

Minutes of the Faculty Senate meeting

February 15, 2006

The regular meeting of the 2005-2006 Faculty Senate was called to order at 3:30 p.m. by President Matt Esposito. The following senators were present for all or part of the meeting. Alexander, Bartschat, Cairns, Courard-Hauri, Dore, Esposito, Gilbert, Gillespie, Larson, Martin, Morrow, Nelson, Pandit, Reed, Reincke, Sanders, Simpson, Tice, Wade  
Absent: Freeman-Miller, Lyons

The January 2006 minutes were accepted.

President Maxwell was not in attendance as he was out of town on university business.

Provost Troyer

--Provost Troyer thanked the faculty & staff who participated in National Alumni Scholar days. There were many positive comments from the families about the experience.

--Currently the Fall 2006 admission application submissions are about ten percent ahead of last year and this trend has been reported at other institutions. We have plenty of applicants to fill the pharmacy program openings but a decreased number overall in the applicant pool for that program alone. There is an increase from recent years in the international student, Iowa and students of color applications. These are all good indicators for Drake right now.

President Esposito

-- The tabled Motion 06-07 concerning Honorary Degrees will come back to the Senate at the March meeting. There is some data and opinion collection which continues on this matter.

--The All University Senate Task Force, with Kristi Bowman Chair, has been meeting regularly and invites persons with comments to contact Ms. Bowman.

Student representatives of the Student Senate Campus Advancement Committee, Ms. Dana Shapiro and Ms. Megan Ostrem made a presentation concerning an April 4<sup>th</sup> event at 5:00 p.m. The students were looking to have faculty join students in a small group atmosphere, with dinner provided. Those faculty interested were encouraged to contact Ms Shapiro at [djs019@drake.edu](mailto:djs019@drake.edu). The discussion topics are to be broad in nature and produced in an interactive atmosphere.

The students also announced another event, April 7<sup>th</sup> and 8<sup>th</sup>, that in the Fieldhouse, there will be a Relay for Life cancer awareness and fundraising event. This will be a twelve hour event which will include a variety of activities. Faculty and staff are encouraged to join teams and in the fun.

New Business –

Upon proper motion and vote, the Senate changed the order of the agenda to consider Motion E first.

Senators Martin moved and Sanders seconded motion **06-08:**

*Motion to establish the Planning Council*

The Planning Council is a joint committee of the President of Drake University and the Faculty Senate. The Planning Council collaborates with the President to develop and revise the University's Strategic Plan. The Council shall advise the President and his/her Cabinet and advise the Senate on planning related actions.

The President of Drake University chairs the Planning Council. The Council consists of 10 faculty members, the President's Cabinet, two students and others, such as members of the All Staff Council, as determined by the President and the Faculty Senate Executive Committee. The 10 faculty members will include one representative from each of the professional colleges and schools, one representative of each of the four academic divisions in Arts and Sciences, and one representative from Cowles Library. The entire faculty elects the faculty members. The Faculty Senate Executive Committee oversees the election process.

The Council is formally constituted every three years and exists only for the first year of the three-year planning cycle.

No comments were brought forward and with a previous question motion made and approved, the Senate moved directly to a vote on the motion.

The motion passed on a voice vote.

Senator Gilbert asked a point of information concerning when this Planning Council would begin. Provost Troyer indicated that it is expected to begin during the summer of 2007 as there is not enough time to fully prepare for a summer of 2006 start.

Senators Martin moved and Simpson seconded to amend Motion **06-05**.

*The All University Senate Task Force to increase the staff membership to four.*

*This is being requested by the current membership so as to have equal representation on the Task Force of faculty, students and staff.*

Establish a Task Force to consider the possibility of an All-University Senate comprised of faculty, staff, students and administrators. Members of this special committee could include four faculty appointed by the Faculty Senate Executive Committee, four students appointed by the Student Senate Executive Committee, and two staff members appointed by the All-Staff Council. (November 2005)

Once a clarification was made about the impact to the Task Force membership, the motion passed on a unanimous voice vote.

The Senate was given an opportunity to provide feedback on version 2.5 (January 15, 2006) of the Drake Web Site Policies and Procedures document as presented on the web. Mr. Paul Morris, Chief Information Officer and Ms. Brooke Benschoter, Director of Marketing and Communication are the authoring committee co-chairs. Also present for the discussion was Ms. Andrea Charlow, chair of the Senate's Instructional Technology and Policy Committee. Two handouts were presented: a sample web page layout and the Web and Portal Project Outline, February 15, 2006 version. Mr. Morris noted that one handout sets the context for the policy and the other was a layout or format of the new web pages.

Information on the Drake web site will be split into two types: official and not official. An official page is anything which commits the university to do something, such as offering courses and majors. These pages will have a standard look and feel to them. There were also opening remarks made regarding the Web and Portal Project outline.

Senator Martin asked if there were controversial issues or tradeoffs in this policy or implementation. Mr. Morris acknowledged there is always some concern about content freedom and maintenance. He outlined that indeed, each college/school and administrative unit will need

to set up their controls of content, staffing and hardware requirements. He outlined the basics of the different roles in the process.

Mr. Morris stated that the full implementation will be staged. Various pages will go live this spring and other pages will be brought live as they can. Mr. Morris noted that the software Blackboard is not a part of this project. He concluded with stating how the project will coordinate the 'cut-over' which is slated for March 20, 2006. The smooth transition will depend in part on the kind of links which now exist. Efforts are being made to prepare for this transition which is expected to take several days.

Senator Bartschat noted his concerned about various persons who may have many Drake sites bookmarked. Mr. Morris stated that the bookmarks should still work, but move the person to the new url. Senator Gilbert asked if there was a link checker built into the content management system so that various dead links can be located and periodically updated. Ms. Benschoter indicated that there is a method in the software for that task.

Senator Courard-Hauri asked if there is a specific timetable for academic departments to move their web pages. Mr. Morris indicated that no real timetable exists for each existing web page but the project team will take which ever department has shown interest and has the greatest need. There is a rolling schedule which will this fall include the portal project.

Senators Simpson moved and Pandit seconded Motion **06-09**:

*The Academic Calendar Task Force moves that the university amend its policies regarding the Academic Calendar as shown in the revised guidelines*

**Drake University Academic Calendar Construction Procedures**  
~~GUIDELINES FOR THE CONSTRUCTION OF THE DRAKE UNIVERSITY CALENDAR~~  
~~CREATED BY THE DRAKE UNIVERSITY SENATE March 21, 1973~~

~~Revised and Reaffirmed by the Faculty Senate February 17, 1993/May 1, 1996/December 10, 1997/Sept 1999/Feb 2005~~

1. PROCEDURES FOR CALENDAR CONSTRUCTION AND APPROVAL

A. Drake University Calendars shall be constructed by ~~the Registrar~~ **an Office of the Provost designee of the University** in compliance with the following principles. Such calendars shall be constructed and maintained five years in advance of their implementation and, at the time of their construction, shall be reviewed by the ~~Educational Policies and Issues~~ **appropriate Faculty Senate committee**.

B. Each Drake University Calendar shall be given final review by ~~E.P.I.~~ **the appropriate Faculty Senate committee** in the Spring, 1.5 years in advance of the Fall of implementation and at that time shall be presented to the Faculty Senate for approval. Except in extremely unusual circumstances, no changes shall be made to the calendar after this approval.

2. OPENING AND CLOSING DATES OF SEMESTERS

A The Fall semester shall begin on a Monday concurrently for day and evening classes, **two weeks before Labor Day** and shall be sixteen class weeks in length. ~~generally shall consist of 72 or 73 class days. The last day of the final examination period shall be no later than December 20, except when doing so will not accommodate at least a four day final examination period, in which case the last day of the final examination period shall be December 24.~~

~~B. EPI may recommend beginning FALL semester classes on a weekday other than Monday and schedule final examinations across a weekend including Saturday in unique calendar years which may occur in the calendar cycle, provided that 73 class days are scheduled and that one day is set aside for study prior to the final examination period.~~

~~B.C.~~ The Spring semester shall begin on a Monday, concurrently for day and evening classes, four weeks after the Fall semester ends and shall be sixteen class weeks in length. ~~last 17 calendar weeks and~~

~~consist of 74 class days so that the Commencement exercises are held alternately on a Saturday or Sunday afternoon not later than May 19.~~

~~C.D. The Summer semester begins after the Spring Commencement and ends prior to the start of the Fall semester. session is organized into two five-week terms. The beginning of the first five-week term shall be determined in reference to the closing dates of the public schools in the Des Moines Metro area.~~

~~E. Terms with other opening and closing dates may be scheduled for specific programs.~~

### ~~3. DAY FREE FOR STUDY~~

~~There shall be at least one day free for study other than a Saturday or Sunday between the last day of classes and the beginning of the final examination period in the Fall and Spring terms.~~

### 3 4. MID-SEMESTER BREAKS

A. There shall be a two-day Fall break on Monday/Tuesday of the third week in October.

B. There shall be a break of nine days including two weekends at or about the mid-point of the Spring semester. To the extent possible this break should correspond to the spring break schedule of the Des Moines Public Schools. However, alternations in the Drake University calendar to attain such correspondence shall not be made after initial publication of the academic calendar in the catalog or any other widely disseminated document. The dates for Spring Break in the next academic year will be announced by May 1 each year.

### 4 5. HOLIDAYS AND TRADITIONAL OBSERVANCES

A. Classes shall not meet on Labor Day or Martin Luther King, Jr. Day. Instructors teaching classes regularly scheduled for Monday night during Fall or Spring semester shall, in cooperation with the **Student Records Office Registrar's Office**, make arrangements to hold one additional class session during the semester. An extra meeting may be scheduled on another evening agreeable to most of the class, or on a weekend **as decided by the course instructor**.

B. Classes shall not meet on Independence Day. When the 4th of July falls on a Saturday, classes shall not meet on July 3rd. When July 4 occurs on a Sunday, classes shall not meet on July 5.

C. Classes shall be recessed after evening classes on Tuesday before Thanksgiving and shall resume at the time of the first regularly scheduled class on the following Monday.

D. Classes shall meet all day on the Friday before Homecoming and until 12:00 noon on Homecoming Saturday.

E. Classes shall meet until 1:50 p.m. on the Friday of Relays Weekend.

### 5 6. DEADLINE FOR SUBMISSION OF GRADES

A. Course grades for the Fall semester shall be due at 10:00 a.m. on the tenth calendar day following the last day of the ~~final examination schedule~~ semester.

B. Spring semester grades shall be due at 10:00 a.m. on the fifth calendar day following the last day of the ~~final examination period~~ semester.

C. Course grades for the first and second semesters of the Summer session shall be due at 10:00 a.m. on the fourth calendar day following the last day of the session.

D. If University offices are closed at the time set by these guidelines, course grades shall be due at the time that the University offices next open thereafter.

Senator Bartschat asked if the two motions could be combined. He asked for some background as he felt that without motion one, motion two did not work. Ms. Patricia Prijatel, chair of the Academic Calendar Task Force was present and addressed that question. She indicated that the group had considered the issues as one and as two for a time. There was some interest and concern from Faculty Senate Executive Committee that the two topics should be split and hence the presentation to the Senate as two motions. Senator Pandit asked how the last week of classes would be scheduled. Senator Simpson noted that individual faculty would be scheduling their courses and thus their exams in their semester long time slots.

Senator Alexander indicated that he liked the flexibility of the proposal but had some concerns. One would be the loss of the consolidated exam options. Senator Gillespie stated that for the instructors who do not give traditional finals, this should be great. Senator Nelson requested that the two hour exam be reconsidered.

Senator Sanders noted that the students had asked for more free time to prepare and this goes against their interests.

The body discussed the implications of how Fridays might be scheduled and used according to the second motion. There was concern over a) the loss of that day for the three times a week 50 minute course option, b) whether the students and faculty would use the time given to them through out the semester or just at the end and thus re-create the bottle neck, c) whether this would really help the student who has major presentations or performances to prepare for those experiences, and d) whether students and faculty would be able to keep track of the rotating Friday schedules. Ms. Prijatel noted that with the full plan, there is more time through out the semester for preparation where as the current Dead Day is often too little too late.

Several senators mentioned that they liked the flexibility concept and noted the complexity of the issue. Some members saw value in more direct surveys of the faculty and students on certain points of the proposal and the corresponding issues. Such as asking how many faculty would use the two hour time blocks or their direct needs for certain end of term exam experiences.

Senator Alexander offered a possible revision to the motions based on the discussion. He proposed the body consider making the current 15<sup>th</sup> week of the term to be scheduled like the 16<sup>th</sup> week. This idea does not lengthen the semester nor affect the course offering times for the entire semester, but provides two weeks of larger blocks of time for end of term presentations or experiences.

Senator Bartschat confirmed that he is in favor of flexibility but that this present proposal would be extremely difficult in his opinion. He did see value in the suggestion made by Senator Alexander which created two end-of-semester experience weeks. Senator Tice noted that the start of this discussion was the misuse of Dead Day and he asked if the committee considered expanding that activity. Ms. Prijatel indicated yes, noting that there is no promise of having more misused days for study.

A motion to table was made and passed.

Senator Simpson asked for members to send suggestions which may guide the discussion. Information will be sent to the campus community to get their reaction.

The Senate adjourned at 5:00 p.m. Secretary, Nancy Geiger