

Stephen F. Austin State University

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Faculty Senate
Gary Ford, Secretary
College of Liberal Arts
1994 - 1995

TO: Members of the Faculty Senate
FROM: Gary G. Ford, Secretary
DATE SUBMITTED: February 28, 1995
SUBJECT: Minutes for Meeting No. 245
Wednesday, February 8, 1995

MINUTES

I. Call to Order

Meeting #245 of the Faculty Senate was called to order by Chairperson C. P. Barton at 2:30 PM, in the Mildred Wyatt Room of Steen Library.

II. Approval of Minutes

Motion

A motion to approve the minutes for Meeting #244 (December 14, 1994) with correction was made by Senator Berry, seconded by Senator Gobel, and was approved unanimously.

III. Announcements

Chairperson Barton reported on a number of faculty concerns he had raised in his meeting with President Angel and VPAA Ashley. The first was the lack of a university sick leave policy covering situations in which faculty are asked to take on a course as an overload that had been scheduled to be taught by a colleague on sick leave. VPAA Ashley had stated that such matters are handled on a case-by-case basis. Second, the failure to pay call faculty on February 1st resulted in a 48-hour delay in their receiving the money due them. President Angel reportedly said that no one was clearly at fault and that he was providing a letter of apology to the affected employees. A change in the number of signatures required on a PAR had been instituted to prevent a recurrence. Third, Chairperson Barton was informed that the budget for Summer 1995, originally \$1.7 million, has been

augmented by \$300,000. This revised figure still represents an 8.3% reduction from Summer 1994 spending. Each Dean and Chair has been asked to reduce their Summer budget by 8.3%.

Chairperson Barton also reported on the most recent meeting of the Academic Affairs Council. The Merit Policy revision is being dealt with by a subcommittee of the Council. The Senate has already provided input. The implementation of Summer budget cuts was also discussed. It was suggested that fewer, but larger sections be offered. VP Ashley responded to a Dean's question regarding the tradition of giving preference to senior faculty in offering summer teaching by stating that if such a tradition is practiced, the time may have come to change it.

Chairperson Barton was asked if the administrative budget for Summer will also be cut by 8.3%. He said he would address that question to the administration. Chair-elect Berry said that there will not be a 4-day Summer work week or any change in the compensation scheme for Summer teaching.

In other announcements, Chairperson Barton reported that budget printouts should be forthcoming in 2-3 weeks. President Angel will respond to the Senate's resolution regarding the evaluation of deans by our next meeting. Finally, Lee Rayburn has proposed the formation of an Academic Computing Committee to address faculty computing concerns.

IV. Officers' Reports

Chairperson-elect Berry reported on the SFASU Administrative Leadership Retreat which he attended along with Chairperson Barton. They were not able to attend Thursday night briefings on admissions and academic computing. He suggested that the Senate might ask Lee Rayburn of Academic Computing to address one of our meetings.

VP of Fiscal Affairs Hardy gave a presentation regarding budget matters. The current legislative package for higher education, with riders intact, would provide SFA with \$1 million less than we received during the past biennium. President Angel has requested a budget based on that worst case scenario. There is a possibility that the state will mandate across the board salary increases for state employees.

The majority of the retreat was devoted to reports regarding the implementation of SFA '98. A "mystery shopper" will evaluate performance of service offices around campus this semester and report to President Angel. SFA is increasing its emphasis on post-baccalaureate study, seeking to increase the graduate student presence to 15% of the overall student population, to take better advantage of the higher levels of state funding for graduate training.

Chair-elect Berry also reported that the hiring of a new Director of Admissions was announced at the most recent meeting of the University Graduate Council. It was also announced that the newly revised Thesis Guide is available in the bookstore. A

revised, computer-administered Graduate Record Exam (GRE) will be on-line by 1997. Additional sections will supplement the current Verbal, Quantitative, and Analytical Reasoning scores. A writing sample will also be incorporated into the test. The final due date for revisions for the next Graduate Bulletin is October 1995. Finally, the administration had proposed last year that the functions of the University Graduate Council could be assumed by the graduate councils of each college; to date, however, only one college (Business) has a graduate council.

The Treasurer, Senator Dahmus, reported that he had still not received a budget printout during this academic year, though he had finally received information regarding the amount budgeted to the Faculty Senate for this fiscal year. There were a number of comments from senators concerning the chaotic situation created in their departments by the unconscionable delay in providing accurate information regarding budgets and expenditures. Senator Choate reported that the budget statement regarding his federal grant was not generated by the Office of Fiscal Affairs until the agency threatened to withdraw funding unless an accounting was provided immediately. The statement produced understated his spending by \$4,600. He said that if such inaccurate accounting is commonplace, the university could have much less money than it thinks it does. Senator Dahmus concluded by reporting that he really had no idea how much is in the account.

Chairperson Barton agreed to address the situation by writing a letter to President Angel indicating the faculty's frustration with the ongoing financial mismanagement at SFA.

V. Committee Reports

A. Academic Affairs

Regarding the Pass-Fail Option proposal being considered by the Academic Affairs committee, Chairperson Barton reported that the matter was no longer being pursued actively by Dean Kitterle in the Academic Affairs Council. Senator DiNucci distributed copies of the proposal for informational purposes.

B. Administration and Finance

Chairperson Barton asked Senator Turner to find out whether any university in Texas has refunded money to faculty from an insurance escrow fund. Senator Turner will present the results of his committee's investigations at the March Senate meeting.

Chairperson Barton reported that some faculty feel that we should take legal action to protect our interests in this matter and to determine definitely whether interest from the escrow fund has been utilized inappropriately by the university.

Senator Berry reminded the Senate that Vice President of Fiscal Affairs Hardy was supposedly handling the matter in consultation with the Fiscal Vice Presidents of other affected universities.

C. Elections

Senator DuFrene reported that nominations will be taken in March for the 1995-96 Senate officers. College elections of Senators will proceed based on the reapportionment study conducted last year. (Such a study is conducted once every three years.)

D. Faculty Government and Involvement

Senator McDonald distributed copies of the materials his committee possessed regarding the university policy on Faculty Leave (see Attachment). He invited Senators to review the materials and forward any comments to him so that his committee can take action on the matter prior to the March Senate meeting.

E. Professional Welfare Committee

Senator Wright, on behalf of Senator Mueller, reported that there had been no further contact with the SGA regarding the draft of a proposed Faculty Disclosure Form distributed at the December meeting. Senator Wright reported that Senator Mueller had proposed that the Senate proceed with its discussion of the form, which he recommended for Senate approval.

Chairperson Barton indicated that the matter could be discussed in the Old Business portion of the meeting, unless it was decided to wait to hear further from the SGA regarding the issue.

VI. Old Business

On the issue of Faculty Disclosure raised in the Professional Welfare Committee report, it was determined that not everyone had received a copy of the proposed form. Therefore, consideration of the issue was postponed until the March Senate meeting.

VII. New Business

No items of new business were introduced.

VIII. Adjournment

A motion to adjourn was made by Senator Lowry and seconded by Senator Benoit. It passed unanimously. The meeting was adjourned at 3:50 PM.

Attachment

Faculty Leave Information

Visitor

Suzy Weems

Attachment

The Committee then discussed extensively several issues introduced in the previous meeting and also other topics relating to clarification of policy and procedures. It was unanimously approved that the following six recommendations be made to the VPAA:

1. Faculty Leave should be restricted to tenured faculty.
2. Faculty Leave should not be used to gain teaching/research release time while remaining on campus for other assigned duties.
3. Faculty Leave should not be used as a mechanism to assist faculty in completing work for the terminal degree.
4. All Committee members should stand for college wide election; the college dean should appoint an appropriate substitute on occasions when (a) the elected member cannot attend major meetings, or (b) the elected member is an applicant for leave.
5. The format recommendations approved by the Committee will be used by applicants.
6. Upon completion of leave, each applicant will present to the Vice President a brief report on accomplishments resulting from the leave.

FACULTY LEAVE PROPOSAL: FORMAT RECOMMENDATIONS

I. Title Sheet (One page)

It should provide space for:

- a. Name of applicant, Dept., College
- b. Rank, Years of service at SFA, Tenure (yes/no)
- c. Previous leave(s) (yes/no, and dates)
- d. Semester(s) of leave requested
- e. Title of Proposal
- f. Signatures: of applicant; chair and dean (who through signing certify leave can be accommodated)

II. Executive Summary (One typewritten page only)

It should contain a brief description of the proposed leave, expected outcomes, justification, and evidence of ability to complete work.

III. Body of Proposal (No more than 9 typewritten pages)

The applicant should include the following as headings:

Introduction
Purpose and Benefits
Procedures and Methods
Proposed Work Schedule
Summary
Technical References

IV. Support Documents (No more than 15 pages)

Should include:

Vita
Letters of Reference
Other support items the applicant wishes to submit