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Meeting Agendas and Minutes

Faculty Senate

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8-22-2003

### Faculty Senate Minutes 2003.08.24

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Minutes of the  
Faculty Senate Meeting  
Library 147 A & B  
April 24, 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. Carolyn Craft	Dr. Tim Pierson
Dr. Pat Barber	Dr. Jackie Hall	Dr. Darryl Poole
Dr. Sarah Bingham	Dr. Frank Howe	Mr. Chris Register
Dr. Chuck Blauvelt	Dr. Judy Johnson	Dr. James Scepanisky
Dr. Norman Bregman	Ms. Claire LaRoche	Dr. Betty Jo Simmons
Dr. Jená Burges	Dr. Sharon McCaslin	Dr. Bill Stuart
Dr. Theresa Clark	Dr. Sue McCullough	Dr. Gordon Van Ness
Dr. David Coles	Dr. Tony Palombella	Mr. Lance Griffin

Members absent were Dr. David Cordle, Dr. Earl Gibbon, Dr. Charles Kinzer, and Ms. Kathy Worster. Also attending were Dr. Rhonda Brock-Servais, Dr. Mary Flanigan, Dr. Stephen Keith, Ms. Elizabeth Kocevar-Weidinger, Dr. Linda Wright, Dr. Larissa Smith, and Mr. Dan Gauvin.

A motion to approve the minutes was seconded, and they were approved with the following two corrections. The first was the addition of Ms. LaRoche's motion to remove from the table consideration of the Natural Sciences requirement for the B.S. degree. The motion was that any combination of hours would satisfy the B.S. degree requirement. It was seconded and passed and is effective retroactively since it merely clarifies the current catalog requirement of four hours in the Natural Sciences. The second was a request from Dr. Craft to include the policy clarification of the process for modifying the General Education or additional degree requirements that was attached to the agenda. The exact wording is as follows:

"Modification in an additional degree (e.g. B.A. or B.S.) requirement or general education requirement for any student is done through a petition submitted to the Petitions Committee through the Registrar's Office. A standing committee of the Faculty Senate, the Petitions Committee is empowered to handle appeals from students for exemptions or variations from any university-wide academic rule or regulation.

A student petition must include the following:

1. a specific rationale for the exemption or variation
2. the plan for degree or general education modification
3. supporting documents when appropriate
  - a. If the exemption or variation is sought for a general education or additional degree requirement that is specified by the major, the petition must include a letter of support from the department chair.
  - b. If the exemption or variation is sought due to the impact of a disability, the petition must include verification of the following:
    - i. The Director of Disability Support Services, in conjunction with the instructor or department representative, evaluated whether reasonable accommodations could be made to allow the student to complete the

- requirements of the course and determined that accommodations which would not alter the essential function of the course were not possible.
- ii. Appropriate documentation is on file with Disability Support Services (for example, the Comprehensive Test of Phonological Processing [C-TOPP] would currently be required for a petition to waive General Education Goal 10.)

The petition should be filed before an application for degree is submitted. All decisions of the Petitions Committee are final. Students may request a review based only on new information.”

The election process began at this time and will be reported later in the minutes.

Dr. McWee introduced the newly elected and reelected members of the Senate. They are Dr. Chris Bjornsen, Dr. Rhonda Brock-Servais, Dr. Mary Flanigan, Dr. Stephen Keith, Ms. Elizabeth Kocovar-Weidinger, Dr. Ken Perkins, Dr. Keith Rider, Dr. Linda Wright, Dr. John Arehart, Dr. Sarah Bingham, Dr. Frank Howe, and Dr. Tony Palombella. Mr. Lance Griffin introduced next year’s SGA representative, Mr. Dan Gauvin.

Dr. Simmons moved the approval for graduation of all those candidates who have fulfilled the graduation requirements for their respective degrees. The motion was seconded and carried.

Dr. John Arehart reported for the Finance and Planning Committee that the Committee had been invited to sit in on budget meetings. They could observe, contribute, and see the process in action. Although the Committee did not submit regular detailed reports, they were a part of a process that is ongoing.

Dr. Clark reported as a member of a Steering committee to study and establish a program to commemorate the fiftieth anniversary of the Brown vs. Board of Education Supreme Court Decision. She moved that the Longwood University Faculty Senate endorse a proposal to encourage all facets of Longwood University to commemorate the fiftieth anniversary. The motion was seconded and carried.

Dr. McWee announced that the suggestions for modification of the Committee on Faculty Development which came from the committee had been forwarded to the Committee on Governance for its consideration next year.

Election process:

Dr. McWee called for nominations for the office of Chair of the Senate. Dr. Van Ness nominated Dr. John Arehart, and Dr. Mary Flanigan was nominated. The motions were seconded. Dr. Clark nominated Dr. Frank Howe. The nomination was seconded. Dr. Stuart moved that the nominations be closed. The motion was seconded and carried. Dr. Frank Howe was elected chair of the Senate for the year 2003-2004.

Dr. Burges moved the nomination of Dr. Arehart as deputy chair. The motion was seconded, and the nominations were closed. Dr. Arehart was elected.

Dr. Hall moved the Nomination of Dr. Flanigan as member of the Executive Committee. The nomination was seconded, the nominations were closed, and Dr. Flanigan was elected.

Dr. Howe moved the nomination of Dr. Bingham to membership on the Executive Committee. Dr. Scepanisky moved the nomination of Dr. Bjornsen, and Ms. LaRoche nominated Dr. Hall. Each nomination was seconded, and Dr. Hall and Dr. Bingham were elected.

The meeting was adjourned at 3:55 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.

Committee Assignments  
2003-2004

COMMITTEE ON EDUCATIONAL POLICY (EPC)\*

David Coles (Senator)	Gary Nelson
Mary Flanigan (Senator)	Tony Palombella (Senator)
Jackie Hall (Senator), Chair	Cathy Roy
Sharon Menegoni	Peggy Tarpley

School Curriculum Committee Chairs:

FACULTY DEVELOPMENT AND RESEARCH\*

Pam Arkin	Jeremy Lloyd
Chris Bjornsen (Senator), Chair	Eric Moore
Rhonda Brock-Servais (Senator)	Gene Muto
John Burke	E. T. Noone
Barbara Chesler	David Stein
Sharon Emerson-Stonnell	Derek Taylor
Stephen Keith (Senator)	Glenda Taylor
Liz Kocevar-Weidinger (Senator)	Linda Wright (Senator)

COMMITTEE ON FINANCE AND PLANNING\*

Faculty members sit on the College-wide Budget and Planning Committee

John Arehart (Senator), chair	Melissa Rhoten
Frank Howe (Senator)	Patti Williams

Linda Lau

COMMITTEE ON GENERAL EDUCATION\*

Jená Burges, Chair	Laura Bayless
Mary Flanigan (2004)	Dennis Burges
Robert May (2005)	Nancy Blattner
Claire McCoy (2004)	Frank Howe (Senator)
Cathy Roy (2006)	

COLLEGE LECTURES COMMITTEE\*

Theresa Clark	Lucinda Sinclair
Alex Fink	Larissa Smith
Drew Harris	Bill Stuart (Senator), Chair
Gary Lutz	

LONGWOOD HONORS PROGRAM COMMITTEE\*

Cheryl Adkins (2004)	Geoff Orth, Director of the Program, Chair
David Calihan (2004)	Ex Officio: Nancy Blattner
Ruth Meese (2006)	Virginia Waldmann, student member
Michelle Parry (2005)	?, student member

PETITIONS COMMITTEE\*

The committee elects a chair at the first fall meeting.

LAS:	COBE:	EHS:
Jim Crowl (2006)	Claire LaRoche (2004)	Ruth Meese (2005)
David Buckalew, alternate	Bill Brown, alternate	Susan Lynch, alternate

COMMITTEE ON PROMOTION AND TENURE POLICIES AND PROCEDURES\*

Mitch Adrian	Charlie Kinzer (Senator)
Sarah Bingham (Senator), Chair	Susan Lynch
Wade Edwards	Ken Perkins (Senator)

SENIOR HONORS RESEARCH COMMITTEE\*

Consuelo Alvarez  
Martha Cook  
Pat Howe  
Debra Kelley

Melanie Marks  
Rachel Mathews  
Robert Webber (Chair)  
Ex Officio: Geoff Orth

Executive Committee members assigned to committees of the Board of Visitors:

Academic and Student Affairs: Sarah Bingham  
Audit: Mary Flanigan  
Administration, Finance and Facilities: John Arehart  
University Advancement: Jackie Hall

Parliamentarian:

HONOR BOARD ADVISERS\*\*

Dana Johnson  
Eric Laws

Susan Lynch  
George Stonikinis

COMMITTEE ON ACADEMIC HONOR CODE VIOLATIONS APPEALS\*\*

Dennis Burges  
Jená Burges

Mary Flanigan  
Geoff Orth

UNIVERSITY DISCIPLINARY BOARD\*\*

Brian Bates  
David Buckalew  
David Calihan  
Theresa Clark  
David Coles  
Alix Fink  
Bill Harbour

Jeremy Lloyd  
Rachel Mathews  
Marilyn Osborn  
Lucinda Sinclair  
Larissa Smith  
Bill Stuart

\*Senate approval required.

\*\*Senate endorsement necessary.