

D R A K E U N I V E R S I T Y
Minutes of the Faculty Senate meeting
May 8, 2002

The regular meeting of the 2001-2002 Faculty Senate was called to order at 3:30 p.m. by President Charles Phillips. The following senators were present for all or part of the meeting: Cairns, Gillespie, Hunter, Klugman, Parsa, Phillips, Rankin, Reed, A. Sanders, Simpson, Spencer, David Wright, Dean Wright,
Absent: Clapham, King, Lovell, Pomeroy, Sanders, B, Symonds

Report of President Maxwell

- The Vice President of Institutional Advancement search advances. There may be candidates on campus yet this spring.
- The Campaign for Drake will come to a close soon and be on target. This is the result of many persons working very hard these past several months.
- President Maxwell reported on the inquiry panel reviewing the Street Painting incident. Their deliberations are proceeding with Russ Lovell leading the panel. This is a sad incident but response from this will be productive for Drake.
- The most recent undergraduate admission report contains strong indicators for the Fall 2002 semester. The receipt of tuition deposits is ahead of last year at a comparable time period. Also, encouraging is a current increase in Orientation reservations.

Report from Provost Troyer

- The budget meetings with Vice President Payseur, the Deans and Provost Troyer continue. There are many reclassified budget lines yet to be communicated.
- The Business & Public Administration faculty will meet soon concerning the appointment of an Interim Dean, with an announcement expected towards the end of the semester.
- The May 18 & 19th weekend will be busy on campus with not only various Drake Commencement activities but the Iowa Girls State Track Meet.

Report from President Phillips

- There were several handouts distributed to the Senators. The Summary of Senate Actions 2001-02, corrected motion 8C with the Final Exam wording and some additional information on Athletic practice time's issue.
- The recent elections have been completed for the two year term positions on the Institutional Planning and Review Council (IPRC). David Walker, Bruce Gilbert and Dan Alexander were elected. To date, the main work of the IPRC has been the designing of templates for colleges/schools to use to gather and report information from year to year.
- The EPI report on semester length recommended that there be no change. Concerning the summer session length, the EPI committee saw multiple issues to be reviewed and therefore recommended a task force is created to specifically look at several Summer issues.

Unfinished Business --

Senator Reed moved and Simpson seconded motion **02-22**:

from EPI in response to the Program Review: Report of the Athletic Task Force issue #6 the Athletic Practice Times to alter

The Scheduling Procedures and Guidelines for Drake Athletics item 8:

Current wording:

Drake University Athletic Council policy prohibits practice by intercollegiate teams from 8 am-3pm, Monday – Friday while school is in session.

Proposed wording:

The Drake Athletic Department, in consultation with the Intercollegiate Athletic Council, will set athletic practice times at appropriate times in order to optimize students' class schedules, facility usage and student welfare issues. Student Schedules will be set prior to the determination of practice times and if no new practice times are available, teams will practice during the time of 3pm-6pm.

Senator Spencer voiced some concerns about possibility of student athletes receiving undue pressure from their coaches and or peers to select certain courses so as to facilitate practice. Senator Simpson acknowledged that pressure could be a problem but the policy stresses that the course schedules are to be a priority. She indicated she was in favor of the change. Senator Allen wondered how this change will solve the dilemma. Senator A Sanders indicated that he did not know that this would solve all the situations but was certainly worth trying. He continued that what happens now is that practice times are set first and then classes are selected. He indicated that this will make the most difference and added flexibility to the smaller membership sports, such as golf and tennis. Senator A Sanders also indicated that the Intercollegiate Athletic Council (IAC) has been quite reluctant to grant practice exceptions due to this rule. The IAC will continue to have oversight review of the practice schedules.

There was discussion of any potential impact on the 2:00-3:15 p.m. or other course time slots and students being able to wisely select courses. There was concern of an informal culture growing up around when students should or should not take courses. Senator Allen wondered if there had been consideration of a wording change to 3:15 p.m. or 3:30 p.m. beginning time. Senator Reed replied that EPI did talk about the mere adjustment of the 3:00 p.m. limit. The committee wanted to open up some other times.

Athletic Director David Blank spoke on the issue after upon request. He indicated there were some legitimate reasons for wanting some very open scheduling options, such as the sharing of practice fields. He indicated that this request came from the students rather than the coaches or administration. Mr. Blank indicated it is departmental policy that they do not want students to miss class for practice. If a student has a choice of a practice or an academic activity, then the academic activity should be attended. He believed that as a practice many terms will continue to practice in the late afternoon. Soccer, which shares a facility, may choose to practice in the morning and perhaps extend to 8:30 a.m. This idea began in with the Student Athlete Advisory Council, he continued. Wanda Everage, Assistant Provost for Academic Services, was asked to address the body. Ms. Everage indicated that she was aware of the student concerns.

Senator Spencer again expressed his concern of the limited options of limited sections which already exist and whether offering this flexibility would merely create social pressure. Senator Gillespie indicated she was in favor of the proposed change especially with a future review. Senator Rankin desired a three year formal policy review. Senator A Sanders indicated there was a four year period built into the measure. The exit interview will be a mechanism to track the policy. A report of these athlete exit interviews are presented by the Faculty Athletic Representative to the Provost. The body desired to have a copy of the annual review presented regarding the student assessment.

The motion passed.

Senator Simpson moved and Sanders, A seconded motion **02-21:**

*Move to Strike: "and university-wide planning and budgeting."
from Article XIV of the Academic Charter.*

XIV. Provost

B. The Provost provides leadership for academic policymaking and implementation; academic personnel selection and evaluation including the awarding of promotion, tenure and special professorships; **and university-wide planning and budgeting.** The Provost's office oversees the operations of Colleges and Schools, Career Center, Council for Interdisciplinary Studies, Cowles Library, Dean of Students, Human Resources, Information Resources, Registrar's Office, and International Center. The Provost maintains effective communication with the Faculty Senate and the Student Senate. The Provost participates in the presentation of academic needs and priorities to the governing board and external publics and constituents.

Senator Rankin expressed the concern that the person who drives the budget drives the institutional priorities and she wanted the Provost involved. She does not mean that the Provost has to develop the budget. President Maxwell offered his perspective which is that there is a Vice President for Business & Finance and the responsibility lies there and with his office. Senator Spencer suggested replacing the University wide language with 'academic'. He did not wish to interfere with the Business & Finance Vice President's job but did want to continue to have the academic officer involved. Senator Dean Wright also indicated his interest in having the academic officer involved.

President Maxwell offered language which was accepted as a friendly amendment. The suggested language altered the first sentence as follows and indicates the Provost's and academic's importance to the institution and budgeting.

B. The Provost provides **institutional** leadership for **these actions:** academic policy making and implementation; academic personnel selection and evaluation including the awarding of promotion, tenure and special professorships; and **academic** planning and budgeting. The Provost's office oversees the operations of Colleges and Schools, Career Center, Council for Interdisciplinary Studies, Cowles Library, Dean of Students, Human Resources, Information Resources, Registrar's Office, and International Center. The Provost maintains effective communication with the Faculty Senate and the Student Senate. The Provost participates in the presentation of academic needs and priorities to the governing board and external publics and constituents.

The motion as amended passed.

New Business

Senator Sanders moved and Spencer seconded motion **02-23**:

Motion to change Committees & Subcommittees of the Faculty Senate

a) Dissolve the Budget & Business Affairs (B&BA) Committee of the Faculty Senate as of May 2002.

b) The Faculty Senate will request, on a once a semester basis, a budget report to be presented by the Vice President of Business & Finance.

c) Dissolve the Drake Curriculum (DC) Committee, the Drake Curriculum Outcomes Committee, Educational Policies & Issues (EPI) and Assessment Committee of the Faculty Senate as of May 2002.

d) Create the University Curriculum (UCC) Committee. The University Curriculum Committee (UCC) has an advisory role to the Faculty Senate. The UCC would not supersede individual college/school curriculum committees. Those committees would still have control over their programs and meeting accreditation standards. The UCC would take on the roles of the DC, Outcomes, Assessment, and EPI committees plus be charged with coordination of interdisciplinary programs and oversight of course/program duplication and synergies across the campus. The UCC would also serve an ad hoc advisory role to the Provost and the Associate Provost for Interdisciplinary Studies to ensure that policy is implemented in a coordinated manner across the campus.

The UCC will have faculty representation from each of the four divisions of Arts and Sciences and from the colleges/schools of Business and Public Administration, Education, Journalism, Law, Pharmacy, and the Libraries. One administrative representative from Drake assistant and associate deans (CAAD) will serve on the committee and the DC Director will be an ex officio member. Members will serve two year, staggered terms of office. This Committee will report to the Senate at least once a year. The Chair is encouraged to manage and direct issues with the utilization of various subcommittees and task forces. These task-originated groups may have membership outside the UCC and report to UCC. All members of subcommittees or task forces will be authorized by the UCC.

d) Rename the Honorary Degree/Drake Medal Subcommittee to the Honorary Awards Committee. The charge of the committee is securing and screening recommendations for recipients of honorary degrees and the Drake Medal.

President Phillips responded to comments received at the last Senate meeting and from David Skidmore. Mr. Skidmore was not in attendance but has indicated that he is fine with the sub-committee format.

Without further discussion, the motion passed.

Senator David Wright moved and Simpson seconded motion **02-24**:

Motion to alter section 4.527 of the Faculty Manual

Add the following section:

“Upon completion of the sabbatical leave, recipients must submit a report to their dean summarizing activities and accomplishments during the leave.

The motion passed.

Senator Reed moved and David Wright seconded motion **02-25**:

Motion to alter section 2.16 of the Faculty Manual

The Registrar's Office publishes a final examination schedule for the last week of the semester, arranging a two-hour period for each class. ~~Classes where final examinations are given are expected to meet for the final examinations and all classes are expected to meet at the designated times and places during the week. whether or not an examination is given.~~ Any deviations from ~~in~~ the final examination schedule require authorization of the Dean.

Senator Gillespie asked when this will take effect. Senate Reed indicated that EPI believed the new policy was to take effect with the Fall 2002 Final Exams.

The motion passed.

Senator Klugman moved and David Wright seconded motion **02-26**:

Motion to accept a revised Student Records Policy

Student Record Information Policy

The Provost's Office and its various subdivisions maintain student educational records as an integral part of providing student services. All student educational records are subject to the provisions of the federal privacy act know as the ~~Buckley Amendment~~ **Family Educational Rights and Privacy Act of 1974 ("FERPA")** and, subject to exceptions stated in ~~the Amendment~~ **FERPA**, are not available for inspection by others without a written release from the student unless the person making the request is a University faculty or staff member with legitimate educational interests and a valid need to know. Such personnel might include a faculty adviser, professor, dean or a counselor. Parents may or may not be excluded from seeing their student's file without a release signed by their student depending on the applicable provision of the Buckley Amendment.

~~With few exceptions~~ **Generally**, students may inspect their own record at any time the record keeping office is open. Prior notice is required to inspect your own file as inspections are done under the supervision of the office staff. Students may copy the contents of their own record although if the file is extensive there may be a reasonable copying charge. **Students may not see their parents' Financial Aid Form or other financial records. Where records involve two or more students the student may view only that part of the record that pertains to him/her. Students do not have a right to access records of instructional, supervisory or administrative personnel if those records are kept in the sole possession of the maker and are not accessible or revealed to any other person except substitute personnel. In addition, students do not have the right to access or review the records of Campus Security if the records were created for the purpose of law enforcement. In all cases where access to records is denied, the student and supervisor of the record shall attempt to informally resolve the matter. If the situation is not resolved in this manner, then the Provost, or his/her designee, shall make a final and binding decision regarding access after reviewing the arguments for access and denial of access.**

If student find objectionable material in their file, they should call it to the attention of the supervisor of that record and if the supervisor agrees, the material can be deleted or amended. If the supervisor of the record does not agree to the student's suggested deletion or amendment after the student has had a chance to present all evidence in his/her favor, then the student may add additional or explanatory material to the file, which will be kept as part of the educational record.

All student files are subject to lawful subpoenas or court orders. Some file such as counselors' files and medical health records can only be inspected by the student with the permission of the doctor or counselor. These records have special protection and are never released to anyone except through a release of record form signed by the student or a lawful subpoena or court order.

~~The Career Center discontinued offering a closed reference file option to registrants on June 1, 1992. Since that time all reference letters received by The Career Center are considered to be open; however, all letters~~

~~written under a closed option prior to this date are open only to employers requesting the files. They are not open to the scrutiny of the registrant through The Career Center.~~

Files are normally purged after five years although there are exceptions such as medicals records, disciplinary records and the like. Some offices purge files five years from last contact or activity rather than five years from the creation of the file.

Senator A Sanders offered a friendly amendment to replace *Buckley* with *FERPA* in the second paragraph. The alteration was accepted. Senator Dean Wright asked for clarification of why the financial record and campus security portions were included. Nancy Geiger, Registrar, was asked to address the body. She indicated that these portions of the proposed policy bring Drake's policy into compliance with Federal regulations, especially the 1990 Crime Awareness and Campus Security Act. Senator Dean Wright indicated a general concern about the security records and was sensitive to their potential misuse. He also understood the need to be compliant with existing Federal legislation.

Senator Parsa asked about what information has been requested from Drake by the INS. Provost Troyer said that several pieces of legislation are in process which will effect reporting. The INS has currently sent a very broad request for information. President Maxwell indicated that the institution will be asked to provide confirmation of enrollment of international students. A central service, whose proposed funding will be with a charge to the international students who apply for a visa, will collect this information nation wide. The concern will be for the person who says they are going to be a student and then does not enroll.

The motion passed.

President Phillips indicated he was happy and honored to have served as President. He thanked the Executive Committee, President Maxwell and Provost Troyer. It is a great learning experience.

The meeting adjourned at 4:50 p.m.
Submitted by Secretary, Nancy Geiger