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Faculty Senate meeting minutes: 01/14/2004

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TO: FACULTY SENATE
FROM: CHARLES H. ELLIS, Jr., SECRETARY, FACULTY SENATE
SUBJECT: MINUTES, 2003-2004 FACULTY SENATE MEETING, 14 JANUARY 2004

Present: (Professors) Alper, Alverson, Aroian, Barnes, Blank, Brookins, Bruns, Burse, Ellis, Flym, Futrelle, Hansberry, Howlett, Hunt, Khaw, Kruger, Lowndes, Margotta, Metghalchi, Morrison, Ondrechen, Peterfreund, Serafim, Shafai, Sherman, Sherwood, Vaughn, Wray
(Administrators) Abdelal, Finkelstein, Greene, Hill, Meservey, Onan, Soyster, Weiss

Absent: (Professors) Bannister, Bansil, Krishnamoorthy
(Administrators) Stellar, Zoloth

Provost Abdelal convened the meeting at 11:57 a.m.

- I. **Minutes.** The minutes of the November 19 and December 10 meetings were approved.
- II. **SAC Report.** Professor Lowndes reported the following.
 - A. **Senate Workload.** The Senate has a very heavy workload of business to complete this semester. SAC is looking into scheduling additional meetings in February and/or March to facilitate this. Upcoming agendas will include the Faculty Handbook, the 2005 Budget, Faculty Workload Policy, Classrooms, Creation of non tenure-track research professorships, UC constitutional changes, and reports from the Senate's standing committees.
 - B. **Klein Lecture.** The Klein Lectureship Selection Committee has chosen Professor Robert E. Gilbert as this year's Lecturer. The title of the Lecture is *Presidential Disability: Effects and Remedies in the Age of Terrorism*, and the Lecture will be held on 12 February at 3 o'clock in Raytheon Amphitheatre. Additional information will be coming from the Provost's Office.
 - C. **CBA Dean Search.** The Graduate and Professional Student Association member is Paul Hammerstrand.
 - D. **Visual Arts Chair Search** (External). Members are
 - Elected:
Professor Ann M. Galligan (Coop, Visual Arts)
Professor Neal Rantoul (Visual Arts)
Professor Thomas Starr (Visual Arts)
 - Appointed:
Professor John Casey (Computer & Information Science)
Professor Don Edwin Lewis (Center for the Arts)
 - E. **Political Science Chair Search** (Internal). Members are
 - Elected:
Professor William G. Mayer, Chair (Political Science)
Professor Robert E. Gilbert (Political Science)
Professor Richard O'Bryant (Political Science)
 - Appointed:
Professor Laura L. Frader (History)
Professor Marjorie Platt (CBA-Accounting)

- F. **Conference Hours.** As announced earlier, the Senate will be given an opportunity today to reconsider the Faculty Handbook resolution on conference hours adopted in the November 19 meeting. A memorandum presenting the reasons for this are attached to this SAC report.
- G. **Senate Elections for 2004-2005.** Because the Senate has yet to address the Senate Bylaws section of the Faculty Handbook, SAC has made the decision that, for this year at least, the election of Senators from the Colleges must be completed by March 15. The procedures under the quarter system required that Colleges complete their elections by the fourth week of the Spring quarter. The March 15 date set for this year approximates the original intent (i.e. about 5 weeks before the scheduled organizational meeting of the Faculty Senate for a following year). The Agenda Committee will soon be sending letters to the colleges, with their Senate apportionment, requesting that Senate elections be completed by March 15 this year. The 2004-2005 Organizational Meeting will be on April 21.
- H. **Next Meeting:** January 28 in Raytheon Amphitheater (240 Egan).

III. **Provost's Report** Provost Abdelal reported the following.

- A. **Enrollments.** Spring undergraduate enrollments are up 5% over last year. Graduate enrollments are lower by 2-3%, but students are still registering. Overall, our enrollments are in good shape, as most institutions that have converted to the semester system experience some decline in enrollments, particularly in the first cycle.
- B. **Budget.** The Budget Committee has completed its deliberations and will share its recommendations to the President on January 20. Vice President Mucciolo and Provost Abdelal will make the budget presentation to the Senate on January 28.

IV. **Question and Discussion Time**

- A. Professor Vaughn expressed concern that faculty must submit merit evaluation information to departments by the end of next week and that the deadline for departmental review comes before fall teaching evaluations are available. Vice Provost Meservey explained that, since the semester ends in April this year, it seemed wise to process faculty contracts before May when many faculty will leave for the summer. Several Senators suggested allowing more time. Provost Abdelal said that the deans set the deadlines for their colleges, but agreed to consider extending the date when merit raise recommendations are to reach the Provost's Office. He invited faculty to communicate with him electronically to continue the discussion.
- B. Professor Ondrechen expressed concern about the conflicts that are taking place on Wednesday Activity Periods—with Senate, department colloquia, and other events such as today's Martin Luther King convocation. She asked what could be done to help alleviate these conflicts. Provost Abdelal agreed that the calendar deserves attention.

V. **Ad Hoc Faculty Handbook Committee Report**

- A. **Resolution #2.** Resolution #2, still on the floor from the 19 November meeting, read as follows:

BE IT RESOLVED that the Faculty Senate approves Section V.G (Examination Policies) presented in the Revised Draft (4/16/03) from the *ad hoc* Committee to Review the Faculty Handbook, to go into effect when published in the revised edition of the *Faculty Handbook*.

Professor Ellis reviewed the changes that had been made to Section V.G (Examination Policies) at the previous meeting.

Professor Alper asked who was being protected by the policy prohibiting exams longer than a half-hour. Professor Ellis responded that this long-standing policy was to protect students from the

pressure of long exams at the very end of the term. Professor Herman added that some faculty still give quasi final exams so that they do not have to stay until the end of the term.

Motion. Professor Alper moved to eliminate the last sentence in the second paragraph, which read, "Exceptions may be made in specific courses for educationally sound reasons only with the prior approval of the college dean." The motion was seconded.

Discussion followed on the need to protect students from being overloaded, and to allow for student projects or presentations at the end of a term.

Professor Metghalchi pointed out that the last week of a summer term is equal to two weeks of a semester and, therefore, there should be no exams in the last two weeks of a summer term.

The floor was yielded to SGA Vice President Peter Antonellis who reported that the problem is more widespread than is thought. Professor Peterfreund recommended that the matter be addressed by the SGA so that legislation can be enacted to articulate the problem.

Motion. Professor Onan called the question, and there was no objection.

Vote on cloture: PASSED, 31-1-0.

Vote on Professor Alper's motion: FAILED, 3-31-0.

Motion. Professor Sherwood moved to amend the last sentence in the first paragraph by substitution of the following: "No examination may be given during the week prior to final examination week." The motion was seconded.

Professor Peterfreund expressed concern about academic freedom, adding that quizzes should not be punitive but should hold students to account.

Professor Lowndes suggested, as a friendly amendment, adding after "examination," "or quiz that counts for more than 5% of the grade." The motion was accepted as a friendly amendment.

Motion. Professor Vaughn called the question.

Vote on cloture: PASSED by voice vote.

Vote on Professor Sherwood's motion as amended: FAILED, 5-25-2.

Motion. Professor Blank moved the motion just voted, with "10%" instead of "5%."

Discussion ensued as to whether the motion was out of order as an attempt to reconsider the motion that had just failed.

Professor Blank's motion was seconded.

Vote to reconsider Professor Sherwood's motion with the substitute "10%": FAILED by voice vote.

The Senate turned back to the main motion.

Professor Alper asked how to apply the seven days requirement prior to summer term finals. Professor Ellis responded that the Committee had not considered this, but he thought a separate sentence could be added for summer. Professor Blank suggested making a rule only for fall and spring, with summer to be decided separately.

Professor Ellis suggested adding “in the fall or spring semesters any examination longer than one half-hour” as a friendly amendment.

Professor Vaughn did not think semester issues should be decided in the current discussion, since most can be resolved by the dean or the Provost’s Office.

Provost Abdelal noted that Professor Ellis had accepted the amendment as friendly.

Professor Ellis decided not to accept the amendment as friendly but rather to let the process for summer evolve.

Motion. Professor Ellis suggested adding “in the fall or spring semesters.” The motion was seconded.

Several Senators expressed opposition to the motion because it could not be applied equally to all programs.

Motion. Professor Peterfreund called the question.

Vote on cloture: PASSED by voice vote.

Vote on Professor Ellis’s motion: FAILED, 5-29-0.

Motion. Professor Vaughn called the question on the section.

Vote on cloture: PASSED by voice vote.

Vote on Resolution #2, as amended: PASSED, 32-1-0.

As passed, Section V.G.1 (Examination Schedules) read:

“All examinations, except final examinations, are scheduled at the faculty member’s discretion within regularly scheduled class hours. Any change in regularly scheduled classes or examinations must have the unanimous consent of all class students, unless other arrangements for students to attend the alternative class or examination are agreed to by the faculty member and the student(s) involved. No examination longer than one half-hour may be given during the seven days prior to the first day of final examination week.

The final examination in any undergraduate course may not be more than two hours in duration and must be given at the time scheduled during examination week at the end of the term. Exceptions may be made in specific courses for educationally sound reasons only with the prior approval of the unit head or college dean.

The final examination schedule is published by the Registrar prior to the beginning of the term. A student who wishes to resolve an examination schedule conflict (three examinations in one day or two examinations scheduled at the same time) must file a final examination conflict verification form at the Registrar’s Office by the end of the seventh week of the term. The Registrar’s Office works with the faculty members to resolve the conflict.”

B. Reconsideration of Resolution #1 – Handbook Section V.B.8 (Conference Hours):

Professor Lowndes explained that the perception at the November 19 meeting had been that conference hours were an obligation for each faculty member to be available for any and all students. An earlier edition of the Faculty Handbook makes it quite clear that the original intent of conference hours was, in fact, to facilitate access and discussions between a faculty member and his or her students.

Motion. Professor Barnes moved to reconsider Resolution #1, and the motion was seconded.

Vote to reconsider: PASSED by voice vote.

Motion. Professor Lowndes moved the following substitute wording as more consistent with the original and current interpretations of the Handbook, and the motion was seconded.

“During the terms in which they teach, faculty must schedule a minimum of three hours per week for conferences with their students and such additional hours as may be required by their instructional, advising, and other service assignments. Conference hours should be scheduled at times when the students are most likely to be able to utilize them. They shall not be scheduled during student activities periods.”

Vote on cloture on the motion to substitute: PASSED by voice vote.

Vote to substitute Professor Lowndes’ text: PASSED, 28-2-3.

The floor was yielded to Mr. Antonellis who expressed concern about pre-Law students meeting with advisors. Professor Ellis responded that conference hours can extend beyond the hours posted in order to accommodate advisees, who are also considered their students.

Motion. Professor Alper moved to add, “Faculty who are not teaching any courses should make themselves available”

Professor Peterfreund noted that this motion was tantamount to bringing back the language that had been eliminated.

Professor Sherwood asked for a ruling as to whether the motion was in order.

Parliamentarian Barnes ruled that the motion was out of order, as it was a contradiction to what the Senate had just passed.

Provost Abdelal agreed that Professor Alper’s motion would reverse what had just been passed.

Professor Alper asked whether he might appeal to the Chair.

Professor Vaughn noted that a second was required.

Provost Abdelal stated that the Parliamentarian’s ruling could be appealed to the Chair, but he, as Chair, sided with the Parliamentarian.

Professor Alper asked whether he could appeal to the body.

Professor Blank asked whether an appeal to the body required a second.

Professor Vaughn asked whether an appeal were debatable.

Motion. Professor Sherwood called the question, and the motion was seconded.

Provost Abdelal pointed out that the appeal from the Parliamentarian’s ruling had been accepted by the Chair.

Vote to appeal to the body: FAILED, 8-22.

Professor Futrelle asked for clarification on reconsideration of a reversal.

Professor Ellis explained that, since the language on the floor was accepted by the body, it could not be reversed by an opponent. Only someone on the prevailing side could move to reconsider it.

Motion. Professor Vaughn called the question, and the motion was seconded.

Vote on cloture: PASSED by voice vote.

Vote on the amended Resolution #1 (Section V.B.8 with substituted language): PASSED, 30-1-2.

- C. **Resolution #3.** Professor Ellis moved Resolution #3. The motion was seconded. The resolution read as follows.

BE IT RESOLVED that the Faculty Senate approves Section V.H (Grading) presented in the Revised Draft (4/16/03) from the *ad hoc* Committee to Review the Faculty Handbook, to go into effect when published in the revised edition of the *Faculty Handbook*.

Motion. Professor Bruns moved to delete the following two sentences (p. 65): “Individual faculty may choose not to use plus or minus designations. If faculty elect to use whole letters, they must announce this to the class at the beginning of the term.” The motion was seconded.

Brief discussion followed, mainly in support of the motion. There being no objection, the Senate turned to a vote.

Vote on Professor Bruns’s amendment: PASSED, 29-1-3.

Adjourned at 1:30 p.m.

Respectfully submitted,

Charles H. Ellis, Jr.
Secretary