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Meeting Agendas and Minutes

Faculty Senate

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**Minutes
Faculty Senate Meeting
September 7, 1995**

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

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

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

The following member was absent: Dr. Robert Wu.

The minutes of the previous meeting were approved as distributed.

Dr. Harbour, on behalf of Dr. Lund, brought the following resolution before the Senate for consideration. Dr. May moved for the adoption of the resolution.

The Longwood faculty strongly opposes the college bookstore's current policy of deliberately ordering fewer copies of required textbooks than the number requested by department chairs and/or the number enrolled. This policy has caused significant harm this semester to students, who have been unable to do assigned work, and to faculty, who have had to copy classroom material, rearrange (and reprint) syllabi, and seek out on their own supplemental copies of books.

We therefore urge the current bookstore to guarantee the college in writing that it will henceforth have copies of required textbooks available for purchase by every enrolled student so long as the order was filed by a reasonable time (to be negotiated by the bookstore and the college). Exception may be made in the case of students added to the class by overrides after classes begin. The bookstore should also guarantee that faculty will be notified in writing whenever a required textbook is not in stock at the bookstore at least one week in advance of the first day of any class and provided with an explanation of that order's status.

Should the bookstore be unable to agree to these principles, we urge the college and the bookstore to dissolve their existing contract immediately.

Dr. Lund spoke to the resolution. He argued that copies of required textbooks should be available for purchase by every enrolled student. This semester textbooks for many courses were underordered. The bookstore should also notify faculty whenever a required textbook is not in stock at the bookstore in advance of the first day of any class, providing an explanation of that order's status so that faculty have time to change syllabi or other alternative texts.

Mr. Bolt, the Longwood Bookstore Manager, was then invited to speak to the resolution. Mr. Bolt stated that there were problems with the opening of the semester for various reasons -- change in personnel and understanding of our bookstore's policy, along with the lack of notification from publishers that certain books were not available or limited in number. There have been much more minor problems in the past which the bookstore remedied immediately. Mr. Bolt asked that the resolution not be approved since this is the first time service has not been acceptable to many faculty.

After much discussion, Mr. Baldrige amended the resolution as follows:

The Faculty Senate directs the Longwood College Contracting Officer, Mr. Richard Hurley, Executive Vice President for Business & Legislative Affairs, to look into this matter immediately and see if any changes in policy should be forthcoming so that this never happens again.

The amendment was approved. The resolution, as amended, carried.

Ms. Palmer then discussed the revised forms for curriculum-- Longwood College Proposal for Non-General Education Course Change, Longwood College Proposal for General Education Course Change, Longwood College Proposal for a New General Education Course, and Longwood College Proposal for a New Non-General Education Course (copies attached to official minutes). A copy of the required SACS format for syllabi was also distributed (copy attached to official minutes). The template for the syllabi is available from each departmental secretary or Academic Affairs. The forms will be widely distributed by the three school curriculum committee chairs to the departmental curriculum chairs.

Ms. McKenzie, Director of Assessment, outlined the Summary of 1990 General Education Assessment Plan (copy attached) and updated the Senate on the plans for this academic year. Goals 2, 10, 3 and 6 are being assessed this year. The Course Criteria Survey will be administered in November to at least one section of each General Education Goal course offered in the Fall 1995 Semester. Ms. McKenzie will take care of the scoring and analyzing results from of the Survey.

Additionally, each syllabi from courses related to Goals 2, 10, 3 and 6 will be audited for the purpose of assessment. Initially, each faculty member will audit his/her own course syllabus. Ms. McKenzie will then summarize the data for the Educational Policy Committee (EPC). The EPC will then report to the Faculty Senate. A subcommittee of the EPC will work with Ms. McKenzie on developing criteria for faculty use.

Dr. Poole then gave an update (copy attached) on the restructuring activities and reporting process due to SCHEV in October. [The Executive Committee had asked Dr. Poole to address the issue of faculty involvement in restructuring in making a report to the Senate about the restructuring activities.] Particular areas to be addressed are: faculty involvement, post-tenure review, remediation, weighting of faculty performance evaluations by type of effort, and focus on fewer academic programs based on a judgement of mission centrality and program strength. Currently, Longwood does not have any weak programs by SCHEV's definition.

Dr. Poole then discussed academic reorganization. A subcommittee of Academic Affairs Committee has suggested three models for the Academic Affairs Committee to consider. They are: (1) three schools as now; (2) two schools (leaving LAS and combining the other two schools into a School of Professional Studies); and (3) Dean of the Faculty instead of school deans. Academic Affairs Committee met several times to discuss the options and will further discuss the options at the September 12 meeting.

Dr. Harbour then pointed out the announcement on the agenda which read:

The Senate Executive Committee has received a nomination for an Honorary Degree from Longwood which would be awarded at the December Commencement. The nomination came to this committee because in the past such nominations were sent to the Longwood Assembly Executive Committee for faculty reaction. The Senate Executive Committee examined the material on the nominee, found the nominee to be very qualified for such an honor, and sent an affirmative recommendation to the VPAA. However, the Executive Committee believes that the issue of faculty involvement in the awarding of honorary degrees in the future should be taken up by the Faculty Senate and is sending a resolution to the Senate on this matter.

The resolution brought before the Faculty Senate was:

The Executive Committee of the Faculty Senate proposes the following procedure to

implement faculty participation in the awarding of Honorary Degrees.

N.B. It is important that all participants in the process recognize the need for complete confidentiality.

1. The nominator forwards a nomination, with rationale and credentials, to the Chair of the Awards Subcommittee of the Committee on Faculty Development.
2. The Awards Subcommittee evaluates and votes on the nomination. A negative recommendation is returned to the nominator. A positive recommendation is forwarded in writing with supporting materials to the Senate Executive Committee.
3. The Senate Executive Committee evaluates and votes on the nomination. A negative recommendation is returned to the nominator. A positive recommendation is transmitted in writing to the Vice President for Academic Affairs.

Dr. May moved for adoption of the resolution. Dr. Frank recommended that the second paragraph be amended to: If the Awards Subcommittee is not able to support the nomination, it will be returned to the nominator. The amendment carried. The amended resolution carried.

Agenda Item #7, Special Called Senate Meeting, was not necessary.

Dr. Harbour then noted the second announcement:

A number of faculty have asked that the important functions of the terminated Library Committee be carried on in some way. The Senate Executive Committee has asked the Vice President for Academic Affairs to inform the Director of the Library that he may establish an advisory group of faculty in order to carry on such work. The selection of such a group and the nature of its work is up to the Director of the Library.

Dr. Poole said that each department now has a library staff liaison and asked that this approach be given a chance to show how faculty interests can be represented instead of forming another committee.

Dr. Harbour then noted the final announcement:

A number of faculty have expressed concern over some gross violations of existing academic policies (previously adopted by the faculty) governing final examinations. The Senate Executive Committee has expressed to the VPAA its belief that such policies adopted by the faculty should be enforced by the VPAA, Deans, and Chairs. All faculty should be informed of such policies and these policies should be enforced unless they are changed by the Faculty Senate.

Drs. Frank and Farmer asked that they be notified of violations in their schools. The VPAA will enforce the final examination rule.

The meeting adjourned at 2:05 p.m.

