

DRAKE UNIVERSITY
Minutes of the Faculty Senate meeting
May 2, 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, Cairns, DeLaet, Gillespie, Honts, Kleiner, Lovell, McCrickerd, Parsa, Phillips, Pomeroy, Rankin, Reed, Reynolds, Sanders, Simpson, Symonds, Torgerson, Walker, Wright
Absent: None

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

Remarks from President Maxwell

- There will be one more public forum, this week concerning the Interim Program Review report, which was posted on the web last week. Please encourage your colleagues to come and participate.
- The latest Campaign Drake figures as of April 30, 2001 are not yet ready for release but President Maxwell did indicate that the institution's situation looks good.
- The availability of financial information from this administration to the campus community is a commitment which will continue to be a priority.
- The full budget for fiscal year 01-02 will be finalized soon. Vice President Payseur is meeting with the Budget & Business Affairs Committee. Changes are being made to bring our accounting methods into line with the present generally accepted accounting guidelines
- President Maxwell commended Mark Kostek and all the staff and volunteers for the recent outstanding Drake Relays.

Remarks from Provost Troyer

- Provost Troyer reminded faculty of the upcoming Commencement events and encouraged their attendance, especially at the President's Reception. It is an important event for graduating students and their families.
- A student life consultant is currently on campus and a faculty session is scheduled tomorrow, Thursday, at 3:30p.m. Please consider attending.
- He noted that while it was up to faculty to take any final action, he was pleased with the progress that David Skidmore and the General Education Committee were making in addressing some of the concerns associated with the Drake Curriculum.

Remarks from President Simpson

- Jon Torgerson gave a report from the Faculty Appeals Committee. They never met. He commented that the process of faculty putting themselves up for election showed that faculty cared and knew the importance of their charge. He expressed appreciation for the work on these matters done by the University Counsel, Lou Ann Simpson and Provost Troyer.
- John Stacy, representing the Safety committee, reported that the Employer's Mutual representative will do a walk through of the university and then the committee will address updating emergency procedures.

Unfinished Business: None presented

New Business:

Senator Phillips moved and Sanders seconded motion **01-28**:

to establish as a standing committee of the Faculty Senate the Institutional Planning & Review Committee

A friendly amendment was offered and accepted without discussion to add reporting monthly to the Faculty Senate as part of the committee's charge. (bolding equals insert)

The Committee shall be a standing committee of the Faculty Senate. ~~As a part of its responsibilities, It~~ will serve as an advisory body to the University President. ~~The Committee shall advise the president and the president's cabinet on a variety of issues . . .~~

The Committee shall as part of its responsibilities, ~~in addition,~~ coordinate and facilitate communication on ~~issues related to its responsibilities~~ and shall report monthly to the Faculty Senate.

Senator Gillespie noted that the membership is missing any person with direct student affairs contact and no one representing the athletic department. Senator Phillips also noted that the Library personnel are not represented. President Maxwell expressed that persons on the current committee are working hard to be representative of the University as a whole and so should members of this new body. Senator Reynolds noted that the new Academic Charter language places the Library personnel inclusive within the Faculty of Instruction. The Library faculty were not given a voice to put forth a candidate on the Review and Priorities Advisory Committee (RPAC) ballot but did participate in their election.

Senator McCrickered moved and Gillespie seconded an amendment:

To include a representative of CAAD (Council of Associate & Assistant Deans) in the membership

Senator Allen indicated that the present members of RPAC believe themselves to represent more than a certain group, which elected them. She noted that insuring a wide representation on the committee is important and the student affairs expertise is vital to this University discussion. Senator Bartschat reminded the body that this discussion is not new. It was a concern when the University Strategic Planning Council (USPC) was formed.

The amendment passed.

Senator Walker indicated that RPAC had expressed a concern about additional student membership being appropriate.

Senator Walker moved and McCrickerd seconded an amendment to:

Specify one undergraduate student and one graduate student in the committee membership

Senator Lovell indicated it should be helpful to seek out the voice of those that make up half of our graduates each year. Senator Gillespie agreed. Senator Torgerson expressed his hope that if the motion was to be defeated, that the sense of the Senate would be passed onto the Student Senate for their work when selecting representation on the committee.

Senator Torgerson also was concerned about the student(s) being elected to a three-year term and this provision being reasonable. Senator Sanders indicated he would prefer to defer to the students the representation question. Senator Allen spoke in favor of adding a graduate to the committee membership.

Senator Lovell moved and DeLaet seconded an amendment to the amendment:

and a fulltime undergraduate; graduate and non-traditional (either graduate or undergraduate) to the committee membership

Senator Phillips spoke that Drake does not have an institutional definition of non-traditional students. Senator Allen believed that two students are enough and that the size of the committee is an issue to not forget. Senator Symonds agreed that two students on the committee is enough and the two should be representative with a broad range of student concerns.

The amendment to the amendment failed.
The amendment passed.

Senator Torgerson moved and McCrickerd second the amendment to add:

*Following the schools and college description include: and the Libraries
And raise to ten the number of Faculty of Instruction as appropriate throughout the motion*

There was discussion that the librarians have been included in the faculty of instruction and an effort should be made to not treat this set of faculty differently. Their role was acknowledged as central to the University's academic mission.

The amendment passed.

Senator Lovell expressed a concern about the three year term commitment for this committee noting that other committee that already have such terms can become inconsistently filled. President Maxwell offered that he sees the group with responsibility but not decision-making responsibilities. Senator Pomeroy noted that their purpose is to be advisory over a three to five year period concerning the implementation of the Program Review recommendations.

Senator Walker agreed that a three-year term is a concern as it has the prospect of being a drain on persons with many interests and responsibilities. He continued that there are advantages to the staggered terms served. Senator Torgerson spoke that even with a provision for alternates, two-year terms are more manageable. Senator McCrickered believed that the number of persons willing to commit to a three year term decreases how many can serve on the committee.

Senator Lovell moved and Wright seconded an amendment to change:

*Two year term of service should replace three year term language
And membership could include one additional succeeding term*

The body also corrected language, an incomplete sentence, in the distributed motion. At the end of the membership paragraph: After the initial term of service the **representatives shall be eligible for re-election for one succeeding term** ~~will be elect terms. Members of RPAC may elect to continue on the Committee but must then stand for re-election.~~

The amendment passed.

Senators expressed a concern that the committee will meet in the summer and whether or not the faculty will be compensated for their time during that period. President Maxwell expressed a desire that for the long term, the new group would not need to regularly meet outside the academic year.

The motion was made and seconded to table the main motion until September 2001. The tabling motion passed. (11 yes/8 no).

Senator Gillespie moved and Parsa seconded motion **01-29**

Extend RPAC until successors are elected

The motion passed without discussion.

David Skidmore, General Education Director, was given permission to address the assembly and distributed handouts. He outlined the work done by the General Education Committee, which included rewriting the Information Literacy outcome. Mr. Skidmore acknowledged Bruce Gilbert's assistance in this area. Stuart Klugman was acknowledged for his input and assistance on the committee as they prepare to bring next year a set of revised Outcomes to the Senate. The basic purpose of the work has been to streamline and simplify the matching between the course list and the outcomes or under the new name of Areas of Inquiry.

Due to time constraints, the Senate suspended the time limit rule and went into Executive Session for 10 minutes to consider an Honorary Degree & Drake Medal Committee motion.

Mr. Skidmore resumed his presentation in regular Senate session. He outlined some background to the motions presented. The committee structure reduction is an acknowledgment that the Drake Curriculum is in place and the need for three separate committees has passed its time. The First Year Seminar Committee was begun before there was a First Year Seminar Director. He continued that there is to be an assessment report of the Drake Curriculum written in the next year. Senator Reynolds expressed concern that a class of students has not yet graduated which used the curriculum and yet there are substantive changes proposed. He wondered how a 'good or bad' determination could be made yet.

Senators expressed their concern about changing the Science requirement and whether there were sufficient courses in the curriculum to support such a change. Several speakers expressed concern about the difference between the Life and Natural Sciences and that importance. The issue of counting courses twice was seen both as a problem and as flexibility for the advisor and student.

Mr. Skidmore reminded the body that what was presented to the Senate today was still a proposal.

Senator Phillips moved and Wright seconded motion **01-30:**

Amend the Faculty Manual, Faculty Senate, Standing Committees and Sub-committees 5.16. General Education Committee (GEC): The committee shall be named the Drake Curriculum Committee.

The motion passed without discussion.

Phillips moved and Torgerson seconded motion **1-31:**

Amend the Faculty Manual, Faculty Senate, Standing Committees and Sub-committees 5.16. The Advisement SubCommittee shall be abolished as a separate subcommittee and its current responsibilities shall be transferred to the General Education Committee (Drake Curriculum Committee).

The motion passed without discussion.

Senator Phillips moved and Torgerson seconded motion 1-32:

Amend the Faculty Manual, Faculty Senate, Standing Committees and Sub-committees 5.16. The First Year Seminar SubCommittee shall be abolished with its responsibilities transferred to the General Education Committee (Drake Curriculum Committee).

Current Charge: The FYS Subcommittee is responsible for developing and implementing policy, operational guidelines, and support activities. It shall solicit, review and approve or disapprove First Year Seminars

The motion passed without discussion.

Senator Walker moved and Sanders second motion 1-33:

Amend Faculty Manual with new Statement of Policy and Rules Relating to Patents

Senator Walker recognized the members who participated in the Patents subcommittee of the Budget & Business Affairs Committee, chaired by William Stoppel. This policy is fashioned from the Faculty Manual and the AAUP manual. This motion recognizes that Drake's mission is to enrich the community and is a not-for-profit organization. Senator Walker went on to highlight the general rules on page one of the motion.

The motion passed without further discussion.

Senator Phillips moved and Wright seconded motion 1-34:

Amend Charge to Budget and Business Affairs Committee with additional language:

Financial Planning Agenda for the University Budget and Business Affairs Committee

October	Review the previous year's actual budget in light of that which was forecasted. The focus should be on variances from the previous year's proposed budget. Items of focus should include, but not be limited to: enrollment (full-time and part-time), various expenses, and major changes.
November	Determine what information would be necessary to construct a set of assumptions and forecasts for the following year, as well as the five-year budget.
December	Board meets.
January	Discuss and specify the assumptions and forecasts that will be used to develop the following year's budget, as well as those used in the five-year budget. The Committee should work with the administration.
February	A preliminary budget goes to the Board.
March	Discuss the impact of any changes or updates (e.g., changes to benefits, year-to-date experience with benefits, etc.).
April	The budget is mailed to the Board. Prior to the mailing, and on an ongoing basis, the Committee should provide feedback to the Vice-President of Finance for the final preparation of the one-year and five-year budgets.

Senator Sanders was concerned that there is not such a strict structure in any other committee. Senator Walker agreed with the spirit of the motion as it gives a template for how the committee should operate. He said this would set up a compact between the administration, faculty and the governing faculty body. This is a role and opportunity, which is different now than it has been in the past. Provost Troyer shared that he has chaired this committee in the past and was not sure that such a change to the charge was workable. Senator Bartschat strongly encouraged the template set out in the motion but did not see it as an appropriate change to the committee's charge. Senator Torgerson offered that it can be a frustrating committee. Senator Allen suggested sending the motion back to committee, taking out the stated months from the language and taking out what the committee will not have direct control over.

Senator Torgerson moved and Allen seconded to sent the motion back to the Budget & Business Affiars Committee with the expressed hope that the motion will be brought back during the Fall 2001 semester.

The motion to send to committee passed.

Senator Allen moved and Sanders seconded motion **01-35:**

5.07 University Benefits and Compensation Committee

After review and approval by the Senate, the committee is responsible for recommending **compensation and employee benefits policies** to the President. The Committee is concerned with, but not necessarily confined to, insurance, and retirement provisions and **the total compensation package** for the employees of the University and **comparison to compensation packages and benefits of peer institutions.**

The membership of the Committee shall consist of nine members of the Faculty of Instruction appointed to staggered **three** year terms by the Executive committee; the Director, Human Resources, the Vice President for Business and Finance, a representative of the Provost's Office, **two** representatives of clerical; and **two** representatives of the professional/technical staff. **Three Faculty members of the Committee shall be appointed each year. Vacancies shall be filled for the remainder of the term of the member whose vacancy is being filled.** The Chair is appointed by the Executive committee. **The Committee shall be divided into two subcommittees; one primarily considering benefits and the other primarily considering compensation. The allocation of committee members to the subcommittees shall be made by the Chair. The chair may appoint Chairs of the subcommittees.**

The Benefits Committee expanded membership and change to the committee charge to include compensation are two issues, which have been discussed with the present and past Benefits Committee memberships. The Benefits Committee was first formed as a subset of the Budget & Business Affairs Committee. It was recognized that benefits and compensation are a large part of the budget and important issues to all Drake employees. Compensation issues would not be viewed as individual salaries, but in AAUP grouping. The committee would review peer institution data. Note: Peer institutions are selected and reviewed every few years by the President's Cabinet. The present list is approximately 14 private and comprehensive universities.

Senator Walker indicated he believed this issue should go to the B&BA for their review and comment. After which, he suggested the topic come back to the Senate for meaningful discussion.

Senator Wright moved and Torgerson seconded to table until Fall 2001 motion 01-35

Senator Phillips moved and Walker seconded motion **1-36:**

to recognize President LouAnn Simpson for her service and work this past year

The motion passed

The assembly adjourned at 6:00 p.m.