

Longwood University

## Digital Commons @ Longwood University

---

Meeting Agendas and Minutes

Faculty Senate

---

4-8-1999

### Faculty Senate Minutes 1999.04.08

Longwood University

Follow this and additional works at: [https://digitalcommons.longwood.edu/facultysenate\\_meetings](https://digitalcommons.longwood.edu/facultysenate_meetings)

---

Date: Fri, 02 Apr 1999 10:54:00 -0500  
From: Nancy Scruggs <nscruggs@longwood.lwc.edu>  
To: faculty, ephilbec, kfulcher, esmith, farehart, dbratche, lbickfor, cwood,  
lwilliam, cpalmore, mmuth, cthompso, jevans, jmcqueen, pward, pagee,  
bbclark, cclark, bwoodie, jtrent, jmiller, cculler, pscruggs, cfreelan,  
lhowerto, kfulcher, sfinch, kdunnav  
Subject: Fwd:

>  
> To: cross, fhowe, bjsimmon, jmunson, plust, mflaniga, nbregman, pcormier,  
> istwodah, rhurley, pmable, dcordle, davsmith, bfarmer, mamoss, parkin,  
> cbjornse, bburger, claprade, mmaxwell, rmay, jpeden, cross, gvanness,  
> madrian, sbingham, smenegon, ntmills, cchallen, stargazer.msb@erols.com  
> From: Nancy Scruggs  
> Subject: Agenda for Senate

>  
> HARD COPIES OF THE AGENDA AND ATTACHMENTS WILL BE DISTRIBUTED TO SENATORS  
> NEXT WEEK.

> =====

> Agenda  
> Faculty Senate Meeting  
> Thursday, April 8, 1999, 11 a.m.  
> Virginia Room

- >  
>  
>  
> 1. Approval of Minutes of the March 18, 1999 Senate Meeting (see  
> below--Attachment 1)  
>  
> 2. Proposed Policy on Course Packs (see below--Attachment 2)  
>  
> 3. EPC Action Items / Information Item (copy attached to hard copy of the  
> agenda)  
>  
> 4. Request to Change Graduation Policy (copy attached to hard copy of the  
> agenda)  
>  
> 5. Discussion of Funding for Sabbatical Leaves  
>  
> 6. P&T Committee Report on Embedding of Criteria for Faculty Evaluations  
> within the FPPM (copy attached to hard copy of the agenda)  
>  
> 7. Information on Evaluation, Merit Increase, and Contract Date  
>  
> \*A list of the 99-00 Senate Membership is below (Attachment 3)

> -----

> ATTACHMENT 1

>  
> Minutes of the  
> Faculty Senate Meeting  
> March 18, 1999, 11:00 a.m.  
> Virginia Room

>  
> Dr. Frank Howe, Chair, called the meeting of the Longwood Faculty Senate to  
> order. The following members were present:

- >  
> Dr. Mitch Adrian  
> Dr. Mc Amoss  
> Dr. Pam Arkin  
> Mr. Mark Baldrige  
> Dr. Sarah Bingham  
> Dr. Norm Bregman  
> Dr. Bill Burger  
> Dr. Craig Challender  
> Dr. David Cordle  
> Dr. Mary Flanigan

- > Mr. Richard Hurley
- > Dr. Candis LaPrade
- > Dr. Pat Lust
- > Ms. Phyllis Mable
- > Dr. Maurice Maxwell
- > Dr. Bob May
- > Dr. Sharon Menegoni
- > Mr. Nicholas Mills
- > Dr. James Munson
- > Dr. Charles Ross
- > Dr. James Scepansky (for C. Bjornsen)
- > Dr. Betty Jo Simmons
- > Dr. David Smith
- > Mr. Ib Stwodah
- > Dr. Gordon VanNess
- > Drs. Berkwood Farmer and Jeffery Peden were absent.
- >
- > Dr. Howe asked for corrections to the February 11, 1999 minutes of the
- > Faculty Senate meetings. The minutes were approved as distributed.
- >
- > Dr. Howe then called on Dr. Lust to bring forward recommendations from EPC.
- > Dr. Lust, on behalf of EPC, moved for approval of two new General Education
- > Courses: THEA 102 -- Theatre Performance and THEA 103 -- Theatre
- > Production.
- > The motion was voted on and carried.
- >
- > Dr. Lust, again on behalf of EPC, moved for adoption of a general education
- > course change from SLPA 393 -- Clinical Observation to CDIS 393 -- Ethics in
- > Communication Disorder. The motion was voted on and carried.
- >
- > Dr. Lust, on behalf of EPC, moved for approval of a General Articulation
- > with
- > Community Colleges outside of Virginia. The motion was discussed and
- > several
- > questions were answered. The motion was then voted on and carried.
- >
- > Dr. Lust, on behalf of EPC, moved for adoption of the General Education
- > study
- > timeline and for the recognition of group as an ad hoc committee to study
- > general education. The motion was voted on and carried.
- >
- > Dr. Howe then called on Mr. Maloy to discuss the evaluation process for the
- > Deans and the Academic Vice President. The process began after President
- > Cormier came in 1996 because there was a need to have a single
- > instrument to
- > evaluate administrators. A committee comprised of a faculty member, a vice
- > president, a classified, an entry-level administrator, an administrative
- > department head, and an administrative assistant to the vice president
- > met to
- > develop the evaluation process. The form, involving 360-degree feedback,
- > was
- > used for the first time in 1997 and has been refined since then. The
- > Board of
- > Visitors approved the use of this evaluation instrument and process. In
- > 1998
- > the deans were added to the list of administrators being evaluated with this
- > system.
- >
- > Mr. Maloy was invited to speak to the Senate members because faculty had
- > concerns about the process and questions about the process. Questions asked
- > were:
- >
- > Were subordinates included? Was any degree of training given to raters? Is
- > there one form for all administrators? How was the new evaluation form and
- > process formed? Specifically, was there faculty input and involvement? Why
- > were faculty excluded in the planning process? Why don't all faculty get to
- > provide input for the deans and VPAA? It should be noted that Drs. Bregman
- > as well as the deans agree that all faculty should feel free to provide
- > input

> in their evaluations.  
>  
> The meeting adjourned at 12:30 p.m.  
>

> Respectfully Submitted for Approval by Nancy Scruggs, Secretary  
-----

> -----  
> ATTACHMENT 2

> Course Packs

> POLICY: Faculty who want "course packs" to be printed and sold to student must

> submit the course pack materials to the Bookstore to obtain copyright  
> clearance and have the materials duplicated in the College Print Shop and  
> sold through the College Bookstore.

> PURPOSE: To ensure all copyright and revenue collection issues are  
handled in  
> accordance with College policies.

> PROCEDURES:

> Professors requiring course packs take materials to Bookstore where  
copyright  
> clearance will be obtained.

> Bookstore will deliver materials to Print Shop for printing

> Print Shop returns materials to Bookstore for sales to students

> Print Shop bill Bookstore for printing materials

> Bookstore prices course packs to recover printing and cost of copyright  
> search

-----  
> ATTACHMENT 3

> Faculty Senate Member Listing  
> Effective 1999-2000

-----  
> SCHOOL OF LIBERAL ARTS AND SCIENCES:

- > Mark Baldrige (1999-2000) Art
- > McRae Amoss (1999-2000) English/Philosophy/Modern Languages
- > Ellery Sedgwick (1999-2001) English/Philosophy/Modern Languages
- > Gordon Van Ness (1999-2000) English/Philosophy/Modern Languages
- > David Calihan (Fall 1999) for J Munson History and Political Science
- > Jim Munson (Spring 2000/99-00) History and Political Science
- > Bob May (1999-2001) Mathematics and Computer Science
- > Jeffery Peden (1999-2000) Mathematics and Computer Science
- > Patricia Lust (1999-2000) Music
- > Maurice Maxwell (1999-2001) Natural Sciences
- > Joe Garcia (1999-2001) Natural Sciences
- > Chris Bjornsen (1999-2001) Psychology
- > Bill Burger (1999-2000) Sociology and Anthropology
- > Pam Arkin (1999-2000) Speech and Theatre

> SCHOOL OF BUSINESS AND ECONOMICS:

- > Mary Flanigan (1999-2001) Accounting, Economics and Finance
- > Mitch Adrian (1999-2000) Management, Marketing and

- > Computer
- >
- > Management Information
- > Systems
- >
- >
- > SCHOOL OF EDUCATION AND HUMAN SERVICES:
- > Frank Howe (1999-2000) Education, Special Education, Social Work and Communication Disorders
- >
- > Theresa Clark (1999-2001) Education, Special Education, Social Work and Communication Disorders
- >
- > Rena Koesler (1999-2001) Health, Physical Education, Recreation and Dance
- > Sharon Menegoni (1999-2000) Health, Physical Education, Recreation and Dance
- > Ibrahim Stwodah (1999-2001) Library

> ADMINISTRATION:

- >
- > Patricia Cormier President
- > Norman Bregman Vice President for Academic Affairs
- > Richard Hurley Vice President for Administration
- and
- > Finance
- > Phyllis Mable Vice President for Student Affairs
- > David Cordle Dean of the School of Liberal Arts and Sciences
- > Berkwood Farmer Dean of the School of Business and Economics
- > David Smith Dean of the School of Education and Human Services
- > To be elected at the Aug. faculty meeting Faculty Representative to the Board of Visitors
- > Nick Mills Student Government Association
- > Nancy Scruggs Secretary to the Senate and General Faculty



> Senator term dates are listed beside Senator names. Elections take place in late January for the following academic year. Academic Deans have voting privileges on all matters coming before the Senate.



Nancy E. Scruggs  
 Administrative Assistant to the  
 Vice President for Academic Affairs  
 Longwood College  
 Farmville, VA 23909

804 395 2015 phone  
 804 395 2506 fax  
 nscruggs@longwood.lwc.edu (case sensitive) email

"Open your arms to change, but don't let go of your values."

