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Faculty Senate

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Minutes of the
Faculty Senate Meeting
Salon A
February 14, 2002

Dr. Howe called the Longwood Faculty Senate meeting to order at 3:30 p.m. The following members were present:

Dr. John Arehart	Dr. Earl Gibbons	Dr. Tim Pierson
Dr. Norman Bregman	Dr. Lily Goetz	Dr. James Scepansky
Dr. Bill Burger	Dr. Jackie Hall	Dr. Betty Jo Simmons
Dr. Jená Burges	Dr. Charles Kinzer	Dr. David Smith
Dr. Theresa Clark	Ms. Claire LaRoche	Dr. Gordon Van Ness
Dr. David Coles	Dr. Sharon McCaslin	Ms. Kathy Worster
Dr. David Cordle	Dr. Dean Palmer	

Those members absent were Dr. Pat Barber, Dr. Sarah Bingham, Dr. Chuck Blauvelt, Dr. Judy Johnson, Dr. Claire McCoy, and Dr. Tony Palombella. Ms. Alecia Knox, Dr. Ed Smith, and Dr. Rená Koesler were also present.

The minutes for December 13, 2001, and January 24, 2002, were approved as distributed.

Dr. Frank Howe presented the motion of an ad hoc committee to accept the EPC report of January 24, attached to the agenda. The motion carried.

Dr. Burger, for the EPC, added to the action items attached to this month's EPC report the listing of Political Science 255, Introduction to Comparative Politics, for Goal 9. That addition along with items 1 through 6 on the attached EPC report carried. Dr. Burger then moved the approval of the new sociology concentration in Family Studies. The motion carried. Finally Dr. Burger moved the approval of Curriculum-embedded competency assessments in quantitative and scientific reasoning. The motion carried. The report as passed follows:

Action items:

1. From Liberal Studies:
 - Require Sociology 320, Sociology of Education, to satisfy Goal 12
 - Require Philosophy 308 to satisfy Goal 13
 - These two courses would then be dropped from the Liberal Studies major.
2. From EPML:
 - Accept Philosophy 242, World Religions, for Goal 9
3. From HPERD:
 - Accept PHED 398, Ethics in Sport and Phy., for Goal 13
4. From Art:
 - Accept Art 121, Environmental Design, for Goal 4
5. From Accounting, Economics, and Finance:
 - Accept Econ 112, Economic Issues in the 21st Century, a new course, for Goal 8
6. From Music:
 - Accept Musc 221, History of Jazz, a new course, for Goal 4
 - Musc 222, History of Rock, a new course, for Goal 4
 - Musc 226, World Music, a new course, for Goal 9
 - Musc 224, Music Appreciation, for Goal 4
- From History and Political Science:
 - Accept Political Science 255, Introduction to Comparative Politics, for Goal 9
7. Sociology requests the addition of a new concentration in Sociology: Family Studies.

8. EPC approved a Plan for a Curriculum-Embedded Competency Assessment in Quantitative Reasoning and a Plan for a Curriculum-Embedded Competency Assessment in Scientific Reasoning. Each plan has been agreed upon by the department concerned. These plans must be sent to SCHEV.

Information items:

1. EPML requested the addition of one hour to the major, a type of internship.
2. EPML requested a change of prerequisites for Engl 490, Independent Study.
3. EPML proposed a new course, ENGL 479, Writing: Theory and Practice, requires for secondary and middle school endorsement. In addition, the current ENGL 483, Writing: Theory and Practice will be redescribed and required for elementary endorsement.
4. Socl requested that Socl 233, Race, Class and Gender, a new course, be added to the major.
5. Socl requested that Anth 101 be deleted from the major, that Socl. 233 be added to the major, and that three credits in internship (Socl 492) or directed study (Socl 490) be added to the major.
6. Socl dropped the prerequisite for Socl 320.
7. Theatre requested a catalogue statement clarifying that for students seeking a B.A. in Theatre or a Communications Studies major, a second major satisfies the requirement for a minor.

Dr. Kinzer, reporting for the Committee on Promotion and Tenure Policies and Procedures, moved an addition to the appointment policy for new faculty, Section III, Part G, paragraph 3 (p. 54) of the Policies and Procedures Manual:

New text in *italics*:

A department committee, appointed by the chair, normally acts in an advisory capacity to the chair on matters pertaining to the position to be filled, hosting candidates for interview and providing candidates with information about the position. All full time members of the discipline, as well as the department chair, the school dean, and the Provost and Vice President for Academic Affairs, should have an opportunity to interview the candidates. *The selection process shall include assessment of each candidate's proficiency in oral and written communication.*

The motion passed. Dr. Kinzer moved a change in the date for notice of non-reappointment for second year faculty to insure compliance with AAUP standards. Change Section III, Part G, paragraph 7b (p. 55) as follows:

Discarded text in ~~strike~~through, new text in *italics*:

Assistant professors, associate professors, and professors shall be reappointed annually during the six year probationary period, or, if not reappointed for academic, financial, or other reasons shall be notified as early as possible and no later than March 1 for first year appointments, ~~January 1~~ *December 7* for second year appointments, and at least twelve months before the expiration of an appointment if this occurs after two or more years of service.

The motion passed. Dr. Kinzer moved a change to the Faculty Policies and Procedures Manual, Section III, Part O, paragraph 2 (p. 69) concerning merit pay:

New text in *italics*

Faculty who receive a rating of Unsatisfactory for teaching performance from the department chair will not be considered for general salary increases. *Faculty who receive a rating of Needs Improvement for teaching performance from the department chair will only be eligible for a less than average salary increase. Faculty who receive a rating of Needs Improvement for teaching performance from the Department Chair for two consecutive academic years will not be considered for general salary increases.* Quality [*teaching**], scholarship and service will be evaluated as defined by departmental standards available from the department chair. (See section L.1, General Criteria for Evaluation)

*this word appears to have been omitted unintentionally from the location under question in the current *Manual* - it does appear, however, in a similar context, in the Manual, Section III, Part Q, paragraph 2b, p. 73: "Quality teaching, service, and scholarship as defined by departmental standards available from the department chair (See section L.1, General Criteria for Evaluation)"

The motion passed. Dr. Kinzer moved the following changes in review of lecturers and adjunct faculty, changes to be made to the *Faculty Manual*, Section III, Part N (p. 68), and to the *Adjunct Faculty Handbook*, p. 25:

Paragraph 1d, deleted text in ~~strike through~~:

The chair shall review lecturers within his or her department according to the time schedule specified in Appendix B. The chair shall transmit to the appropriate dean a) a written summary of the chair's review, and b) a recommendation regarding the possible future employment of the lecturer by the College. The chair shall also transmit at that time a copy of his or her review summary to the lecturer involved ~~and to the chair of the department tenure committee~~. After review, the dean shall transmit these materials to the Provost and Vice President of Academic Affairs.

Paragraph 2d, deleted text in ~~strike through~~, new text in *italics*:

The chair shall review adjunct faculty within his or her department according to the time schedule specified in Appendix B. The chair shall transmit to the appropriate dean a) a ~~written~~ summary of the chair's review, and b) a recommendation regarding the possible future employment of the adjunct member by the College. ~~The chair shall also transmit at that time a copy of his or her review summary to the adjunct instructor involved and to the chair of the department tenure committee. After review, the dean shall transmit these materials to the Provost and Vice President of Academic Affairs.~~ *The chair shall also at that time share the review summary and recommendation with the adjunct faculty member.*

The committee proposes the following change to the *Faculty Manual*, Section VII, Part B, (Specifications for Fall and Spring Review, p. 138):

Discarded text in ~~strike through~~, new text in *italics*:

Department Chair sends recommendations on adjunct faculty to the adjunct faculty ~~member, member and the Dean of the School, and Provost and Vice President for Academic Affairs.~~

The motion passed. Dr. Kinzer moved an addition to the policy of faculty development and research, Section III, Part W, paragraph 6 (p. 86):

New text in *italics*:

Recipients of research or development grants will be required to submit a summary of their activities during the period of the grant. This report should be submitted by September 1 for a spring or summer grant and by January 30 for a fall grant. Copies go to the Provost and Vice President for Academic Affairs and the Committee on Faculty Development. *Faculty members who fail to submit a summary will not be eligible to receive future grants.*

Dr. Scepansky made a motion to amend by substituting the words *written report* for the word *summary* in the first and fourth sentences. The motion was seconded and carried. The main motion passed as amended.

A motion from the Executive Committee addressed a concern raised by the SACS self-study; the motion was to revise the Faculty Policies and Procedures Manual as follows:

To add to A. Academic Load, #2. Undergraduate teaching (p. 9), the clause: "this applies to both on-campus and distance learning offerings." The complete sentence would read: "At the undergraduate level, a standard teaching load is based on 24 credit hours, or the equivalent, per academic year; this applies to both on-campus and distance learning offerings."

To add to 3. Graduate teaching (p. 9), at the end of the paragraph, "these teaching loads apply to both on-campus and distance learning offerings."

The motion passed.

Dr. Howe then called on committee chairs to report on suggestions for streamlining their composition and work load. Dr. Burger for the EPC and Dr. Kinzer for the Committee on Promotion and Tenure Procedures recommended no change. Dr. Barber was not present to report for the Committee on Faculty Development. Dr. Howe, reporting for the Committee on Finance and planning, moved that Article XIII—Committee on Finance and Planning, Section 2 be amended to read:

"This committee shall consist of at least 2 Senate members and at least 3 non-Senate faculty," and that Section J be amended to read "Membetship: 5 (2 Senate members and at least 3 non-Senate faculty).

Dr. Scepansky moved to amend the motion to specify at least one faculty member from each school. His motion was seconded and passed. The main motion passed as amended.

Dr. Clark, reporting for the College Lectures Committee, outlines some proposals her committee members were considering for presentation at a later date.

As new business, Dr. Burges asked for the Senate's approval of Dr. Lisa Kinzer as a replacement for Dr. Claire McCoy on the General Education Committee for the spring semester. Her motion was seconded and it carried. She then asked how the Senate intended that the terms of service for the committee be staggered. Dr. Hall moved that committee members' names be drawn out of a hat to determine the order of rotation beginning after the second year of service. The motion was seconded and carried.

The meeting was adjourned at 4:20 p.m.

Susan May