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Minutes of the
Faculty Senate Meeting
Library 147 A and B
April 10, 2003

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

| | | |
|--------------------|---------------------|----------------------|
| Dr. John Arehart | Dr. Jackie Hall | Dr. Darryl Poole |
| Dr. Pat Barber | Dr. Frank Howe | Mr. Chris Register |
| Dr. Sarah Bingham | Dr. Judy Johnson | Dr. James Scepanisky |
| Dr. Chuck Blauvelt | Dr. Charles Kinzer | Dr. Betty Jo Simmons |
| Dr. Norman Bregman | Ms. Claire LaRoche | Dr. Bill Stuart |
| Dr. Jená Burges | Dr. Sharon McCaslin | Dr. Gordon Van Ness |
| Dr. David Coles | Dr. Sue McCullough | Ms. Kathy Worster |
| Dr. David Cordle | Dr. Tony Palombella | Mr. Lance Griffin |
| Dr. Carolyn Craft | Dr. Tim Pierson | |

Dr. Theresa Clark and Dr. Earl Gibbons were absent. Dr. Bill Abrams, Dr. Mary Flanigan, Ms. Alecia Knox, Dr. Ken Perkins, and Dr. Larissa Smith were also present.

A motion to approve the minutes of the Faculty Senate Meeting of March 20 passed.

For the EPC Dr. Hall moved the approval of a new program for the M.S. degree, a Curriculum and Instruction Specialist/Concentration in French-German-Spanish/Initial Licensure PreK-12. The motion carried.

Dr. Hall moved a general education course change, the change of PHIL242, World Religions to RELI242 (Religion 242). The motion carried.

Dr. Hall moved the approval of a policy clarification to be added to the catalog—documentation of the process for modifying General Education or Additional Degree Requirements. The motion carried.

Details of the actions above are attached to the agenda for this meeting. Dr. Hall called particular attention to one of the information items regarding the Transfer Articulation Agreement Policy. She pointed out that students taking courses at Longwood before being admitted to the University do not void the Transfer Articulation Agreement, but students “who are readmitted to Longwood cannot enter under the Articulation Agreement.”

Dr. Perkins explained the origin and purpose of the Distance Learning policy (attached to the agenda). Dr. Scepanisky moved its approval. The motion was seconded and carried.

Dr. Larissa Smith explained the revision of the Policy on External Grants and Contracts and her ad hoc committee’s follow-up recommendations to the Faculty Senate (attached

to the agenda). Dr. Barber moved approval of the document. His motion was seconded and passed.

Dr. Abrams presented the new form for Student Assessment of Instruction (attached to the minutes), and Dr. Hall moved its adoption. Her motion was seconded. Dr. Burges made a motion to amend the form by adding a fourth set of questions to the first section of the form that would ask students to

Rate their level of involvement/preparation

Consider the extent to which they sought the professor during office hours

Consider whether they sought help when they needed it

Estimate the number of hours per week spent on work for the course

Indicate whether they completed the work for the course

Indicate whether work for the course was completed on time.

The motion was seconded, and after considerable discussion, Dr. Poole moved the previous question; the motion to amend was defeated. Dr. Van Ness moved to table the main motion. His motion was seconded and carried. An ad hoc committee may be appointed to carry on the work of revising the assessment form.

Dr. Flanigan for the ad hoc Committee on Governance presented the committee's proposals for modifying the Senior Honors Research Committee and the Longwood Honors Program Committee (attached to the agenda). Ms. LaRoche moved the approval of the changes. Dr. Craft made a motion to amend the membership of the Senior Honors Research Committee to "1 representative from each department, elected by the department" and to specify a committee quorum of 6. The motion was seconded and after considerable discussion defeated. Dr. Hall made a motion to add to the Departmental Restrictions for that committee "No more than one from any department." The motion was seconded and carried. The main motion passed and will be sent to the general faculty in August.

Mr. Griffin on behalf of SGA and the students asked that one or two students be appointed to an ad hoc committee to revise the form for assessment of instruction.

Dr. Stuart made a motion to adjourn; it was seconded and the meeting adjourned at 5:00 p.m.

Susan May

ITEMS PENDING:

The following recommendations to the Senate by the ad hoc Committee on Grants Policy:

1. The current policies in the Faculty Manual on "Copyright & Patent" (p.40) and on "Contracts and Outside Employment" (p.58) should be reexamined and revised.
2. A website for Faculty Development should be created and linked to the "Resources for Faculty and Staff" website. This website could include a number of items: the policy on External Grants and Contracts, links to websites that provide information about developing grant proposals and about potential sponsors, and names of faculty members on campus who have experience in applying for and receiving grants. Moreover, this

website could include information on the internal "Faculty Development and Research" grants that Longwood makes available to its faculty.

3. If the Ad-hoc Committee's revision of the grants policy is adopted by Faculty Senate and approved by the administration for placement in the Administrative Manual, then further guidelines on Time/Effort Reporting of work on external grants should be developed.

Also pending is the revision of the form for Student Assessment of Instruction.