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Faculty Senate

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Faculty Senate Minutes 1995.08.24

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**Minutes
Faculty Senate Meeting
August 24, 1995**

Dr. William Harbour, Chair, called the Longwood College Faculty Senate to order at 12:45 p.m. in the Virginia Room, Ruffner. The following members were present:

Dr. Lee Bidwell
Mr. Mark Baldrige
Dr. Pat Barber
Dr. David Carkenord
President William Dorrill
Dr. Berkwood Farmer
Dr. Mary Flanigan
Dr. William Frank
Dr. Robert Gibbons
Mr. Richard Hurley
Dr. Judith Johnson

Dr. Patricia Lust
Dr. Susan May
Ms. Kristine Palmer
Dr. Jeffery Peden
Dr. Darryl Poole
Dr. Charles Ross
Dr. Ellery Sedgwick
Dr. Pat Shank
Dr. Betty Jo Simmons
Dr. Robert Wu
Dr. Douglas Young

The following members were absent:

Ms. Linda Cranston
Ms. Phyllis Mable
Dr. Robert Sawyer

The minutes of the previous meeting were approved as distributed.

Dr. Harbour then called attention to the Report on Faculty Involvement in the Presidential Search Process as outlined in the minutes of the August 18, 1995, general faculty meeting (copy on file with official minutes). The Faculty Review Committee will review 20-25 sets of credentials and rank the candidates. Dr. Harbour announced that, per the Rector of the Board of Visitors, six or seven faculty will serve on the review committee, not just five, and that all three schools would be represented.

The Curriculum Review Processes, as shown in the flowcharts (copy attached) have been simplified and decentralized. Only major issues will come before the Senate. Most matters will be handled by the school curriculum committees and/or the Educational Policy Committee as much as possible. The VPAA will make sure we maintain close communication between all relevant groups.

A box will be added to the course and program proposal forms (copy attached) for the Registrar to check off approval of course number changes and to make sure that catalog numbers and course descriptions do not contain errors which would lead to advising problems for faculty and students.

Ms. Palmer asked Senators to forward a message on to the department curriculum committees that the last meeting of the Educational Policy Committee before the catalog copy deadline will be on February 29, 1996.

The following resolutions were proposed to the Senate and adopted.

Resolution #1: The Senate delegates the final approval of certain kinds of curricular and program changes (as specified in the enclosed flowcharts found in Appendix A. of this

report) to the School Curriculum Committees and/or the Educational Policy Committee. Resolution #1 carried.

Resolution #2: After the Educational Policy Committee or the School Curriculum Committees have made curricular and/or program changes they will within 2 working days inform the VPAA of such changes. The VPAA will notify the Academic Affairs Committee, the Educational Policy Committee, and the Senate, as appropriate, of such changes within 5 working days of receipt of such information. Any member of these groups then has 10 working days to notify the VPAA of questions or objections. Should questions or objections remain after informal attempts to resolve them, the issue will be forwarded to the full Senate as an appeal on the issue. Resolution #2 carried.

Resolution #3: Any committee or person rejecting a proposed curriculum change should provide the reasons to the originator in writing. A change rejected at any level sends the proposal back to the originator for review, change, and resubmission through the entire process. Resolution #3 carried.

Resolution #4: The Senate delegates to the Educational Policy Committee the development, review, and changing of appropriate forms to be used to propose changes in curriculum and academic programs. Resolution #4 carried.

Dr. Harbour also called attention to the **Point of information:** The Senate Executive Committee has worked on some forms relevant to the above resolution and is passing those forms on to the Educational Policy Committee and asks that the committee finish work on such forms as soon as possible so that the rest of the faculty may begin using the system.

Dr. Poole said that his office would be glad to house the official set of curriculum changes since the office is responsible for the catalog. Dr. Lust suggested that the Registrar house the information. The EPC will discuss, fill in details, and get back to the Senate.

Dr. Harbour stated that Senators should share minutes of meetings with colleagues. An electronic copy (via the Faculty Senate bulletin board) and a hard copy will be sent to each faculty member.

Dr. Gibbons asked that Liberal Studies be included in Figure E, Part 2. The flowchart will be changed as recommended. Dr. Sedgwick stated that he is preparing graduate flowcharts that will be parallel to the undergraduate flowcharts. Figure G will be revised to include "individual department or school" with proposal originator.

Dr. Poole asked for discussion on the mission statement draft that was recently sent to department chairs for review by faculty. The revised mission statement will go before the Board of Visitors at their October meeting. He asked for feedback by September 15. Several suggestions were made by Senators. Dr. Poole asked that the Senators send written comments to Academic Affairs. Another draft will come before the Senate.

Dr. Harbour then asked for a discussion of the numbers of representatives assigned to Math and English since the number of faculty in the departments changed. The numbers of representatives will stay as is for this year. It will be up to the deans to challenge the number given for departments in schools.

The remainder of the items on the agenda will be placed on the next meeting agenda. The meeting adjourned at 2:10 p.m.