

DRAKE UNIVERSITY
Minutes of the Faculty Senate meeting
April 18, 2001

The regular meeting of the 2000-2001 Faculty Senate was called to order by President Lou Ann Simpson. The following Senators were present for all or part of the meeting: Allen, Bartschat, DeLaet, Gillespie, Honts, Kleiner, Lovell, McCrickerd, Parsa, Phillips, Pomeroy, Rankin, Reed, Reynolds, Sanders, Simpson, Symonds, Torgerson, Wright

Absent: Cairns, Walker

Upon proper motion and vote the minutes of the March meeting were approved.

Remarks from President Maxwell

- The Review & Priorities Advisory Council (RPAC) has been meeting twice a week throughout this semester on complex issues of academic reorganization and related issues. There may be a forum at the end of the semester to solicit input and feedback on this issue but also give the campus community a chance to ask questions of cabinet personnel. President Maxwell requested that if there are particular issues of interest for this meeting, please let him know ahead of time so that background information could be prepared.

Remarks from Provost Troyer

- Iowa's weather is an issue in every season. When the tornado sirens went off last week, it became clear that there was not clear communication among Drake personnel as to correct safety procedures. Personal safety needs to be the first concern. Procedure reminders will be distributed.
- One of the more recent Program Review derived committees to be formulated is a task force, which will work on a review of the grant process and possible new opportunities for the University. There has been good faculty response and interest, which he believed was a good sign.
- Provost Troyer apologized to the campus community that Dean Keefer's resignation was announced through the *Des Moines Register* rather than first from the administration.

Senator Wright requested review and campus community reminders be made beyond tornado sirens. His concern includes the general emergency preparedness including fire alarms. President Maxwell shared his concern that Drake has a moral and legal responsibility to have our students and employees in the right place and prepared in a time of emergency situations. John Selin offered that the University Safety Committee has recently committed to an evaluation of and update to the University Contingency Plan.

Remarks from President Simpson

- Vice President Payseur has been asked to make a report to the Faculty Senate. A handout was distributed which showed some salary information as submitted on Form 990 to the Internal Revenue Service. The IRS form was filed in mid-April reflecting salaries through May 31, 2000. The dollar figures listed on this handout were for the top five administrators and also for the other five highest paid employees.
- Also, distributed was a three page Program Review Estimated Five-Year savings worksheet. These calculated estimates were shared with the Budget & Business Affairs Committee during their development. The worksheet is still in development but showed a \$5.2 million savings in five years from the present budget (fiscal 01). Senator Allen asked why the athletics department savings were placed so far out in the 5-year plan. Vice President Payseur replied that she had simply placed all the savings at the end of the period since that department's strategic plan is not finished. Senator Wright asked about the \$300,000 expected savings from the Academic Reorganization considering the previous report had stated \$400,000. Provost Troyer indicated that he and Vicki Payseur had chosen to be conservative in their estimates for several categories.
- President Simpson reminder the body that standing committee interest invitations for the 01-02 year have been sent campus mail. Please return them and encourage your colleagues to do so also.
- The University Benefits Committee may come to the May meeting with a motion to expand their charge to include Compensation. Any proposed change will be sent before the May Senate meeting. Senator Torgerson asked is the Senate will be seeing portions of the Academic Charter for review again this year. President Simpson replied that she hoped some of the portions would return yet this spring.

Unfinished Business: None presented

New Business:

Senator Wright moved and Allen seconded motion **01-23:**
approve Spring Break 2002 -- March 18-22, 2002
Without discussion, the motion passed.

Senator Reynolds moved and McCrickered seconded motion **01-24:**
*approve the final version of the 2002 – 2003 Academic Calendar and
initial version of the 2005 – 2006 Academic Calendar*

Senator Lovell asked if there was a reason why the spring semester is starting a week earlier in 2003 as compared to 2002. Senator Reynolds replied that both starting dates are within the Calendar Construction Guidelines.

The motion passed.

Senator Reynolds moved and McCrickered seconded motion **01-25:**
To endorse that the fall and spring graduate course calendar in the College of Business and Public Administration (CBPA) be changed from 15 to 14 class weeks beginning in the fall semester 2001. Graduate courses in the CBPA will begin concurrently with the undergraduate semester calendar. Evening classes will meet once per week from 6:00-9:00 p.m.

Senator Lovell asked why this change was being requested and the body was referred to the Dean Alber memo providing the rationale. Senator Sanders indicated he could see the administrative and convenience rationale, but was interested in more rationale about the educational value of this change. The proposed semester length is shortened but the individual course meeting time would be lengthened by ten minutes. Senator Reed indicated that this change is requested due to concern for the graduate student. The Business & Public Administration College runs two 6 1/2-week terms in the summer, which comes immediately after the spring semester. Senator Simpson mentioned that the college faculty vote was very close on this issue. Senator Parsa indicated that the proposal came from results of a student survey.

Several Senators expressed a concern that the proposal may or may not have merit but should the issue of semester length be dealt with on a piecemeal basis or should there be a university wide review and comment on the instructional semester length. It was noted that this proposal takes effect for the Fall 2001 semester, which is a part of a calendar, which has already been set. Senator Torgerson noted that use of other existing summer terms would give the students and faculty a break between the spring and summer courses.

The motion failed with two abstentions.

Senator Reynolds moved and Wright seconded motion **01-26:**
That a student who has a previous undergraduate degree from Drake University be exempt from completing the requirements of the Drake Curriculum should they enroll at Drake to complete a second undergraduate degree

The question was asked how many students this would affect each year. The Fall 1999 official count was one and Fall 2000 was two. Margie Davidson, Director of Academic Advising, College of Arts & Sciences and a current member of the General Education Committee offered that this issue originated in Arts & Sciences. There may not be many individuals affected in any given year, but there is need for consistent policy interpretation throughout the college and schools. This motion would put a time stamp on the Drake degree indicating that it was a complete and worthy program even though general education requirements have since changed. Senator Sanders reminded the body that the first time the topic was brought before the Senate there was a concern about the lack of knowledge of where the student's first degree was earned and hence that institution's program.

The motion passed on a voice vote.

Senator Reynolds moved and McCrickered seconded motion **01-27:**
The following policy concerning the "W" mark be approved and published in the next edition of the University catalog

"Undergraduate students may withdraw from or drop courses within the first two weeks of the academic semester (or before the second class meeting of a course which is shorter than a full semester) without any record of the drop or withdrawal recorded on their transcript.

When an undergraduate student drops or withdraws from a class after the first two weeks but before the midpoint of the semester (or midpoint of a course that meets less than a full semester), the administrative mark of "W" is officially recorded.

When an undergraduate student drops or withdraws from a course after the midpoint of the semester (or the midpoint of a course that meets less than a full semester), the instructor of record for that course must assign a letter grade (A, B, C, D, or F) or a mark of CR/NC unless the instructor or Dean's office finds extenuating circumstances that would make the assignment of the "W" appropriate."

Senator Torgerson indicated a concern that a student could withdraw from a course and earn a passing grade. He wondered why not have only the letter grades of 'F' or 'NC' be the acceptable options. Senator Symonds indicated that a student in that position is more likely to earn an 'I' grade. Senator Reed offered that this policy is expected to eliminate the inconsistencies across the colleges and schools. The question is do the faculty have the ability to issue the 'W' grade or is the 'W' only an administrative grade based on when a student withdraws from their course.

Senator Torgerson moved and Allen seconded an amendment:

Strike: a letter grade (A, B, C, D, or F) or a mark of CR/NC And insert: an F or NC

There was a discussion of current procedures and policies for classroom and grading disputes. The body was reminded that the Dean's office and ultimately the Provost become involved. There were comments that indicated not all circumstances can be predicted but the student's withdrawal late in the semester should earn the student a grade.

Senator Lovell suggested an alternative amendment which was accepted by Torgerson and Allen. The third paragraph of the motion would read:

~~When~~ An undergraduate student *may* drops or withdraws from a course after the midpoint of the semester (or the midpoint of a course that meets less than a full semester), ~~the instructor of record for that course must assign a letter grade (A, B, C, D, or F) or a mark of CR/NC unless~~ *only if* the instructor or Dean's office finds extenuating circumstances that would make the assignment of the "W" appropriate."

The amendment passed.

The motion as amended passed.

Senator Wright opened the discussion of what kind of group should be established, or if one should be created, to continue the work of the Review and Priorities Advisory Committee (RPAC). He expressed a desire for the group to include the constituents currently represented on RPAC, namely the faculty, students and staff. Senator Wright wanted the Faculty Senate to be involved and continually have access to the committee. Senator Gillespie asked if RPAC simply became an ongoing unit then would the Budget & Business Affairs Committee be needed. She was in favor of some of RPAC duties being rolled into the B&BA committee. Several senators spoke in favor of having the members of the academic units elected by the whole faculty.

Senator Lovell acknowledged the need for an ongoing committee but felt RPAC was a one time experience and unique. President Maxwell agreed with the position that the committee need and duties this past year was an aberration, but the advisory, planning element of the group was an element he desired to see continued.

Robert Henderson read a statement on behalf of the Staff Suggestion and Evaluation Committee (SSEC). The statement was:

The product Drake provides is produced primarily through its employees. The faculty has traditionally been thought of as the group to provide that product. In the past few years it has been realized that the University mission is achieved by the entire Drake community – staff and faculty. In considering a new advisory committee to the President, the SSEC respectfully request all constituencies currently represented on RPAC be represented on the new committee. Your consideration of this request is extremely critical to approximately 400 non-faculty employees who otherwise may not have a voice in the future of the University.

The continuing comments focused on separating the committee charge from their membership and selection process. Sue Wright offered a brief review of former advisory groups. The groups were put together in a time of crisis and can only be as effective as the time and administration produce. Joseph Schneider reminded the body that RPAC is an advisory group with does not take votes. The point of the committee is to be a diverse, advisory voice to the President.

President Simpson indicated a motion based on this discussion would come to the May Faculty Senate meeting.

The assembly moved into Executive Session and adjourned at 5:30 p.m.