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### Faculty Senate Minutes 1996.05.02

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**Minutes  
Faculty Senate Meeting  
May 2, 1996**

Dr. William Harbour, Chair, called the meeting of the Longwood College Faculty Senate to order at 11:20 a.m. in the Prince Edward Room. The following members were present:

Dr. Patrick Barber	Dr. Robert Gibbons	Dr. Robert Sawyer
Dr. Lee Bidwell	Mr. Richard Hurley	Dr. Ellery Sedgwick
Dr. David Carkenord	Dr. Patricia Lust	Dr. Pat Shank
Ms. Linda Cranston	Dr. Susan May	Dr. Betty Jo Simmons
Dr. William Dorrill	Ms. Kristine Palmer	Dr. Robert Wu
Dr. Berkwood Farmer	Dr. Darryl Poole	Dr. Douglas Young
Dr. William Frank	Dr. Charles Ross	

The following members were absent:

Mr. Mark Baldrige	Ms. Denise James	Dr. Jeffery Peden
Dr. Mary Flanigan	Dr. Judy Johnson	

The minutes of the April 11 meeting were approved as distributed.

Elections were held for the 1996-1997 term. The results were: Ms. Kristine Palmer, Chair; Dr. Patrick Barber, Deputy Chair; Drs. Betty Jo Simmons, Bill Burger, and Ellery Sedgwick, three faculty at-large members of the Executive Committee.

Dr. Frank then made the following motion: *I move that the Senate approve for graduation this May those seniors who meet the academic requirements for the appropriate degree.* Dr. Lust seconded the motion. It carries.

Dr. Harbour then asked Dr. Robert May to give the Report from the Faculty Status Committee. The Faculty Status Committee had no cases referred to it for the 1995-96 academic year. Professors Sandra Breil, James Crowl, and Robert Webber were elected for two-year terms on the Status Committee beginning in the Fall of 1996. (Melinda Fowlkes and Susan May are currently in the first year of two-year terms.) Professors Ray Brastow, Martha Cook, Rodena Ellerbe and Sarah Young were elected for one-year terms as alternate members of the Status Committee. They will serve as needed when regular members of the Committee are unable to serve on a case. Robert Webber was elected as Chair of the Committee for next year.

Dr. Harbour then asked Ms. Palmer to give the Report from the EPC. On behalf of the EPC, Ms. Palmer moves for adoption Recommendation 1 (attached). It carries.

Ms. Palmer stated that Senators received a copy of the draft of the Curriculum Development Handbook. She noted that the forms have now been copied with the date of last update on the bottom of each form. Ms. Palmer moves for adoption Recommendation 2 (attached). Dr. Frank offered a friendly amendment to be added to the end of the Recommendation: *(This statement does not affect independent study courses.)* It carries as amended.

Ms. Palmer moves for adoption *that the VPAA convenes the appropriate parties, as soon as possible, in order to address the weaknesses identified in the Course Criteria Surveys, effective writing and the use of computer technology (attached).* It carries.

Ms. Palmer moves for adoption *that an ad hoc committee of five members be appointed by the Senate Executive Committee to review the results of the last five years of assessment and to report to the Education Policy Committee recommendations to address weaknesses in the process of General Education Assessment or in meeting the goals and criteria of General Education. That the five member committee consist of two members from liberal arts and sciences, one from education and human services, one from business and economics, and one from student affairs with the Director of Assessment serving ex officio. That the Committee shall report to the EPC by November 1, 1996 (attached).* It carries.

Ms. Palmer moves for adoption *that a second five-year cycle to assess general education begin in 1996-1997. That the 1996 Revised General Education Assessment Plan be accepted (attached).* It carries.

Dr. Harbour then called on Dr. Young. Dr. Young offered a resolution (attached), amended by him to read *December 1 back to July 1*, for Senate adoption. It carries.

Dr. Young then asked questions (attached) about the Excel program. Drs. Poole, Frank and Sawyer responded to Question 1. Excel was discussed at Academic Affairs Committee and deans meetings. In response to Question 2, Dr. Poole said that programs which could be minimally modified were considered. In response to Question 3, all chairs were given information at the Academic Affairs Committee meeting. Dr. Young will tell department chairs to see Dr. Poole if they have questions. Dr. Barber mentioned that Excel is a registered trademark and use of the name could cause problems.

Dr. Harbour then asked Mr. Bratcher to discuss the draft copy of the Policies on Acceptable Use of Information Technology Resources and Systems (attached). Mr. Bratcher stated that this has been discussed at Administrative Council and has been sent to the Attorney General's office for review. Once approved, the policies will be placed in the Administrative Policies and Procedures Manual.

Dr. Harbour then asked Dr. Sedgwick to give the Report from the Senate Finance and Planning Committee (attached). Mr. Hurley entertained questions concerning the report. Dr. Frank commended all involved in this activity. Dr. Harbour thanked Mr. Hurley and the Committee for providing such an informative report.

Dr. Harbour then asked Dr. Susan May to give the Report from the ad hoc Committee to Study Faculty Workload (attached). A copy of the comments are available for review. The information will be reported in the restructuring update.

Dr. Harbour then asked Dr. Poole to give the Report on Program Review (attached). He reminded the Senate that this is required by SCHEV. Dr. Poole asked for feedback in general as well as on including school mission. He will bring this back to an early fall meeting of the Senate.

Dr. Harbour then asked Ms. Cranston to give the Report from the Faculty Development Committee regarding Junior Faculty Award (attached). Dr. Poole moves the adoption of a motion *to give the Junior Faculty Award a specific name, finding a donor and naming the award after the donor.* It carries.

The Faculty Senate, at the request of Dr. Harbour, passed a motion thanking Dr. Susan May for her many years of service and dedication on behalf of faculty governance, especially her work in helping to establish the Faculty Status Committee and the OTF.

For information purposes, a copy of the revised 1996-1997 academic year calendar was distributed (also distributed to all faculty and administrative offices). Dr. Barber distributed an information report from the Promotion and Tenure Committee for 1995-1996 (attached).

The meeting adjourned.

