 1 November, President Johnson appointed a Central Planning Committee to guide the University Campus Master Plan update. This master plan will control building and renovation on campus into the 1980's. Dr. Bourbon sent a letter to the faculty through the Senate on 11 November.
4. Report of Vice Chairman: Dr. Lackey reported that the Ad Hoc Committee on Tenure and Rank Quota Systems has met twice since the last Senate meeting and is almost ready to begin working on recommendations. Very likely the faculty will receive another questionnaire.
 5. Treasurer's Report: Dr. Sartin reported a balance at the end of October of \$1132.78. Expenditures have primarily been through the Stenographic Bureau.
 6. Reports of Standing Committees:
 - A. Professional Welfare (Dr. Malpass): Questionnaire was sent to the faculty on 10 November with a return date of 19 November. The questionnaire is concerned with workload, summer teaching, and research grants.
 - B. Administration and Finance (Dr. Russell): Report submitted to the Senate (Attachment # 4). Report was accepted for consideration and action at the December meeting.
 - C. Academic Affairs (Mr. Snyder reporting for Dr. Vincent): Compilation of responses from questionnaires sent to other universities is in progress. A summary will be sent to the faculty as soon as compilation is completed. Faculty will be asked for comments.
 - D. Student Affairs (Dr. Young): Examination and correlation of past Senate Minutes is proceeding.
 - E. Faculty Government & Involvement (Dr. Dickson): The report concerning selection of heads and deans was to be acted upon at this meeting. Because of the relationship of this report and the coming report from Academic Affairs concerning the evaluation process, this report is tabled until the two reports can be considered together or combined.
 7. Old Business:
 - A. Discussion of conditional contracts: Dr. Burr asked for clarification of the number of cases involved last summer - Dr. Lewis had indicated 5-7 cases. Dr. Bourbon indicated that this was 24 courses/sections. Information is not readily available because there have been no central records kept of classes not making. This past summer is the first summer with a serious slump in enrollment. The magnitude of the problem is unknown.

- B. Discussion of Summer Calendar: Dr. Jeffry indicated a dissatisfaction in Education with the 12-week session conflict with the public school calendar. Education has proposed an 11-week session to allow teachers to complete a summer session prior to returning to duty. Dr. Bourbon commented that the Professional Welfare Committee should consider the nature of the proposed calendar.

The 3-week mini-course would have a salary ceiling of \$800 with the salary to be set by actual enrollment. The ceiling is set on the basis of 17 students @ \$47.

8. New Business:

- A. Dr. Russell moved that the Faculty Senate hold an open meeting for the faculty on 1 December at 3:15 pm. The purpose of this meeting would be for faculty to ask questions of the Senate and of President Johnson (The time is that of the regularly scheduled meeting of the Executive Committee and President Johnson). Motion was seconded by Dr. Brophy and approved. Secretary to schedule a meeting place.
- B. Dr. Bourbon assigned to the Faculty Government & Involvement Committee the duty of formally requesting from Dr. Lewis a copy of the reports of the Planning Committees for the 1980's, and to prepare a summary for the December meeting. A copy of those reports should also be placed on reserve in the Library.
- C. Discussion concerning Liberal Arts Council request to Faculty Senate (Attachment # 2): Criterion for faculty evaluations were approved by the Faculty Senate last year and are being reviewed by the President. They will be republished in future Senate minutes when they are returned from review. The Faculty Senate cannot set criterion specific to schools but school councils may add to the University standards for their specific needs.
- D. Dr. Burr recommended a discussion of academic standards at Senate meetings, to include length of regular semesters. They are getting shorter and courses are not being completed. Dr. Bourbon recommended this be a point of discussion at the open faculty meeting. Dr. Russell recommended referring this discussion to the Academic Affairs Committee.

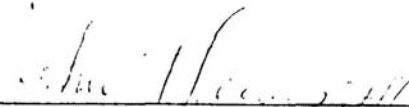
9. The next regularly scheduled Faculty Senate meeting will be held on Wednesday, 8 December at 3:15 pm. in the Aztec-Caddo room of the University Center.

A special called open meeting for faculty will be held on Wednesday, 1 December at 3:15 pm. in Science 135.

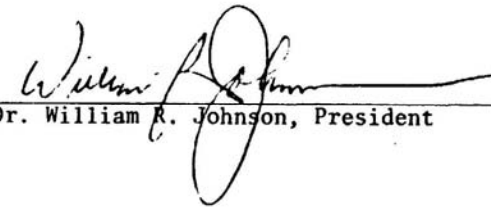
10. Meeting No. 72 was adjourned at 4:30 pm.

Respectfully submitted:


Kenneth G. Watterston, Secretary

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

12-17-76
Date

Approved by: 
Dr. William R. Johnson, President

12 - 20 - 76
Date

STEPHEN F. AUSTIN STATE UNIVERSITY

FACULTY SENATE

21 October 1976

Dr. William R. Johnson, President
Stephen F. Austin State University
SFA Box 6078

Dear Dr. Johnson:

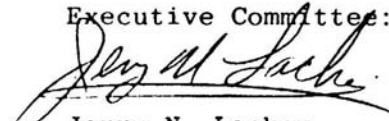
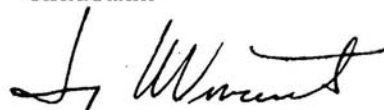
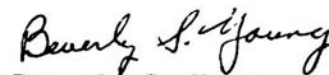
The Executive Committee of the Faculty Senate respectfully requests the decision concerning conditional contracts for summer teaching be postponed until September, 1977 to allow the Senate to evaluate the problems and recommend possible solutions.

Sincerely,




W. T. Bourbon,
Chairman

Executive Committee:


Jerry N. Lackey
Kenneth G. Watterston
Austin Sartin
James G. Dickson
Jerry W. Vincent
Beverly S. Young

E. Deanne Malpass


Patricia R. Russell

October 13, 1976

TO: The Faculty Senate
FROM: The Liberal Arts Council
SUBJECT: Evaluation of the Faculty

Since annual evaluation of the faculty is now required, and since the current means provided by the administration is confusing and of questionable value in making sound determinations, and since the current form is subject to modifications before it is used again (Faculty Bulletin, September 30, 1976), the Liberal Arts Council requests the following:

that the Faculty Senate, with the assistance of the School Councils in consultation with the faculty, be in charge of devising means or instruments for evaluating faculty performance which would be generally acceptable to the faculty and the administration.

October 13, 1976

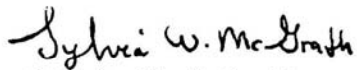
TO: President William R. Johnson
FROM: The Liberal Arts Council
SUBJECT: The Annual Faculty Report Form

Members of the Liberal Arts Faculty have generally expressed dissatisfaction in regard to the recently administered information-evaluation form. Typical comments include the following:

1. The questions are vague and confusing.
2. Determining hours spent on various kinds of work requires guesswork and encourages exaggeration.
3. The Administration has presented the form without prior consultation.
4. The faculty had no hand in devising the form.
5. The faculty has not been told exactly how this form will be used.

The Liberal Arts Council respectfully urges the Administration to consider these complaints before using the forms to determine such things as salary increases or the granting of tenure and promotions.

The Council would like to make clear that it is not against evaluation of faculty but simply expressing general dissatisfaction with this particular form.


Sylvia W. McGrath
Chairman
Liberal Arts Council

Copies to: Vice President for Academic Affairs
Chairman of the Faculty Senate
Academic Deans

MEMO TO: Faculty Senate

FROM: Administration and Finance Committee

DATE: 10 November 1976

SUBJECT: Recommendations based on the Report of the Ad Hoc Committee
for Fiscal Affairs 10 March 1976

Comptroller (Business Manager, Personnel Office and Fiscal Office)

1. Observation: The attitude of some of the people in the Fiscal Office is not what it should be.
NOTE--attitude problems were also observed in regard to Purchasing and Inventory.

Recommendation:

The attitude problems noted in the report of the Ad Hoc Committee may stem as much from breakdowns in communications as from individual failures to be courteous. Such communications breakdowns can occur between senior administrators and staff as well as between staff and faculty.

- a. The senior administration needs to clarify formally the relation of the fiscal branch to the academic function of the university. If this role is conceived to be supportive rather than simply controlling, then the importance of cooperation with faculty and of positive concern for the community served needs to be stressed in communication with all levels of staff.
 - b. A clear job description for each person in the fiscal offices and communication of these to faculty (perhaps through a manual similar to that covering travel regulations) might alleviate problems perceived as arising from hostile attitude but actually arising from confusion about what a given office can or cannot do for faculty members.
 - c. That change can be made is evident from informal feedback praising the new positive attitudes reflected in the purchasing office. If the administration really wants change, it should ask periodically for feedback through formal surveys of faculty.
2. Observation: There appears to be confusion and misunderstanding among the faculty of different schools regarding travel regulations.

Recommendation:

- a. Each school should inform its faculty of travel policies within that school. If changes need to be made in a

school policy, the Academic Council of the School should work these out with the Dean.

- b. Since travel funds are allocated at departmental request, each department (or executive committee) should be consulted prior to annual submission of requests for funds.
3. Observation: Comparatively few clerical errors have been made. Nevertheless, the Comptroller is doing everything possible to reduce the number of mistakes and hopefully to eliminate them.

Recommendation: None.

Purchasing and Inventory

Observations: Purchasing and Inventory appears understaffed, under-trained, and overworked.

Recommendations:

In an informal report to the 1975-76 Faculty Senate the Ad Hoc Committee listed a number of proposals regarding the Purchasing Office. The Administration and Finance Committee addressed itself to each of these

- a. Requests for "petty cash" funds and other fiscal matters administered by the department should originate within that department. Fiscal regulations provide for the purchase of small items that are difficult to obtain through requisition procedures. (Refer to Fiscal Regulations, page 8, section 6, paragraph 2.)
- b. Facilities for storage should be established and space for Central Stores expanded. NOTE: The Committee is given to understand that there are currently plans for just such facilities.
- c. In-service training relating to purchasing matters should be established for both secretaries and heads of departments. Although the secretary is responsible for preparing requests and receiving reports, the head of the department is ultimately responsible for purchasing and budgetary matters. NOTE: In-service training is available to departments (upon request) by the purchasing office.
- d. A manual of purchasing procedures should be developed for use for all those involved in purchasing procedures. This would complement statements regarding responsibility, policy and procedure in the Faculty Handbook and in the Fiscal Regulations of the University. (Reference to Faculty Handbook, 1975, pages 21-22; Fiscal Regulations, 1975, page 16.)
- e. Consideration should be given by schools and departments to the utilization of the Steen Library Audio-Visual

Department as a central depository for audio-visual materials. Given the heavy departmental investment in audio-visual materials and differing departmental needs, however, such use of the central facility should remain optional with the department. If the administration wished to encourage such use in order to cut costs and improve instruction, it must make the service at the center attractive in terms of ready availability of pre-tested machines and technicians to run them as well as in terms of building a solid inventory of important films.

- f. Since the purchase of print shop equipment is already under consideration, the committee has no further recommendation.

Plant Maintenance

- 1-3. Observation: In many instances services were slower than they should have been and janitorial service has been sub-standard.

Status report: A number of adjustments have been made in maintenance. They include:

- a. Hiring of an experienced night foreman.
- b. Establishing an Emergency Telephone Number (3209) to channel the needs where the work orders are handled.
- c. Preparation of an information handbook for faculty and staff is being considered.
- d. A wage rate scale is being prepared to be used in an attempt to attract and retain better employees by means of financial incentive.
- e. Air conditioning, heating, and bells continue to be a problem. However, in some buildings (Ferguson especially) real attempts are being made at correction.

Recommendations:

- a. Serious consideration should be given to implementing the wage rate scale mentioned in statement "d" above.
- b. A maintenance information handbook or inclusion of such information in the next edition of the Faculty Handbook is needed.
- c. Estimates of charges should be made when the department requests service or a table of standard charges should be made available to the department head.

4. Observations: Vehicles available for rental by academic departments are too few, are poorly maintained, and are consistently committed far in advance to divisions able to schedule long in advance.

Recommendations:

- a. The number of rental vehicles (now 14 including busses, station wagons, vans and carry-all) should be increased substantially. The increase should be in vans and station wagons.
- b. At least one additional mechanic should be employed.
- c. A minimum reservation charge should be made which would be retained if the vehicle were reserved and then not cancelled in time for the vehicle to be used by others.

Architects and Contractors

1. Observation: Insufficient attention is given to securing faculty input regarding building and remodelling.

Recommendations:

- a. Upper administrative officials concerned with building and remodelling should check to see that Deans and Department Heads have in fact gotten faculty input.
- b. Faculty should be given clear and honest information in advance regarding cost and space limitations on a project about which they are consulted.