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Meeting Agendas and Minutes

Faculty Senate

4-27-2000

Faculty Senate Minutes 2000.04.27

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Minutes of the
Faculty Senate Meeting
Salon B, New Dining Hall
April 27, 2000, 3:30 p.m.

Dr. Bob May, Chair, called the meeting of the Longwood Faculty Senate to order. The following members were present:

Dr. Mitch Adrian	Dr. Craig Challender	Mr. Ron Hill (SGA)	Dr. Jim Munson
Dr. Mc Amoss	Dr. Theresa Clark	Dr. Frank Howe	Dr. Jeffery Peden
Dr. Pam Arkin	Dr. David Cordle	Dr. Rena Koesler	Dr. Ellery Sedgwick
Dr. Chris Bjornsen	Dr. Berkwood Farmer	Dr. Pat Lust	Dr. Dave Smith
Dr. Norman Bregman	Dr. Mary Flanigan	Dr. Maurice Maxwell	Dr. Ibrahim Stwodah
Dr. Bill Burger	Dr. Joe Garcia	Dr. Sharon Menegoni	

The following new members were present:

Dr. Chuck Blauvelt	Dr. Tony Hardin	Dr. Dean Palmer	Dr. Lee Tlou
Dr. Jená Burges	Dr. Charlie Kinzer	Dr. Darryl Poole	
Dr. Jackie Hall	Dr. Geoff Orth	Dr. Betty Jo Simmons	

Mr. Mark Baldridge, Mr. Rick Hurley, Ms. Phyllis Mable and Dr. Gordon Van Ness were absent.

Dr. May then introduced the new Senators for 2000-2001.

Dr. May asked for corrections and additions to the minutes of the April 13, 2000, Faculty Senate Meeting. The minutes were then approved as distributed.

Dr. May called on Dr. Flanigan. Dr. Flanigan, on behalf of the Faculty Senate Executive Committee, 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.

The motion was voted on and carried.

Elections were then held. The results: Dr. Bob May, Chair; Dr. Darryl Poole, Deputy Chair, by acclamation; and the three faculty at-large are Drs. Mary Flanigan, Betty Jo Simmons, and Jená Burges.

Dr. May then called on Dr. Flanigan for EPC Items. Dr. Flanigan first noted the Information Items:

Computer Science:

CMSC 452 – Computers in Education – change prerequisite from CMSC 206 to CMSC 121 or consent of the instructor

CMSC 323 – Non-Procedural Programming Tools – submit to storage

CMSC 315 – The C Programming Language – submit to storage

CMSC 272 – Fortran for Business – submit to storage

Communications:

THEA 240 – Technical Theatre – change course description

THEA 275 – Stage Management – add prerequisite 240, minimum grade of C

THEA 318 – Performance for the Camera – Submit to storage

THEA 332 – Non-Western Performance – Submit to Storage

THEA 345 – Costume Design I name change to Costume Design

THEA 346 – Costume Design II – submit to storage

THEA 350 – Theatre for Special Populations – submit to storage

SPCH 200 – Interpersonal Communication – delete from catalog
COMM 317 – Commercial Radio Production – name change to Radio Production
COMM 318 – Performance for the Camera – submit to storage

Natural Sciences:

GEOG 352 – World Regional Geography – remove prerequisites
EASC 355 – cross-listed as GEOG 355; Climatology – remove prerequisites from both

Education:

EDUC 403 – Student Teaching – change credits from 5 to 6
SPED 327 – Practicum II change prerequisites from SPEPD 320 to SPED 310 & 313

Sociology:

SOCL 320 - Sociology of Education – change in course description

Dr. Flanigan then went on to the action items:

Motion #1: Theatre:

THEA 204 Intro to Western Dramatic Literature – general education course – delete from catalog

The motion was voted on and carried.

Motion #2: Philosophy:

Program Change:

Current requirement: Philosophy 210, 305 (any course) 3 credits

Proposed Change: Philosophy 201,305,310,315,316, or 306 and 307 – 3 credits

Current requirement: Philosophy electives (two additional philosophy courses or Political Science 331 and 332) 6 credits

Proposed Change: Philosophy electives (two additional philosophy courses which may include Political Science 331 and/or 332) 6 credits

The motion was voted on and carried.

English:

New Courses

ENGL 444 – Literature and Culture – 3 credits

ENGL 544 – Literature and Culture – 3 credits

The motion was voted on and carried.

Natural Sciences:

Program Change

Add ENST 610 – Environmental Ethics to the list of options in the classroom component of the Environmental Studies Master of Science Program

The motion was voted on and carried.

Education, Special Education:

New Program - Graduate

Concentration: Administration & Supervision – Licensure Only Program

Program is designed for teachers who have a master’s degree and teaching licensure and who have taught at least two years.

The motion was voted on and carried.

New Program – Graduate

Concentration: Special Education – Initial Teaching Licensure with Optional M.S.

This program is designed for individuals with a baccalaureate degree who wish to work toward the Postgraduate Professional Licensure with an endorsement to teach LD, E/BD, and mild MR students.

New Course:

EDUC 506 – Foundations of the Teaching Profession – this course will be required for the new program described immediately above.

The motion was voted on and carried.

Dr. May then called on Dr. Howe. Dr. Howe distributed copies of two motions from the Promotion and Tenure Committee and presented the motions.

Motion #1:

Purpose:

To align the process for first year probationary review with subsequent probationary reviews

Significant Changes:

1. Exchange of letters for first year review is now the same as for the 2-6 year probationary faculty.
2. Clarifies the difference between a request for reconsideration and an appeal to the Faculty status committee
3. Sending letter to probationary faculty is now stipulated.
4. Request for reconsideration is clarified and directed to committee and/or chair

P. 132-133 (Time Table for Probationary Review): (proposed changes - deletions are ~~struck through~~, additions are underlined and italicized)

Time Table for Probationary Review

Fall Semester

beginning of no change
by August 29 no change
by September 4 no change
by September 8 no change
by October 25 no change

by October 31 **Department Chair and Department Tenure Committee** complete *exchange* letters of recommendation for probationary faculty members *in their second, fourth, and fifth years of employment* and set a date to exchange them. *Department Chair forwards copies of both letters to the probationary faculty member*

by November 7 **Department Tenure Committee** *and/or Department Chair* meets with any probationary faculty member receiving negative recommendation, if requested.

by November 14 **Department Tenure Committee** *and/or Department Chair* considers ~~appeals~~ *requests for reconsideration of negative recommendations* if any, for probationary reviews.

by November 21 **Department Tenure Committee** *and/or Department Chair*
(or one week after replies to any ~~appeals~~ *requests for reconsideration of negative recommendations.*
hearing, if earlier)

by December 15 Probationary review letters from the **Department Chair** and the **Department Tenure Committee** for probationary faculty members in their second, fourth, and fifth years of employment are sent by the **Department Chair** to the probationary faculty member, the **Dean**, and **Vice President for Academic Affairs**

Spring Semester

by February 10 **Department Chair** and **Department Tenure Committee** complete *exchange* letters of recommendation for first year probationary faculty members and **Department Tenure Committee** sends a review letter to **Department**. *Department Chair forwards copies of both letters to the probationary faculty member.*

by February 17 Department Tenure Committee and/or Department Chair meets with any first year probationary faculty member receiving negative recommendation, if requested.

by February 21 Department Tenure Committee and/or Department Chair considers appeals requests for reconsideration of negative recommendations, if any, for first year probationary reviews.

by February 27 Department Tenure Committee and/or Department Chair (or one week after) replies to any appeals requests for reconsideration of negative recommendations hearing, if earlier)

by February 28 Probationary review letters from the Department Chair and the Department Tenure Committee for first year probationary faculty members are sent by the Department Chair to the probationary faculty member, the Dean, and Vice President for Academic Affairs.

The motion was voted on and carried.

Motion 2:

Purpose:

To shorten the Promotion and Tenure review time lines to allow for action at the March BOV meeting

Significant Changes:

Clarifies the difference between a request for reconsideration and an appeal to the Faculty status committee

Shortening of reviewers time frames at each level of review (N.B. - candidates reflection and response times remain the same)

3. Sending letters to tenure or promotion candidate is now stipulated.

4. Possibility of a called BOV meeting to address tenure decision post Faculty Status Committee review

P. 132-133 (Time Table for Promotion): (proposed changes - deletions are ~~struck~~ through, additions are *underlined and italicized*)

Time Table for Promotion Review

Fall Semester

Beginning of	Department Chair gives to all new faculty copies of the department policies on tenure
by September 3	Promotion candidates submit files to Department Chair (or to Chair of the Department Promotion Committee if candidate is the Department Chair)
by September 4	Department Chair provides to Chair of the Department Promotion Committee the files of promotion candidates
by September 8	Department Promotion Committee circulates files of Promotion candidates to members and notifies candidates of any missing items

by <u>October 7</u> (- 24 days)	Department Promotion Committee returns file of promotion candidates to Department Chair
by <u>October 14</u> (+ 6 days)	Department Chair and Department Promotion Committee complete letters of recommendation and set date to exchange them <u>exchange letters of recommendation. Department Chair provides copies of both letters to promotion candidate.</u>
by <u>October 21</u> (no change)	Department Promotion Committee and/or Department Chair meets with any candidate receiving negative recommendation, if requested
by <u>October 27</u> (no change)	Candidate files written request for reconsideration with Department Promotion Committee and/or Department Chair.
by <u>November 3</u> (- 1 day)	Department Promotion Committee and/or Department Chair replies to any written requests for reconsideration.
by <u>November 4</u> (- 16 days)	Department Chair and Department Promotion Committee send to School Dean promotion files and recommendations.
by <u>December 4</u> (- 37 days)	Dean completes promotion recommendations and sends letter to candidate, Department Chair, and Department Promotion Committee Chair.
by <u>December 11</u> (new step)	Candidate files written request for reconsideration of negative recommendation with Dean.
by <u>December 17</u> (new step)	<u>Dean replies to any written request for reconsideration</u>
by <u>December 18</u> (+ 12 days)	<u>Dean sends promotion recommendations and files to the Vice President for Academic Affairs</u>
by <u>January 5</u> (- 7 days)	Vice President for Academic Affairs completes promotion recommendations and sends letter to candidate, Department Chair, Department Promotion Committee Chair, and Dean.
by <u>January 12</u> (new step)	Candidate files written request for reconsideration of negative decision with Vice President for Academic Affairs
by <u>January 14</u> (new step)	Vice President for Academic Affairs replies to written request for reconsideration of negative decision.
<u>Spring Semester</u>	
by <u>January 17</u> (new step)	Candidate may request a hearing by the Faculty Status Committee regarding a negative decision.
by <u>February 7</u> (no change)	If the Faculty Status Committee has granted a hearing, it provides its report to the Vice President for Academic Affairs. *
by <u>February 10</u> (+ 24 days)	Vice President For Academic Affairs sends promotion recommendations to President.
<u>March Board Meeting</u>	Board of Visitors acts on promotion recommendations from President.
by May 1	Completion of election of members and officers of Department Promotion Committee for following year
by May 2	Vice President of Academic Affairs provides Dean of the School and Department Chair list of faculty eligible for promotion the following year, and Department Chair provides list to department members and Chair of Department Promotion Committee.

* If the candidate has requested a hearing by January 17, but the Status Committee believes it will be unable to complete its report by February 7, the Committee and the candidate may jointly ask for a delay. In such cases, the VPAA and the President will normally postpone action on the case until the Status Committee has completed its report, and the Board of Visitors will postpone action on the case until its summer Board meeting.

P. 136-137 (Time Table for Tenure Review): (proposed changes - deletions are ~~struck~~ through, additions are underlined and italicized)

Time Table for Tenure Review

Fall Semester

Beginning of	Department Chair gives to all new faculty copies of the department policies on tenure
by September 3	Tenure candidates submit files to Department Chair (or to Chair of the Department Tenure Committee if candidate is the Department Chair)
by September 4	Department Chair provides to Chair of the Department Tenure Committee the files of tenure candidates
by September 8	Department Tenure Committee circulates files of tenure candidates to members and notifies candidates of any missing items
by <u>October 7</u>	Department Tenure Committee returns file of tenure candidates to Department Chair
by <u>October 14</u>	Department Chair and Department Tenure Committee complete letters of recommendation and set date to exchange them <u>exchange letters of recommendation. Department Chair provides copies of both letters to tenure candidate.</u>
by <u>October 21</u>	Department Tenure Committee and/or Department Chair meets with any candidate receiving negative recommendation, if requested
by <u>October 27</u>	Candidate files written request for reconsideration with Department Tenure Committee and/or Department Chair.
by <u>November 3</u>	Department Tenure Committee and/or Department Chair replies to any written requests for reconsideration.
by <u>November 4</u>	Department Chair and Department Tenure Committee send to School Dean tenure files and recommendations.
by <u>December 4</u>	Dean completes tenure recommendations and sends letter to candidate, Department Chair, and Department Tenure Committee Chair.
by <u>December 11</u>	Candidate files written request for reconsideration of negative recommendation with Dean.
by <u>December 17</u>	<u>Dean replies to any written request for reconsideration</u>
by <u>December 18</u>	<u>Dean sends tenure recommendations and files to the Vice President for Academic Affairs</u>
by <u>January 5</u>	Vice President for Academic Affairs completes tenure recommendations and sends letter to candidate, Department Chair, Department Tenure Committee Chair, and Dean.
by <u>January 12</u>	Candidate files written request for reconsideration of negative decision with Vice President for Academic Affairs
by <u>January 14</u>	Vice President for Academic Affairs replies to written request for reconsideration of negative decision.

Spring Semester

by <u>January 17</u>	Candidate may request a hearing by the Faculty Status Committee regarding a negative decision.
by <u>February 7</u>	If the Faculty Status Committee has granted a hearing, it provides its report to the Vice President for Academic Affairs. *
by <u>February 10</u>	Vice President For Academic Affairs sends tenure recommendations to President.
<u>March Board Meeting</u>	Board of Visitors acts on tenure recommendations from President.
by May 1	Completion of election of members and officers of Department Tenure Committee for following year
by May 2	Vice President of Academic Affairs provides Dean of the School and Department Chair list of faculty eligible for tenure the following year, and Department Chair provides list to department members and Chair of Department Tenure Committee.

If the candidate has requested a hearing by January 17, but the Status Committee believes it will be unable to complete its report by February 7, the Committee and the candidate may jointly ask for a delay. In such cases, the

VPAA and the President will normally postpone action on the case until the Status Committee has completed its report, and the Board of Visitors will postpone action on the case until ~~its summer board meeting~~ a called meeting in May.

The motion was voted on and carried.

Dr. May then asked if there was any new business. Dr. Peden distributed a proposed motion to modify the recently passed Computer Competency Requirement.

Computer competency proficiency tests shall be constructed to cover more than one operating system and a variety of software packages in each area of application functionality. Faculty members shall be required to demonstrate computer competency at least once every three years by passing the same proficiency tests required of all students.

Rationale: It is not necessarily true that proficiency in one software package or operating system leads to proficiency in another, either easily or at all; my personal experience leads me to believe it does not. I believe we would be giving our students the wrong impression by "certifying" that they have demonstrated computer competency by passing a test covering a single software package in an application domain. Longwood College requires incoming freshmen to purchase laptop computers, implying that faculty members are giving assignments requiring the use of these computers. This implies that the faculty also should demonstrate computer competency, and should "renew" this competency at regular intervals: we should not ask of our students that which we cannot do ourselves.

Dr. Maxwell seconded the motion. There was some discussion. The motion was then voted on and defeated. Dr. May then called on Dr. Flanigan, chair of the current General Education Committee, to lead the discussion on the General Education Committee's Proposal and Policy Recommendations. The documents will be forwarded to EPC for review, discussion, and revision. EPC will then bring the proposal back to Senate in late Fall 2000 or early Spring 2001 for discussion and approval. The General Education Committee began as a subcommittee of EPC but after the change in membership Faculty Senate made them a Faculty Senate Committee. The charge to the committee was to report back to Faculty Senate Spring 2000. Extensive dialogue and small group meetings will take place in the fall. The Feedback on all issues brought forward on general education should be emailed or sent to any member of General Education Committee (Mikie Flanigan, Darryl Poole, Sharon Menegoni, Mc Amoss, Gene Muto) or EPC. All feedback will be taken under advisement by the committee. Dr. Poole presented a brief outline of the two-year progression leading up to the submission of this proposal. The emphasis is on updating general education while keeping the basic goal structure and criteria intact. Much discussion took place regarding Goals 7, 11 and 12. The issue of resource implications was also raised. Again, Dr. Flanigan requested that recommendations be sent to the General Education Committee for consideration.

Dr. May thanked the Senators whose terms are up for all of their dedication and hard work. They are: Mark Baldridge, Mc Amoss, Gordon Van Ness, Jim Munson, Jeffery Peden, Pat Lust, Bill Burger, Pam Arkin, Mitch Adrian, Frank Howe, and Sharon Menegoni.

The meeting adjourned at 5:05 p.m.

Submitted for Approval
by Nancy Scruggs, Secretary