

000173

Agenda

For the Faculty Meeting of September 16th, 1991

1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC

2. Approval of Previous Minutes

3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

- a. Announcements - To include that the International Education Committee is not seeking the renewal of the Buenos Aires program.

Committee on Faculty (Carl Huffman)

- a. Announcements - To include a Request for Promotion Nominations.

Committee on Management of Academic Operations (Mark Kannotski)

- a. Motion to be voted on: "That the course UNIV EXP AIDS: ISSUES IN COLLEGE be changed from an experimental course to UNIV 270 AIDS: ISSUES IN COLLEGE and be added to the catalog of courses."
- b. Motion to be voted on: "That the course POLS 322: POLITICS AND MEDIA IN THE USA be added to the catalog of courses."
- c. Motion to be voted on: "That the 4 and 1/4 course credit restriction for first year students in their first semester be repealed."
- d. Announcements

4. Reports from other Committees

Faculty Development Committee (Francoise Coulont-Henderson)

- a. Announcements

Committee on Administration (Gary Lemon)

- a. Report - The Committee will bring a motion to the Faculty to create a Task Force on Faculty, as suggested by President Bottoms at the Faculty Institute, to work with the administration and report to the Faculty regarding the appropriate size and constitution of the Faculty.

Library Advisory Committee (Bryan Hanson)

- a. General Report

5. Communications from the President

6. Old Business

7. New Business

Faculty Committees - Fall Replacements (Bridget Dibble)

- Announcements - To include vacant positions and the schedule for elections to fill vacant positions.

December Faculty Meeting (Bridget Dibble)

- Motion to be voted on: "That the December 1991 Faculty meeting be moved from the first Monday of December to the second Monday of December (12/9)."
Comment - This removes the conflict with the start of Hanukkah.

By-Laws change (Bridget Dibble)

- Motion to be tabled: "That everywhere Academic Vice President (or AVP) is mentioned in the Faculty By-laws it be changed to Provost."
Comment - This will bring our by-laws in line with practice.

8. Announcements

Deadline for Agenda Items (Bridget Dibble)

Announcements - Items to be placed on the agenda must be to Bridget Dibble's office by noon the Tuesday before the faculty meeting. An easy way to send things is VAX mail to DIBBLE.

9. Adjournment

THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF SEPTEMBER 16, 1991

050174

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 7:05 PM in Thompson Recital Hall. One hundred and sixteen people were in attendance.

APPROVAL OF PREVIOUS MINUTES

The faculty minutes for May 6th, 1991 were approved as distributed.

INTRODUCTION OF NEW FACULTY AND STAFF

Provost DiLillo introduced the following new faculty and staff:

Ms. Marty Glassburn-Gill	Education
Dr. Maria Lague-Eckrich	Romance Languages
Ms. Eileen Fitzgerald	English
Dr. Phillip Powlick	Political Science
Ms. Christine Wallace	Communication
Dr. Eva Weisz	Education
Dr. Gail Whitchurch	Communication
Ms. Lori Holwinski	Librarian
Ms. Kathryn Millis	Librarian
Mrs. Bobbi Kelley	Assistant to the Secretary of Faculty

CHANGE IN ORDER OF BUSINESS

A change in the order of business was requested to which there were no objections. Consequently, "Communications from the President" was presented before "Reports from other Committees".

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

For CAPP, Martha Rainbolt announced that CAPP's discussion of graduation requirements should be completed midway through this semester. At that time CAPP will have their draft available for the Faculty to discuss. Professor Rainbolt also reported that the International Education Committee is not seeking the renewal of the Buenos Aires program and the program will be discontinued as of this year.

COMMITTEE ON FACULTY (COF)

For COF, Carl Huffman reminded the faculty that the deadline for Faculty promotions is Wednesday, September 18th, 1991. In providing a summary of last years review Prof. Huffman announced that the COF agreed with the administration on all interim, tenure and term reviews and on all but one promotion case.

Prof. Huffman then moved to table the following changes to the Faculty handbook.

1. On page 17: B. 1
Delete (c) "interviewing candidates for initial appointment, informing them of procedures and criteria by which they will be evaluated, and responding to the school's or department's recommendation to hire;"

Change (d) to (c) and (e) to (d).
2. On pages 30-31: B.
Delete all of 2. which will require a change in outline form since there would be a '1.' without a '2.'

The motion to table was passed.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS

For MAO, Mark Kannowski brought the following three motions to the faculty for a vote.

MOTION: The course UNIV EXP AIDS: ISSUES IN COLLEGE be changed from an experimental course to UNIV 270 AIDS: ISSUES IN COLLEGE and be added to the catalog of courses.

MOTION: The course POLS 322: POLITICS AND MEDIA IN THE USA be added to the catalog of courses.

MOTION: The 4 and 1/4 course credit restriction for first year students in their first semester be repealed.

There was little discussion on any of the motions. All three motions passed.

Prof. Kannowski announced that November 20, is the deadline for the Course Change Descriptions (green sheets) and reminded the faculty that this is a catalog year.

COMMUNICATIONS FROM THE PRESIDENT

President Robert Bottoms began his comments with a follow up to the report by COF. Those professors promoted from Assistant to Associate Professor were:

Francoise Coulont-Henderson
Art Evans
Cleveland Johnson
Katherine Price
Bruce Serlin

Wassin Shahin
Gloria Townsend

000175

Those promoted from Associate to Full Professor were:

Barbara Federman
Stan Irwin
Orcenith Smith
Louis Smoger
Bruce Stinebricker
John White

In reviewing suggestions from the Faculty Institute, President Bottoms reminded everyone about the enrollment pressures, pointing out a significant decline in new students in one year (from 613-530). There are 2125 degree students this year which is down 300 from 1988. To balance the budget in the AY 91-92 the academic budgets were cut 5% and all other budgets were cut 10%. The recent reduction of 31 support positions has given \$710,000 savings. There have been no reductions in the Faculty (full-time and part-time) or the Faculty Development budget.

If admissions rebound and we obtain 600 new students and maintain our current retention rate we will have a student enrollment of between 1903 and 1956. If we enroll 625 new students and maintain our retention rate, overall enrollment would range from 1975 to 2031. If we bring in 625 new students and improve our retention rate by 2% our enrollment would stabilize at 2025-2137 students. Therefore, the nature of the problem is apparent; even with 2100 students we need to reduce the budget. The details of the budget were presented at the Monday after the Faculty Meeting Lunch. Briefly, if we do nothing and get 600 new students we will have a \$750,000 deficit next year which the Board of Trustees will not allow.

Major variables affecting the budget are: 1) admissions; 2) financial aid; 3) retention; 4) salaries; 5) development; 6) how trustees use endowment.

52% of the University budget is for personnel (staff and administration) costs. Consequently, all non-faculty positions that come open are reviewed, almost no overtime pay is allowed, and we are surveying other colleges. President Bottoms noted that each individual in the 31 staff positions already eliminated was offered a different position on campus. Some of those individuals chose to leave or retire.

Since 52 % of budget is personnel costs we must look seriously at personnel in the next few years, including faculty. Questions will be asked whether we need the same number of faculty.

The administration would like the faculty to examine the issue of faculty size and recommend what they believe is the appropriate size and configuration of the faculty for a student enrollment of 2100. Consequently, the administration is asking the faculty to appoint a committee that the administration can work with to address these issues. Assuming the committee recommends a reduction in faculty size, President Bottoms stated that the administration would like to

have the committee suggest how we might accomplish that reduction.

For example, the group could consider:

1. Retirements; should everyone be replaced?
2. Early Retirement: Should we create a special incentive for early retirement?
3. How should we behave when faculty leave? The current policy is to fill faculty vacancies automatically. Should faculty vacancies be reviewed as they occur?
4. Part-time Faculty? What role will they play?

In closing President Bottoms reviewed the issues which might be a charge to the committee, 1) finding the proper size of Faculty; 2) how to get from where we are now to where we decide we want to be. The faculty should understand that no decisions about these questions have been made because the administration did not want to make these decisions without faculty input. The faculty needs to realize that this is not a one-year problem but rather an issue spanning four or five years.

Finally, President Bottoms suggested the faculty elect four individuals to a committee. He stated that there is nothing magic about the number four; it is a question of achieving sufficient representation without overburdening the faculty with Committee work. It would be difficult for the Committee on Administration (COA) to take this on because they will be busy this year looking at other issues - health care costs, faculty compensation, and administrative and support staff (in particular appropriate secretarial staff for the faculty). He suggested perhaps one person from each division be elected. He hoped that the elected members would have the good of the whole in mind rather than special interest groups.

Prof. Bill Cavanaugh asked how this Committee would differ from the Resource Allocation Subcommittee (RAS). President Bottoms responded that there was not a set number of individuals on the RAS and they were appointed by elected committees.

Prof. Tom Emery asked if when we speak of number of faculty would that also mean shape? President Bottoms response was yes.

Prof. Art Evans asked whether CAPP's discussion about graduation requirements would be factored into the discussions. Again, President Bottoms responded yes.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

For FDC, Francoise Coulont-Henderson introduced the members of this year's committee and reminded the faculty that the next Faculty Development deadline is October 25th, 1991. This deadline includes Fisher Time-Outs; Fisher Fellowships; Early or Phased Retirement; Sabbatical, Pre-retirement, Resident Directorship, and Faculty in Residence Leaves of Absences.

COMMITTEE ON ADMINISTRATION (COA)

000176

Prof. Gary Lemon deferred to Prof Bob Newton to make the committee report. Prof. Newton read the following report.

"The Administration Committee has met with the administration three times since the first of August: August 6, September 6, and September 11.

On August 6 in Financial Vice President Catanese's office the subject of discussion was new policy regarding departmental secretaries, a new policy required by the then impending shortfall of tuition income. Two secretaries had left, Political Science secretary by retirement, and Economics by resignation. Another secretarial departure (English by retirement) was and is impending. The administration had advanced a proposal that two Asbury departments, Sociology and Anthropology and Political Science share a secretary, with additional part-time help. In view of the English Department secretary's retirement, further secretarial sharing was envisioned. Also the administration had been discussing a secretarial sharing plan for the East College departments. The policy appeared to be consistent with previous non-replacements of departing physical plant and support staff--a reduction of approximately 31 employees according to President Bottoms at the Faculty Institute. At the August 6 meeting, Provost DiLillo announced that he had authorized temporary secretarial positions for the Political Science and Economics departments. These temporary positions were limited to 1000 hours for the year (six or seven months employment), because thereafter these employees would qualify for benefits--at greater institutional expense, be paid at lower rate than base rate for regular secretaries, and be terminated or converted to regular positions before the 1000 hours had been reached. In the meantime, the Provost assured us that the Administration Committee and the administration would work together on academic secretarial replacement policy for the institution.

On September 6 in Provost DiLillo's office the subject of discussion was the participation of faculty in efforts to determine an appropriate size of the faculty in view of the expected stabilization of student enrollment at around 2100 (down 300) while maintaining the current student-faculty ratio of 11/12 to 1. President Bottoms had indicated, in his address at the Faculty Institute, that such discussions would be held and that he would issue an invitation to the faculty to elect a committee--perhaps representing faculty divisions. The Provost explained that the proposed committee would examine the question of faculty size and would work confidentially according to the example of COF. The Administration Committee urged that the question of faculty size is related to many other issues including allocation of resources and therefore that the discussion should not be limited to the question of faculty size. The Administration Committee stated that it was important for the proposed committee to report to the faculty regularly, particularly so in view of the amount of concern already being expressed among faculty members. The COF, it was stated, was free to discuss and report policy and process; only cases were to be kept confidential. The same responsibilities should obtain for the proposed committee. Finally, the Administration Committee suggested that the proposed committee be eight faculty members, two from each division, elected not by divisions but by the faculty as a whole, from

a slate nominated by a nominating committee or by any other member of the faculty. The Administration Committee indicated its willingness to serve as that nominating committee and to offer appropriate motions on the floor of the Faculty Meeting. Subsequently, texts of such proposed motions which the Administration Committee could support were submitted to the Provost and Financial Vice President, with a copy to the President.

On September 11 in the Financial Vice President's office, Provost DiLillo brought the administrative response to the proposed motions. This response reiterated the original view of the President, namely, that the scope of the proposed committee should encompass only the issue of how many faculty it would take to support our current program and that the proposed committee should work in rather strict confidentiality, since it would have to discuss particular cases of faculty members who might be retiring or induced to retire, and of faculty members who might not be needed to support our current program. On both September 6 and 11, the administration voiced reticence regarding a faculty committee composed of eight persons. Although, we have heard tonight that the number is open, could a committee of such size maintain confidentiality and would a committee of such size plus two administrators be unwieldy? The Administration Committee referred to the example of Smith College which had just completed an analogous study and plan to reduce budgetary deficits. Smith convened a committee of twelve, composed of all "major line administrators and members of the faculty council; and named it ACRA--Advisory Committee on Resource Allocation. ACRA examined all dimensions of the College's budget. Even with faculty involvement and openness in reporting discussion regarding faculty positions, Smith has experienced much tension, even protests and demonstrations, among staff, students and faculty.

After the meeting on September 11, the Administration Committee met and decided that it would not offer a motion which included a charge to the proposed committee which restricted the committee to considering only faculty size and bound the committee to very limited confidentiality. It would not do so because it could not argue for such a motion. So the Administration Committee invited the administration to make its own motion, stating the name and the charge of the proposed committee in terms acceptable to the administration."

At the conclusion of this formal report from the COA, Provost DiLillo opened the floor for discussion.

Prof. Jim Polito asked the administration why this issue should be so confidential. President Bottoms replied should the whole faculty know when an individual was being approached about early retirement for example. Also, the whole faculty typically doesn't have access to individual salaries.

Prof. Newton raised the question about why administration desired to limit the scope of the Committee. President Bottoms responded that one reason to limit the scope of this committee is because of the need to address some issues in time to present the 1992-93 budget to the Board in January. Another reason is that President Bottoms didn't feel the faculty would want to be burdened with every

budget decision, i.e. food service, staff, etc. This committee should try to focus on the issues directly pertaining to faculty size.

Prof. Tom Emery asked if we were trying to build the committee tonight. The response was we were trying to derive a mechanism for appointing the committee this evening. The committee would then break out individual items and address them.

Prof. Bill Cavanaugh wanted to know why COA resisted making a motion. The COA responded that they didn't want to make a motion they were not comfortable defending. Later the COA also pointed out that as a three member committee with two individuals in Asbury they felt they were not a broad enough representation of the faculty. Prof. Wayne Glausser added that the COA felt that there were variables related to the question of faculty size that this proposed committee should be able to consider.

Prof. Martha Rainbolt then made the following motion.

MOTION: "That there be instituted a Task Force on Faculty of eight faculty and appropriate administrators. The COA will serve as an nominating committee for the members of the Task Force. The Task Force will generate its own charge subject to approval by the Faculty and the President."

The motion was seconded by Prof. Emery and considerable discussion followed.

First, the issue of the charge of the Task Force was discussed. Individuals were concerned by not defining the charge of the Task Force that the Task Force would wander off the focus needed. After some discussion there was a general consensus that the general charge of the Task Force was understood and that details could be worked out by those elected.

Prof. Newton offered the following amendment to the motion.

AMENDMENT: "That the Task Force on Faculty be composed of two persons from each division elected by the Faculty as a whole, from a slate nominated by a nominating committee or by any other faculty member, the election to be conducted by the Secretary of the Faculty as soon as possible and no later than the next faculty meeting."

The amendment was seconded.

The discussion which followed centered around who on the faculty could be nominated to the slate for the Task Force and who could vote on the slate. It was clarified that all full-time faculty with rank as described in the faculty by-laws could be nominated to the committee and/or vote.

Many faculty expressed concern that with the large number of part-time faculty that they should be represented, particularly, since there is a lot of anxiety among that group.

As a point of order, it was noted that there was an amendment on the floor which should be voted on, then, discussion could return to the part-time issue. The vote on the amendment to the motion was called. The amendment carried.

After consulting page 43 of the Faculty By-laws it was decided that part-time faculty were eligible to serve on the committee. Further clarification on the size of the full-time and part-time faculty led to the following amendment offered by Prof. Steve Raines.

AMENDMENT: "That the size of the Task Force be increased to nine members, with the ninth member being a part-time faculty member elected by the part-time faculty."

The amendment was seconded and considerable discussion ensued.

First, some clarifications about the process of the part-time election were made.

Then there was a debate about 1) whether the faculty were catering to a special interest group or not; and 2) whether the part-time faculty have the same kind of long term relationship and commitment to the institution as the permanent full-time faculty.

Strong arguments on both sides of the long-term relationship were presented including a reference to the Faculty Development policies.

It was pointed out that one voice out of nine would not allow the part-time faculty to have a strong influence but shows those part-time faculty who do have a longstanding interest in the University that we respect and appreciate their interest in the institution.

Also, it was clarified that a yes vote on this amendment was giving the part-time faculty permission to vote this one time only not the opportunity to vote in every faculty election.

After further debate about the size of the committee, the need for part-time input, and the long-term commitment of the part-time faculty the question was called. The amendment proposed by Prof. Raines carried.

Discussion then continued on the now twice-amended motion of Prof. Rainbolt.

The issue of time frame was discussed in the context of the charge of the task force. Ultimately, it was pointed out that the committee could begin work on immediate issues before getting the charge approved. The charge would probably be approved at the November Faculty Meeting considering the time frame.

Prof. Rod Clifford commented that he had heard a great deal of ominous talk and hoped the faculty was not losing sight of thinking about long-term issues. He hoped the Task Force would look at how the University might weather the storm and come out stronger.

President Bottoms added that the administration is looking long term and does not want the institution to be at the mercy of the market place.

President Bottoms noted that he sees this committee as being very active not just rubber stamping administrative decisions. The administration intends to take faculty recommendations seriously.

The question of why the COA didn't present a motion to the faculty meeting resurfaced and further clarification was presented. The COA felt the administration's charge was constraining and the COA wanted the charge straight, from the start, because of the importance of the issue.

Prof. Raines suggested that we vote on the motion and then discuss the charge under New Business. The question was called and the motion carried.

LIBRARY ADVISORY COMMITTEE (LAC)

Prof. Bryan Hanson reported the Provost had appointed the committee to advise the Provost and library Director on library matters. The committee represents the faculty and students. Committee members are Prof. Pei-Ling Wu, Prof. Ralph Gray, Prof. Kathy Davis, Prof. Stan Warren, Prof. Carl Huffman, and Prof. Bryan Hanson. Prof. Hanson concluded by saying that the LAC was always interested in and open to comments and suggestions.

OLD BUSINESS

It was again announced that the Buenos Aires program was discontinued effective this year. Questions should be referred to Prof. Amir Rafat.

NEW BUSINESS

Secretary of the Faculty, Bridget Dibble, announced that since the spring election changes in faculty status necessitated a fall election. Nominations are needed for a one-year at-large replacement on the Public Occasions Committee (POC). Divisional positions needing to be filled are

- Division 1 - a two year replacement on MAO
- Division 3 - a one year replacement on IEC
- Division 3 - a two year replacement on Teacher Education
- Division 4 - a third member of the nominating committee.

All nominations for the POC and results of the divisional elections need to be forwarded to Prof. Dibble by October 1st, 1991. Ballots for the POC should be mailed to faculty on October 4th, 1991. Ballots will need to be returned no later than October 18th to be counted.

Prof. Dibble moved "That the December 1991 Faculty meeting be moved from the first Monday of December to the second Monday of December (12/9/91)." The motion was seconded and passed after a clarification about scheduling.

Prof. Dibble moved to table the following: "That everywhere Academic Vice President (or AVP) is mentioned in the Faculty By-laws it be changed to Provost." The motion to table was seconded and passed.

ANNOUNCEMENTS

For the COA, Prof. Lemon announced that nominations for the new Task Force were open and would be taken until 5 pm on September 23rd, 1991. Forward your nominations to committee members directly or via voice mail on the phone or via Email. As always, before nominating an individual make sure they are willing to serve.

A question about whether to discuss the charge of the committee was raised but little discussion ensued.

Prof. Jim George announced the Burkett Lecture Series is being held on October 3rd, 1991 at four and seven PM. Prof. David Evans from Harvard University will be speaking on specific issues in natural product synthesis.

Mr. David Murray gave an Admissions report. He noted that it is early in the year so there is not a lot to report. Last year is a story of reduced yield. There were at least as many students applying and being accepted, however, 5% fewer chose to come to DePauw.

Mr. Murray feels we have a series of competitive advantages over other schools including our School of Music, Media Center, Science Research Fellows Program, other special programs, intercollegiate athletics, etc. The admission staff is looking at new ways to market these advantages and is developing an admissions video.

The Admissions staff has found that the high school visit no longer works due to the fact that the students can not be released from class. The market is saturated with area receptions.

Mr. Murray stated that financial aid is better targeted and that a goal of 600 new students is extremely ambitious. He did say he would still rather be at DePauw because we are operating from a position of strength.

Mr. Murray asked that all departments return their information based on the sample leaflet. He noted that student-parent days are occurring throughout the year beginning on October 5th, 1991, and some departments need to get back to him about staffing.

Prof. Cynthia Cornell asked if a follow-up survey of why students admitted to DePauw choose to go elsewhere had been done. Mr. Murray stated that research suggested the following reasons; academic reputation; size (sometimes DePauw is too small in students eyes); location (Greencastle/Midwest) and the Greek issue.

Based on a question about entering class SAT scores, Mr. Murray responded that the overall quality of applications was up last year. If you include all students in the CLA except ESL students the average SAT is 3 points higher than last year and class rank has improved by 1%

Louise Hart, Director of the School of Nursing, announced that 100% of last years graduating class of nurses has passed their State Board finals.

Prof. Dibble announced the schedule for distribution of the agendas and minutes for faculty meetings. The minutes will be distributed after the faculty meeting to which they pertain as soon as they are completed. The complexity of discussion and other faculty business will dictate how quickly after the meeting distribution is possible. If timing is tight before the next faculty meeting the minutes will be distributed via Email when they go to duplicating. Faculty will always get a hard copy as soon as they are ready. The deadline for agenda items is noon the Tuesday before the faculty meeting (to accommodate major committees). As soon as the agenda is approved by the Provost it will be sent to duplicating and posted on Email. When hard copies are available they will be distributed.

ADJOURNMENT

The meeting was adjourned at 9:45 pm.

Respectfully Submitted

Bridget Dibble
Secretary of the Faculty

Bobbi Kelley
Assistant to the Secretary of the Faculty

CAPP TO RECOMMEND THIS PROPOSAL FOR APPROVAL



050180

September 13, 1991

TO: Members of CAPP

FROM: Ken Bode
Robbin Crabtree
Wayne Glausser
Jeff McCall
Richard Roth
John White

RE: Proposal to Establish a Media Fellows Program

Please note the enclosed proposal to establish a Media Fellows program at DePauw, beginning with the entering class of 1992-93.

This proposal is the culmination of a planning process which saw many individuals consulted, a grant to the Lilly Endowment submitted, in June, 1991, approved, and a summer of course development activity taking place. The Communication Arts and Sciences Department has discussed elements of the proposal a number of times since it is the department whose program would appear to be the most affected by the implementation of the program.

Last March, John White submitted a proposal to the Lilly Endowment for curriculum development. His document was an attempt to secure funding for the implementation of the program, thereby addressing an obvious question: How are we to support the creation of a new program, pilot internships for students, and administrative start-up costs? The Endowment will provide \$30,000 over the next two and a half years for implementation, thus relieving the University budget of start-up costs.

Robbin Crabtree and Richard Roth worked with a small group of faculty consultants over the summer to construct the model for a first year seminar to be required of all Media Fellows. You will note their work attached as an appendix to this proposal.

Members of this group will be happy to discuss the proposal with you in more detail. Please do not hesitate to call us.

A Program Proposal:

The Media Fellows Program

September, 1991

Introduction:

If experience is to be our guide, DePauw has thus far been able to meet effectively the rising tide of careerism on the part of students (and their parents) through the distinctive "fellows" programs we have initiated. The Management Fellows Program has for over a decade attracted bright students to the campus and to the liberal arts who might well have pursued narrower studies in business or management at a comprehensive university. Most recently the Science Research Fellows Program has brought to campus ten students who are now enrolled in the First Year Seminar of that program (ten being the target number). Both of these programs offer distinctive experiences for students (an internship, co-curricular activities, etc.) without jeopardizing the depth and breadth that a liberal arts major and general education program provide.

The opening of the Center for Contemporary Media (CCM) offers us another opportunity -- this time to attract students interested in media, whether their focus be journalism, creative writing, public relations, the graphic arts, film, or radio/TV. The lure of schools of journalism or broadcast communication is attractive to these students; yet, a distinctive program that melds the liberal arts with opportunities to participate in student media and, through internship opportunities, in the industry itself, will attract more of these bright students to campus. A Media Fellows program would appear to be unique among liberal arts colleges, providing us with a niche in the market for students and giving us a chance to highlight the liberal learning context for students interested in media.

A bit of history:

Developing a new program such as Media Fellows is consonant with our past. The national journalism honorary, Sigma Delta Chi, was founded in 1909 by a group of DePauw students. The Sigma Delta Chi Indiana Hall of Fame is currently located on the campus. The college newspaper, **the DePauw**, is the oldest student paper in the State of Indiana, and WGRE-FM was the earliest ten-watt college student-operated radio station in the country.

While we are familiar with the leadership roles many of our alumni have played in the business world, a number have made significant contributions both to journalism and the broader world of media. Alumni such as Kenneth Hogate and Bernard Kilgore

served in the editorship of **The Wall Street Journal** and presidency of the Dow Jones Company, and currently Jim Stewart is Page One editor of the **Journal**. Among others who have spent their careers in various media are John Jacob Oliver, former President of Afro-American Newspapers; Jack McWethy, Senior Correspondent with ABC News; Barbara Blakemore, Executive Editor of **Family Circle**; and current publisher of **The Indianapolis Star & News**, Eugene S. Pulliam; Bob Giles the current editor of the **Detroit News**; Bill Rasmusen, the founder of ESPN, Robert Maxwell, former editor of the Chicago Tribune; Al Reis, founder and CEO of Reis and Trout ad agency; Norvall Stevens, former Vice President of Needham, Harper, Steers Worldwide; Sal Marino, head of Penton Publishing; Robert Wells, Senior VP at Young and Rubicam Advertising; Mary Leonard Ramshaw, Deputy Bureau Chief, **News Day**; Richard McLoughin, President, **Reader's Digest**; John Jordan, former chairman, Muller, Jordan, and Weiss Advertising; Mark Rolfing, President for Rolfing Productions and NBC Sports commentator; Helen Anderson Fisher, former general manager, **Fortune Magazine**; Barbara Yuncher, former science editor, **New York Post**; Mark Vittert, former president of St. Louis and Indianapolis business journals; Jean Shaver Small, Chairman of the Board, Small Newspapers, Inc.; Gretchen Cryer, Nancy Ford, composers and lyricists; John Long, VP and general manager, WRTV, Indianapolis; Rance Crain, president of Crain Communications; and John Jakes, author.

We have noted the important role alumni have played in the Management Fellows Program, in particular serving as internship hosts and as co-curricular resources on the campus. There is no reason to think that our media alumni would not play a similar role in the programs developed for the Media Fellows.

The connection with the CCM:

A Media Fellows program will connect most clearly the activities at the CCM with the regular academic program.

A major rationale of the CCM was to focus the attention of students on the role of media in creating, shaping, and disseminating information about the contemporary world. Since so much of what we know about the world is filtered through the media, assessing this knowledge and using media as a tool for communication become critical for liberally educated persons. In short, liberal arts students should be equipped to understand and prosper in an information-oriented society permeated by media. The Media Fellows Program seeks to attract students who are particularly interested in these topics and who are also interested in careers in media.

The Program, moreover, will further establish the CCM is an important part of the campus environment by providing a stream of students who are particularly interested in honing their own

journalistic and media skills while at the same time pursuing majors in any number of traditional areas of the curriculum. Media Fellows are free to select any major area of concentration.

The Program itself:

Like the Management Fellows and Science Research Fellows programs, Media Fellows will be "honors" students who must be selected for the program after they have been accepted by DePauw. Like the Science Research Fellows Program, students will have a common first year seminar and a senior capstone course. Like both the other programs, a centerpiece will be a semester-long, credit-bearing internship which will normally take place in the student's junior year. Enabling legislation will be submitted to MAO after the program is approved by the faculty to create the appropriate courses including the first year seminar, the capstone course, and the revision of University Studies 320 to include Media Fellows Internships.

Intern placements will include a host of media-related organizations from the network newsroom to a public relations agency. Some students may wish to use the already established media-journalism internship opportunities available through the Washington Center or the New York Arts Program.

Robbin Crabtree and Richard Roth, whose faculty positions link them to the CCM, will be involved in the course work for the Media Fellows. Indeed, this summer, with support from the Lilly Endowment, Inc., they created a prototype of the first year seminar (copy is attached). The next step in course development is the capstone course which will be developed during the Summer, 1992.

All Media Fellows accepted into the program beginning with the fall, 1992 class must complete the First Year Seminar during their freshman year and Communications 233, "Mass Communication in Modern Society," by the end of the sophomore year. The junior year will be reserved for the internship, with the capstone seminar normally taken during the senior year. Each Media Fellow would be expected to commit four semesters to student media organizations over the course of four years at DePauw.

In addition to these requirements, all Media Fellows must be faithful in attending co-curricular events throughout the year, many of which will, in parallel to those developed through the McDermond Center, be designed especially for Media Fellows.

A small number of upper class students will be added to the Media Fellows through a lateral entry mechanism to be developed and initiated. Initially, these lateral entry students will enable the program to support pilot summer and semester-long internships. These pilot programs will allow initial contacts in

the media industry in preparation for the first full class of Media Fellows.

When the faculty approves the Media Fellows Program, the Lilly Endowment, Inc. will make available approximately \$25,000 which can be used to defray the administrative costs connected with the program, including the selection process, the development of summer and semester-long internships, the initial publicity for the program, and four pilot summer internships which can take place as early as Summer, 1992. Lilly funds can also be used for two pilot, semester-long internships during the 1992-93 academic year.

Ken Bode, Director of the CCM, will serve as Director of the Media Fellows Program, and an on-campus advisory board will be created (on the parallel with the two other "fellows" programs) for consultation about the administration of the program, including the monitoring of standards and program assessment.

We are requesting that CAPP recommend the Media Fellows Program to the faculty for authorization for the 1992-93 academic year.

Time Table:

- 1) Receipt and discussion by CAPP (September, 1991)
- 2) Faculty approval (October/November, 1991)
- 3) Media Fellows Seminar course approval by MAO and the Faculty (November-February, 1991-92)
- 4) Recruitment for Media Fellows for matriculation in Fall, 1992 (Fall and Spring, 1991-92)
- 5) Lateral entry of current students into the program (Spring, 1992)
- 6) Internships begin as early as Spring, 1993 for students entering the program laterally
- 8) Fall, 1994 first entering class internships begin
- 9) Fall, 1995 Capp evaluates Media Fellows Program and reports to the Faculty by the February, 1996 meeting

Agenda

For the Faculty Meeting of October 7th, 1991

1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC

2. Approval of Previous Minutes

3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

a. Motion to be voted on: "That DePauw establish a Media Fellows Program, beginning with the entering class of 1992-93."

b. Announcements

Committee on Faculty (Carl Huffman)

a. Motion to be voted on: "That the Faculty By-laws be changed in the following way:
On page 17 section B.1 delete '(c) interviewing candidates for initial appointment, informing them of procedures and criteria by which they will be evaluated, and responding to the school's or department's recommendation to hire.'
On page 17 section B.1 change '(d) to (c)' and '(e) to (d)'
On pages 30-31 section B. delete all of 2.'A subcommittee of the Committee on Faculty shall participate in the interviews, make sure candidates receive clear and complete information regarding the policies and procedures (university, school or department) under which they will work and by which they will be judged, and advise the Committee on Faculty and the Vice President for Academic Affairs regarding the school or department recommendation to hire.' which will require a change in outline form since there would be a '1.' without a '2.'"

b. Announcements - To include Candidates for Promotion.

Committee on Management of Academic Operations (Mark Kannowski)

a. Motion to be voted on: "That the courses ART 492 Studio Projects (1/2 - 1 course credit), ART 494 Art History Projects (1/2 - 1 course credit) and ART 496 Art Education Projects (1/2 - 1 course credit) should no longer be variable credit courses. Each course will be a 1 credit course."

b. Motion to be voted on: "That the courses ART 400EL Art Teaching Methods (1 course credit), ART 491 Studio Projects (1/2 - 1 course credit), ART 493 Art History Projects (1/2 - 1 course credit) and ART 495 Art Education Projects (1/2 - 1 course credit) should be removed from the catalog of courses."

c. Motion to be voted on: "That the course P&R 254 The Chinese Religious Tradition (1 course credit) should be removed from the catalog of courses."

d. Motion to be voted on: "That the course P&R 282 Chinese Philosophical and Literary Classics (1 course credit) should be added to the catalog of courses."

e. Motion to be voted on: "That the course UNIV 282 Modern Japanese Novelists (1 course credit) should be added to the catalog of courses."

f. Motion to be voted on: "That the course MUS 130 Introduction to Music Literature (1/2 course credit) should be a 1 credit course."

g. Announcements - The course HPER 252 First Aid and Sport Science (1 course credit) shall be known as HPER 252 Sport Science and First Aid (1 course credit). The course P&R 256 Religion In Modern Japan (1 course credit) shall be known as P&R 352 Religion In Modern Japan (1 course credit).

- h. Motion to be tabled: "That the course P&R 352 Religion In Modern Japan (1 course credit) should be removed from the list of courses recognized as fulfilling group 4."
- i. Motion to be tabled: "That the course P&R 282 Chinese Philosophical and Literary Classics (1 course credit) should be included in the list of courses recognized as fulfilling group 4."
- j. Motion to be tabled: "That the course UNIV 282 Modern Japanese Novelists (1 course credit) should be included in the list of courses recognized as fulfilling group 3."

k. Other Announcements

4. Reports from other Committees

Committee on Administration (Gary Lemon)

a. Announcements

Library Advisory Committee (Bryan Hanson)

a. Announcements

5. Remarks from the President

6. Old Business

Special Election Result Report (Bridget Dibble)

a. Announcements - To include a summary of the election process and results.

By-Laws change (Bridget Dibble)

Motion to be voted on: "That everywhere Academic Vice President (or AVP) is mentioned in the Faculty By-laws it be changed to Provost."

Comment - This will bring our by-laws in line with practice.

7. New Business

8. Announcements

9. Adjournment

Reminder: The December Faculty meeting will be the second Monday of December, 12/9/91.

THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF OCTOBER 7, 1991

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 7:05 PM in Thompson Recital Hall. Ninety-one people were in attendance.

APPROVAL OF PREVIOUS MINUTES

The faculty minutes for September 16th, 1991, were accepted as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

For CAPP, Prof. Martha Rainbolt brought the following motion to the faculty for a vote.

MOTION: "That DePauw establish a Media Fellows Program, beginning with the entering class of 1992-93.

Prof. Rainbolt then asked Prof. John White to provide some background information about the Media Fellows Program. Prof. White then read the following prepared statement:

The proposal you have before you tonight has been at the discussion stage for the better part of three years. It is conceived along the lines of the two other fellows programs, and together with them, offers students a distinctive set of opportunities for students. Like the Science Research Fellows and the Management Fellows Programs, Media Fellows will have a semester-long internship providing on-site experience in a professional setting. But the students' academic programs will have been grounded in the liberal arts, and it is to the liberal arts they will return after their internship to have an opportunity to reflect within the academy on their experience.

The Media Fellows Program will be one of the most visible links between the Center for Contemporary Media and the academic program. It will enable students using the Center to have academic work which will support and broaden experiences gained at the Center. It will enable more faculty to connect with the Center's role on campus. This process has already begun, for several faculty members served as consultants this summer in developing modules for a proposed freshman seminar.

The Media Fellows Program will serve a key role in attracting students to the Center and to DePauw in future years. We believe the program is an area of competitive advantage for DePauw - it offers opportunities and activities often only found at a school of journalism but does so in DePauw's traditional academic setting.

I want to attempt to anticipate a few questions you might have:

1) Will these students all be communication majors?

There is no doubt that some will be, but Media Fellows will be encouraged to major in areas throughout the curriculum. Some of these students will go on to develop careers in media; however, we anticipate that others will take their experience into innumerable fields.

2) What will be the role of the Advisory Committee?

That role will be "hands on." The following people have agreed to serve: Ken Bode (who will chair), Robbin Crabtree, Richard Roth, Jeff McCall, Tom Chiarella, and John Dittmer. It is this group which will be working to develop a selection process, will be consulted in the development of marketing strategies, will select the students, and will monitor the program.

3) Who will be advising prospective students?

At present, Robbin and Richard have agreed to play the role of "contact person" while the search continues to complete the staff of the CCM. When that staffing is completed, the day-to-day operations of the Media Fellows Program will be transferred to the Director of Programs. As soon as the program is approved by the faculty, we want to move as quickly as possible in developing a brochure and contacting prospective students.

The admissions office is currently developing a broader strategy of showcasing the Science Research Fellows, Management Fellows, and Honor Scholar Program to prospects. As soon as the faculty approves the Media Fellows Program, it will join that list.

4) Who will teach the courses?

Upon approval by MAO, the Freshman Seminar will be taught during 1992-93 by Richard Roth and Robbin Crabtree -- these are two positions, you will recall, which were added to connect the CCM with the academic program. We expect that Ken Bode will also regularly teach the Seminar. The administration will work with CAS and the English Departments on staffing issues.

5) What about administrative support?

We have attempted to lay the ground work for this program. A \$30,000 grant was written and funded by the Lilly Endowment so that no operating funds would have to be used in getting the program off the ground. Lilly funds will support course development, the costs of a brochure and the selection process, and will support several pilot internships. In addition, we have received a small endowment (approximately \$100,000) to support student internships.

After John White provided the above background about the Media Fellows program two questions were asked. The first, would Media Fellows be paid on their internships, for which the answer was, in many cases probably not. The second question was in regard to whether there would

be any lateral entry students in the program; the answer was yes it is expected that there will be some lateral entry students thus giving current students the opportunity to participate in the program.

Since there was no further discussion the question was called and the motion carried.

Prof. Rainbolt then made an announcement about the progress of CAPP's discussion on group requirements. She first clarified that the new requirements will NOT be put in place this year. She anticipated that the proposal would go to departments in the fall and be discussed by the faculty in the spring.

COMMITTEE ON FACULTY (COF)

For COF, Prof. Carl Huffman moved that the following motion be removed from the table:

MOTION: "That the Faculty By-laws be changed in the following way: On page 17 section B.1 delete '(c) interviewing candidates for initial appointment, informing them of procedures and criteria by which they will be evaluated, and responding to the school's or department's recommendation to hire:'

On page 17 section B.1 change '(d) to (c)' and '(e) to (d)'

On pages 30-31 section B. delete all of 2. 'A subcommittee of the Committee on Faculty shall participate in the interviews, make sure candidates receive clear and complete information regarding the policies and procedures (university, school or department) under which they will work and by which they will be judged, and advise the Committee on Faculty and the Vice President for Academic Affairs regarding the school or department recommendation to hire.' which will require a change in outline form since there would be a '1.' with a '2.'

A favorable vote removed the motion from the table. Prof. Huffman then explained that the reason COF is bringing the motion to the faculty is because in the past four or five years, COF has not been meeting with faculty candidates. He stated, in some past years COF has come to the faculty and requested a special dispensation NOT to perform this duty in a given year and in other years they have simply not done the task. One of the reasons COF has not held these interviews has been work load. Some years, the large work load has been because of the number of interim, tenure, and promotion reviews and in other years the problem has been the number of faculty positions open. Prof. Huffman concluded his general remarks by saying it was the majority position of the COF that the above text be removed from the by-laws.

Prof. Bill Cavanaugh asked the minority on the COF why they had dissented. The response was those individuals felt that the COF represented university-wide opinion and it was their job to inform the candidate about the steps to tenure and promotion. Prof. Marthe Chandler pointed out that if this motion carries the outside department members of the search committee will need to be active in their role.

Provost Leonard DiLillo explained that the provost office was and still is very careful to inform all new candidates of the procedures for tenure.

Prof. Bob Calvert indicated that he would be sorry to see this practice discontinued since it had impressed him when he interviewed at DePauw.

Prof. Newton spoke indicating that he could sympathize with the work load issue, however, he felt it was important for the COF to provide insight about how the candidates are perceived outside the department, be a respondent to departmental interests, be an advisory committee to the administration, and to tell the candidates about DePauw.

Prof. Ralph Raymond, a member of COF, felt that the COF's role was important because the faculty needed to be represented as a whole and that departments should have to answer to the whole regarding their choice of candidates. He noted that he had been a member of COF for the past seven years and enjoyed this part of the job.

Several other faculty spoke in favor of keeping this part of the by-laws, recognizing that although work load is an issue the need for this interaction between the candidate and the COF outweighs the work load concerns.

Prof. Jack Morrill questioned the committee about why for the third time in the last six years were they bringing a motion to the faculty in order to bring the by-laws into agreement with current practice. He stated his concern about committees not following our by-laws. The response was that the COF could not correct the past but was attempting to set things straight for the present and future. If the motion is defeated the COF agreed that it would renew the practice of meeting with faculty candidates.

There was some additional discussion about the importance of the interaction of the candidate with the COF and many of the above points were reiterated. Prof. John Dittmer called for the question. The motion to delete was defeated by a narrow margin.

For COF, Prof. Carl Huffman then announced those candidates being reviewed for promotion from Assistant to Associate Professor are:

Mary Bretscher
David R. Harvey

And those being considered for promotion from Associate to Full Professor are:

Claude Cymerman
Wade Hazel
Robert Kingsley
Jim Mannon
Martha Rainbolt
Barbara Steinson

The deadline for submissions of materials is Monday, October 28th, 1991. Prof. Huffman reminded everyone of the open file policy.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

For MAO, Prof. Mark Kannowski brought the following motions to the faculty for a vote.

MOTION: "That the courses ART 492 Studio Projects (1/2 - 1 course credit), ART 494 Art History Projects (1/2 - 1 course credit) and ART 496 Art Education Projects (1/2 - 1 course credit) should no longer be variable credit courses. Each course will be a 1 credit course."

MOTION: "That the courses ART 400EL Art Teaching Methods (1 course credit), ART 491 Studio Projects (1/2 - 1 course credit), ART 493 Art History Projects (1/2 - 1 course credit) and ART 495 Art Education Projects (1/2 - 1 course credit) should be removed from the catalog of courses."

Here Prof. Kannowski noted that all Art projects were not being dropped, just odd course numbers.

MOTION: "That the course P&R 254 The Chinese Religious Tradition (1 course credit) should be removed from the catalog of courses."

MOTION: "That the course P&R 282 Chinese Philosophical and Literary Classics (1 course credit) should be added to the catalog of courses." The course description follows:

MOTION: That the course UNIV 282 Modern Japanese Novelists (1 course credit) should be added to the catalog of courses." The course description follows:

MOTION: That the course MUS 130 Introduction to Music Literature (1/2 course credit) should be a 1 credit course." It was noted that the scope of this course could not be covered in 1/2 credit per course.

There was little discussion on any of the motions. All six motions passed.

Prof. Kannowski then announced that; "The course HPER 252 First Aid and Sport Science (1 course credit) shall be know as HPER 252 Sport Science and First Aid (1 course credit). The course P&R 256 Religion in Modern Japan (1 course credit) shall be known as P&R 352 Religion in Modern Japan (1 course credit)."

This allowed Prof. Kannowski to table the following three motions.

MOTION: "That the course P&R 352 Religion In Modern Japan (1 course credit) should be removed from the list of courses recognized as fulfilling group 4."

MOTION: "That the course P&R 282 Chinese Philosophical and Literary Classics (1 course credit) should be included in the list of courses recognized as fulfilling group 4."

MOTION: "That the course UNIV 282 Modern Japanese Novelists (1 course credit) should be included in the list of courses recognized as fulfilling group 3."

The motions to table passed.

In his final comments for the evening, Prof. Kannowski announced that the committee was now working with a full complement of faculty and students.

REPORTS FROM OTHER COMMITTEES

COMMITTEE ON ADMINISTRATION (COA)

For COA, Prof. Gary Lemon announced that at the present time the committee is looking into three issues; secretarial support for faculty, salary raises, and health insurance benefits. Also, the COA has been asked to meet with the Board of Trustees in October, which they will do.

LIBRARY ADVISORY COMMITTEE (LAC)

For LAC, Prof. Bryan Hanson reported that there is a new policy for Inter-Library Loans (ILL). The policy was distributed via E-mail with hard copies to departmental secretaries and chairs. The reason for the changes was to curb astronomical use of the service by a few individuals, for example, some students would do an online search which would generate 300 literature citations and then request all 300 cites through interlibrary loan. The biggest change faculty will notice is that students will need the signature of a faculty member when submitting an ILL request.

REMARKS FROM THE PRESIDENT

President Robert Bottoms began his remarks responding to questions he has been asked since the last faculty meeting.

First, the status of this years budget is that it does balance. The Administration has always had a contingency fund to use for extra projects. Now there won't be as much freedom for the extra projects as in the past. The main point in asking for a Task Force on the Faculty is that if the trends from the last two years continue, we cannot expect to deal with them as we have and remain a strong institution.

President Bottoms stated that some faculty have asked why the administration is only trying to admit 2100 students. The answer is that 2100 may be an optimistic number. Why is DePauw down so much more than other GLCA schools? President Bottoms answered this question by saying that seven out of eleven GLCA schools have experienced 6-25% decreases in admissions. Four of the schools have increased at least 5% with one of those schools increasing 28%. The school with the 28% increase had offered an unlimited number of full tuition, room and board packages for students with certain SAT scores.

From a recent article in the U.S. News and World Report, President Bottoms shared with the faculty a quote; "This is not the most opportune time to be a University President. You spend so much time dousing fires, it is easy to lose time for the big issues." President Bottoms continued saying that DePauw was facing the same dynamics as most schools including financial aid issues and retention.

President Bottoms then noted that he wanted to clarify his position on the increased size of the faculty. He noted that many of these increases were a result of putting in place programs that quality liberal arts institutions should have in their curriculum.

He noted that many newer faculty have raised issues about how and why the institution decided to stress science education along with student and faculty diversity. To respond to this Pres. Bottoms said that he had been outspoken about diversity issues, science education, and the media center because if you go back to the faculty-wide self-study from 1986-87 you will find these priorities. These priorities were decided on jointly between the faculty and administration at that time.

Another concern has been if we are in tight fiscal times why don't we freeze all building projects. Pres. Bottoms noted that we are not undertaking any projects for which we don't have funding in place. We don't want our physical plant to deteriorate because we put all of our money into financial aid as other institutions have done in an attempt to gain students.

In closing, Pres. Bottoms noted that in less prosperous times it is easy to blame one another and we should strive to avoid that tack. When Pres. Bottoms became president there were problems with the personnel process which we addressed together. That was a good model and one to follow now. There are new forces at work that we don't have control over like the economy, the bidding for students, the large movement of "middle-class" students to state institutions. However, there are real problems which we can work on together openly. The Task Force on Faculty is already in place and had its first meeting, Prof. Ralph Gray was elected chair and he will be reporting to the faculty monthly. This Task Force will also be working with the Long Range Planning Committee of the Board of Trustees. Admissions will make a monthly report of progress to the committee.

Prof. Bruce Stinebricker asked President Bottoms if DePauw lowered the admission standards could we increase the Freshman class? President Bottoms responded that lowering our standards was not being considered. That our goal is as our reputation improves we increase our standards and still maintain our class size.

A question about funding of the media center construction resulted in an explanation about how the bonds for that building were to be retired.

OLD BUSINESS

SPECIAL ELECTION RESULT REPORT

Prof. Bridget Dibble summarized the election process and results of the election for the Task Force on Faculty. Prof. Dibble described how well the computerized ballots had worked and that the faculty could look forward to using the same type of forms in the spring election. She announced that out of 185 full-time ballots distributed, 155 ballots were returned and of the 40 part-time ballots distributed, 31 ballots were returned. Prof. Dibble explained that there had been a typographical error on the part-time ballot and through the efforts of a couple departmental secretaries, individuals receiving part-time ballots were notified of the error. In addition all part-time ballots were examined by the COA and the Secretary of the Faculty for ambiguity. There were no ballots which were not clear as to which candidate an individual was voting for so the election was deemed valid. Prof. Dibble announced the following winners of each division:

Full-Time Representatives

Division I - Leslie Bussis (Art)
Larry Sutton (Communication)

Division II - Cynthia Cornell (English)
John Eigenbrodt (P & R)

Division III- Ellen Parker (Mathematics)
Steve Raines (Psychology)

Division IV - Ralph Gray (Economics)
Gary Lemon (Economics)

Part-time Representative

Sonya Szabo-Reynolds (Music)

BY-LAWS CHANGE

Prof. Bridget Dibble brought the following motion to the faculty for a vote.

MOTION: "That everywhere Academic Vice President (or AVP) is mentioned in the Faculty By-laws it be changed to Provost."

The motion passed.

NEW BUSINESS

For the Task Force on Faculty, Prof. Ralph Gray reported that the Task Force had met on October 3rd, 1991, at 4:00 p.m. and had decided on a charge to adopt.

CHARGE: "To consult with the administration, to recommend a faculty perspective and position. To keep the faculty informed through regular reports regarding: the best size of the student body; the appropriate number of faculty positions; a just or equitable allocation of University resources; given the current situation and realistic future expectations.

It was noted by Prof. Dan Shannon that faculty vote at the September meeting required that the faculty as a whole vote to adopt the charge as well.

A motion to accept the charge was seconded. It was noted that President Bottoms has also approved the charge following faculty mandate in September. The motion to adopt the charge carried.

Prof. Gray then announced that the Task Force was planning to look at many things and saw the time frame as being approximately four years.

Their next item of business is to set an agenda and establish sub-committees to address various issues. The Task Force plans to meet once a week.

Vice President for Financial Affairs, Prof. Marty Catanese, presented a report on financial aid. She showed the faculty a table of financial aid dollars for the academic years 1988-89 through 1991-92. The table looked at the total dollars for all classes, how many of those dollars are funded dollars, how many are unfunded, how much goes to freshmen, and how much to upperclassmen and the percent change those dollars represent from year to year. In addition to looking at trends in the financial aid picture she noted a couple of anomalies and explained them. The first which took care of a surplus in 1989-90 and the second in 1990-91 when it was realized in the spring that the yield of students was low so Admissions and Financial Aid departments were given permission to exceed their financial aid budget in order to get 600 students in the class.

Prof. Catanese pointed out that the college market had become so competitive that parents were using their kids like free agents. Parents say "This College is offering us this, what can you offer us." DePauw's financial aid approach is to target groups of students rather than just to spread money across the board. The hope is to use the money in a way to get a class of 600.

To help put the information in perspective, Prof. Catanese also showed a table of the number of students in an entering class for the academic years 1988-89 through 1991-92. Her chart showed the total number of students in each class, the number of full-pay students in each class, the number with merit aid, the number with need-based aid, the average dollar amount of aid and the average increase in tuition.

In closing her general remarks before opening the floor for questions, Prof. Catanese noted that for AY 1910-11 tuition was \$45, board was \$108, and room was \$45.

Prof. John McFarland asked if there ever was any money left over from financial aid. Prof. Catanese said there was extra money this year because the university makes more offers knowing that not every student will accept DePauw's offer. She stated that the University uses past experience to determine how much over the money we have we can offer. The rapid changes in the market meant this prediction was not accurate and we had money left over.

Prof. Serlin asked if there is a correlation between the number of full-pay students we have and the composition of the class. Prof. Catanese responded by saying that it is hard to say because the market has changed so drastically throughout the country with the flight of "middle-class" students to state schools.

Prof. Steve Raines noted that 35% of our aid is unfunded. He was curious what that number looked like at other schools. Prof. Catanese responded that she thought it was similar. Pres. Bottoms added that it is difficult to know because the government made it harder to share data. There was a question about the fact that tuition has risen faster than the inflation rate and so has the money gone into financial aid. This led to a discussion about the index one compares to in order to assess that and what the assessment means.

ANNOUNCEMENTS

Prof. Steve Raines encouraged all faculty to attend the AAUP meeting, Tuesday, October 8th, 1991, at 4:00 pm. in room 406, East College.

Provost Leonard DiLillo announced that Dr. Louise Hart, Director of the School of Nursing, had recently been inducted as the President of the Indiana Nurses' Association.

ADJOURNMENT

The meeting was adjourned at 8:55 pm.

Respectfully Submitted

Bridget Dibble
Secretary of the Faculty

Bobbi Kelley
Assistant to the Secretary of the Faculty

Agenda

For the Faculty Meeting of November 4th, 1991

- 1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC
- 2. Approval of Previous Minutes
- 3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

- a. Motion to be voted on: "For each major that it offers, a department may, at its discretion, impose a minimum final course grade, not to exceed C-, on not more than three required courses."
- b. Announcements -

Committee on Faculty (Carl Huffman)

- a. Motion to be tabled: "Replace paragraph C.1.a. on page 8 of the faculty handbook with the following paragraph:
'Membership. A personnel committee shall consist of all continuing tenure and term faculty members of the department. It shall exclude the person being reviewed, those in their first year of service, and with the exception noted below, those serving in full-time administrative positions (excluding Directors of Schools). Departmental faculty members on leave may participate at their discretion. Nontenured members may withdraw from any case. If there are fewer than three eligible department members or if the tenured members do not constitute a majority, the committee shall select additional tenured members, according to a procedure established by the Committee on Faculty and the Administration. The additional members will usually be drawn from the faculty of related departments, but may include departmental members serving in full-time administrative positions. When conducting a search or considering a recommendation from a search committee, a personnel committee shall include two members from other departments, approved by the Provost. (See below IV.C.2.a.) A personnel committee may delegate responsibilities to subcommittees.'"
- b. Motion to be tabled: "Amendment to the handbook page 41 V.A. to be added after the following sentence:
A. Teaching effectiveness shall be considered paramount in all personnel decisions.
'Candidates are required to provide evidence that is broad based and randomly selected for continued teaching effectiveness. Tenured faculty under consideration for promotion can satisfy this requirement most easily by providing complete sets of student evaluations for three or four semesters. If such evaluations are not provided, other evidence of teaching effectiveness (including broadly based student input) must be submitted.'"
- c. Announcements -

Committee on Management of Academic Operations (Mark Kannowski)

- a. Motions to be voted on which add majors to the catalog:
 - 1. Motion to be voted on: "The requirements for the major in East Asian Studies: nine to eleven courses selected in consultation with the student's

adviser, including two to four terms of Chinese or Japanese language beyond the 100 level; two of the following introductory courses: Hist 107, 108 or P & R 130 (taken from Mr. Watt); four courses taken at the 200-300 level, which may include Hist 252, Univ 281, Univ 282, P & R 255, P & R 258, P & R 282, Hist 300 (appropriate topics), P & R 352, Univ 382 (topics), and Pols 353; and Univ 480, East Asian Studies Senior Thesis. At least three courses outside of the language area must be at the 300-400 level. A student may take Univ 480 in either term of the senior year; in it, the student will complete a substantial essay on a topic selected in consultation with his or her adviser. The student will also be orally examined on the senior essay by an interdisciplinary committee of three faculty members. A maximum of two non-language courses per semester may be applied toward the major from off-campus programs."

2. Motion to be voted on: "The interdisciplinary major in Women's Studies includes the two core courses, Introduction to Women's Studies (University Studies 140) and Feminist Theory (University Studies 340); between 7 and 9 other courses drawn from the list of approved Women's Studies courses (see below); and a senior thesis course, University Studies 440, to be directed by the Women's Studies Coordinator during the senior year and orally examined by an interdisciplinary committee of three faculty members. At least four courses in the major must be at the 300-400 level. The 7 - 9 courses must be drawn from at least three academic disciplines. Students must include in their program one or more courses dealing with non-Western women and/or women of color within the United States. Students must also take at least 16 courses outside the list of Women's Studies courses. No more than four credits of off-campus study may be counted toward the major. The list of approved courses will be revised annually by the women's studies committee.
Approved courses:UNIV 140, UNIV 340, UNIV 390 (Topics: Women in Asia,Topics: American Women of Color), UNIV 440, HPER 266, POLS 450 (Topics: Women and Politics), HIST 105 (Topics: American Experience: Women and Families), HIST 300 (Topics: Women's Social and Political Movements, Topics: Women and Family in China), PSY 345, S & A 210, S & A 212, P & R 370 (Topics: Women and the Bible, Topics: Goddess Traditions), ENG 190 (Topics: Women and Literature) and ENG 390 (Advanced topics: Women and Literature)."
- b. Motion to be voted on: "That the Recreation Major be dropped from the catalog."
- c. Motion to be voted on which adds courses:
1. Motion to be voted on: "That the courses
- BIOS 364: Molecular Genetics (1 course credit)
- COMM 236: Television Production and Televisual Literacy (1 course credit)
- ECON 375: Mathematical Economics (1 course credit)

1. Motion to be voted on: "That the courses
EDUC 300: Multicultural Education (1/2 - 1 course credit)
EDUC 290: Computer Technology in Instruction (1/2 - 1 course credit)
be changed to variable credit courses."
 - f. Motion to be tabled: "That the course ECON 310: The History of Economic Thought (1 course credit) should be included in the list of courses recognized as fulfilling group 4."
 - g. Motions to be voted on which have been on the table for the past month:
 1. Motion to be voted on: "That the course P&R 352 Religion In Modern Japan (1 course credit) should be removed from the list of courses recognized as fulfilling group 4."
 2. Motion to be voted on: "That the course P&R 282 Chinese Philosophical and Literary Classics (1 course credit) should be included in the list of courses recognized as fulfilling group 4."
 3. Motion to be voted on: "That the course UNIV 282 Modern Japanese Novelists (1 course credit) should be included in the list of courses recognized as fulfilling group 3."
 - h. Announcements - to include 37 changes in titles, numbers, etc.
- 4. Reports from other Committees**
- Scholastic Achievement Committee (Ellen Parker)*
Announcements
- Committee on Administration (Bob Newton)*
Announcements - to include a report from the Board of Trustees meeting with particular emphasis on the Academic Affairs Committee of the Board; and a report on the status of discussion with the administration about academic secretary replacement policy and health benefits.
- Library Advisory Committee (Bryan Hanson)*
Task Force on Faculty (Ralph Gray)
5. Communications from the President
 6. Old Business
 7. New Business
 8. Announcements
Admissions Update (Dave Murray)
 9. Adjournment

Bonus Attraction: The new admissions video will be shown in the Forum of the Center for Contemporary Media at 6:40 PM (before the meeting). The video runs approximately 11 minutes.

Reminder: The December Faculty meeting will be the second Monday of December, 12/9/91.

ECON 310: The History of Economic Thought (1 course credit)
ECON 260: Urban Economics (1 course credit)
ECON 140: Contemporary Economic Problems (1 course credit)

MUS 399: Pedagogy

A: Brass (1/2 course credit)
B: Harp (1/2 course credit)
C: Organ (1/2 course credit)
D: Percussion (1/2 course credit)
E: String (1/2 course credit)
F: Vocal (1/2 course credit)
G: Woodwind (1/2 course credit)

MUS 352: Vocal Methods and Materials for Junior and Senior High (1/2 course credit)

MUS 351: Elementary General Music: Methods and Materials (1/2 course credit)

MUS 132: Survey of Western Music for Non-Majors (1 course credit)

MUS 131: The Informed Listener (1 course credit)

R & L 133: Elementary Spanish (Intensive) (1 course credit)

R & L 103: Elementary French (Intensive) (1 course credit)

UNIV 480: East Asian Studies Senior Thesis (1 course credit)

UNIV 440: Women's Studies Senior Thesis (1 course credit)

UNIV 250: Women in Asia (1 course credit)

be added to the catalog."

d. Motion to be voted on which discontinues courses:

1. Motion to be voted on: "That the courses

BIOS 207: Economic Biology and Agriculture (1 course credit)

BIOS 354: Microbial and Molecular Genetics (1 course credit)

BIOS 410-411: Advanced Biological Sciences (1-3 course credit)

G & G 212: Environmental Geology (1 course credit)

G & G 256: Conservation of Natural Resources (1 course credit)

MUS 133: Appreciation of Music (1 course credit)

MUS 151-152: Instrumental Techniques (1/2 course credit each)

MUS 353: School Music Education: Elementary and Secondary Vocal Materials (1 course credit)

be discontinued from the catalog."

e. Motion to be voted on which changes course credits:

THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF NOVEMBER 4, 1991

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 7:04 PM in Thompson Recital Hall. One hundred and one people were in attendance.

APPROVAL OF PREVIOUS MINUTES

The minutes for the faculty meeting for October 7, 1991, were accepted as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

For CAPP, Prof. Martha Rainbolt brought the following motion to the faculty for a vote.

MOTION: "For each major that it offers, a department may, at its discretion, impose a minimum final course grade, not to exceed C-, on not more than three required courses."

Prof. Rainbolt then shared several reasons why CAPP approved the motion with the faculty: it would raise intellectual rigor; certain courses are crucial to success in a major; the content of certain courses is critical; advising doesn't always work; it sends a signal to the student; the importance of certain courses should be in writing. She noted that originally this motion had been brought before MAO and although MAO had been against it they felt it was really CAPP's jurisdiction. She concluded her remarks about the motion by stating that CAPP had been divided but the motion had passed CAPP with a majority vote and was now before the faculty.

Explanations about why MAO had been against the motion and CAPP's minority opinion were requested. MAO and CAPP had expressed concerns about implementation because given a C- in a course the student cannot retake the course so it seemed to put things on a slippery slope. Other concerns included whether it was fair not to allow students to try and "fail" if they so chose, whether it would create "gateway" courses, whether it would make some majors appear more difficult, and why couldn't this be handled through advising.

Prof. Steve Raines spoke to the motion stating that the Department of Psychology had brought the motion to MAO & CAPP. His principal comments are quoted below:

"I. Such matters should remain within the province of advising: This approach leaves enforcement/implementation open to the oversights and unevenness in advising that inevitably arises even when attentive, highly conscientious faculty are involved. Also, this approach would leave a department without recourse in the face of a stubborn student, weak in the core skills of a discipline, who insists on receiving a major in that discipline even though its faculty may have significant

reservations about whether the student will represent the discipline competently.

II. The specifics of implementation are problematic: A. General anxiety about the unknown: The proposal that my department has submitted offers CAPP members an opportunity to affirm their commitment to recapturing and maintaining a more demanding level of intellectual rigor in the DePauw curriculum. CAPP should decide where the adoption of this proposal or a similar policy ought to position the committee on questions relating to rigor, and then it should figure out how it can move itself to that point in such a way that it will not find itself sliding into a feared oblivion of ever-constricting restrictiveness. The three course maximum which my department has proposed is itself a safeguard against such a slide--the committee need only approve our proposal and then continue in the future to show some fortitude and resolve in the face of the possible efforts of others to make our current proposal more (excessively?) restrictive. If our upper limit of three courses is not itself enough to allay the fears of some CAPP members about creeping restrictiveness, a variety of forceful, creative constraints remain within which our modest proposal could be encircled and thus fortified.

III. Specific concern about the arbitrariness of the three course limit: Certainly any particular number of courses that might be chosen for universal institutional adoption would be, for one or more departments, arbitrary. Three courses works well for us. The goal should be to create faculty policy whose defining parameters are sufficiently broad and adequately generous (but prudently constraining) so as to permit considerable flexibility and latitude for implementation by specific departments. The trick is to establish policy that is of the greatest utility to the greatest number of departments, but that is at the same time robustly abuse-resistant. I think our proposal meets those conditions."

In the discussion that followed several individuals spoke both in favor and against the motion. As a result of that discussion the following points were clarified or reiterated: (1) Yes, some departments currently have some requirements like this through their senior comprehensive requirements, in the School of Nursing and School of Music this covers many courses. (2) Is it right to deny a student's right to risk and fail? (3) Departments have the freedom to set standards within their department. (4) This might give professors teaching particular courses extra power over students to which it was countered that all students on the borderline between success and failure run that risk even now. (5) Through advising, members of the Psychology Department have discovered that students in trouble in certain courses have trouble graduating in four years. (6) There was some concern that control was being taken away from students for which the counter point of the debate was that it just shifted when students had to take control. (7) Why not place the requirement on all courses? For which the response was if Prof. Raines thought the faculty would buy it he would propose it.

The question was called and the motion failed by a vote of 43 against to 33 in favor.

In concluding CAPP's report, Prof. Rainbolt announced that CAPP was still working on graduation requirements and hoped to bring something to the faculty in December.

COMMITTEE ON FACULTY

For COF, Prof. Carl Huffman first gave a progress report on their work on personnel cases. The committee has been working on tenure cases for the past two weeks; prior to that they had been handling procedural matters and chair reviews.

Prof. Huffman moved that the following two motions be tabled:

MOTION: "Replace paragraph C.1.a. on page 8 of the faculty handbook with the following paragraph: 'Membership. A personnel committee shall consist of all continuing tenure and term faculty members of the department. It shall exclude the person being reviewed, those in their first year of service, and with the exceptions noted below, those serving in full-time administrative positions (excluding Directors of Schools). Departmental faculty members on leave may participate at their discretion. Non-tenured members may withdraw from any case. If there are fewer than three eligible department members or if the tenured members do not constitute a majority, the committee shall select additional tenured members, according to a procedure established by the Committee on Faculty and the Administration. The additional members will usually be drawn from the faculty of related departments, but may include departmental members serving in full-time administrative positions. When conducting a search or considering a recommendation from a search committee, a personnel committee shall include two members from other departments, approved by the Provost. (See below IV.C.2.a.) A personnel committee may delegate responsibilities to subcommittees.'"

MOTION: "Amendment to the handbook page 41 U.A. to be added after the following sentence: A. Teaching effectiveness shall be considered paramount in all personnel decisions. 'Candidates are required to provide evidence that is broad based and randomly selected for continued teaching effectiveness. Tenured faculty under consideration for promotion can satisfy this requirement most easily by providing complete sets of student evaluations for three or four semesters. If such evaluations are not provided, other evidence of teaching effectiveness (including broadly based student input) must be submitted.'"

The motion to table passed. Before proceeding with the meeting, Prof. Huffman gave a brief rationale about what motivates the two motions so individuals could study them in context over the month. The first one, about the make-up of the personnel committee, is being changed in regard to administrators serving on personnel committees. It was noted that often when someone enters the administration they become separated from the department making it difficult for them to adequately reflect on a personnel case. This motion removes the requirement that faculty in administrative positions must sit on the personnel committee. The second tabled motion, about showing teaching effectiveness for tenured

faculty up for promotion, is an addition. It provides tenured faculty up for promotion with clear expectations that broadly based student input is required to show teaching effectiveness for promotion and is accomplished by providing the COF with teaching evaluations from the every third semester that they are administered for tenured faculty. Prof. Huffman noted that those evaluations for tenured faculty done every third semester go only to the faculty and are not automatically placed in the personnel file.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

For MAO, Mark Kannoowski brought the first motion regarding addition of a major to the faculty for a vote.

MOTION: "The requirements for the major in East Asian Studies: nine to eleven courses selected in consultation with the student's adviser, including two to four terms of Chinese or Japanese language beyond the 100 level; two of the following introductory courses: Hist 107, 108 or P & R 130 (when taught with an East Asian emphasis); four courses taken at the 200-300 level, which may include Hist 252, Univ 281, Univ 282, P & R 255, P & R 258, P & R 282, Hist 300 (appropriate topics), P & R 352, Univ 382 (topics), and PolS 353; and Univ 480, East Asian Studies Senior Thesis. At least three courses outside of the language area must be at the 300-400 level. A student may take Univ 480 in either term of the senior year; in it, the student will complete a substantial essay on a topic selected in consultation with his or her adviser. The student will also be orally examined on the senior essay by an interdisciplinary committee of three faculty members. A maximum of two non-language courses per semester may be applied toward the major from off-campus programs."

Discussion on this motion included: (1) The P&R 130 course which lead to the amended text above about the course only counting when it had an East Asian emphasis. It was also suggested that the emphasis be noted in the Schedule of Classes. (2) Whether this major required a student to have to take too many courses in order to get enough outside their major field? To which the answer was no because since this is an interdisciplinary major students need only 16 courses outside the subject matter. (3) There are six faculty involved in the major at this time, four of whom carry the bulk of the courses. The language courses may be taken off-campus. The major only limits the number of non-language courses that may be taken off campus.

The major discussion centering around the issue of whether additional tenure track positions would be needed at DePauw to support this major. Concern was expressed because currently the language courses are taught by individuals in non-tenure track positions. It was clarified by Provost DiLillo that an approval of the major did NOT automatically mean the creation of tenure track position(s). Prof. John White noted that for the past five years the institution has been consistently offering the Chinese language as result of initiating an Asian Studies program and that the major doesn't change that program. It was noted that the major can be offered with existing faculty. As the discussion continued it was clear there was strong support for the major, but were also concerns about creating a major we couldn't continue to support

as finances tighten. Quotes from the North Central Accreditation report and University Self-Study were used to underscore concerns about our current position.

Ultimately, it was noted that if students are interested in the program it is good policy to support this major. In small programs, unconventional things are often done and creativity is relied on to keep them going.

The motion to add the East Asian Studies major described above passed with a very strong margin; there were only four dissenting votes.

For MAO, Prof. Kannowski brought the next motion regarding addition of a Women's Studies Major to the faculty for a vote.

MOTION: "The interdisciplinary major in Women's Studies includes the two core courses, Introduction to Women's Studies (University Studies 140) and Feminist Theory (University Studies 340); between 7 and 9 other courses drawn from the list of approved Women's Studies courses (see below); and a senior thesis course, University Studies 440, to be directed by the Women's Studies Coordinator or a designated faculty member during the senior year and orally examined by an interdisciplinary committee of three faculty members. At least four courses in the major must be at the 300-400 level. The 7 - 9 courses must be drawn from at least three academic disciplines. Students must include in their program one or more courses dealing with non-Western women and/or women of color within the United States. Students must also take at least 16 courses outside the list of Women's Studies courses. No more than four credits of off-campus study may be counted toward the major. The list of approved courses will be revised annually by the women's studies committee. Approved courses: UNIV 140, UNIV 340, UNIV 390 (Topics: Women in Asia, Topics: American Women of Color), UNIV 440, HPER 266, POLS 450 (Topics: Women and Politics), HIST 105 (Topics: American Experience: Women and Families), HIST 300 (Topics: Women's Social and Political Movements, Topics: Women and Family in China), PSY 345, S & A 210, S & A 212, P & R 370 (Topics: Women and the Bible, Topics: Goddess Traditions), ENG 190 (Topics: Women and Literature) and ENG 390 (Advanced topics: Women and Literature)."

Prof. Meryl Altman opened the discussion by giving the rationale and some history surrounding the proposed major. She noted that currently there are 17 Women's Studies Courses taught at DePauw. Several students have graduated with a minor in Women's Studies, there is one student who will graduate with a major in Women's Studies this year through the interdisciplinary major offered on pgs 33-34 of the catalog, and there are four to five students expressing an interest in the major who will probably declare the major this spring.

The reasoning behind proposing the major is that through the current interdisciplinary major it is logistically difficult for a student to work on a major in Women's Studies. The general interdisciplinary major structure is not ideally suited to Women's Studies. The Women's Studies major solves some of the logistical and structural problems while maintaining sufficient academic rigor. The Women's Studies committee has worked for a year to create a major with substantial intellectual commitment and a coherent commitment to the study.

If the major is put into place there is no expectation that students will begin coming out of the woodwork to enroll in the major. However, it should be available to students and its presence may entice additional students to pursue the area. There are 12 faculty teaching the 17 courses and of those 12 individuals all but two are tenured or tenurable. Women's Studies on DePauw's campus has been evolving over time with continued faculty involvement and expansion rather than arising when the Women's Studies Coordinator appeared on campus.

A question was asked about the type of student who pursues Women's Studies and what they do with that major. To which the response was there is not a set stereotype; however, most students tend to be mature and independent-minded. Many go on to professional programs (e.g. law school, etc.).

Once again, as a result of a concern being raised about having one individual overseeing the senior thesis and therefore possibly holding a student up, the motion was amended. The amended motion above allows for the Women's Studies Coordinator or other designated faculty member to supervise the senior thesis. The question was called and the amended motion passed.

Continuing, Prof. Mark Kannowski brought another motion before the faculty for a vote.

MOTION: "That the Recreation Major be dropped from the catalog." After a brief explanation that the Health, Physical Education and Recreation Department was requesting the major be dropped, the motion carried.

Next, Prof. Mark Kannowski brought the following motion up for a vote:

MOTION (A): "That the courses

- BIOS 364: Molecular Genetics (1 course credit)
- COMM 236: Television Production and Televisual Literacy (1 course credit)
- ECON 375: Mathematical Economics (1 course credit)
- ECON 310: The History of Economic Thought (1 course credit)
- ECON 260: Urban Economics (1 course credit)
- ECON 140: Contemporary Economic Problems (1 course credit)
- MUS 399: Pedagogy A: Brass (1/2 course credit)
- B: Harp (1/2 course credit)
- C: Organ (1/2 course credit)
- D: Percussion (1/2 course credit)
- E: String (1/2 course credit)
- F: Vocal (1/2 course credit)
- G: Woodwind (1/2 course credit)
- MUS 352: Vocal Methods and Materials for Junior and Senior High (1/2 course credit)
- MUS 351: Elementary General Music: Methods and Materials (1/2 course credit)
- MUS 132: Survey of Western Music for Non-Majors (1 course credit)
- MUS 131: The Informed Listener (1 course credit)
- RL 133: Elementary Spanish (Intensive) (1 course credit)
- RL 103: Elementary French (Intensive) (1 course credit)
- UNIV 480: East Asian Studies Senior Thesis (1 course credit)

UNIV 440: Women's Studies Senior Thesis (1 course credit)
 UNIV 250: Women in Asia (1 course credit)
 be added to the catalog."

After a description of the course Mus. 131: The Informed Listener; an explanation about Comm 236; and an explanation of RL 133 and RL 103 the motion passed.

Prof. Kannowski proceeded with the next motion:

MOTION: "That the courses
 BIOS 207: Economic Biology and Agriculture (1 course credit)
 BIOS 354: Microbial and Molecular Genetics (1 course credit)
 BIOS 410-411: Advanced Biological Sciences (1-3 course credit)
 G & G 212: Environmental Geology (1 course credit)
 G & G 256: Conservation of Natural Resources (1 course credit)
 MUS 133: Appreciation of Music (1 course credit)
 MUS 151-152: Instrumental Techniques (1/2 course credit each)
 MUS 353: School Music Education: Elementary and Secondary Vocal
 Materials (1 course credit)
 be discontinued from the catalog."

The motion passed with no discussion.

Now, Prof. Kannowski was rolling right along as he presented a motion on variable course credits.

MOTION: "That the courses
 EDUC 300: Multicultural Education (1/2 - 1 course credit)
 EDUC 290: Computer Technology in Instruction (1/2 - 1 course
 credit)
 be changed to variable credit courses."

The motion passed with no discussion.

Moving along at a brisk clip, Prof. Kannowski brought the following motion to be tabled by the faculty.

MOTION: "That the course ECON 310: The History of Economic Thought (1 course credit) should be included in the list of courses recognized as fulfilling group 4."

The motion passed.

Moving into business left from the October meeting, Prof. Kannowski moved that the motions below be removed from the table.

MOTIONS:

"That the course P&R 352 Religion In Modern Japan (1 course credit) should be removed from the list of courses recognized as fulfilling group 4."

"That the course P&R 282 Chinese Philosophical and Literary Classics (1 course credit) should be included in the list of courses recognized as fulfilling group 4."

"That the course UNIV 282 Modern Japanese Novelists (1 course credit) should be included in the list of courses recognized as fulfilling group 3."

The motions were removed from the table by a vote of the faculty and there was a brief discussion before all three motions were passed. Before the vote, a question was raised about the shifting in and out of courses for groups and the expansion in the number of courses which fill the groups. The response was it is an issue surrounding the number of sections of courses. Either there are few courses which meet group requirements and many sections of those courses are taught or there are more courses which meet the requirement. Also, some specific explanation about the content of Univ 282 was presented.

In drawing MAO's business surrounding curricular changes to a close, Prof. Kannowski announced that with the approval of the faculty he would spare them and not read the 37 changes in course number, title, and description but rather forward them to the secretary of the faculty for inclusion in the minutes.

A change in number was approved by MAO for the following courses

Bio 415-416	is now	Bio 490
Bio 408	is now	Bio 481
Bio 417-418	is now	Bio 450
Bio 427	is now	Bio 387
Bio 310	is now	Bio 385
Bio 307	is now	Bio 381
Bio 351	is now	Bio 361
Bio 323	is now	Bio 344
Bio 305	is now	Bio 342
Bio 219	is now	Bio 339
Bio 312	is now	Bio 320
Bio 215	is now	Bio 315
Bio 341	is now	Bio 314
Bio 204	is now	Bio 280
Bio 214	is now	Bio 235
Bio 209	is now	Bio 233
Bio 208	is now	Bio 231
Bio 216	is now	Bio 206
Bio 213	is now	Bio 203
Bio 116	is now	Bio 109
Bio 202	is now	Bio 105
G&G 360	is now	G&G 273
P&R 256	is now	P&R 352

Next, a change in title was approved by MAO for the following courses

Bio 239	Bio 235
Bio 206	Bio 154
Bio 150	Mus 261
G&G 316	G&G 273
G&G 272	G&G 271
Ed 402	Ed 340
Ed 302	

Finally, a change in description was approved by MAO for the following courses:

- | | |
|---------|---------|
| Bio 450 | Bio 387 |
| Bio 320 | Bio 385 |
| Bio 344 | Bio 315 |
| Bio 314 | Bio 235 |
| Bio 233 | Bio 231 |
| Bio 203 | Bio 103 |
| Mus 261 | G&G 273 |
| G&G 272 | G&G 271 |
| Eng 309 | Ed 302 |
| RL 132 | RL 102 |
| PR 352 | |

Be sure and read your new catalog in the fall to get these descriptions.

To finish his report for the evening, Prof. Kannowski announced that to date he had received 72 responses to the questionnaire about time banks. Of those, 60% think we should change, 32% think we should not change, and 8% had no response or said maybe in regard to whether there should be a change. To obtain these statistics, Prof. Kannowski noted that he did a little creative interpretation of a couple of responses but that was all part of the game. More information will be forthcoming as more questionnaires are returned.

REPORTS FROM OTHER COMMITTEES

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Ellen Parker announced that SAC is working on three issues: (1) where Rush falls in the academic calendar (including information from other schools; (2) a review of the alcohol policy which has been in place one year; and (3) academic advising. A subcommittee of two faculty, two students and Prof. Stan Warren are addressing the advising issue. SAC is studying advising at the request of students.

A question was raised about whether the SAC subcommittee studying advising was in consultation with CAPP with regard to their proposal about graduation requirements that would also affect first-year advising. The response was that the SAC subcommittee had not yet discussed it with CAPP.

COMMITTEE ON ADMINISTRATION (COA)

For COA, Prof. Bob Newton gave an update on their activities. First he reported that the COA had attended the Academic Affairs Committee (AAC) meeting of the Board of Trustees. The AAC heard a progress report from CAPP on graduation requirements, library automation and a report on the Media Fellows Program. The COA also attended the main Board Meeting in which they heard the AAC give their report to the Board and students make their report to the board.. In their report to the Board, the AAC

noted their delight with the emphasis on cross-cultural studies in the proposed graduation requirements. In the students report, the Board learned that students are happy about where Rush occurs in the academic calendar, don't want to see it pushed later in the school year, and are concerned about advising.

Next, Prof. Newton noted that on replacing academic secretaries the administration would like to establish a policy. The COA has been asked to see if the size and configuration of the academic secretaries is appropriate. Since two secretaries resigned last summer there has only been a part-time secretary (1000 hours) in each of the positions. That 1000 hours may be up as early as January, and there could be other vacancies before the end of 1991, so COA is trying to get some facts to pass on to the administration. COA has been making some inquiries into: laddering (move up - bottom position available); sharing (departments appropriately sharing by building); pooling (several departments working with one secretary). This discussion will be brought to the next Chairs meeting, November 19, 1991. The COA and representatives from other benefit employees is looking at the health insurance benefits with the administration. As we are all aware, the costs for health insurance are still rising. The first meeting on this issue is Wednesday, November 6th, 1991. In addition, members of COA are collecting suggestions of issues to raise at appropriate times such as insurance for retired faculty, disability, and vesting benefits for those forced to leave due to illness.

In discussion, Prof. Robert Sedlack asked if the Committee had considered interviewing secretaries for their views on this subject. Prof. Newton replied that the committee had not formally interviewed secretaries but he had talked with some secretaries himself. Prof. Gray suggested the institution consider switching to cafeteria plan for benefits where employees could choose which benefits were most important to them. Prof. Louise Hart asked if cutting secretaries would make that much of a financial difference considering their salaries are so low. The COA committee is discussing this issue on the assumption that the need is declared and real. Prof. Henninger noted that he hoped the administration realized that secretaries were not interchangeable pegs because of different types of work, typing, etc. in different departments.

LIBRARY ADVISORY COMMITTEE (LAC)

For LAC, Bryan Hanson stated that the committee is continuing to meet monthly. The November topic of discussion is next year's library budget. If you have an opinion on this issue please pass it along to a committee member.

TASK FORCE ON FACULTY (Now FCFA as explained below)

Prof. Ralph Gray announced that the Task Force on Faculty has given itself a new name. They will now be known as the Faculty Committee on Financial Affairs or FCFA. FCFA has met three times since the last faculty meeting, discussing and collecting data to help in their deliberations about the size and configuration of faculty. FCFA is looking at what degree attrition might solve the problem; finding out who is doing what on the faculty by sending letters to the department chairs requesting information; looking into who are the part-time

faculty and what do they do; referred the retention question to SAC in light of their other business. As part of their information gathering, Dave Murray met with them to discuss recruiting efforts and strategies. Prof. Gray has met with President Sottomo to keep him abreast of the committee's progress and find out what the President would like the committee to study. Prof. Gray will attend the Long Range Planning Committee meeting of the Board. Finally, FCFA decided not to participate in offering advice to the administration on reviewing the six faculty positions for which searches are currently underway.

COMMUNICATIONS FROM THE PRESIDENT

President Robert Bottoms reported on the Board of Trustees meeting providing information only on issues that had not previously been presented. He noted that the Board had discussed conditions in financial aid, been given an update on the Biology building, received a good financial report for last year, that development was up 4% to \$9.8 million and that \$2.46 million in the annual fund is used to cover unfunded financial aid. In closing, President Bottoms stated that since there had been so many questions, as time permits he will publish a white paper to clarify information in a coherent written fashion.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Prof. Tony Catanese, one of our GLCA representatives, gave a report from the annual meeting for the GLCA. He noted that it is helpful to hear directly from other campuses. The two big issues discussed were assessment and campus reports. With new accreditation regulations now in place, the issue of assessment has gained more prominence. Accrediting agencies like NCA are holding institutions more accountable for demonstrating student achievement. In campus reports, our GLCA representatives learned about enrollments on other campus and how much construction is going on at all campuses.

Other information from the meeting included an addition to the tuition exchange program, the GLCA office's list of priorities, that the GLCA is celebrating its 30th anniversary next year and that a GLCA workshop on the Biology curriculum is being planned.

For Admissions, Dave Murray updated the faculty by saying his talk with FCFA was very productive. Mr. Murray is hopeful and cautiously optimistic because by this time last year we had 72 applicants to DePauw and this year there are 74. He and his staff are seeing as many or more students in their travels, working on brochures to market top students into our special programs, and trying a test marketing program in Indianapolis. Reporting on the new DePauw video, which some of the faculty reviewed before the faculty meeting, Mr. Murray said that four

thousand copies had been sent to students. Mr. Murray also stated that he would like to have feedback from some of the faculty who viewed the video. The media center is now working on a "yield video" which the students will get after they are admitted to DePauw to help convince them to come.

Mr. Murray noted the next Student/Parent Day was the weekend following the faculty meeting. He took the opportunity to explain that the department tables had been moved to the Lilly Center because of concerns that prospective students were not finding various tables they wanted to see.

He concluded by noting that we are going after this year's class with more financial aid dollars and that we have developed strategies to target the aid which we hope will increase the yield. Mr. Murray feels this will make a positive impact on our recruiting efforts.

Prof. Bob Newton asked how can we compete with other Indiana colleges such as Evansville or University of Indianapolis who offer students exceptional aid packages and offering packages to students who haven't even applied? Part of the problem is that non-traditional students are filling their classes. It was also noted that IU is developing a brochure to market itself against its branch campuses.

A question was raised about whether students are less willing to go far away to schools. Mr. Murray stated that he has cut back his travel of North East, United States because of the difficulty in recruiting students with so many colleges in that area. On the other hand, Oklahoma is still a good place for recruiting. In response to a question about whether we benefit more from an in- or out-of-state student Mr. Murray responded that if we can get Indiana students with full need they bring \$5000, thus it is better from a financial standpoint to recruit from our own state.

In response to various questions and remarks, Mr. Murray noted that we will have a better idea of the mix of the applicant pool after the February 15th deadline. He said he would be ecstatic if we reached our goal of 600 new students for next year. The admissions office is involved in discussions about retention of students so that hopefully we can improve our yield of students who stay at DePauw.

In regard to questions about the quality of the incoming class, Mr. Murray noted that in the past the overall quality of the pool has increased. Some of the problems may be a result of lack of preparation because of changes at the high schools, and a lower yield means the quality of the class can drop because the top students are being bought away. He noted that as of May 1st we would have a strong idea about the composition of the class and would be happy to communicate that to the faculty.

In a related announcement, Provost DiLillo reported that after attending a GLCA dean's meeting he has found out that all of the GLCA schools are going through the same struggles we are.

ADJOURNMENT

The meeting was adjourned at 9:40 pm

Respectfully Submitted
Bridget Dibble
Secretary of the Faculty

Bobbi Kelley
Assistant to the Secretary of the Faculty

Agenda

For the Faculty Meeting of December 9th, 1991

1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC
2. Approval of Previous Minutes
3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

- a. Motion to be voted on: "That the School of Music add the following double majors:
 - a. Music Performance/School of Music Education
 - b. Music Performance/Second Major in the College of Liberal Arts
 - c. Music Performance/Business."
- b. Motion to be voted on: "That the School of Music delete the following majors:
 - a. Area performance-Woodwind
 - b. Area performance-Brass
 - c. Area performance-String."
- c. Announcements - To include a reminder about the meeting to discuss the First-Year Seminar on December 11, 1991 at 4 PM in EC106.

Committee on Faculty (Carl Huffman)

- a. Motion to be voted on: "Replace paragraph C.1.a. on page 8 of the faculty handbook with the following paragraph:
 'Membership. A personnel committee shall consist of all continuing tenure and term faculty members of the department. It shall exclude the person being reviewed, those in their first year of service, and with the exception noted below, those serving in full-time administrative positions (excluding Directors of Schools). Departmental faculty members on leave may participate at their discretion. Nontenured members may withdraw from any case. If there are fewer than three eligible department members or if the tenured members do not constitute a majority, the committee shall select additional tenured members, according to a procedure established by the Committee on Faculty and the Administration. The additional members will usually be drawn from the faculty of related departments, but may include departmental members serving in full-time administrative positions. When conducting a search or considering a recommendation from a search committee, a personnel committee shall include two members from other departments, approved by the Provost. (See below IV.C.2.a.) A personnel committee may delegate responsibilities to subcommittees.'"
- b. Motion to be voted on: "Amendment to the handbook page 41 V.A. to be added after the following sentence:
 A. Teaching effectiveness shall be considered paramount in all personnel decisions.
 'Candidates are required to provide evidence that is broad based and randomly selected for continued teaching effectiveness. Tenured faculty under consideration for promotion can satisfy this requirement most easily by providing complete sets of student evaluations for three or four semesters. If such evaluations are not provided, other evidence of teaching

effectiveness (including broadly based student input) must be submitted."

c. Announcements

Committee on Management of Academic Operations (Mark Kannowski)

- a. Motion to be voted on: "That the following courses be added to the catalog:
- HIST 332: Political Culture of Modern Britain (1 course credit)
 - HIST 335: The History of History (1 course credit)
 - HIST 336: Early Modern Political Thought (1 course credit)
 - HIST 337: The Age of Louis XIV (1 course credit)
 - HIST 338: The Enlightenment (1 course credit)
 - HIST 340: Modern Germany (1 course credit)
 - HIST 350: The Samurai in Feudal Japan (1 course credit)
 - HIST 351: Women and Family in Modern China (1 course credit)
 - HIST 352: Reform and Revolution in Modern China (1 course credit)
 - HIST 353: Industrial East Asia (1 course credit)
 - HIST 355: African Nationalism, 1890-1985 (1 course credit)
 - HIST 364: Civil War and Reconstruction (1 course credit)
 - HIST 365: The United States Between the Wars: 1918-1941 (1 course credit)
 - HIST 366: United States Diplomatic History in the Cold War Era (1 course credit)
 - HIST 367: The Civil Rights Movement (1 course credit)
 - HIST 368: U.S. in the 60s (1 course credit)
 - HIST 370: American Indian History (1 course credit)
 - HIST 371: Family and Community in America (1 course credit)
 - HIST 372: U.S. Legal History (1 course credit)
 - HIST 375: Women's Social & Political Movements (1 course credit)
 - HIST 376: From Rags to Riches in the U.S. (1 course credit)

 - MUS 234: Literature of Jazz (1/2 course credit)
 - MUS 317: Form and Analysis (1/2 course credit)
 - MUS 900: Beginning Keyboard Techniques (1/4 course credit)
 - MUS 908: Beginning Folk Guitar II (1/2 course credit)
 - MUS JPN: Jazz Piano (1/4 - 1/2 course credit)

 - UNIV 171: Media Fellows First-Year Seminar I (1/2 course credit)
 - UNIV 172: Media Fellows First-Year Seminar II (1/2 course credit)
 - UNIV 230: Intro to Public Health (1/2 course credit)
 - UNIV 311: Advanced Japanese (1/2 course credit)
 - UNIV 321: Advanced Chinese (1/2 course credit)"
- b. Motion to be voted on: "That the following courses be deleted from the catalog:
- HIST 205: Emergence of Latin America (1 course credit)
 - HIST 206: Modern Latin America (1 course credit)

 - HS 300: Honor Scholar Junior Tutorial (1 course credit)

 - RL 160: Topics in Comparative Literature (1 course credit)
 - RL 325: French Theater and Poetry (1/2 - 1 course credit)

RL 328: French Novel and Essay (1/2 - 1 course credit)
RL 419: French Seminar (1/2 - 1 course credit)
RL 455: Hispanic Seminar I (1/2 - 1 course credit)

- UNIV 180 Topics (Buenos Aires) (1 course credit)"
- c. Motion to be voted on: "That the following changes in course credit be approved:
ENG 460: Readings in Literature, to be variable 1/2 -1 course credit
MUS 233: History of Jazz, to be 1/2 course credit."
 - d. Motion to be voted on: "That the faculty annul their action of 7 October 1991 to discontinue the course: ART 400EL: Art Teaching Methods (1 course credit)."
 - e. Motion to be voted on: "That the course ECON 310: The History of Economic Thought (1 course credit) should be included in the list of courses recognized as fulfilling group 4."
 - f. Motion to be tabled: "That the courses MUS 131: The informed Listener (1 course credit) and MUS 132: Survey of Western Music for Non-Majors (1 course credit) should be included in the list of courses recognized as fulfilling group 3."
 - g. Motion to be tabled: "That the course MUS 333 Opera Literature (1/2 course credit) be removed from the list of courses recognized as fulfilling group 3."
 - h. Motion to be voted on: "That courses affected by a "proposed Departmental Course Change form" may appear in the schedule of classes for the following semester in their changed form if they have been approved by the October faculty meeting (for the spring semester) or by the February faculty meeting (for the fall semester)."

i. Announcements

4. Reports from other Committees

Faculty Development Committee (Francoise Coulont-Henderson)

Announcements

Scholastic Achievement Committee (Ellen Parker)

Announcements

Committee on Administration (Bob Newton)

- a. Brief Report on their preliminary meeting regarding the health care benefits.
- b. Brief Report on the Chairs discussion of secretarial replacement policy.
- c. Announcements

Library Advisory Committee (Bryan Hanson)

Announcements

Faculty Committee on Financial Affairs (Ralph Gray)

Announcements

5. Communications from the President

6. Old Business

7. New Business

Conferring of Degrees (Bob Kingsley)

8. Announcements

Admissions Update (Dave Murray)

Call for Suggested By-Laws Revisions (Bridget Dibble)

9. Adjournment

000200

THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF DECEMBER 9, 1991

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 7:05 PM in Thompson Recital Hall. Eighty-eight people were in attendance.

APPROVAL OF PREVIOUS MINUTES

The minutes for the faculty meeting for November 4, 1991, were accepted with the following minor corrections.

- a. On page 5, second paragraph from the bottom: in the first line of the paragraph - rational was corrected to rationale; in the last line of the paragraph - both occurrences of major were corrected to minor.
- b. On page 5, the last line on the page - cherent was corrected to coherent.
- c. On page 10, the last word of the third line of the second paragraph - secretaries was corrected to secretarial staff.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Before bringing the following motion to the faculty for a vote, Prof. Martha Rainbolt, for CAPP, explained that the first motion would bring the catalog in line with current practice.

MOTION: "That the School of Music add the following double majors: A. Music Performance/School Music Education. B. Music Performance/Second Major in the College of Liberal Arts. C. Music Performance/Business."

There was no discussion and the motion passed unanimously.

Next, Prof. Rainbolt made the following motion.

MOTION: "That the School of Music delete the following majors: A. Area performance-Woodwind. B. Area performance-Brass. C. Area performance-String."

The motion passed.

Prof. Rainbolt concluded her report by reminding the faculty about the meeting to discuss the First-Year Seminar scheduled for on December 11, 1991, at 4 PM in EC106.

COMMITTEE ON FACULTY (COF)

For COF, Prof. Carl Huffman asked that the following motion be removed from the table and voted on by the faculty.

MOTION: "Replace paragraph C.1.a. on page 8 of the faculty handbook with the following paragraph: 'Membership. A personnel committee shall consist of all continuing tenure and term faculty members of the department. It shall exclude the person being reviewed, those in their first year of service, and with the exception noted below, those serving in full-time administrative positions (excluding Directors of Schools). Departmental faculty members on leave may participate at their discretion. Nontenured members may withdraw from any case. If there are fewer than three eligible department members or if the tenured members do not constitute a majority, the committee shall select additional tenured members, according to a procedure established by the Committee on Faculty and the Administration. The additional members will usually be drawn from the faculty of related departments, but may include departmental members serving in full-time administrative positions. When conducting a search or considering a recommendation from a search committee, a personnel committee shall include two members from other departments, approved by the Provost. (See below IV.C.2.a.) A personnel committee may delegate responsibilities to subcommittees.'"

After the vote to remove the motion from the table carried, Prof. Huffman proceeded by explaining what changes the motion proposes and the rationale behind them.

The motion essentially makes two changes, the first is that without this change in the by-laws faculty members on leave have no choice: they are not eligible to serve on the personnel committee. With this motion in place faculty members on leave may serve at their discretion. The second change is that with this motion in place it would exclude members of a department who have left the department for full-time administrative positions except when there are fewer than three eligible tenured department members. This second change clarifies things that are ambiguous in the by-laws now.

The rationale for the first change is that if faculty members on leave feel strongly about a particular personnel decision they should be able to participate because they will be coming back to the department in the following semester or year. The rationale behind the second change is that often when individuals become full-time administrators and no longer teach they can become detached from departmental concerns. This motion in no way indicates that administrators have lost standing in the department. They are continuing members of the department and at anytime if they come back to teaching in the department have full privileges.

At this point there was considerable discussion in an attempt to clarify the motion and express concerns about the implications of the motion. The first point clarified was, yes, Directors of Schools still serve on Departmental Personnel Committees (DPCs). Also, Directors of Academic Programs serve on the DPC unless their position is considered a full-time administrative position. Another point clarified was that even if an individual holding a full-time administrative position was teaching one class within the department he or she would be excluded from the DPC.

A key issue focused around what privileges faculty members have within their department while serving in a full-time administrative position. It was emphasized, that this motion would only restrict their participation in the DPC and that they were still welcome to have input in all other departmental decisions.

A concern was raised that this motion was potentially building walls between the faculty and the administration because if administrators were up to date in their academic department they should vote on these issues. In response to this concern, it was noted that the administration represents a different constituency, the administrator might be in a conflict-of-interest position if there is a cap on the number of people on the faculty, and that the administrator might end up with input at more than one level of the personnel process.

In an attempt to clarify these issues an amendment to the motion was offered. The amendment was seconded and after a brief discussion the question on the amendment was called. The amended motion failed by approximately a two-to-one vote.

The question was then called on the original motion. After clarifying that this motion does not affect the library faculty process, the vote was taken. Although there were ten votes against the motion, there was a clear two thirds majority of those present and eligible to vote in favor of the motion. Hence, the original motion passed.

Again for COF, Prof. Carl Huffman asked that the following motion be removed from the table and voted on by the faculty.

MOTION: "Amendment to the handbook page 41 / .A. to be added after the following sentence: A. Teaching effectiveness shall be considered paramount in all personnel decisions. 'Candidates are required to provide broad-based and representative evidence of continued teaching effectiveness. Tenured faculty under consideration for promotion can satisfy this requirement most easily by providing complete sets of student evaluations for three or four semesters. If such evaluations are not provided, other evidence of teaching effectiveness (including broadly based student input) must be submitted.'"

The motion to remove from the table passed, although, there were one or two dissenting votes. Then, Prof. Huffman noted that the intent of the motion was summarized in the first line. He said that the rationale behind the motion is that often when someone is up for promotion from associate to full professor there is little if any broad-based student input in the file. Although tenured professors are required to do evaluations every third semester, those evaluations are not automatically placed in their personnel file. It is up to the individual faculty member to place them in the file.

After a concern was raised about the wording, the first sentence of the proposed addition to the handbook was changed to read:

"Candidates are required to provide evidence that shall be sufficiently broad based and representative for continued teaching effectiveness."

Provost DiLillo, the chair, ruled that this change, which was accepted by the COF, be the motion now before the faculty.

There was a short discussion about the validity of the student evaluations process. Also, it was noted that evaluations of tenured faculty contribute to the norm but are not automatically placed in their file. One suggestion was that those evaluations automatically be placed in the personnel file. The motion as changed was voted on and passed with only seven votes against. The faculty handbook will be amended to include the above addition.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

For MAO, Prof Mark Kannowski brought the following motion to the faculty for a vote:

- MOTION:** "That the following courses be added to the catalog:
- HIST 332: Political Culture of Modern Britain (1 course credit)
 - HIST 335: The History of History (1 course credit)
 - HIST 336: Early Modern Political Thought (1 course credit)
 - HIST 337: The Age of Louis XIV (1 course credit)
 - HIST 338: The Enlightenment (1 course credit)
 - HIST 340: Modern Germany (1 course credit)
 - HIST 350: The Samurai in Feudal Japan (1 course credit)
 - HIST 351: Women and Family in Modern China (1 course credit)
 - HIST 352: Reform and Revolution in Modern China (1 course credit)
 - HIST 353: Industrial East Asia (1 course credit)
 - HIST 355: African Nationalism, 1890-1985 (1 course credit)
 - HIST 364: Civil War and Reconstruction (1 course credit)
 - HIST 365: The United States Between the Wars:1918-1941 (1 course credit)
 - HIST 366: United States Diplomatic History in the Cold War Era (1 course credit)
 - HIST 367: The Civil Rights Movement (1 course credit)
 - HIST 368: U.S. in the 60s (1 course credit)
 - HIST 370: American Indian History (1 course credit)
 - HIST 371: Family and Community in America (1 course credit)
 - HIST 372: U.S. Legal History (1 course credit)
 - HIST 375: Women's Social & Political Movements (1 course credit)
 - HIST 376: From Rags to Riches in the U.S. (1 course credit)

 - MUS 234: Literature of Jazz (1/2 course credit)
 - MUS 317: Form and Analysis (1/2 course credit)
 - MUS 900: Beginning Keyboard Techniques (1/4 course credit)
 - MUS 908: Beginning Folk Guitar II (1/2 course credit)
 - MUS JPN: Jazz Piano (1/4 - 1/2 course credit)

 - UNIV 171: Media Fellows First-Year Seminar I (1/2 course credit)
 - UNIV 172: Media Fellows First-Year Seminar II (1/2 course credit)
 - UNIV 230: Intro to Public Health (1/2 course credit)
 - UNIV 311: Advanced Japanese (1/2 course credit)
 - UNIV 321: Advanced Chinese (1/2 course credit)"

After moving that the vote be taken on the addition of the above list of courses, it was noted that the large number of history courses does not represent an increase in the staffing or number of courses. It just removes the number of times the topics course shows up in the Schedule of Classes. Music 234, 317, and 908 are new courses. Music 900 and University Studies 230 have been EXP courses. Music JPN is not off the scale it's just how those type of course are labeled. Finally, Univ 311 and 321 are for students who have completed two years of Japanese or Chinese and want to maintain their language skills.

The motion to add courses to the catalog passed.

Next, Prof. Kannowski made the following motion about deleting courses.

MOTION: "That the following courses be deleted from the catalog:
 HIST 205: Emergence of Latin America (1 course credit)
 HIST 206: Modern Latin America (1 course credit)

 HS 300: Honor Scholar Junior Tutorial (1 course credit)

 RL 160: Topics in Comparative Literature (1 course credit)
 RL 325: French Theater and Poetry (1/2 - 1 course credit)
 RL 328: French Novel and Essay (1/2 - 1 course credit)
 RL 419: French Seminar (1/2 - 1 course credit)
 RL 455: Hispanic Seminar I (1/2 - 1 course credit)

 UNIV 180 Topics (Buenos Aires) (1 course credit)"

After Prof. Jim Rambo clarified that the seminar courses in Romance Languages being dropped were because they are currently different numbers for the fall and spring semesters and that the fall numbers are being dropped, the motion passed.

Next, Prof. Kannowski requested that the faculty entertain a motion about changes in course credit.

MOTION: "That the following changes in course credit be approved:
 ENG 460: Readings in Literature, to be variable 1/2 - 1
 course credit
 MUS 233: History of Jazz, to be 1/2 course credit."

The motion passed. Prof. Kannowski continued with a motion to undo previous faculty action.

MOTION: "That the faculty rescind their action of October 7, 1991, to discontinue the course: ART 400EL: Art Teaching Methods (1 course credit)."

Prof. Kingsley was kind enough to explain that in the Art Department's over-zealous attempt to clean house, ART 400EL was inadvertently deleted. It is important to have the distinction because ART 400 is for majors whereas ART 400EL is for education majors with an art minor. In the ART 400EL more time is spent on methodology than in ART 400, because it is assumed that art majors have acquired the methodology information in earlier courses that students taking ART 400EL probably have not had. After this eloquent explanation the motion to rescind prior faculty action passed with only one dissenting vote.

At this point, Prof. Kannowski asked that the faculty remove the following motion from the table.

MOTION: "That the course ECON 310: The History of Economic Thought (1 course credit) be included in the list of courses recognized as fulfilling group 4."

The motion to remove from the table passed. It was noted that Econ 310 has only one prerequisite. The question was called and the motion carried.

Continuing for MAO, Prof. Kannowski asked the faculty to table the following two motions.

MOTION: "That the courses MUS 131: The informed Listener (1 course credit) and MUS 132: Survey of Western Music for Non-Majors (1 course credit) be included in the list of courses recognized as fulfilling group 3."

MOTION: "That the course MUS 333 Opera Literature (1/2 course credit) be removed from the list of courses recognized as fulfilling group 3."

The vote to table carried for both motions.

Prof. Kannowski then asked the faculty to vote on one last motion.

MOTION: "That courses affected by a "proposed Departmental Course Change form" may appear in the schedule of classes for the following semester in their changed form if they have been approved by the October faculty meeting (for the spring semester) or by the February faculty meeting (for the fall semester)."

The motion carried. The rationale behind the motion is once a course has been approved why wait until the next catalog year to offer it.

A change in number was approved by MAO for the following course:

Econ 440 is now Econ 342

Next, a change in title was approved by MAO for the following courses:

Hist 265	Univ 320
RL 320	RL 340
Math 212	Math 210
Hist 273-274	Mus 901-902
Mus 903-904	Mus 905-906
Mus 907	Hist Seminar A,3,C,D,E,F,G,H,J,K,L
Ed 470	Chem 211
Chem 410	Univ 191-192

And a change in description was approved by MAO for the following courses:

Univ 320	RL 320
RL 340	His 264
His 273-274	Chem 211
Chem 410	Chem 104
Chem 103	

Prof. Kannowski thanked everyone, particularly the members of the MAO committee for their perseverance in tackling the overwhelming number of green sheets that they were asked to go through this semester. Next, MAO will turn to a discussion of time banks. Prof. Kannowski asked faculty to look over the AY 93-94 calendar which has been sent around via e-mail. Also, he reminded the faculty that they should not schedule classes or ask them to meet during the Wednesday chapel hour or Friday convocation time period.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

For FDC, Prof. Francoise Coulont-Henderson announced upcoming deadlines for Faculty Development applications. DECEMBER 15: Research and Professional Development applications for projects beginning January 1 - February 28. JANUARY 31: Fisher Time-Out Applications for Spring 1993; Leave of Absence Applications for Spring 1993. FEBRUARY 15: Course Development Grant Applications for Summer 1992 (Seminar for First Year Students or Course in the Competence Program. One of these is reserved for a joint-interdisciplinary course); Stipends for Faculty Development Applications for Summer 1992 (Course Development and Renewal; Exploratory Scholarship and Artistic Project; or Completion of Scholarly Work or Artistic Project; Research and Professional Development applications for projects beginning March 1 - May 14.

Also, Prof. Coulont-Henderson announced that Tom Chiarella and David Newman have been awarded Fisher Fellowships for Fall 92; and Sunil Sahu, Tom Hall, and Mac Dixon-Fyle have been awarded Fisher Time-Outs for Fall 92.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

For SAC, Prof. Ellen Parker announced that the committee is continuing to discuss advising and Rush. Next semester SAC will begin discussing the alcohol policy . The committee has been informed that they will be receiving an official request to study the retention issue tomorrow and will begin their work on that immediately.

COMMITTEE ON ADMINISTRATION (COA)

For COA, Prof. Bob Newton gave the following report.

"COA met November 6, with the University Group Insurance Committee. Present were: administrators, Paul Schmidt and Marty Catanese; representatives of non-faculty contract employees, Cyndie Baker and Lisa Larkin; COA members Wayne Glausser, Gary Lemon, and Bob Newton. Also members of the UGIC: Bonnie Crawley for the administration and Jeff McCall for COA. The subject was a review and revision of the Group Insurance Policy to take effect in the next University fiscal year, beginning July 1. It was reported that the costs of the health benefits were running well ahead of last year. (This has been summarized and publicized most recently in the memorandum to all benefit status employees from Bonnie Crawley received today). We agreed to meet regularly, at least once a month, to review the incoming data and to discuss changes in the benefits package; to achieve serious and sustained consultation before a package was set; that the results of last year's insurance vendors offers would be shared. We were told that competitive bids from vendors would not be solicited this year because it was inappropriate to ask numerous vendors to offer competing plans every year. We were told that the UGIC would be advisory and that the decision would be made by those administrative officials whose responsibility it is to make such decisions.

The following items have come to the attention of the COA from faculty and staff:

- 1) Possible vesting of benefits, e.g., education remission, for faculty and staff who have served a specified number of years but have to leave the university involuntarily and in good standing because of illness, death, or retrenchment.
- 2) Concern about the large differences between actual fees of health care providers and the plan-approved benefit amounts, which are additionally reduced to 80%.
- 3) Concern about disability benefits and payment of premiums in event of long-term illness.
- 4) Reduction of death benefit for spouses or family of retired faculty.

COA had developed three approaches to the policy for replacing academic secretaries as reported at the last faculty meeting: ladder (replacement, if approved, from existing secretarial staff), sharing between or among smaller department, and secretarial pool by building. These approaches were discussed at the last chair's meeting, November 19. It was ascertained that COA and faculty generally possessed the same information about University budgetary difficulties, namely that presented to the faculty by FVP Catanese at the luncheon and in the subsequent memorandum. Therefore COA could neither make a special recommendation on the premise that a change of policy is needed nor validate that premise with further evidence. Then the various approaches were presented to the chairs for discussion. The chairs were ill-disposed to accept the premise, many expressing the opinion that justification for a change had not been given. In the course of discussion, many of the difficulties implicit in the various new approaches were further identified and elaborated. The meeting ended inconclusively.

Subsequently, there has been replacement of the English department secretarial position by an internal candidate, but the Political Science and Economics secretarial positions are still under review.

Finally, Cyndi Bladen, Education Department Secretary, following an invitation from members of COA, drew up a list of concerns relating to the proposal to create secretarial pools. Her memorandum, I believe, was sent to all faculty using e-mail."

LIBRARY ADVISORY COMMITTEE (LAC)

For the LAC, Prof. Bryan Hanson announced that he had two things to report to the faculty. One was that an open forum had been held on whether to keep the Prevo Science Library as a separate entity. Fifteen people attended and participated in a productive discussion. Prof. Hanson noted that the results of that discussion should be officially in the hands of the LAC soon. He noted that the future existence of all branch libraries (Prevo Science Library, the Music Library, and the Curriculum Library) was being addressed and that individuals affected would have the opportunity to attend an open meeting for each branch library. The reason for looking at the branch libraries at this time is because of the automation process being undertaken. With the system we are a part of, there is a need to decide how many terminals DePauw needs. The terminal price includes not just the cost of the physical device but also a certain amount of support of the overall system; hence, if each branch library

needs a terminal, that will add to the cost of automation which justifies looking at the branch libraries at this time.

The other issue Prof. Hanson reported on was the library budget. The library like every other administrative department budget was cut ten percent last year. Consequently, certain line items of the budget are in trouble. In particular, by the end of the calendar year the Inter Library Loan (ILL) budget will be exhausted. In past years when the ILL budget has been exhausted, slush funds and funds from other accounts were transferred to cover the service. These additional funds are not readily available this year. Consequently, the LAC would like to provide the library with input from faculty and students about how to set priorities to address this issue.

Prof. Hanson was asked if the inter-library loan policy (students need faculty signature) has improved the budget crunch. To which his answer was yes, but that it would not completely alleviate the problem. Prof. Lucinda DeWitt questioned how the professors would be able to assign research to their students without the aid of ILL. Provost DiLillo suggested that professors might tailor their assignments to use more DePauw library material.

Prof. Meryl Altman wanted to know whether the administration recognized the need to have ILL available if we wanted to consider ourselves a first-rate academic institution and that this service is critical.

Prof. Hanson noted that the LAC was aware of the importance of the ILL service and was looking at the situation. He said that he would ask Kathy Davis to give a brief report at the next faculty meeting clarifying the issue and ask her to provide some information in writing before that time.

FACULTY COMMITTEE ON FINANCIAL AFFAIRS (FCFA)

For FCFA, Prof. Ralph Gray stated that in giving his report there were seven or eight items that he would discuss. (1) That the committee is drafting a working paper with basic principles for assessing faculty size and configuration. (2) That Vice President for Finance, Marty Catanese met with legal advisors to discuss the laws that apply to retirement plans to learn what we can do in terms of early retirement programs. (3) FCFA is continuing to receive questionnaires back from faculty who are fifty-five plus about when they might retire. (4) A subcommittee of the FCFA continues to work on the faculty census by incorporating information from Provost DiLillo about just who teaches here. (5) FCFA and the Long Range Planning Committee of the Board of Trustees discussed the administrations plan to handle budget deficits. (6) Prof. Marty Catanese came to FCFA's last meeting and gave them a lesson in the mysteries of fund accounting and the administration's proposal for dealing with the deficit. (7) FCFA has requested that the administration discuss any extraordinary budget items with them. Also, he noted that there is a good dialogue between the President and FCFA. (8) FCFA has received the President's White Paper but they haven't formally discussed it because they've been too busy doing what the faculty charged them to do. (9) Finally, Prof. Jim George has offered suggestions to the committee and they welcome others.

COMMUNICATIONS FROM THE PRESIDENT

President Robert Bottoms began his remarks with a progress report in terms of major emphases in the White Paper. Concerning enrollment, he noted that under admissions they are working on long-range planning knowing there can only be moderate tuition increases, admissions materials are being reviewed and they are marketing our competitive advantages. Under financial aid, there is a substantial increase (\$1,000,000) in next year's budget which goes to the Board in January and that groups are being targeted to use the aid to maximize enrollment. Under retention, SAC will receive a number of proposals and ideas at their meeting tomorrow.

Concerning development, an aggressive funds development program is being taken to the Board at their January meeting.

Concerning budget reductions, of course the personnel issue is being closely addressed. Specifically, (1) the President is meeting with Prof. Marty Catanese, Provost DiLillo, and Dean John White to review Prof. Fred Silander's study of the size of the administrations of similar institutions; (2) the administration is looking at the secretarial pool for faculty to find ways to spread the attrition across the campus; (3) the administration is reviewing every faculty opening so as to avoid getting to the point of having to release someone currently in a full-time position. In fact, the Provost is currently looking at six open positions.

President Bottoms noted that he will try to issue a memorandum which outlines the way to balance the budget through attrition. We can balance it but not without effects. He will try to get a progress report out in February on the White Paper and continue to provide periodic updates as time allows.

He concluded his remarks by saying that he was working on a memorandum to FCFA on the principles the administration was working with in regard to the budget. He stated that he would like to share them with the faculty at this time. First, low tuition increases; the benefit of this is it will make DePauw more competitive. The draw-back is it makes other budget increases slower and smaller, i.e. salaries. Second, the administration is making an honest attempt to spread the reductions around evenly. Third, wherever possible they are looking to attrition to solve cuts in personnel and we will have to see if that will be enough to solve the crunch. The top priority of the administration is to retain individuals already at work in full-time positions. He then opened the floor for questions.

Prof. Jack Morrill asked the President about the proposed regulations from U.S. Education Secretary Lamar Alexander, made last week, that would eliminate scholarships based on race. President Bottoms stated that he felt these awards had been helpful in getting students to attend DePauw.

He noted that he has read two different interpretations of the announcement both of which seem to be doublespeak. He has an opportunity to meet with Alexander in the near future and the regulation will go to the legislation in the spring; so for now we will keep our program in place.

Prof. Cynthia Cornell noted that in the White Paper President Bottoms noted that the administration was trying to cover the deficit in humane ways, and with regard to full-time personnel through attrition, however, those words, attrition and humane, do not appear to be applying to part-time employees and would he comment on this. President Bottoms responded by saying that he has

asked FCFA to look at part-time courses in the context of do we need the same number as when we had 2400 students. If the course addresses the mission of the University and is an essential course it will be kept. It is very difficult when we are talking about people. It is very difficult to cleanly apply attrition to part-time faculty.

Prof. David Herrold noted that it would take approximately 50 faculty positions to equal the \$3,000,000 deficit projected in the operating budget three years out. This \$3,000,000 figure is approximately 10% of the yearly operating budget. Reducing the faculty by 50 positions would be a drastic cut, so how can FCFA define the appropriate size and configuration of the faculty without considering the big picture?

President Bottoms responded that he didn't know how to tell FCFA how many. The projections Prof. Herrold was referring to assume a do-nothing approach to the budget. His plans are to give a balanced budget for next year handled through attrition. How many fewer faculty we need five years from now will depend on how many students, how much money we put in financial aid, how much money we raise in development (which is not in the budget projections at all), how much money goes into salary raises, how much comes in tuition raises, etc. Every year we will amend those predictions. He stated that we have problems to solve with conditions that no one can answer. President Bottoms noted that things will be shared and he hopes attrition will solve things for this year. If it doesn't they'll be back for further discussion.

Prof. Cavanaugh asked about the status of early retirement options. President Bottoms responded that there had been one preliminary meeting with the lawyers and nothing beyond that had been addressed.

OLD BUSINESS

There was none.

NEW BUSINESS

With great pleasure, Prof. Bob Kingsley brought the following motion to the faculty for a vote since his daughter is ready to graduate.

MOTION: I move that the faculty authorize the Board of Trustees to advance those candidates certified by the Office of the Registrar to their various degrees.

The motion was seconded, there was no discussion and it was unanimously approved.

Prof. Lucinda DeWitt asked if it is time to review the Core Winter Term? Prof. Martha Rainbolt answered by saying it is close but not until the completion of Winter Term 92. Prof. Stinebrickner asked if a review of ROTC was due in the future but the response got lost because of the late hour.

For admissions, David Murray reported to the faculty that applications are now 3% ahead of last year, which is 1/4 of our applicant pool. After visiting cities like Denver, Fort Worth, Atlanta, etc., Mr. Murray said the admissions office is very pleased to see an increase in student turn-out. Currently,

students are slow to go through their selection process. Mr. Murray closed his statements by thanking the science faculty, Bob Newton, Keith Nightenhelser, Bob Kingsley and Cynthia Cornell for their help and suggestions. In response to a question Mr. Murray told the faculty that students cannot file their FAF until after January; 49-71% of our applicants will file, and it is much too early to tell if our financial aid is adequate or much about the potential make-up of the class.

Mr. Murray is hopeful that we will be able to attract full-paying students as well. Need-based students are told about their package in the spring. Students who get merit awards learn about those with their admission status the last week in January or the first week in February because those decisions are usually made during the second week of January.

Secretary of the Faculty Prof. Bridget Dibble asked that all committees add the Secretary of the Faculty to their distribution list for committee meeting minutes. This will facilitate her job immensely.

In her other announcement Prof. Dibble asked that anyone who was aware of "housekeeping" type changes that are needed in the by-laws please forward them to her by March 6, 1992. She would like to tidy up the by-laws before their annual summer update.

ADJOURNMENT

The meeting adjourned at 9:35 P.M.

Respectfully Submitted

Bridget Dibble
Secretary of the Faculty

Bobbi Kelley
Assistant to the Secretary of the Faculty

Agenda

For the Faculty Meeting of February 3rd, 1992

1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC

2. Approval of Previous Minutes

3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

a. Announcements

Committee on Faculty (Carl Huffman)

a. Announcements

Committee on Management of Academic Operations (Mark Kannowski)

a. Motion to be voted on: "That the course PSYCH 440: Directed Research (1/2-1 course credit) be added to the catalog."

b. Motion to be voted on: "That the courses MUS 131: The informed Listener (1 course credit) and MUS 132: Survey of Western Music for Non-Majors (1 course credit) should be included in the list of courses recognized as fulfilling group 3." (Tabled in December.)

c. Motion to be voted on: "That the course MUS 333 Opera Literature (1/2 course credit) be removed from the list of courses recognized as fulfilling group 3." (Tabled in December.)

d. Announcements

4. Reports from other Committees

Faculty Development Committee (Francoise Coulont-Henderson)

Announcements

Scholastic Achievement Committee (Ellen Parker)

Announcements

Committee on Administration (Gary Lemon)

Announcements

Library Advisory Committee (Bryan Hanson)

Report from Kathy Davis to include Interlibrary Loan information

Faculty Committee on Financial Affairs (Ralph Gray)

Announcements

5. Communications from the President

6. Old Business

7. New Business

Approval of Honorary Degree Candidates (Bob Bottoms)

8. Announcements

Admissions Update (Dave Murray)

Spring 1992 Committee Vacancies which have been filled (Bridget Dibble)

9. Adjournment

Reminder: If you have "housekeeping" by-laws changes to suggest please forward them to Bridget Dibble, Secretary of the Faculty no later than March 6th, 1992.

000207

**THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF FEBRUARY 3, 1992**

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 7:05 PM in Thompson Recital Hall. One hundred two were in attendance.

APPROVAL OF PREVIOUS MINUTES

The minutes for the faculty meeting of December 9, 1991, were accepted with the following correction noted by the Secretary:

The course number for Econ 260 is to be changed to Econ 262.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Martha Rainbolt reported for CAPP that work is continuing on the first year seminar. Faculty interested in teaching a pilot section should respond by February 5, 1992. About eight sections are being planned at this time.

Also, Prof. Rainbolt, with other members of CAPP, will attend the next department chairs' meeting to discuss new distribution requirements. Individual members of CAPP are to work with these specific constituencies: Q, S, W committees, International Education, Languages, HPER. Discussion about the impact of distribution requirement changes on these constituencies will continue perhaps into May. She asked that faculty let CAPP know what they think.

COMMITTEE ON FACULTY (COF)

Prof. Carl Huffman reported that COF members are continuing to work through cases. Also, two-member teams are interviewing candidates for new positions.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

For MAO, Prof. Mark Kannowski made the following motion:

MOTION: "That PSYCH 440: Directed Research (1/2-1 course credit) be added to the catalog."

Next, Prof. Kannowski asked that the faculty remove the following motions from the table:

MOTION: "That the courses MUS 131: The Informed Listener (1 course credit) and MUS 132: Survey of Western Music for Non-Majors (1 course credit) should be included in the list of courses recognized as fulfilling group 3."

MOTION: "That the course MUS 333 Opera Literature (1/2 course credit) be removed from the list of courses recognized as fulfilling group 3."

The motion to remove both from the table passed. It was explained that previous course MUS 133 has been split into two optional topics and that MUS 333 is performance based, so not appropriate for group 3 credit. The motions carried.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

For FDC, Prof. Francoise Coulont-Henderson announced upcoming deadlines for Faculty Development applications. February 15: Research and Professional Development applications for projects beginning March 1 - May 14; Course Development Grant applications for Summer 1992, Stipends for Faculty Development applications for Summer 1992; February 25: Faculty-Student research projects.

Also, Prof. Coulont-Henderson announced that there are some funds available for officers in learned societies. See Cheryl Waltermire for application forms.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

For SAC, Prof. Ellen Parker announced that the task force on retention has been appointed. Proposals generated by this committee will go to SAC. Also, SAC continues its discussion of rush and the alcohol policy.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Gary Lemon stated there is no COA report at this meeting.

LIBRARY ADVISORY COMMITTEE (LAC)

For the LAC, Prof. Bryan Hanson introduced Library Director Kathy Davis, who addressed ILL policies. She stated that the amount

budgeted for the rest of the year will be sufficient to operate, but worries that the University is saving money at the expense of serving students. The Library will investigate new technologies to see if some aspects of ILL can be replaced. Prof. Meryl Altman asked who presently has access to the use of inter-library loan. Dr. Davis replied that students and faculty are served first, and community members etc. will be served if funds are available.

FACULTY COMMITTEE ON FINANCIAL AFFAIRS (FCFA)

For FCFA, Prof. Ralph Gray stated that 1) the Committee has drafted a Statement of Principles for readjusting the size of the faculty as enrollment might change. This fifth draft, basically written by Profs. Cynthia Cornell and John Eigenbrodt, with input from various faculty and administrators, has been sent to the Chairman of the Board of Trustees for comment. There will be an open meeting Tuesday, February 4, at 4:00 p.m. in 318 HH for discussion between faculty and administrators. 2) The FCFA committee has also been occupied with reviewing a series of special retirement programs. Profs. Jack Morrill, Ralph Gray and John Eigenbrodt reviewed the draft version and made suggestions to the full committee. There were three special retirement proposals, with the final copy mailed today to eligible faculty and staff. Employees, at least 59 years old, whose age and years of service total 75, are eligible to participate. 3) Profs. Ellen Parker and Bob Newton have finished the census of the faculty. 4) FCFA will meet again on Thursday to discuss what kind of institutional arrangement will be made for reviewing open positions. 5) The final copy of the committee's proposal will reflect suggestions made by faculty and administrators at the open meeting this week.

COMMUNICATIONS FROM THE PRESIDENT

President Robert Bottoms began his remarks with several announcements about upcoming events. 1) Special arrangements have been made to bring Margaret Thatcher to campus April 7 for the Ubben Lectureship. Security concerns dictate that specifics of her visit not be publicized too far in advance. 2) Daniel Boorstein, former Librarian of Congress, has been chosen as this year's commencement speaker. The faculty is asked to think about suggestions for next year's speaker. 3) Richard Roth has assembled a panel discussion for Friday, February 7 at 4:00, entitled "It's Sexy, but is it News?" relating to recent tabloid press releases. 4) Mentioning that he knew of faculty concern expressed at the December Faculty Meeting about Minority Scholarships, President Bottoms said he has been part of "conversations behind the scenes" regarding these. He will be among those meeting with Secretary of Education Lamar Alexander

this Wednesday to talk about tentative rulings on minority scholarships--relating to the African-American as well as the Hispanic communities. Faculty may be asked to send letters to the Department of Education giving their reaction to government guidelines, regarding social concerns and questions of recruitment.

President Bottoms then made further comments about the second edition of the White Paper, which faculty and staff received in the mail today. He pointed out that 1) regarding enrollment, applications are running ahead of last year, 2) a task force on admissions has been appointed to develop a long-range plan, 3) financial aid will be increased next year by \$800,000, 4) tuition will be held to a 5.8% increase for next year, with total increase including room & board to be 5.6% [leading to less revenue from that source]. He also spoke of fund raising efforts: 1) the Board at their January 13 meeting adopted an informal fund raising effort of \$17.5 million to complete projects now under way [almost \$13 million has been raised so far], 2) a new Kresge Challenge Grant has been submitted, 3) the Annual Fund has been growing significantly the past few years; the hope is that it will grow 5% per year for the next five years, 4) Gene Delves is working on a fund-raising effort to increase the endowment by \$30 million in the next 5 years, to be used primarily for scholarships.

His next topic was the 1992-93 budget. The salary pool for all employees is 3.5%. Deliberately keeping the tuition increase small and allowing for increased financial aid will lead to small raises for the faculty. However, the Hewlett Foundation has awarded DePauw \$250,000 to be added to the Faculty Development Fund - with matching funds this will increase the President's Discretionary fund by \$1 million.

Contingency funds will be meager, allowing for a small margin of error in figuring the budget. There will be no increases in departmental budgets for 1992-93. Personnel costs must be addressed: the plan is to reduce administrative personnel expenses by \$280,000, faculty personnel expenses by \$120,000, decrease the part-time fund by \$100,000, and eliminate 3 academic secretary positions, totalling \$55,000. President Bottoms pointed out the reductions have been distributed across the whole institution.

The proposed Special Retirement Option offers a chance to deal humanely with cuts in enrollment. The option will be presented to eligible faculty and staff 59 years old or more. The firm of Ernst & Young will be available to talk with faculty and staff considering the special retirement package to help them deal with tax implications, etc. If some people accept this program to help cut personnel costs, we must have the discipline not to replace all of these retirees. A committee of administrative

personnel, with faculty input, will determine how faculty vacancies will be filled.

The President opened the floor to questions. Faculty questioned the 3.5% salary pool. This applies only to salary, not to benefits. All faculty should get the same raise, but that is not necessarily true for everyone else in the institution. The COA was not asked for input on the effect of the salary pool on raises, but may yet be.

Lay-offs were a concern, especially to untenured faculty. President Bottoms replied that the administration hopes not to lay off full time faculty and staff, but may need to do so if attrition doesn't produce the desired results. Total staff cannot remain the same size for 2000 students as for 2400 students. We will know more after the window of opportunity for special retirement is closed. No one knows how many may take advantage of the plan.

Professors asked about the narrow time frame for considering the retirement option. Both President Bottoms and Provost DiLillo explained this will help better plan for next year, as it is difficult to replace faculty after a certain date. The special retirement option takes effect July 1, 1992. A FCFA sub-committee urged the addition of a reduced service option to the retirement package, while FCFA itself made suggestions on the retirement option. For the sake of stability, the institution will try to maintain a 12-1 student/faculty ratio, but this may not occur every year. DePauw will also maintain the integrity of the academic program and not dismantle programs. President Bottoms pointed out that considerable faculty discussion about priorities must take place.

FVP Marty Catanese stated that the special retirement option is a one-time offer because it will be funded through the endowment, outside the operating budget. Both Catanese and Bottoms stated the budget measures previously explained are the best attempt to be fair to everyone across the whole institution. Bottoms explained these are trying times for all in higher education, not just DePauw.

There was a brief discussion about using the discretionary fund. Guidelines will be forthcoming. Faculty was reminded there will be fewer funds available next year to fund special projects. Faculty who have projects not fundable by the FDC are advised to go to the president for discretionary funds.

OLD BUSINESS

There was none.

NEW BUSINESS

Executive session was declared. Candidates for Honorary Degrees were presented. President Bottoms mentioned that each one has significantly helped DePauw in the past by donating money or endowing programs. Candidates were voted upon and all candidates presented were approved. They are Mr. Lee Hall, retired Chairman of Teledyne Portland Forge; Mr. John Hughes, retired attorney; Mr. Robert McDermond, retired Chairman of the Board of EMP Electronics; Mrs. Martha Rieth, wife of the late Blair Rieth, former President of Rieth-Riley Construction Co.; and Mr. Guernsey Van Riper, owner of Crooked Stick Development. None will make responses at Commencement.

Provost DiLillo introduced Mrs. Judy Mays who will be serving as the assistant to the Secretary to the Faculty.

Mr. David Murray gave an update on admissions. The 8% increase in applicants mentioned in the White Paper is still accurate. After the February 15 deadline we will know the applicant pool for next fall. Mr. Murray feels getting 600 students for next fall is an achievable goal. If we just get last year's yield, admissions should be up by 50 students. Last year's yield of accepted students was down from the usual 38% to 33%, with the main reason being financial aid differences between institutions. We hope the increased financial aid packages next fall will increase the yield, but the economy remains a worry in that parents may not seriously consider private education. This year 70% of applicants have filed an FAF, showing financial aid is a serious consideration.

Special admissions weekends will be upcoming February 22-24 for multicultural programs and March 15-16 for the four Honors Programs. A new video for accepted students will be ready shortly and will frankly address issues of concern to new students and their parents.

Secretary of the Faculty Bridget Dibble announced that all committee vacancies have been filled. Prof. Chet Fornari will replace Prof. Ed Ypma for Division III as a member of the International Education Committee; Archivist Wes Wilson will replace Prof. Tom Chiarella on the Student Publications Board; Prof. Jeff McCall will serve on the COA; Prof. Tom Hall will remain on the FDC.

Prof. Steve Raines announced an AAUP-sponsored faculty social February 11 from 3:30-5:30 at Bill & Marjo Cavanaugh's home at which new members will be welcomed to the organization. All faculty are invited to attend.

It was requested that, because so little is known about the Presidential Discretionary Fund, a presentation on it be made at

the next faculty meeting. President Bottoms said he will be unable to attend the March meeting and cannot make a presentation, but will discuss it informally. These grants will not be administered by a committee, but faculty input is welcome. The discretionary fund is geared for faculty development.

President Bottoms stated that the morning issue of the Chicago Tribune had an article in the Op Ed section written by Stan Warren, entitled "Uniting the Two Black Americas."

ADJOURNMENT

The meeting adjourned at 8:58 P.M.

Respectfully Submitted

Bridget Dibble
Secretary of the Faculty

Judy Mays
Assistant to the Secretary of the Faculty

Agenda

For the Faculty Meeting of March 2nd, 1992

1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC

2. Approval of Previous Minutes

3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

Announcements to include

- i. Chairs meeting to discuss proposed changes in distribution requirements.
- ii. Request to postpone ROTC discussion until the fall
- iii. Outline of process for evaluating the freshman core winter term.

Committee on Faculty (Carl Huffman)

Announcements

Committee on Management of Academic Operations (Mark Kannotski)

- a. Motion to be voted on: "Motion: That the course UNIV 471 Media Fellows Senior Seminar (1/2 course credit) be added to the catalog."
- b. Motion to be voted on: "That the course UNIV 491 Science Research Fellows Senior Seminar (1/2 course credit) be added to the catalog."
- c. Announcements to include
 - i. The English Department's Composition major will now be called a Writing major.
 - ii. Calendar for 1993-94.

4. Reports from other Committees

Faculty Development Committee (Francoise Coulont-Henderson)

Announcements

Scholastic Achievement Committee (Ellen Parker)

- a. Presentation of "Academic Advising Goals and Ideas" prepared by the Academic Advising Subcommittee of SAC.
- b. Announcements

Committee on Administration (Gary Lemon)

Announcements

Library Advisory Committee (Bryan Hanson)

Announcements

Faculty Committee on Financial Affairs (Ralph Gray)

Announcements

5. Communications from the President

6. Old Business

Correction of December 1991 Minutes (Bridget Dibble)

On page 3 of the Faculty Minutes from 12/9/91 there was a substantive error which needs to be corrected. The original motion given in the fourth paragraph on the page 3 should be replaced with:

"MOTION: 'Amendment to the handbook page 41 V.A. to be added after the following sentence: A. Teaching effectiveness shall be considered paramount in all personnel decisions. 'Candidates are required to provide evidence that is broad based and randomly selected for continued teaching effectiveness. Tenured faculty under consideration for promotion can satisfy this requirement most easily by providing complete sets of student evaluations for three or four semesters. If such evaluations are not provided, other

evidence of teaching effectiveness (including broadly based student input) must be submitted."

This was the original motion brought to the faculty as it appeared on the December agenda. Then further down page 3 of the 12/9/91 minutes the indented sentence that begins "Candidates are ..." should be replaced with:

"Candidates are required to provide broad-based and representative evidence of continued teaching effectiveness."

These changes were first brought to my attention by Cynthia Cornell after our last faculty meeting. After re-reviewing my notes and consulting with Carl Huffman I too agree that the above corrections are what actually transpired last December and so therefore I move that the above changes be made to the minutes of 12/9/91.

7. New Business

8. Announcements

Admissions Update (Dave Murray)

Election Schedule for Committee Positions for AY 92-93 (Bridget Dibble)

9. Adjournment

Reminder: If you have "housekeeping" by-laws changes to suggest please forward them to Bridget Dibble, Secretary of the Faculty no later than March 6th, 1992.

Supplements to the Agenda for the Faculty Meeting of 3/2/92
page 1

Additional Motion to be TABLED by COF

At their meeting on Wednesday February 26th, 1992 COF voted suggest the following changes to the faculty handbook. Since the motions need to sit on the table for a month it seemed reasonable to go ahead and add it to our March agenda. I am emailing this copy today and a hard copy of this message will follow before the faculty meeting.

Also, on the back of the hard copy for this message is the proposed 93-94 calendar from MAO to save paper. In the email version of this message the calendar follows the at the end of the COF motion.

Bridget Dibble
Secretary of the Faculty

- a. Motion to be tabled: "That the faculty handbook be amended on the top of page 44, by replacing the first sentence with: 'Appointments shall be made by the President or the Provost after consultation with the school director or department chair who requests such appointments following consultation with members of the personnel committee of the school or department.'"

- b. Motion to be tabled: "That the faculty handbook be amended on page 45, by replacing the first two sentences under D with: 'The director of the school or program or the department chair, in consultation with members of the personnel committee of the school or department, is responsible for continuing evaluation of part-time faculty members. Course evaluations shall be administered every semester for the first six semesters of teaching and at least every third semester of teaching thereafter. The first semester's evaluations will be sent to the candidate only, but a copy of succeeding evaluations will also be sent to the department chair to be placed in the departmental personnel file.'"

Calendar for 1993-94

First Semester, 1993

August 21, Saturday	Opening Day for New Students
August 25, Wednesday	Final Registration for First Semester
August 26, Thursday	Classes begin on regular schedule
September 2, Thursday	Adjustment period ends
October 6, Wednesday	Last day to drop a course with a W grade
October 7-8, Thursday-Friday	Fall break
October 18, Monday, 10:00 a.m.	Progress reports due
November 5, Friday	Last day to change from P-F to a grade
November 19, Friday, 5:30 p.m. to November 29, Monday, 8:00 a.m.	Thanksgiving recess
December 9, Thursday	Last day of classes
December 10, Friday	Study day
December 11, Saturday through December 15, Wednesday (December 10 examinations in the morning for freshman composition)	Final examination period
December 15, Wednesday, 5:00 p.m.	Christmas recess begins
December 21, Tuesday, 10:00 a.m.	Final grades for all students due

Winter Term, 1994

January 3, Monday, 8:00 a.m. through January 28, Friday	Winter term period
Off-campus: January 3-28	
On-campus: January 5-26	

Second semester, 1994

January 28, Friday	Registration and payment of tuition and fees for new students
January 31, Monday	Classes begin on regular schedule
February 2, Wednesday	Off-campus Winter Term reports due
February 7, Monday	Adjustment period ends
February 17, Thursday, 10:00 a.m.	Winter Term grades due
March 11, Friday	Last day to drop a course with a W grade
March 21, Monday, 10:00 a.m.	Progress reports due
March 25, Friday, 5:30 p.m. through April 4, Monday, 8:00 a.m.	Spring recess
April 15, Friday	Last day to change from P-F to a grade
May 12, Thursday	Last day of classes
May 13, Friday	Study day
May 14, 16-18, Saturday, Monday through Wednesday (May 13 examinations in the morning for freshman composition)	Final examination period
May 19, Thursday, 10:00 a.m.	Final grades for graduating seniors due
May 21, Saturday, 1:00 p.m.	Commencement
May 24, Tuesday, 10:00 a.m.	Final grades for all students other than degree students due

THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF MARCH 2, 1992

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 7:04 PM in Thompson Recital Hall. Ninety were in attendance.

APPROVAL OF PREVIOUS MINUTES

The minutes for the faculty meeting of February 3, 1992, were accepted as circulated.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Martha Rainbolt reported for CAPP that: 1) Draft 11 of the CAPP recommendations concerning proposed changes in graduation requirements has been circulated to all department chairs and program directors. There will be an informational meeting Thursday, March 5, in which CAPP members will discuss this draft with the chairs (instead of at the February meeting, as previously announced). 2) Because of the heavy load of curricular matters presently before CAPP, Prof. Rainbolt asked if there would be any objections to postponing the ROTC program review until next fall. Prof. Steve Raines asked whether information gathering could begin in the late summer. It was agreed that the Provost's office would begin gathering information over the summer so that CAPP could begin work in the early fall. 3) CAPP plans to have a motion for the April faculty meeting regarding the first-year core winter term program. Faculty are asked to return the questionnaire soon, so recommendations can be formulated.

Prof. Wade Hazel asked whether CAPP had considered postponing the new distribution requirements due to retrenchment. It was noted that because these changes take considerable discussion to come to fruition the committee and the administration felt it was better to continue the discussions. These proposed changes will not come to the floor of the faculty before the next academic year and the faculty can decide when they will be implemented.

Prof. Ernie Henninger asked whether there was not ground lost every year due to the changes in membership of CAPP. It was noted that current members of CAPP not on CAPP next year will be available as a subcommittee. Prof. Bruce Serlin noted that the addition of new members of CAPP to the discussion has proved to be quite helpful in the past because they bring new insights.

Prof. Art Evans asked how proficiencies are distinct from competencies. Prof. Rainbolt explained that it is possible to test out of proficiencies. In an ideal world all students would come prepared in areas such as writing and languages. These are minimal necessities to become fully educated. These

skills are different from competencies which you work on all your life, always developing more mastery in these areas.

COMMITTEE ON FACULTY (COF)

For COF, Prof. Carl Huffman moved to place the following motions on the table.

- a. Motion to be tabled: "That the faculty handbook be amended on the top of page 44, by replacing the first sentence with: 'Appointments shall be made by the President or the Provost after consultation with the school director or department chair who requests such appointments following consultation with members of the personnel committee of the school or department.'"
- b. Motion to be tabled: "That the faculty handbook be amended on page 45, by replacing the first two sentences under D with: 'The director of the school or program or the department chair, in consultation with members of the personnel committee of the school or department, is responsible for continuing evaluation of part-time faculty members. Course evaluations shall be administered every semester for the first six semesters of teaching and at least every third semester of teaching thereafter. The first semester's evaluations will be sent to the candidate only, but a copy of succeeding evaluations will also be sent to the department chair to be placed in the departmental personnel file.'"

The motions have to do with the part of the handbook dealing with part-time faculty evaluations. The motion to table was approved.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

For MAO, Prof. Mark Kannowski stated that the first item on the agenda, the motion that the course UNIV 471 Media Fellows Senior Seminar (1/2 course credit) be added to the catalog, will not be acted upon at this meeting.

He then moved that the following motion be approved.

- MOTION:**
- b. Motion to be voted on: "That the course UNIV 491 Science Research Fellows Senior Seminar (1/2 course credit) be added to the catalog."

It has been discussed previously and the course now has a number and course description. The motion passed.

He announced that the English Department's Composition major will now be called a Writing major. Also, Prof. Kannowski drew the faculty's attention to the 1993-94 Calendar, which was distributed as a supplement to the agenda.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

For FDC, Prof. Françoise Coulont-Henderson made the following announcements. 1) She declared that funds are running low in the professional conference fund. Apply as soon as possible for travel grants. 2) April 1 is the deadline for Research and Professional Development applications for projects beginning May 15-June 30. 3) The Committee is currently in the middle of deliberations for summer stipend awards. There are a large number of excellent proposals.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

For SAC, Prof. Ellen Parker announced that the committee will spend at least one more meeting reviewing the alcohol policy.

She also presented a report from the Academic Advising Subcommittee of SAC, consisting of Faculty: Eric Edberg and Pam Propsom, Administration: Stan Warren; Students: Kathy Fletcher and Kathy Lester. The issue of advising came to SAC from the students' Academic Council. The students had some serious concerns about advising, especially of first year students. The current subcommittee has made a list of goals and ideas to enhance advising, which have been endorsed by SAC as a whole. First-year seminar and summer registration are additional factors which would enhance advising. Listed below are the Academic Advising Goals and Ideas recently adopted by SAC.

Goals:

1. To get students to think about what they want to take before they meet with their advisers.
2. To establish a clear sense of what an adviser's role is and what a student's responsibility is.
3. To create more accurate expectations in the students.
4. To increase the awareness of the faculty about the importance of good advising.

Ideas:

1. To have professors select students who would help them explain registration to first-year students during registration.
2. To create an advising workbook for students which would contain suggested introductory level courses, helpful hints about registering and a clear presentation of graduation requirements. Suggested names are "Course Selection Workbook" and "How to Survive Registration."
3. To hold a session during orientation during which the new workbook as well as expectations and responsibilities would be explained to both the students and their parents.
4. To have the topic of the Faculty Institute be advising.
5. To evaluate the faculty on advising with a trial period of one year during which only the faculty member would see the reports. This system would not only give the faculty feedback on how they are doing as advisers, but also increase their accountability.

Dean Warren's office is looking into ways to implement these suggestions. Discussion followed presentation of these advising goals. Prof. Jim George wondered if someone could summarize students' objections to the present system of advising. Prof. Edberg, answering for the subcommittee, explained that students, especially those in their first semester, don't understand they are responsible for their curriculum. It is felt that there are misunderstandings regarding the role of the adviser and questions concerning the amount of help advisees may need in choosing courses. The registration process is complex and hard to explain. That is why the use of student assistants has been suggested (see #1 above). What is the role of the adviser after registration? Further definition of what is expected is necessary for both students and advisors.

Prof. Parker noted that the fifth idea, evaluating the faculty on their advising, would have to be approved by the COF. Further, she suggested that she and/or other members of SAC would be happy to answer any immediate questions, but perhaps the best approach was for everyone to look the goals and ideas over when they come out in the minutes and be prepared to discuss them at the next faculty meeting.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Gary Lemon spoke about the problem of health insurance costs. The health insurance premium employees pay next year will rise appreciably because expenses have increased substantially over last year. It may be possible for persons at the lower end of the pay scale to experience an actual loss in the amount of take-home pay; a significant number of employees may find their real purchasing power has gone down since last July. COA has suggested a "cafeteria" of available benefits, where employees could choose a higher deductible, leading to less rise in health insurance premiums, or the present deductible, with premiums rising as much as 60%. DePauw is not unique in this dilemma of rising health insurance premiums. Prof. Serlin asked if we plan to stay with the same health insurance vendor. Vice President Marty Catanese explained that insurance won't be bid this year because it was last year. Our present company, Signa, presented the lowest bid last year. The medical inflation rate is rising at 25%. DePauw's deductible increased as of January, 1992; this increase will help improve the claim experience picture, but it is too soon to tell yet how much. For that reason, final insurance negotiations are being delayed until April to see what effect this will have. Input from the COA as well as the Support Staff Committee is being sought. DePauw has had a very generous program. Vice President Catanese hopes that the increased deductible will lead to the insurance pool paying for major expenses, not for smaller amounts like office calls and pointed out that employees assuming more risk will help alleviate future increases.

It was noted several times by members of the faculty and administration that this increase in health insurance costs was going to be most difficult on those individuals who could least afford it and that efforts to minimize that damage should be considered. However, it was also pointed out that employees need to keep in mind that health insurance is part of their benefit package and the institution is paying a substantial portion of that benefit (i.e. on the order of \$7000 per married employee).

promotion can satisfy this requirement most easily by providing complete sets of student evaluations for three or four semesters. If such evaluations are not provided, other evidence of teaching effectiveness (including broadly based student input) must be submitted."

This was the original motion brought to the faculty as it appeared on the December agenda. Then further down page 3 of the 12/9/91 minutes the indented sentence that begins "Candidates are ..." should be replaced with:

"Candidates are required to provide broad-based and representative evidence of continued teaching effectiveness."

This inaccuracy was first brought to the Secretary's attention by Prof. Cynthia Cornell after the last faculty meeting. After review of her notes and consultation with Carl Huffman, the Secretary agreed that the above corrections should be made to the minutes of 12/9/91.

The motion to correct was approved.

NEW BUSINESS

Mr. David Murray gave an update on admissions. Applications are up 5% from last year, with 19 arriving in the mail today. Yield is the name of the game now. The average number of applications filed per student this year is 3.7, down from 4.6 last year, which is good news. Mr. Murray spoke of the different schools DePauw overlaps with and different geographic patterns which have emerged.

A copy of the yield video is in today. Its effectiveness is being monitored by sending it to every admitted student except those in a control group. A music overnight is approaching, with record number of attendees. Numbers are also up in the various Fellows programs.

Admissions decisions have been made on a rolling basis since February 1, 1992. Mr. Murray hopes that these early indicators may put us in a good position with prospective students we wish to attract, but he realizes that money is driving the market place.

Questions for Mr. Murray followed. Prof. John McFarland asked about the percentage rise in financial aid and other admissions expenditures. Where is the point of diminishing return? Mr. Murray acknowledged there is such a point. Admissions has cut their budget also and is visiting fewer high schools. The goal is to use the dollars we have to better target students we want. Mr. Murray went on to say that some schools competing with us spent substantial amounts this year to attract students and now are less flexible and more locked in to their financial aid packages. He refuses to bargain with students and families trying to play one school against the other.

More questions were asked about the use of the video and standard mailings, and differences in retention rate when students come from far away. DePauw wants to develop new markets, but it is true these students from more distant areas

000215

Prof. Henninger commented that the stress employees are under surely leads to health claims. Prof. Hanson asked how the 3½% raise will be divided. The COA has not met yet, but will discuss this Wednesday morning with the administration. Perhaps the method used in the past of having the same dollar raise for all faculty, or a combination of percentage and dollar increase, will be used again. Several faculty urged the committee to endorse options which minimize the damage to those who are at the bottom of the pay scale.

LIBRARY ADVISORY COMMITTEE (LAC)

Prof. Bryan Hanson reported that the LAC met last week and received an update on the automation project and budgetary matters from Dr. Kathy Davis. She reported to the LAC that the automation project is proceeding nicely and if it remains on schedule will begin to be available in the fall of 1993. The library staff is spending a lot of time fine tuning the current budget to minimize loss of services. The administration has approved a 5% increase in the acquisitions budget as a stop gap measure to help the periodical situation.

FACULTY COMMITTEE ON FINANCIAL AFFAIRS (FCFA)

There was no formal FCFA report, due to Prof. Ralph Gray's absence. Prof. Cynthia Cornell explained the committee is working on a proposal for a new RAC (Resource Allocation Committee). She felt there has been no response from the administration to the committee's white paper. Provost DiLillo pointed out that he had discussed his views on several aspects of the white paper at one of the FCFA meetings. FCFA will meet with President Bottoms March 10 and hopes to continue discussion.

COMMUNICATIONS FROM THE PRESIDENT

Provost DiLillo said that President Bottoms had asked him to announce that Margaret Thatcher will be speaking at 11:00 on Tuesday, April 7, 1992, consequently 11:00 AM classes will not meet that day and will be made up on Friday, April 10, 1992. Security measures dictate that tickets will be required to attend the talk. Faculty and staff members can sign up in their departments after Spring Break for a maximum of two tickets each.

OLD BUSINESS

Secretary of the Faculty Bridget Dibble explained the following correction to the December minutes was necessary. The original motion given in the fourth paragraph on the page 3 should be replaced with:

"MOTION: 'Amendment to the handbook page 41 V.A. to be added after the following sentence: A. Teaching effectiveness shall be considered paramount in all personnel decisions. 'Candidates are required to provide evidence that is broad based and randomly selected for continued teaching effectiveness. Tenured faculty under consideration for

may show higher levels of attrition. However, numbers are down particularly in the midwestern market. Students from Indiana tend to need the most financial aid of all applicants.

Mr. Murray said that we will not lower admissions standards over the short term to help fill enrollment. DePauw accepted 85% of the applicant pool last year and will probably do the same this year, so we are not turning away qualified students. There was, coincidentally, a dramatic decrease in yield of students in the lower pool of SAT scores last fall. We don't want to give away some of the selectivity we have gained over the last few years or lose the reputation we have gained at area high schools.

Prof. Hazel felt that there is a variance in quality of incoming students even though the "mean" hasn't changed much. Mr. Murray agreed that was a good question, however he did not have the data with him to give a definitive answer.

Prof. Bob Stark pointed out that last fall's Faculty Institute dealt with retention. Has anything come from recommendations made at that time? Those recommendations have been passed on to SAC and to a special retention committee. Retention is a significant issue as $2\frac{1}{2}$ applicants are needed to fill the hole left by a departing student. Faculty feel many studies are done (such as the one on retention), but information is not shared, or even disappears. Faculty would like to get some feedback from meetings and reports on these issues studied.

Dean Warren stated that the retention committee has met once. A separate faculty task force will be looking at short-term and long-range plans for admissions. Another faculty group will be asked to prepare a long-range plan for the Center for Contemporary Media; Dean John White will chair this. Prof. Wayne Glausser has agreed to chair a task force that will develop a strategic plan for athletics and the HPER department.

The Board of Visitors will be on campus March 13 and 14, 1992. Their focus will be on retention. John Bean, a national figure on issues of retention, will be present.

Dean White asked for faculty help in providing an informal supper in faculty homes for students coming to the Honors and Fellows weekend Sunday, March 15.

Prof. Lucinda DeWitt announced events of Women's Week, March 9-13. Prof. Raines announced that another AAUP social will be held Thursday, March 5, at Jack Morrill's home.

It was clarified that the FCFA review of staffing problems is not the same as the study of the integration of athletics and HPER by the long-range task force led by Prof. Glausser.

Provost DiLillo announced that due to faculty preference, Phase II of registration will be held Thursday, May 14, from noon to 5:00 PM in the auxiliary gym. Also, he stated that Prof. Mark Kannowski has agreed to serve as Faculty Marshal.

Secretary Dibble announced that Barbara Elam is finishing the final semester of Jim Mannon's term on FDC. Then, she presented a schedule for Spring elections, which will be held after special retirements are decided. It is as follows: April 27 - memo to divisions about at-large and division vacancies; May 11 - Division nominations for at-large vacancies due; May 15 - At-large ballots in campus mail; May 26 - At-large ballots due, division vacancies due; May 27 - results available. They will be published on e-mail and added to the May minutes.

ADJOURNMENT

The meeting adjourned at 8:40 P.M.

Respectfully Submitted

Bridget Dibble
Secretary of the Faculty

Judy Mays
Assistant to the Secretary of the Faculty

Agenda

For the Faculty Meeting of April 6th, 1992

1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC
2. Approval of Previous Minutes
3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

- a. Motion to be voted on: "That the Core Winter Term for first-year students be extended one more year and that evaluation of the concept continue throughout next year."
The above statement is the full text of the motion; however, CAPP is considering the following kinds of adjustments in the structure of the program.
 - A. That the Core Winter term be graded, more than simply Satisfactory/Unsatisfactory.
 - B. That the faculty members be responsible for the morning sessions only; that is, there will be a block of time (9:00-12:00 or so) for an outside speaker, film, and discussion of readings, speakers, films. Faculty will also assign approximately two hours of reading per night.
 - C. That all students will also be enrolled in an afternoon session, approximately 1:00 until 4:00. In that session there will be experiential learning or group discussion, trips or activities. These sessions will also be graded and will be directed by Student Affairs staff, upper-class students, or others who are not faculty.
 - D. That the topic for the 1993 Core Winter Term be set up with two or three different subjects or three aspects of one subject, possibly taught in a round-robin fashion. That is, each faculty member would teach one aspect of the core three times to three different groups of students. The afternoon session would include activities related to these topics. Two topics which have been suggested are Work/Family/Education and The Middle East.
 - E. That the administration will begin immediately restructuring the program along lines suggested by faculty and students in their evaluations of the previous core winter term programs.
- b. Announcements - to include
 - i. CAPP is holding three open meetings on the proposed changes in graduation requirements.
 - (a) First Meeting - Friday, April 3, 11:00 AM in East College 106, focusing on ways of knowing one and two.
 - (b) Second Meeting - Monday, April 13, noon in East College 106, focusing on ways of knowing three and four.
 - (c) Third Meeting - Tuesday, April 21, 4:00 PM in East College 106, focusing on ways of knowing five and first-year seminar.
 - ii. CAPP is in the process of re-instituting the Resource Allocations Committee as outlined in the memo to the faculty.

Committee on Faculty (Carl Huffman)

- a. Motion to be voted on: "That the faculty handbook be amended on the top of page 44, by replacing the first sentence with: 'Appointments shall be made by the President or the Provost after consultation with the

000218

school director or department chair who requests such appointments following consultation with members of the personnel committee of the school or department."

Note: Carl Huffman will move at the meeting that we add the phrase "... and other faculty if appropriate." to the end of the last sentence of this motion as it had been COF's original intent.

- b. Motion to be voted on: "That the faculty handbook be amended on page 45, by replacing the first two sentences under D with: 'The director of the school or program or the department chair, in consultation with members of the personnel committee of the school or department, is responsible for continuing evaluation of part-time faculty members. Course evaluations shall be administered every semester for the first six semesters of teaching and at least every third semester of teaching thereafter. The first semester's evaluations will be sent to the candidate only, but a copy of succeeding evaluations will also be sent to the department chair to be placed in the departmental personnel file.'"
- b. Motion to tabled: "That the faculty handbook be amended on page 33, so that the first sentence of section B.1 would read 'At the end of each year (except the tenure review year) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonable detailed evaluation of his or her performance of that year ...'"
- d. Announcements

Committee on Management of Academic Operations (Mark Kannowski)
Announcements

Scholastic Achievement Committee (Ellen Parker)

- a. Discussion of the Academic Advising Goals and Ideas presented in March
- b. Announcements

4. Reports from other Committees

Faculty Development Committee (Francoise Coulont-Henderson)
Announcements

Committee on Administration (Gary Lemon)
Announcements

Library Advisory Committee (Bryan Hanson)
Announcements

Faculty Committee on Financial Affairs (Ralph Gray)

- a. There will be a motion made by FCFA, the text of which is within the FCFA paper distributed with this agenda.
- b. Announcements

5. Communications from the President

6. Old Business

7. New Business

By-laws Housekeeping (Bridget Dibble)

- a. Motion to be tabled: "That the fourteen Proposed By-laws changes which accompany the agenda be accepted."

Committee Election Housekeeping (Bridget Dibble)

a. Motion to be voted on: "That the faculty give the Secretary of the Faculty permission to shorten VACANT terms on faculty committees to balance the rotation of faculty on and off these committees for a period of three years until the balance has been re-established."

Rationale: When the membership on many of the committees was decreased from eight members to six members an imbalance in the number of faculty which rotate off a committee in any given year was created. In the interest of providing those committees with a better balance, I propose to shorten vacant terms. An example problem can be seen on MAO where currently only one member rotates off in 92, however, three members will rotate off in 94.

8. Announcements

Admissions Update (Dave Murray)

9. Adjournment

Reminder: Spring Elections will be held late this year to minimize changes needed next fall. The schedule for elections is as follows:

Monday 4/27/92 (or ASAP there after) memo to Divisions about at-large and division vacancies.

Monday 5/11/92 Division nominations for at-large vacancies due.

Friday 5/15/92 At-large ballots in campus mail.

Tuesday 5/26/92 At-large ballots due, Division vacancies due

Wednesday 5/27/92 Results available, sent out via email, added to May minutes.

000220

To: The DePauw Faculty
From: Ralph Gray, Chairman of the Faculty Committee on
Financial Affairs
Re: FCFA's activities to date

This memorandum reviews FCFA's activities since its inception and indicates what the committee expects to take place over the next several years with respect to the determination of the size and configuration of the faculty.

The Charge: After discussion with the president and an early fall faculty meeting FCFA adopted as its charge a charge drafted by several members of the Administration Committee. It read as follows:

To consult with the administration, to formulate a faculty perspective/ position/ recommendation, to keep the faculty informed through regular reports regarding: the best size student body, the appropriate size and configuration of the faculty, a just or equitable allocation of university resources, given the current situation and realistic future expectations.

Tasks: In two discussions with the president, one at FCFA's first meeting and one between the chairman and the president, seven areas were identified by the president as requiring FCFA's attention. They were set forth in FCFA's minutes dated 17 October as follows:

1. Retention: How can retention be studied so that solutions can be tried out as soon as possible?

FCFA voted to refer retention to SAC on the theory that retention is one of the areas with which SAC was founded to deal.

2. Faculty size: How do we count the faculty?

A FCFA subcommittee conducted a census of the faculty which described the faculty in several dimensions including areas of teaching responsibility. This census can prove helpful to CAPP's resource allocation subcommittee.

3. Retirements: How can we discover people's retirement plans?

FCFA polled all members of the faculty age 55 and older to learn what their retirement plans were. The response rate was very close to 100%. It then used data from Marty Catanese to learn the

impact of retirements on the budget deficits. One such set of calculations was presented as an appendix to FCFA's "Principles for Assessing Faculty Size and Configuration". Attrition can make significant contributions toward reducing budget deficits according to the poll results.

4. Part-time faculty: How many part-time faculty are there, who are they, and what do they teach?

FCFA's census included both full and part-time faculty.

5. HPER major: Given expected retirements in HPER, is it appropriate to reconsider the place of the HPER major in our curriculum?

This question was not studied for two reasons: FCFA had no financial information that would enable us to learn what expenses would be avoided by elimination of a HPER major and a significant number of our members felt that this was a question appropriate for CAPP to study.

6. Bureau of Testing: Again, given expected retirements in this area, we might consider the appropriateness of continuing this bureau, at least in its present size and configuration.

FCFA did not provide a recommendation in this area largely because we had no avoidable expense information.

7. Process for downsizing and planning for replacements:

FCFA drafted its "Principles for Assessing Faculty Size and Configuration" as a first step under this heading. Next, it drafted a recommendation to the president that a resource allocation committee of the faculty be established along the lines of the Resource Allocation Subcommittee of CAPP and suggested a procedure for doing so. After discussion with the president, FCFA's chairman and the president met with CAPP (on 16 March) and urged CAPP to appoint a resource allocation subcommittee. At this writing CAPP has voted to do so and is working out the details related to subcommittee size, structure, and selection. CAPP has been urged by FCFA to charge RAS with following the principles FCFA developed in formulating its personnel recommendations.

In its 16 March meeting with the president at which RAS's re-establishment was discussed, the president reacted to FCFA's statement of principles regarding the determination of the faculty's size and configuration. Moving from principle to principle in the document, the president indicated his agreement with each of the principles enumerated. He did register some surprise at what seemed a disproportionate amount of space devoted

to part-time instructors; it was explained to him that the great variety of part-time situations compared with full-time faculty positions made so much detail necessary. Also at the 16 March meeting, the president indicated that, given the resolution to bring RAS out of the wings, he considered FCFA's work completed and that the responsibility for advising the administration on staffing questions on a continuing basis belongs to RAS.

In keeping with suggestions to FCFA made by the president at its first meeting, FCFA considered three additional areas; they were admissions, financial aid, and development. FCFA learned that financial aid packages were redesigned to increase the yield from the pool of accepted applicants and that a program to raise very significantly funds available to support scholarships has been initiated. At the provost's suggestion FCFA resolved that an admissions task force be formed to consider admissions questions on an ongoing basis. (That task force has been formed and includes two FCFA members.)

In the course of its deliberations FCFA requested that "all extraordinary expenditures made by the university be reviewed by [FCFA] before their approval by the administration." The president responded in the negative to this request for a variety of reasons that I will not attempt to summarize here.

Late in the first semester Marty Catanese brought to FCFA a proposal for balancing the 1992-93 budget which had been approved by the long-range planning committee of the board. FCFA discussed the proposal at some length and conveyed its reactions to the president by letter. The committee's reactions were that the plan was laudable in that all university budgets were to share in retrenchment and that the plan seemed workable with the possible exception of the size of the cuts planned for part-time instruction.

During Winterterm a FCFA subcommittee was asked to review the administration's special retirement program proposal and on the basis the subcommittee's suggestions, a revised plan was drafted. That plan was then brought before FCFA and, shortly thereafter, presented to the faculty.

A recent letter to Bob Bottoms from the chairman of FCFA contains a chronological accounting which deals with each of these issues in more detail and summarizes the results of its activities. For your convenience the last two paragraphs of that letter are set forth below.

In sum, the above indicates that we have considered topics under each of the headings suggested by you at FCFA's first meeting and in a subsequent meeting between you and me. In several cases we have concluded that we did not have enough information to advise you. In other cases we have responded by making suggestions and recommendations.

The bulk of our work has gone into our statement of "Principles for Assessing Faculty Size and Configuration," conducting a census of the faculty, determining the fiscal implications of retirements, and developing a proposal for a Resource Allocation Committee (RAC). If the RAC is founded, the faculty census will provide it with a useful data base. In addition, after the returns are in on the special retirement program, the data on the financial implications of retirements can be reworked. The last can be done in such a way that annual savings over the years 1993-94 through 1995-96 can be anticipated for each of various replacement rates.

The most likely scenario for the next few years is somewhat but not exactly the same as characterized the early and middle 1980's. Over the 1990's faculty positions will open up owing to retirements, resignations, etc. while the student body will decline in size to, it is hoped, no less than 2,000 students. Over those years, RAS will be asked to consider requests for positions on an annual basis and will submit its recommendations by ranking position requests on the basis of importance to the academic program. The administration will then grant positions on the basis of fiscal ability which in turn will be determined by the size of the student body and the resulting tuition revenues. This process could result in the student/faculty ratio fluctuating modestly around the 12/1 considered appropriate by the president and the board of trustees, with reduction in the size of the faculty through attrition contributing an equitable amount to solving the fiscal problems of the University.

At this juncture the future activities of FCFA are for faculty determination. The president has indicated that our work is done in so far as providing advice to the administration is concerned. The faculty created FCFA and may agree with the president that our work is done, in which case the faculty may want to vote to dissolve FCFA. However, it may advise FCFA to continue to consider selected issues related to the financial status of the university, meeting as seems necessary over the next several years (e.g. to monitor changes in the student/faculty ratio). Or the faculty may elect to ask FCFA to await a call from the president and/or the faculty to resume meeting to consider various questions related to the financial status of DePauw. At this time FCFA has no plans to meet in the future unless requested to do so by the president or the faculty. If the faculty does not wish to dissolve FCFA at this juncture, the faculty might want to consider designing a system to call for a rotation of FCFA's membership.

The Future: The charge of FCFA specified three distinct responsibilities: to consult with the administration, to formulate a faculty perspective, and to keep the faculty informed on various matters. President Bottoms has told FCFA that he views the work of the committee as completed. Although our consultative role with the administration seems ended, the future of FCFA must be decided by the faculty.

We on the committee see that the faculty has several options:

1. To dissolve the committee;
2. To maintain the committee as an ad hoc committee, anticipating that there may be a future periodic need for it to perform tasks related to at least the second and third elements of its charge;
3. To establish the committee as a regular part of the faculty governance system.

If the faculty determines that the committee should continue to exist (option 2 or 3), then a system for replacing members must be designed. In order to clarify the faculty's view concerning the continuation of FCFA, the following motions are proposed.

MOTION 1: The Faculty Committee on Financial Affairs should continue to exist.

If the faculty approves Motion 1, approval of two additional motions is needed (note that motions 2 and 3 are mutually exclusive) needed:

MOTION 2: The Faculty Committee on Financial Affairs will continue as an ad hoc committee meeting only when called upon by the administration and/or the faculty to consider matters related to its charge.

MOTION 3: The Faculty Committee on Financial Affairs will become a permanent part of faculty governance, functioning as an advisory committee of the faculty, and considering matters related to its charge on an ongoing basis.

MOTION 4: The Faculty Committee on Financial Affairs is charged with drafting a plan for the future operations of the committee. This plan will be brought in the form of a motion to the faculty meeting of May 4, 1992.

Proposed By-Laws Changes

In general, these proposed By-laws changes are of a housekeeping nature rather than a reflecting a substantive change in our current mode of operation. For each change, I have provided a brief rationale for why I think the change is appropriate. For the most part, the proposed changes are in order based on page number. In a few places, I have grouped changes where the rationale is the same and the same change needs to be made on several pages. If anyone has any questions, comments, or concerns I would be happy to address them informally via conversation, email, or campus mail. Also, I am willing to comment on any of these on the floor of the faculty meeting. To me each of these changes makes sense (that's why I'm suggesting them), however, if I have neglected to think through to a negative implication of a particular change I would appreciate members of the faculty addressing those problems so we don't end up later undoing what we change.

1. On page 7 Section II.D., change number five to read, "5. Remarks from the President"
Rationale: The President's remarks at faculty meeting have been more inclusive than simply reporting to the faculty any communications from The Board of Trustees.
2. On page 16, Section VII.A.2. replace "of which no more than three may be from one division and no more than two from one department," with "of which no more than two may be from one division and no more than one from each department,"
3. On page 19, Section VII.C.2. replace "of which no more than three may be from one division and no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
4. On page 20, Sections VII.D.2. and VIII.A.2. replace "of which no more than three may be from one division and no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
5. On page 21 Section VIII.B.2. add "of which no more than two may be from one division and no more than one from each department;" after "... and two elected at-large)."
6. On page 24, Section VIII.H.2. replace "of which no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
Rationale: Three years ago we reduced the number of faculty serving on several committees from eight to six. In doing so, we reduced the burden of committee work for Faculty and the burden of filling committee positions for the Divisional Officers and the Secretary of the Faculty. However, by not changing the maximum number of individuals who can serve from a particular department or division we can really skew the representation on committees. Currently, you can have three faculty from the same division on a committee and two from the same department. With only six total members that means one division can represent 50% of the committee and one department 33%. Consequently, I am proposing to reduce those percentages to 33% and 16.7% respectively.
7. On page 17, Section VII.B.3. replace a. with "a. Members of the committee shall be elected by the faculty during the spring election (described in VI.E. on page 14)."
Rationale: Currently, the Handbook states that the new members of COF are elected almost one full year before they begin their three year term. This by-law has not been followed since I came to DePauw in the Fall of 1988. Also, because the

COF is tenured faculty who may be applying for sabbatical leaves it is much easier to accurately fill the committee if nomination and elections are held in the spring after most faculty know their plans for the next academic year. Hence, my proposed change.

8. On page 21 Section VIII.A.2 replace "the Director of Alumni Services" with "Director of Alumni Relations"
9. On page 22 Section VIII.C.2. delete "Summer Conference Coordinator,"
Rationale: The changes in wording here just reflect changes that have been made in positions in recent years.
10. On page 25, Section XII after "... of the University" add "and the Secretary of the Faculty"
Rationale: Actually, as per my request earlier in this academic year, most committees are already sending me a copy of their minutes. I have found this to be extremely helpful in putting together agendas and minutes. Consequently, I thought this should be in writing so as the membership on committees changes and the Secretary of the Faculty changes this is not forgotten.
11. On page 25, Section XII replace "shall report regularly to the faculty meeting" with "shall report regularly at the faculty meeting"
Rationale: The statement seemed awkward so I thought we fiddle with the prepositions a little. We have to have at least one of these kinds of changes.
12. On page 26, Section XVI add "6. administrators" and change "6." to "7."
Rationale: Since I've been at DePauw members of our administration who need to be aware of faculty decisions have regularly been coming to faculty meetings and no one has ever objected. In fact, it makes sense to me. However, our by-laws currently indicate that we should vote at the beginning of every meeting to allow these folks to attend. So once again, I am suggesting that we bring our rules into alignment with practice.
13. On page 27, Section XVII.B.2 replace "(two members being replaced each year)" with "(one member being replaced each year except every third year two members will be replaced)"
Rationale: This is another one of the flaws that crept in when we reduced the size of various committees. The current wording creates a contradiction because you can't replace two members each year and give everyone a three year term with only four total members.
14. On page 56, Section IV delete "in Asbury Hall."
Rationale: Academic Affairs is no longer in Asbury Hall. Since, they wander campus from time to time it seemed appropriate to leave their location out.

THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF APRIL 6, 1992

000214

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 7:04 PM in Thompson Recital Hall. Ninety-seven were in attendance.

APPROVAL OF PREVIOUS MINUTES

The minutes for the faculty meeting of March 2, 1992, were accepted as circulated.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

For CAPP, Prof. Martha Rainbolt moved:

"That the Core Winter Term for first-year students be extended one more year and that evaluation of the concept continue throughout next year."

In a statement from the committee, she reported that the Core Winter Term had been evaluated in the following ways: 1) student and faculty evaluations for the last three Winter Terms, 2) RA's on first-year students' floors, 3) surveys from this year's faculty participants, of which 70% were returned. Prof. Gene Schwartz gave a report for a CAPP subcommittee summarizing potential and actual faculty participation in the Core Winter Term and perception of benefits of the program. Based on the number who returned the questionnaire, the faculty is divided as 60% have not and will not participate in teaching the Core. This leaves a small pool of professors to teach the Core on alternate years.

Prof. Rainbolt summarized major objections by students as: 1) the work-load is inequitable, 2) no choice of topic, 3) not enough to do which interests them. Faculty objections seem to be: 1) no student motivation, 2) topic became repetitious after three weeks, 3) not their area of expertise. The RA's report stated: 1) dorm atmosphere bad, 2) students not busy enough, so 3) too much partying.

She also reminded the faculty that the main reasons for beginning the Core Winter Term were to give students a common intellectual experience and to enhance the intellectual atmosphere on campus. She spoke to the following five adjustments CAPP is proposing to make the Core Winter Term more successful.

They are:

- A. That the Core Winter term be graded, more than simply Satisfactory/Unsatisfactory.
- B. That the faculty members be responsible for the morning sessions only; that is, there will be a block of time (9:00-12:00 or so) for

- an outside speaker, film, and discussion of readings, speakers, films. Faculty will also assign approximately two hours of reading per night.
- C. That all students will also be enrolled in an afternoon session, approximately 1:00 until 4:00. In that session, there will be experiential learning or group discussion, trips or activities. These sessions will also be graded and will be directed by Student Affairs staff, upper-class students, or others who are not faculty.
 - D. That the topic for the 1993 Core Winter Term be set up with two or three different subjects or three aspects of one subject, possibly taught in a round-robin fashion. That the faculty member would teach one aspect of the core three times to three different groups of students. The afternoon session would include activities related to these topics. Topics which have been suggested are Work/Family/Education, The Middle East, and substance abuse (suggested by SAC).
 - E. That the administration will begin immediately restructuring the program along lines suggested by faculty and students in their evaluations of the previous core winter term programs.

Questions from the faculty followed. Prof. David Newman wondered if the grade for Winter Term would be figured in the GPA. No, it would not, but it would go on the transcript. The form of the grade, if one is to be given, has not been decided. Prof. Marthe Chandler brought up the problem of alcohol abuse during January. Prof. Ellen Parker wondered if the question of substance abuse along with other ethical issues might be a choice for study. Prof. Rainbolt stated that there was no time prior to the meeting to plan specific details on a topic for next fall (see D. above), but that this might fit in with Education, as would a number of topics, including AIDS.

Subsequent discussion demonstrated faculty concerns about the issue of continuing the Core Winter Term. Substantive changes are needed, as revealed by the recent questionnaire and Prof. Schwartz's report. However, the motion on the floor needs to be passed because of timing. If the vote on the motion to continue the Core is defeated the University is in the position of having advertised a program for next year which will not be offered. This is not a good marketing strategy. If the vote on the motion to continue the Core carries that will allow CAPP and the Core planning committee to work on revising the Core to improve it along with giving the university time to consider alternatives if we choose not to continue the program. In the paragraphs which follow further implications of passing or defeating the motion along with other comments about the Core are presented.

A couple of faculty spoke of positive experiences in teaching the core. Prof. Bruce Serlin reminded the faculty that the original intent of the proposal when it was brought before the faculty was to increase the academic climate of DePauw. As the core evolved, that may have slipped, but could be turned around through the proposed changes.

Several faculty stated that the situation seems grim, given the small number of faculty participants. Dean John White explained that the Core requires 25-28 faculty members. He reminded the faculty of the linkage between the core

concept and the requirement that faculty members teach winter term every other year. This issue will need to be reopened if the Core is dropped. Prof. Wayne Glausser asked why first-year students could not distribute themselves in regular Winter Term offerings. Dean White responded that in theory that works, but in practice there is a large demand for a small number of courses, so most of the students end up unhappy with their Winter Term course. Also, first-year students would have only $3\frac{1}{2}$ weeks to find an individual off-campus project, meaning few of them would be able to participate in the individual off-campus program in their first year.

Mr. Dave Murray noted that it would be difficult to explain to prospective students any sudden change in plans for first-year students. Prof. Carl Huffman asked if the Core Winter Term is appealing to prospective students. No, but the internships and off-campus trips for upperclassmen are. Mr. Murray feels that our suddenly saying we will change the Core Experience for next year will lead to questions about the future of Winter Term and therefore hurt our credibility in the market place. Provost DiLillo stated that parents seem to like the common core experience and appreciate the fact that first-year students are on campus.

When the faculty originally approved the Core WT idea in March of 1989, it was stated that a faculty committee would be appointed by the AVP (Provost) each year to plan the Core WT. Provost DiLillo suggested that the committee for Core WT 1993 be appointed right away and begin work on both the topic and the format. The appointed committee's goal should be to bring to the faculty in the early fall, after consultation with CAPP, specific proposals to address current problems with the Core. Also, Provost DiLillo noted that he believes in the concept of engaging students in a common intellectual experience and would like to see the flaws worked out, however, he would encourage CAPP to be discussing alternatives to the Core so options would be in place if the faculty decided against continuing the Core.

Prof. Glenn Welliver added that publicity about Winter Term should be more academically oriented. First-year students should welcome being academically challenged by the Core. This experience, while still not ideal, is better than previous practices.

Prof. Serlin stated that the data Prof. Schwartz gave for this year shows that changes in attitude have deteriorated. If one averages in information from previous cores the outlook is brighter, indicating the program may well be salvageable.

Prof. Cynthia Cornell feels present data is too confusing on which to base a curricular decision. She is concerned that the faculty will find itself in the same position next year if there is a vote to continue and wants a fuller evaluation available to the faculty. President Bottoms indicated discussion on this issue will begin early next fall. It is difficult to make these major changes in April, and not wise regarding recruiting. Prof. Ralph Raymond pointed out that the current program has major flaws, but we have no alternative presented at this time. Prof. Carl Huffman indicated that it is hard to present recent data on a January program before the month of April. There is always a problem of timing and CAPP has the dilemma of evaluating a

program on the basis of data on hand. Prof. Bob Stark asked if the summer and fall can be used to evaluate options to be able to offer a substitute motion if needed next year.

Several faculty commented that the rest of the Winter Term experience works well and they don't want to get rid of that.

Prof. David Herrold offered a substitute motion stating that 1993 will be the last year for the Core Winter term no matter what. It was seconded by Ralph Gray. Prof. Bruce Stinebrickner stated that if the substitute is passed, there would be less motivation for those participating in the core next year. Prof. Herrold said he raised the motion because he wants the question to be addressed this year. Dean White stated that this motion would create the ultimate "lame duck" and that CAPP should look at the core experience in the context of the whole first year. Prof. Stark spoke against passing the substitute motion, as it will entirely eliminate the core option.

Dean White again raised the staffing issue pointing out that with our current system faculty get every other Winter Term off. Consequently, it would be logistically difficult to get faculty with a WT '93 commitment to offer courses that would appeal to enough students. There would probably be a very small number of WT courses which are extremely popular and many excellent courses under-subscribed. This would require placing a number of students into courses which hold little interest to them.

A secret ballot on the substitute motion was requested. While ballots were being distributed Provost DiLillo clarified the meaning of a yes or no vote on the substitute motion. The substitute motion was defeated by a vote of 63 no to 22 yes with one abstention.

The question was called on the original motion. Several faculty requested the motion be reworded to indicate that the committee appointed to work on the Core for 1993 will need to report to the faculty in the early fall on their specific suggested changes to correct current problems. Also, faculty made it clear that more study of the Core should continue and be reported to the faculty in the early fall. Finally the faculty requested that CAPP continue to look at alternatives in case a decision to drop the Core is made. Although this was not added to the text of the original motion it was requested that the minutes clearly reflect the faculty's desire to discuss the issue and proposed changes in the early fall. The motion, voted on by secret ballot, passed by a vote of 56 for and 29 against with one abstention.

Prof. Rainbolt then announced 1) open meetings will be held on proposed changes in graduation requirements and 2) the faculty should have received a memo on reinstating the RAS.

COMMITTEE ON FACULTY (COF)

For COF, Prof. Carl Huffman moved to remove the COF motions from the table individually. The motion to remove the first item, dealing with the initial

00022

appointment of part-time faculty, carried. Prof. Huffman moved that the following motion be approved:

"That the faculty handbook be amended on the top of page 44, by replacing the first sentence with: 'Appointments shall be made by the President or the Provost after consultation with the school director or department chair who requests such appointments following consultation with members of the personnel committee of the school or department and other faculty if appropriate.'"

The last phrase, "and other faculty if appropriate," was added to the motion distributed in March. The omission was inadvertent and had been part of the motion COF approved.

Prof. Huffman explained the motion was purposefully vague on specifics so that details on the make up of the personnel committee will be up to individual departments. Prof. Ralph Raymond explained that the motion will bring the whole department into the hiring procedure and make the process of hiring part-time faculty more similar to that of engaging tenure-track faculty. The motion carried.

Prof. Huffman moved that the second motion, dealing with evaluation of part-time faculty, be removed from the table. The motion to remove from the table carried. Prof. Huffman then moved:

"That the faculty handbook be amended on page 45, by replacing the first two sentences under D. with: 'The director of the school or program or the department chair, in consultation with members of the personnel committee of the school or department, is responsible for continuing evaluation of part-time faculty members. Course evaluations shall be administered every semester for the first six semesters of teaching and at least every third semester of teaching thereafter. The first semester's evaluations will be sent to the candidate only, but a copy of succeeding evaluations will also be sent to the department chair to be placed in the departmental personnel file.'"

Discussion of the motion followed immediately. The first part of the motion is parallel to what was just passed - to include members of the department's personnel committee in continuing evaluation of part-time faculty members. The second part of the motion gives more specific direction on how "regular" the evaluation must be. Prof. Kitty Steele pointed out that the use of the word "candidate" in this motion has no meaning for part-time faculty. The word "candidate" was replaced with "faculty member." This change was considered editorial and agreed upon by consensus.

Wording of the motion as stated implies that continuing part-time faculty, who have been here for years, will have to now give evaluations for the first six semesters after this passes. Prof. Huffman clarified that as the COF discussed the motion, they felt part-time faculty who are currently at DePauw would be "grandfathered in," meaning that if they have already taught at DePauw six semesters they would simply begin an every third semester rotation. Again, the

faculty requested that the minutes clearly reflect that part-time faculty currently at DePauw will get credit for all prior semesters taught here.

A second implementation question was raised, that if part-time faculty decide to give evaluations more often than required, the current wording of the motion indicates those non-required evaluations would also be sent directly to the chair. Since the intent of the motion was to cause the part-time evaluation process to more closely parallel the full-time one, faculty consensus indicated that a second editorial change, was necessary. The word "required" was inserted between "succeeding" and "evaluations" in the last sentence of the motion. Consequently, the motion before the faculty read:

"That the faculty handbook be amended on page 45, by replacing the first two sentences under D. with: 'The director of the school or program or the department chair, in consultation with members of the personnel committee of the school or department, is responsible for continuing evaluation of part-time faculty members. Course evaluations shall be administered every semester for the first six semesters of teaching and at least every third semester of teaching thereafter. The first semester's evaluations will be sent to the faculty member only, but a copy of succeeding required evaluations will also be sent to the department chair to be placed in the departmental personnel file.'"

Questions arose as to the department's personnel committee's role in evaluation of part-time faculty. Prof. Raymond pointed out that the motion states "in consultation with members of the personnel committee," allowing for informal consultation, since necessary information is accessible to members through the departmental personnel file. Prof. Glenn Welliver appealed to departments to assist the part-time faculty they may take for granted, who receive few benefits and have much responsibility.

Some discussion of the evaluation form ensued. Many faculty present felt that the educational philosophy of what they want to instill in students is in conflict with the form.

An amendment was proposed to the motion to omit the second part, deleting everything after "...Course evaluations...." Part-time faculty would still be evaluated by methods left to the individual department. Prof. Raymond, however, felt that it is appropriate to use the same device to evaluate part-time faculty that is utilized for full-time. Prof. Huffman saw potential for problems in some departments if the language regarding evaluations was not regularized. With the proposed motion, evaluations would be given automatically, and no one need feel penalized. However, Prof. Cynthia Cornell stated that part-time are not treated the same as full-time faculty by having to send evaluations to the Chair every third semester. Prof. Wade Hazel called the question on the amendment. A vote was taken on whether to call the question on the amendment. The question of whether or not to call the question was passed. The amendment was defeated leaving the original motion with two editorial changes before the faculty.

After further discussion on the motion with its editorial changes the question was called. The motion carried with a large majority.

Prof. Huffman then moved that the faculty table the following motion:

"That the faculty handbook be amended on page 33, so that the first sentence of section B.1. would read 'At the end of each year (except the tenure review year) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonably detailed evaluation of his or her performance of that year ...'"

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

For MAO, Prof. Mark Kannowski stated that he had no report.

REPORTS FROM OTHER COMMITTEES

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

For SAC, Prof. Ellen Parker announced that the committee has spent one meeting reviewing the alcohol policy. She would like to recommend that abuse of alcohol be included in Winter Term, perhaps under an umbrella of ethical issues such as racism and substance abuse. She will be happy to answer questions on advising goals contained in the March faculty minutes. There were no questions.

FACULTY DEVELOPMENT COMMITTEE (FDC)

For FDC, Prof. Françoise Coulont-Henderson gave information about one upcoming deadline. May 1 is the deadline for Research and Professional Development applications for projects beginning July 1 - September 30. Prof. Tom Emery asked if the committee would make public the results of its deliberations. Dean White stated that it hasn't done so for the past 3-4 years; however, if the faculty would like that information the committee will provide it.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Gary Lemon reported that the committee continues to discuss health insurance costs. It has forwarded a recommendation to the administration asking for tiers on deductibles, with resulting differences in cost of insurance. Tuition vesting will also be discussed. The AAUP salary data has been examined.

The COA and the administration feel that a 3½% raise across the board is the most logical thing to do, given the low percentage of raise this year. There seemed to be a misunderstanding on who, the COA or the President, actually asked that the 3½% raise be given across the board, but Prof. Lemon feels there

is no consequence to the difference in opinion. He agreed that inequitable salaries will be perpetuated, but the pool is too small to permit effective equity adjustments. Prof. Hazel was concerned that take home pay for some employees may go down with rising insurance costs. It was noted that this was possibly true in the case of support staff, but probably not for professors. Health care costs are not yet finalized. Several faculty expressed further concern about health care costs affecting those at the low end of the salary scale.

Prof. Davis requested that COA make any future recommendation to the administration in writing, to avoid all misunderstandings.

LIBRARY ADVISORY COMMITTEE (LAC)

Prof. Bryan Hanson announced that 1) the Journal deletion sheets should be returned as indicated in the mailing all faculty received and 2) a self-study of the library will be undertaken in the near future. Faculty may be asked to help.

FACULTY COMMITTEE ON FINANCIAL AFFAIRS (FCFA)

President Bottoms felt the committee's work was done since FCFA recommended re-establishment of the RAS. However, he stated that since the Faculty created FCFA, it should decide the committee's fate. A sub-committee had met to reach consensus on disbanding the committee, but was unable to do so. To save time Prof. Gray and Prof. Parker drafted the options presented to the faculty regarding the future of FCFA. Prof. Gray moved adoption of option #1 (circulated with the agenda), stating that the committee continue to exist. Prof. Tony Catanese asked the committee's position on the motion. It was noted that at the last "official" meeting of FCFA, the committee voted 7-2 to disband. However, informal discussions committee members have had with each other since that time indicate they are less sure of that position now.

Prof. Dan Shannon asked if the committee has really done its work. Are there still questions regarding the size of the faculty and the faculty/student ratio? Prof. Gray feels the committee's original mandate is fulfilled. Prof. Cavannaugh questioned the legitimacy of the motion. Everyone on the committee agrees that only the faculty has the right to vote the committee out of existence. Prof. Batto asked why the committee would continue when it was originated to study one specific issue and that is settled. He feels RAS and FCFA would duplicate efforts. Prof. Emery wanted administrative reassurance that there will be no future problems regarding staffing. He feels the presently constituted committee contains people best suited to study such issues. Prof. Raines felt faculty should be aware of potential issues such as 1) monitoring 12/1 target faculty/student ratio, 2) addressing part-time vs full-time staff problems, 3) monitoring implementation of \$280,000 in administrative personnel cuts. He stated he would not be disappointed if the committee is terminated, but feels there are potential issues warranting continued study.

Prof. Gray spoke of the function of RAS, which he feels is merely to decide if positions would be refilled and to rank them in order of importance, not to look at faculty/student ratio. Prof. Rod Clifford thought that when the committee was formed, it would last for several years, until an upturn in enrollment occurred. President Bottoms feels that we no longer need the committee, as it completed work on the original charge. He feels RAS can handle any debates on the size of the faculty and thought the committee had voted to dissolve.

Prof. DeWitt feels DePauw is still in a crisis situation. Prof. Parker thinks the faculty may still want to have someone looking at and reporting back to the faculty on future issues.

The question was called. By secret ballot, the vote was 35 that FCFA should continue to exist, 32 opposed. Prof. Gray then proceeded to move that: "FCFA is charged with drafting a plan for the future operations of the committee. This plan will be brought in the form of a motion to the faculty meeting of May 4th, 1992." The motion was seconded. Prof. Morrill then amended the motion to state that "FCFA is charged with drafting a plan for the future operations of the committee including to whom the committee reports. This plan will be brought in the form of a motion to the faculty meeting of May 4th, 1992." Prof. Kannowski seconded the amendment. It was noted that the committee consults with the administration but reports to the faculty. The motion to amend carried. Then, the amended motion carried.

COMMUNICATIONS FROM THE PRESIDENT

President Bottoms stated that he wished to defer the bulk of his report because the audience has diminished in size and he wants everyone to hear his report. He did state, however, that by reducing staff and rearranging positions, \$715,000 was saved in the administrative budget last year. The continuing reductions this year will be over \$1 million. He listed several positions not being replaced.

President Bottoms continued with several announcements: (1) Prof. Alexey L. Alyushin from the former Soviet Union will be a visiting professor next year. Prof. Raymond indicated Prof. Alyushin will be teaching four courses including a course open to the faculty and community on the coup last August. This visiting professorship is being supported from endowed funds and therefore is not part of the operating budget. (2) The administration has hired Rabbi Joseph Levine to head a new position which will include improving the climate for our Jewish students on campus. His salary also comes from external funding and will not come out of the operating budget. (3) A Readers' Digest Writing Fellows Program will give DePauw a Fellow for 3-8 weeks over the next 2 years, due to the efforts of Profs. Tom Chiarella and Keith Nightenhelser. (4) A grant was received from the Bonner Foundation allowing 25 Bonner Scholars in each entering class for a total of 100 Bonner Scholars on campus after four years. Each scholar will receive \$3700/year. This scholarship is for students with high financial need and can replace loans and work study. The scholarship requires the student to complete 10 hours of community service per week. This grant provides a significant quantity of aid to high-need students that does not come out of our endowment. 5) DePauw has secured a \$750,000 Kresge grant

to be used in the Harrison Hall renovation. 6) Former faculty development coordinators and other faculty met with the President to recommend criteria for the President's Discretionary Fund. However, the rules of the grant determine that the President ultimately decide how funds are to be administered.

President Bottoms stated that the following faculty were awarded tenure:

Bryan Hansen	Kevin Moore	Tom Hall	Noah Lemos
Mark Kannowski	Nafat Nasr	Paul Watt	

After adding his congratulations to the newly tenured faculty members, he complimented COF on their work and stated he and the COF were in agreement on every candidate.

He thanked those who have sent in nominations for the Tucker award and stated there is still some time for further letters concerning this.

He asked Prof. Rafat to speak about Prof. Ed Ypma, since many faculty are concerned. Prof. Ypma is in good spirits in spite of his injury. There is a possibility the Ypmas will return at the end of this week. Ed will be in an Indianapolis hospital for observation before being sent to Houston to obtain prostheses.

OLD BUSINESS

None.

NEW BUSINESS

Secretary of the Faculty Dibble moved to table until the May 4 meeting the vote on the 14 suggested changes to the by-laws stated below.

1. On page 7 Section II.D., change number five to read, "5. Remarks from the President"
Rationale: The President's remarks at faculty meeting have been more inclusive than simply reporting to the faculty any communications from The Board of Trustees.
2. On page 16, Section VII.A.2. replace "of which no more than three may be from one division and no more than two from one department," with "of which no more than two may be from one division and no more than one from each department,"
3. On page 19, Section VII.C.2. replace "of which no more than three may be from one division and no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
4. On page 20, Sections VII.D.2. and VIII.A.2. replace "of which no more than three may be from one division and no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
5. On page 21 Section VIII.B.2. add "of which no more than two may be from one division and no more than one from each department;" after "... and two elected at-large),".

6. On page 24, Section VIII.H.2. replace "of which no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
Rationale: Three years ago we reduced the number of faculty serving on several committees from eight to six. In doing so, we reduced the burden of committee work for Faculty and the burden of filling committee positions for the Divisional Officers and the Secretary of the Faculty. However, by not changing the maximum number of individuals who can serve from a particular department or division we can really skew the representation on committees. Currently, you can have three faculty from the same division on a committee and two from the same department. With only six total members that means one division can represent 50% of the committee and one department 33%. Consequently, I am proposing to reduce those percentages to 33% and 16.7% respectively.
7. On page 17, Section VII.B.3. replace a. with "a. Members of the committee shall be elected by the faculty during the spring election (described in VI.E. on page 14)."
Rationale: Currently, the Handbook states that the new members of COF are elected almost one full year before they begin their three year term. This by-law has not been followed since I came to DePauw in the Fall of 1988. Also, because the COF is tenured faculty who may be applying for sabbatical leaves it is much easier to accurately fill the committee if nomination and elections are held in the spring after most faculty know their plans for the next academic year. Hence, my proposed change.
8. On page 21 Section VIII.A.2 replace "the Director of Alumni Services" with "Director of Alumni Relations"
9. On page 22 Section VIII.C.2. delete "Summer Conference Coordinator,"
Rationale: The changes in wording here just reflect changes that have been made in positions in recent years.
10. On page 25, Section XII after "... of the University" add "and the Secretary of the Faculty"
Rationale: Actually, as per my request earlier in this academic year, most committees are already sending me a copy of their minutes. I have found this to be extremely helpful in putting together agendas and minutes. Consequently, I thought this should be in writing so as the membership on committees changes and the Secretary of the Faculty changes this is not forgotten.
11. On page 25, Section XII replace "shall report regularly to the faculty meeting" with "shall report regularly at the faculty meeting"
Rationale: The statement seemed awkward so I thought we fiddle with the prepositions a little. We have to have at least one of these kinds of changes.
12. On page 26, Section XVI add "6. administrators" and change "6." to "7."
Rationale: Since I've been at DePauw members of our administration who need to be aware of faculty decisions have regularly been coming to faculty meetings and no one has ever objected. In fact, it makes sense to me. However, our by-laws currently indicate that we should vote at the beginning of every meeting to allow these folks to attend. So once again, I am suggesting that we bring our rules into alignment with practice.

13. On page 27, Section XVII.B.2 replace "(two members being replaced each year)" with "(one member being replaced each year except every third year two members will be replaced)"
Rationale: This is another one of the flaws that crept in when we reduced the size of various committees. The current wording creates a contradiction because you can't replace two members each year and give everyone a three year term with only four total members.
14. On page 56, Section IV delete "in Asbury Hall."
Rationale: Academic Affairs is no longer in Asbury Hall. Since they wander campus from time to time it seemed appropriate to leave their location out.

Prof. Dibble moved:

"That the faculty give the Secretary of the Faculty permission to shorten VACANT terms on faculty committees to balance the rotation of faculty on and off these committees for a period of three years until the balance has been re-established."

She noted that this was necessary to re-establish a balance in the rotation of faculty on and off committees. In response to a question she noted that this change would have to take place over a three year period. The motion was seconded and passed.

Mr. Dave Murray gave an abbreviated admissions report, due to the late hour and small crowd. He stated that even though there has been 4-5% increase in applications, there are fewer male applicants; all the increase has been in women. There are 45 less basketball applicants. Over-all there is more geographical diversity, with just a few more students from Indiana and more applicants from the West. The number of FAFs filed has increased noticeably. A month from now the admissions picture will have taken on more shape. Applications activity is increasing but yield is still a concern.

Provost DiLillo reminded faculty that a search committee, under the direction of AD Ted Katula, and consisting of Barbara Federman, Page Cotton, Bruce Stinebrickner, Wayne Glausser, Alan Hill and Charles Mays has been appointed to recommend a basketball coach and is working as quickly as possible.

Prof. Raines stated that an AAUP social will be held Wednesday, April 8, 1992, at the home of Tom and Carol Emery, from 4-5:30 P.M.

ADJOURNMENT

The meeting adjourned at 10:03 P.M.

Respectfully Submitted

Bridget Dibble
Secretary of the Faculty

Judy Mays
Assistant to the Secretary of the Faculty

Date: April 23, 1992
To: All Faculty
From: IEC
Re: May Faculty Meeting

At the May Faculty meeting, CAPP will bring to the floor of the faculty a recommendation from IEC which outlines modifications of the DePauw sponsored off-campus programs. While the IEC considered this issue in much detail, members of the committee found the student survey analysis and the per student cost information to be very informative. Members of IEC will be at the May Faculty Meeting, but we felt that all faculty members would be interested in reviewing the summary of student surveys and the cost information. A copy of the Student Survey is also included for your convenience.

Summary of Student Survey Responses

The International Education Committee's survey of students resulted in several very interesting findings. While the survey contains quite a bit of information, we chose to concentrate our analysis to three areas; overview of student preferences and characteristics, a determination of whether students who study on DePauw programs have different preferences and characteristics than students who studied on non-DePauw programs; and whether underclassman have different preferences and characteristics than upperclassman.

Overview of the Respondents

There were approximately 350 students who responded to the survey.

- 45 Freshman
- 43 Sophomores
- 53 Juniors
- 93 Seniors
- 60 First Year Alums
- 45 Second Year Alums
- 7 Third Year Alums
- 1 Fourth Year Alum

Of the respondents 257 were women and 91 were men.

Of the respondents 142 had never travelled abroad, 86 had gone abroad once, 48 had gone abroad twice, and 67 had gone abroad three times or more. We found that students who had studied in non-DePauw programs had travelled abroad significantly more than students who studied in DePauw sponsored programs.

The students which responded to the survey included 35 who had participated in the Athens program, 14 who had participated in the Freiburg program, 33 who had participated in the Vienna program, and 143 who had participated in non-DePauw programs.

The responses to the survey also suggest that parents' preferences are not a significant factor in a students's decision to study off-campus.

Is there a difference between students who study on DePauw programs and students who study on non-DePauw Programs?

Students who studied in off-campus programs found the educational quality of the programs to be quite high and about the same in magnitude (mean of 4.45 for DePauw programs and of 4.16 for non-DePauw programs). Of the four students who had studied on both a DePauw and non-DePauw programs, they found the educational quality of the programs to be almost identical (4.50 for DePauw programs and 4.45

for non-DePauw programs). Based on this evidence, we found that the educational quality of DePauw and non-DePauw programs to be statistically the same.

However, when the two groups were asked about the program's fit with their academic goals (#12 and #15), we found a significant difference between the two groups. Not unexpectedly, we found that students who chose a non-DePauw program did so because of their academic needs (mean of 3.43). While the students who studied on DePauw programs responded that the program's fit with their academic goals and needs was not very important (mean of 1.46). This result, while expected, is still disturbing.

We were also interested in examining the two groups' preferences for the six models outlined in questions #19-#24. In general we found that students prefer models with some DePauw component. Students in both groups had an overwhelming preference for model #21 - a program composed of several DePauw students, together with students from other U.S. institutions. Students who studied on a DePauw program had higher preferences for models #19, #20, and #24 than did the non-DePauw program participants. The non-DePauw students had a higher preference for model #23. There was no significant difference between the groups' preferences for model #21. (See table 2 for means).

Is there a difference in preferences between underclassman and upperclassman?

All classes of students expressed a preference for model #21. However, sophomores prefer #19, #20 and #24 more than the Seniors. There was no significant difference in preferences between sophomores and seniors for #21. Not surprising, sophomores prefer model #23 less than seniors.

Conclusion

There is convincing evidence that DePauw students have some preference for studying off-campus with several other DePauw students. Parental preferences for a DePauw sponsored program does not seem to be a relevant issue. This corresponds with the Admissions office information. Students choose non-DePauw programs more often because of a program's particular academic goal. This is not too surprising when you consider that many of our students choose language programs which are exclusively non-DePauw programs .

Table 1
All Respondents

Quest	Mean
19	2.63
20	1.97
21	3.59
23	2.88
24	2.26

Table 2
Program Participation

	DPU Program	NON-DPU Program	SIG DIFF
#19	2.53	2.68	0
#20	1.49	2.31	-
#21	3.30	3.79	-
#23	2.56	3.36	-
#24	1.94	2.47	-

0 no significant difference between means
+ DPU group have higher preference than non-DPU group
- DPU have lower preference than non-DPU group.

Table #3
Class

	Sophomore	Senior	SIG DIFF
#19	3.00	2.33	+
#20	2.42	1.77	+
#21	3.60	3.50	0
#23	2.57	3.12	-
#24	3.19	1.87	+

0 no significant difference between means
+ Soph group have higher preference than Seniors
- Soph have lower preference than Seniors.

OFF CAMPUS STUDY SURVEY

- 1 **Class** 90 91 92
[1='95; 2='94; 3='93; 4='92; 5='91; 6='90; 7='89; 8='88]
 Gender
[1=Female; 2=Male]

- 3 **Travel Abroad prior to Off-Campus experience**
[0=None; 1=Once; 2=Twice; 3=Three times or more]

Did you participate in:

- 4 [1=Yes; 2=No]
 DePauw's Athens Program
5 DePauw's Freiburg Program
6 DePauw's Vienna Program
7 Other Program (Please specify)

- 8 I went to Athens, Freiburg, or Vienna. The educational quality was:
[0=Not Applicable; 1=Poor; 2=Below Average; 3=Average; 4=Good; 5=Excellent]

- 9 I went on a BCA, GLCA, or other independent program. The educational quality was:
[0=Not Applicable; 1=Poor; 2=Below Average; 3=Average; 4=Good; 5=Excellent]

When I was in Athens, Freiburg, or Vienna, the following were important to me:

[0=N/A; 1=Very low importance; 2=Low; 3=Average; 4=High; 5=Very High Importance]

- 10 I would be with other DePauw students.
11 DePauw faculty would accompany me.
12 DePauw's program best fit my academic needs and goals.
13 My parents preferred that I participate in a DePauw organized program.

On a BCA, GLCA, or other independent program, the following were important to me:

[0=N/A; 1=Very low importance; 2=Low; 3=Average; 4=High; 5=Very High Importance]

- 14 DePauw did not have a program where I wanted to study.
15 An independent program best fit my academic needs and goals.
16 An independent program provided more opportunity to meet students from other schools.

When I selected DePauw University, the following were important to me:

[0=Did not consider during the admissions process; 1=Very Low; 2=Low; 3=Average; 4=High; 5=Very High]

- 17 Opportunities to study abroad generally
18 Opportunities to study abroad on DePauw Organized programs (e.g. Athens, Freiburg, and Vienna)

Please rate each of the models outlined below by using the following scale:

[1=Little Interest; 2=Some Interest; 3=Moderate; 4=High Interest; 5=Strongly prefer]

- 19 A program with a DePauw professor as resident director
20 A program composed exclusively of DePauw students
21 A program composed of several DePauw students, together with students from other U.S. institutions
22 A program composed of a few DePauw students, together with students from other U.S. Institutions
23 A program where there may not be anyone else you know
24 A short-term program (8 weeks on campus, 6 weeks off campus for the equivalent of a full semester's credit) composed of DePauw students with a Resident Director

Cost Per Student of Off-Campus Programs

	1987-88	1988-89	1989-90	1990-91	1991-92
East. Europe	\$6,104	\$6,766	\$5,445	\$6,939	\$8,497
West. Europe	6,729	6,853	5,788	6,477	
Med. Fall	5,482	6,032	5,879	7,036	9,077
Med. Spring	5,447	7,037	6,256	7,149	
Avg. DPU	\$5,852	\$6,679	\$5,834	\$6,898	
Strasbourg	\$4,375	\$5,321	\$5,139	\$6,350	
England	3,231	3,221	3,899	4,396	
Spain	4,742	5,144	5,683	5,821	
Avg. of All above Programs	\$4,887	\$5,215	\$5,488	\$6,256	
Non-DPU Programs	\$3,192	\$4,269	\$4,569	\$4,835	
Average of All Off-Campus Programs	\$4,037	\$4,740	\$5,071	\$5,773	

Agenda
For the Faculty Meeting of May 4th, 1992

1. Call to Order - 7:00 PM, Thompson Recital Hall, PAC
2. Approval of Previous Minutes
3. Reports from Coordinating Committees

Committee on Academic Policy and Planning (Martha Rainbolt)

- a. Motion to be voted on: "That the faculty endorse the International Education Committee proposal that:
 - A. The Mediterranean Studies Program in Athens, Greece be continued with the following administrative modifications:
 - (1) An experienced on-site advisor will be hired in place of the DePauw Resident Director.
 - (2) Students will enroll directly as CYA independents.
 - B. The DePauw music program in Vienna, Austria, be continued with the administrative modification:
 - (1) An experienced on-site director will be hired in place of the DePauw Resident Director.
 - C. The Liberal Arts component of the DePauw Eastern Europe program in Vienna, Austria, be discontinued.
 - D. The DePauw Western Europe Program in Freiburg, Germany, be discontinued."
- b. Announcements - to include
 - A. Progress on planning 1993 core winter term
 - B. List of members selected for the Resource Allocations Subcommittee
 - Division 1: David Herrold, Bob Weiss (CAPP)
 - Division 2: Bill Cavanaugh, Paul Watt
 - Division 3: Kathy Jagger, Katherine Price, Eugene Schwartz (CAPP)
 - Division 4: Tony Catanese, Bruce Stinebrickner (CAPP)
 - C. Progress on Proposed changes in graduation requirements

Committee on Faculty (Carl Huffman)

- a. Motion to be voted on: "That the faculty handbook be amended on page 33, so that the first sentence of section B.1 would read 'At the end of each year (except the tenure review year) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonably detailed evaluation of his or her performance of that year ...'" (This was tabled in April.)
- b. Announcements

Committee on Management of Academic Operations (Mark Kannowski)

Announcements

Scholastic Achievement Committee (Ellen Parker)

Announcements

4. Reports from other Committees

Faculty Development Committee (Francoise Coulont-Henderson)

Announcements

Committee on Administration (Gary Lemon)

Announcements

Library Advisory Committee (Bryan Hanson)

Announcements

Faculty Committee on Financial Affairs (Ralph Gray)

- a. Motion to be voted on: "1. FCFA shall continue as an ad hoc committee, meeting when called upon to consider matters within the scope of its charge by the administration, or the faculty, or its members. The chair shall convene FCFA at least once each semester.
2. Terms on FCFA will be for 3 years, with 1/3 of the original membership being replaced by faculty election at the end of academic year 981-92, the first 2/3's to be replaced being determine by lottery and volunteers.
3. FCFA's chairperson will serve for one year.
4. The first meeting in the academic year 92-93 will be called by the current chair within two weeks of the beginning of the fall term.
5. The new chair will be elected at this first meeting."

- b. Announcements

5. Communications from the President

6. Old Business

By-laws Housekeeping (Bridget Dibble)

Motion to be voted on: "That the fourteen Proposed By-laws changes which accompanied the April Agenda be accepted." (Tabled at the April Meeting.)

7. New Business

Conferring of Degrees (Ellie Ypma)

8. Announcements

Admissions Update (Dave Murray)

9. Adjournment

Reminder: Spring Elections will be held late this year to minimize changes needed next fall. The schedule for elections is as follows:

Monday 4/27/92 (or ASAP there after) memo to Divisions about at-large and division vacancies.

Monday 5/11/92 Division nominations for at-large vacancies due.

Friday 5/15/92 At-large ballots in campus mail.

Tuesday 5/26/92 At-large ballots due, Division vacancies due

Wednesday 5/27/92 Results available, sent out via email, added to May minutes.

THE FACULTY OF DEPAUW UNIVERSITY
MINUTES OF THE MEETING OF MAY 4, 1992

CALL TO ORDER

The regular meeting of the faculty of DePauw University was called to order by Leonard DiLillo, Provost, at 6:35 PM in Thompson Recital Hall. Ninety-four were in attendance.

APPROVAL OF PREVIOUS MINUTES

The minutes for the faculty meeting of April 6, 1992, were accepted with the following correction:

On page 9, fourth paragraph, the next-to-last sentence should read, "The cumulative reductions including this year will be over \$1 million."

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

For CAPP, Prof. Martha Rainbolt moved the following regarding study-abroad programs. The motion coming from a coordinating committee did not need a second so Prof. Rainbolt turned the floor over to Prof. Mary English, Chair of IEC, since that is where the motion originated.

"That the faculty endorse the International Education Committee proposal that:

- A. The Mediterranean Studies Program in Athens, Greece be continued with the following administrative modifications:
 - (1) An experienced on-site advisor will be hired in place of the DePauw Resident Director.
 - (2) Students will enroll directly as CYA independents.
- B. The DePauw music program in Vienna, Austria, be continued with the administrative modification:
 - (1) An experienced on-site director will be hired in place of the DePauw Resident Director.
- C. The Liberal Arts component of the DePauw Eastern Europe program in Vienna, Austria, be discontinued.
- D. The DePauw Western Europe Program in Freiburg, Germany, be discontinued."

Prof. English presented background information on the motion, which was unanimously supported by IEC members. She noted that the IEC has been studying the issue for the past school year. She reminded faculty of memos from IEC and open meetings held by IEC

to gain faculty and student input in their decision. In particular, she noted a memo to the faculty with several enclosures dated in February, an open meeting held in February, and a meeting with the academic council held in Fall '91. Further, she indicated that the IEC met with admissions, financial aid, and the School of Music. Finally, in gathering information IEC surveyed current students and alumni about the programs. Based on the information gathered as a result of the above discussion IEC came to the motion presented above.

Two major factors were dealt with at length and influenced the committee's decision. The first is the increased opportunities for students to study abroad. In the late '60s and early '70s our three programs provided opportunities for our students where there were few others. Now our three programs limit our students because of the large number of quality programs available. The committee asked itself, "Are we providing the best opportunities for our students?" The second major factor the committee considered was the changing relationship between the institution and our students. As an institution our focus on a parental role is lessening.

Prof. English indicated that both students and faculty resident directors indicate that students want and should have more integration with other students at the off-campus study site.

Prof. English summarized results of the student questionnaire to which there were 350 responses. This showed that students and parents want the opportunity to study abroad, but going on DePauw programs is not the deciding factor in whether students would participate. Students attending non-DePauw programs are more adventuresome. The educational quality of non-DePauw programs is perceived to be about the same as DePauw ones.

Prof. John McFarland asked if the number of students going abroad will remain the same. Yes, but the committee hopes that students will do more investigation of the study location. One benefit to this may be that study abroad will fulfill an academic need. Prof. Wayne Glausser asked if the committee had talked to Admissions. Yes, and they feel there will be no impact on admissions as long as there are opportunities to study abroad at a comparative cost. Usually there is a universal tuition deal, however board charges vary.

Prof. Ralph Raymond stated that he remains unconvinced this unanimous proposal meets the needs of our students. It eliminates choices in the most popular areas for study abroad. The University now remains in academic control of our programs; he feels the Off-Campus study office may not know enough about some of the other programs.

Prof. Bernie Batto asked if students who presently enroll in DePauw programs would still enroll in non-DePauw ones. Prof.

English says the data from the survey strongly suggests that they will. Some students may now feel they have been pushed into a DePauw program, even though they may have wished to go elsewhere. Dean John White agreed with this statement. Choice of location for students is limited because DePauw must keep the numbers up on its current programs. Programs such as the CYA are liberal arts programs, and as such will be good for undecided students who wish to be in a group situation.

Chaplain Lamar expressed his excitement at allowing students to be sent to Third World areas. This proposal will free DePauw from the need to fill quotas. Prof. Tom Emery felt that it is an advantage to faculty to have the opportunity to go abroad. The fact that we send our own faculty and control the program should appeal to parents of prospective students. If Admissions hasn't pointed this out, it should. Dean White responded that this issue is not of major importance to parents and that Winter Term helps expose students to foreign travel under the control of DePauw faculty. Prof. Raymond pointed out that Winter Term is not comparable to a semester abroad.

Prof. Bob Calvert asked if the committee has talked about problems with student behavior. Yes, the IEC is concerned that students are taking DePauw culture abroad, since they tend to stay in the group of 20 or more DePauw students. The IEC hopes that students will become more immersed in the foreign culture when they do not have this large group of familiar students with whom to associate.

Prof. Nafat Nasr again asked Prof. Rafat about differences in the quality of programs offered by other universities. The quality of instruction is not at issue, but rather the quality of experience and the diversity in alternative programs. Prof. Darrell LaLone expressed his views of off-campus study: 1) these programs are for students, not faculty development; 2) with the exception of the Mediterranean studies program, DePauw is promoting a euro-centric view of the world; 3) students can look for windows to the world or mirrors. Students tend to look for mirrors, but it is not DePauw's job to provide these.

Prof. Robbin Crabtree expressed her agreement with Prof. LaLone's feeling that we should help DePauw students grow up and stated that there are other ways to institutionalize programs rather than by having a DePauw Resident Director.

A secret ballot was taken. The motion passed by a vote of 76-18, with 6 abstaining. The change will go into effect for the 1993-94 school year.

Prof. Rainbolt further announced for CAPP that there have been 20 specific responses to requests for topics for the Core Winter Term. The planning committee will begin work soon.

RAS members were announced. Representatives by Division have been appointed and agreed to serve. They are: Division 1 - David Herrold and Bob Weiss (CAPP), Division 2 - Bill Cavanaugh and Paul Watt, Division 3 - Kathy Jagger, Katherine Price, Gene Schwartz (CAPP), and Division 4 - Tony Catanese and Bruce Stinebrickner (CAPP). Prof. Stinebrickner, as temporary spokesperson, reported on the organizational meeting held just prior to the faculty meeting. He indicated that the committee is in the process of establishing procedures.

Prof. Wade Hazel asked why a member of the faculty currently on sabbatical was appointed to the committee when other members of the division currently present on campus were willing to serve. The response was that because this committee is expected to be long term it should be treated like any faculty committee where people on sabbatical can be elected (but are replaced in their absence). It was further noted that the division affected had one more representative than the other divisions. Nonetheless, some faculty still objected to the manner in which RAS members were appointed.

Prof. Art Evans asked what deadlines RAS had been given or that RAS proposed. Prof. Stinebrickner indicated that RAS had not gotten that far in their meeting and were meeting again later in the week. He anticipated that there would be some August and December deadlines established. Provost DiLillo indicated that a list of current vacancies would be shared with the faculty via email and all subsequent resignations would be shared with the faculty. Finally, with regard to deadlines, it was noted that faculty should anticipate written justification for positions would be invited in the near future.

Prof. Raymond questioned overlap between RAS and FCFA and asked if there will be a working relationship between the two committees. That has not been discussed. The RAS process is narrow and its focus very specific. Prof. Rainbolt assured the audience that FCFA's guidelines would be considered by RAS. There was a discussion of the overlapping nature of FCFA and RAS in which several faculty had strong opinions. Included in the discussion was a reading of a description of RAS from page 16 of the faculty handbook. Also, it was noted that FCFA recommended the reinstatement of RAS. From the discussion it was clear that faculty are concerned about the issues being discussed by both FCFA and RAS. Prof. Catanese, a member of RAS, encouraged the faculty to trust the RAS committee to operate in an open and fair manner.

In her final announcement, Prof. Rainbolt stated that 80-90 professors have responded to CAPP discussion on new graduation requirements. CAPP has chosen the option of continuing to work on their draft, incorporating these outside suggestions. They will present the next draft late next fall.

COMMITTEE ON FACULTY (COF)

For COF, Prof. Carl Huffman moved to remove the following COF motion from the table.

"That the faculty handbook be amended on page 33, so that the first sentence of section B.1 would read 'At the end of each year (except the tenure review year) of the probationary period, the faculty member shall submit in writing to the school director or department chair a reasonably detailed evaluation of his or her performance of that year ...'"

He explained that this is a change in language about the annual review. One will not be done in the tenure year but will now be done in the interim year. The interim report is completed in September, so the rest of an untenured faculty's activities for that year will be covered in this annual report written at the end of their interim year. The motion carried, but not unanimously.

Prof. Huffman announced the list of faculty up for tenure and interim review next year. They are as follows:

<u>Tenure</u>	<u>Interim</u>	<u>Term</u>
Arnold Cooper	Meryl Altman	Amy Rominger
Lucinda DeWitt	Robbin Crabtree	
Ellen Parker	Barbara Elam	
Patrick Reynolds	Kenneth Kirkpatrick	
Marcia Roberts	James Polito	
Sunil Sahu	Phillip Powlick	
Maribeth Schmitt	Richard Roth	
	Daniel Shannon	
	Andrea Sununu	
	Steve Timm	
	Barbara Whitehead	

The Committee on Faculty invites written comments on any of these candidates. Open file policy will apply.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

For MAO, Prof. Mark Kannowski reported a change in number for two courses in the Communication Arts & Sciences department. CAS 244 - Communicative Disorders will now become CAS 343 and CAS 343 - Voice Science and Phonetics will change to CAS 244. Course titles remain the same.

REPORTS FROM OTHER COMMITTEES**SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)**

Prof. Ellen Parker discussed three issues SAC has recently addressed.

- 1) SAC completed the alcohol policy report, which has been presented to Student Affairs and a committee of the Board of Trustees. She is encouraged by recent developments regarding alternate social environments but highly concerned about having enough counseling available for students with problems with alcohol.
- 2) Regarding RUSH, she reported that in the three years we have had delayed rush students have taken the initiative to make changes in the system. In the first year of delayed Rush they tried to do it the same way they had in the past; in the second year they eliminated two skits; in the third year Panhellenic responded to the pre-Rush time commitment by requiring no preparation for the first two parties. For next year they have passed a motion eliminating the barrier of silence between members of houses and first year students prior to Rush. Prof. Parker stated that SAC was impressed with the students' efforts and would wait to see the final effect of all these changes before they address the issue further.
- 3) Final exam deviations will now be handled by the faculty involved and not Prof. Jackie Gardner. Dean Stan Warren hopes that students qualifying for post-season tournaments in various sports may take finals at other than the regularly scheduled time if necessary. Prof. Bob Calvert expressed the wish that academic affairs still handle deviation problems. Dean White wished for new solutions. He said faculty often undercut the Dean's decisions, but offered to distribute the guidelines his office was using. Prof. Gardner agreed it is very difficult to do this fairly. This issue may be discussed again if the faculty wishes.

FACULTY DEVELOPMENT COMMITTEE (FDC)

For FDC, Prof. Tom Hall gave the list of faculty receiving summer stipends. They are: Course Development and Renewal: Meryl Altman & Marthe Chandler (Interdisciplinary), Art Evans, Gary Lemon; Exploratory Scholarship and Artistic Project: David Harvey, Cleve Johnson; Completion of Scholarly Work or Artistic Project: Noah Lemos, Steve Timm, Lucinda DeWitt; LILLY COURSE DEVELOPMENT STIPENDS: [Freshman Seminar] Cynthia Cornell & Bob Newton (Interdisciplinary), Bill Cavanaugh, Bernie Batto; [Competence Course] Jim Mannon.

He applauded the increase in submission of good projects.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Wayne Glausser announced that the committee had no report.

LIBRARY ADVISORY COMMITTEE (LAC)

Prof. Bryan Hanson announced that 1) the survey which is part of the library self-study should be returned as soon as possible; 2) the periodical review is nearing completion; and 3) copyright policies as they pertain to reserve materials will be issued next week.

FACULTY COMMITTEE ON FINANCIAL AFFAIRS (FCFA)

Prof. Ralph Gray placed the FCFA motion on the floor, for discussion and vote.

- "1. FCFA shall continue as an ad hoc committee, meeting when called upon to consider matters within the scope of its charge by the administration, or the faculty, or its members. The chair shall convene FCFA at least once each semester.
2. Terms on FCFA will be for 3 years, with 1/3 of the original membership being replaced by faculty election at the end of academic year 91-92, the first 2/3's to be replaced being determine by lottery and volunteers.
3. FCFA's chairperson will serve for one year.
4. The first meeting in the academic year 92-93 will be called by the current chair within two weeks of the beginning of the fall term.
5. The new chair will be elected at this first meeting."

President Bottoms had questions of the committee. He asked what the committee sees as its charge, aside from the previously mentioned monitoring of faculty-student ratio and part-time faculty, and cuts in administrative staff. As a member of FCFA, Prof. Raines stated there were at least three issues FCFA might take up. Then there was some discussion on which committee should be in charge of which areas of deliberation, because almost anything has a financial aspect.

Faculty members asked for clarification about the meaning of ad hoc. It was noted that FCFA would not be a standing committee, it would not be advisory or coordinating and it would exist for an indeterminate length of time.

Provost DiLillo asked if any member of the faculty can charge the committee to study some issue. Prof. Raines said yes, any member of the faculty can come to FCFA. Prof. Tom Emery saw no problem because any faculty member now can ask a committee to discuss a

particular issue. Everyone did not agree with this and discussion continued on which committee should be in charge of studying which issues and who FCFA would report to after its investigation.

At some point during the discussion it was noted that the motion needed a second. Several faculty seconded the motion. Prof. Hazel called the question. The vote that debate cease passed by a large majority. A secret ballot was requested; the motion passed by a vote of 45 in favor, 38 against, with 3 abstentions.

COMMUNICATIONS FROM THE PRESIDENT

President Bottoms reported from the Board of Trustees that 1) new officers were elected with Mr. Baker as Chair, Mr. Rowland as Vice-Chair, and Mr. Anderson as Secretary. The new trustees are Mr. Steven Stittle and one to be elected by the United Methodist Church. 2) The Board voted on a change in the by-laws eliminating the 12-year term limit. If this had not been changed seven members, including several committee chairs, would have left the Board in one year. This rapid turnover is not wise. 3) The budget and admissions report to the board were the same as the ones he presented at the faculty luncheon. 4) The afternoon meeting of the board saw no action, only committee reports.

Pres Bottoms gave an update on the University's budget. Expenses have been reduced by \$280,000. Through retirements and resignations, 15½ positions and 2 graduate student positions have been eliminated in staff and administrative offices. The offices affected were listed. These reductions result in a savings of \$564,827. Some positions in development were added, totalling \$57,319, yielding a net savings of roughly \$507,508. The last two years have seen reductions in the non-faculty budget of \$1,222,500.

President Bottoms handed out information on the President's Discretionary Fund, including a list of grantees. He is pleased with the way the fund has developed. The Hewlett Foundation awarded a second grant due to their pleasure in the excellent work being done by grant recipients. There were no questions from the faculty about the grant.

OLD BUSINESS

Secretary of the Faculty Bridget Dibble asked that the motion about the by-laws, tabled in April, be voted on:

"That the fourteen Proposed By-laws changes which accompanied the April Agenda be accepted."

1. On page 7 Section II.D., change number five to read, "5. Remarks from the President"
2. On page 16, Section VII.A.2. replace "of which no more than three may be from one division and no more than two from one department," with "of which no more than two may be from one division and no more than one from each department,"
3. On page 19, Section VII.C.2. replace "of which no more than three may be from one division and no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
4. On page 20, Sections VII.D.2. and VIII.A.2. replace "of which no more than three may be from one division and no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
5. On page 21 Section VIII.B.2. add "of which no more than two may be from one division and no more than one from each department;" after " ... and two elected at-large),".
6. On page 24, Section VIII.H.2. replace "of which no more than two from one department;" with "of which no more than two may be from one division and no more than one from each department;"
Rationale: Currently, you can have three faculty from the same division on a committee and two from the same department. With only six total members that means one division can represent 50% of the committee and one department 33%.
7. On page 17, Section VII.B.3. replace a. with "a. Members of the committee shall be elected by the faculty during the spring election (described in VI.E. on page 14)."
8. On page 21 Section VIII.A.2 replace "the Director of Alumni Services" with "Director of Alumni Relations"
9. On page 22 Section VIII.C.2. delete "Summer Conference Coordinator,"
10. On page 25, Section XII after "... of the University" add "and the Secretary of the Faculty"
11. On page 25, Section XII replace "shall report regularly to the faculty meeting" with "shall report regularly at the faculty meeting"
12. On page 26, Section XVI add "6. administrators" and change "6." to "7."
13. On page 27, Section XVII.B.2 replace "(two members being replaced each year)" with "(one member being replaced each year except every third year two members will be replaced)"
14. On page 56, Section IV delete "in Asbury Hall."

The motion to vote on the by-laws changes was seconded. In the discussion Prof. Dibble noted that suggested change #13 upon careful reading did not make sense and amended the motion to delete change #13. The motion to amend was seconded and the vote to amend the changes carried.

Concerns were then raised about the implication of proposed change #12 with regard to administrators. After hearing the concerns, Prof. Dibble agreed that the issue needed more study and after such she would re-address the issue with the faculty. Consequently, she moved that the motion before the faculty be amended a second time to delete proposed change #12. The motion to amend was seconded and the vote to amend the changes carried.

The vote was then taken on the amended motion, i.e. accepting changes #1-11 and #14. The motion carried.

NEW BUSINESS

Prof. Ellie Ypma announced that there were three faculty with children in the graduating class: Janet Teegarden, Jim Mannon and Al Pankratz. Prof. Janet Teegarden moved:

"That the faculty authorize the Board of Trustees to advance those candidates certified by the Office of the Registrar to the Bachelor of Arts Degree, to be awarded in May of 1992."

Prof. Jim Mannon moved the same for those students to be awarded the Bachelor of Music degree and Prof. Louise Hart did likewise for those students to be awarded the Bachelor of Science in Nursing Degree. All three motions were seconded and passed.

ANNOUNCEMENTS

Prof. Dan Shannon asked for a report on Admissions. In Mr. David Murray's absence, Provost DiLillo gave a short report. The university has received 466 deposits as of May 4. This is approximately 50 ahead of last year. The next two weeks are critical as many students are waiting until the last minute. The May 1 deadline is really only a guidepost.

Dean White announced that the orientation committee has chosen The Handmaid's Tale as the reading for fall new student orientation. It will be mailed home this summer.

Provost DiLillo announced for the Alumni Office that faculty are encouraged to attend the alumni weekend reception June 6, from 3:00-4:30 in the Union Building.

The results of the spring election are as follows:

Committee	Division	End of Term	Length of Term	Elected Member
CAPP	3	95	3 years	Karin Ahlm
COF	1	95	3 years	VACANCY
	At-Large	95	3 years	NEED TO ELECT

Faculty Minutes 5/4/92 (cont.)

Page 11

	At-Large	95	3 years	NEED TO ELECT
	At-Large	93 Spr	1 sem	NEED TO ELECT
MAO	3	95	3 years	Nachimuthu Manickam
	At-Large	93	1 year	Carla Edwards
Scholast.	At-large	95	3 years	Ken Kirkpatrick
Achieve.	3	95	3 years	VACANCY because
nominee from the division would violate the rule about how many individuals from one department may serve on a committee				
Athletic Board	1	95	3 years	Steve Timm
	At-Large	94	2 years	Pat Jones
	At-Large	95	3 years	Steve Raines
Faculty Develop.	2	95	3 years	Andrea Sununu
	At-Large	95	3 years	Cleve Johnson
Continuing Education Committee	1	95	3 years	Patrick Reynolds
Internat'l Educ.	4	95	3 years	Darrell LaLone
	At-Large	95	3 years	Robbin Crabtree
Public Occasions (4 yr tm)	1	96	4 years	Claude Cymerman
	4	96	4 years	Barbara Whitehead
	At-Large	94	2 years	Cleve Johnson
Schol. Standing	3	95	3 years	Woody Dudley
	4	95	3 years	Phil Powlick
(which means serving on the Petitions Committee)				
Teacher Education	1	94	2 years	Lori Holewinski
	2	95	3 years	VACANCY
	At-Large	95	3 years	Randy Salman
Committee on Administration	At-Large	95	3 years	Gary Lemon
Board of Control/ Student Publications	At-Large	93	1 year	Barbara Bean
	At-Large	93	1 year	Sheryl Tremblay
Joint Committee on Honorary Degrees	At-Large	95	3 years	Mark Kannowski
Women's Studies Committee	At-Large	95	3 years	Marthe Chandler
	At-Large	93	1 year	Andrea Sununu

Chapl.s' Advisory	1	95	3 years	Carla Edwards
Faculty Committee	1	95	3 years	NEED TO ELECT
-Financial Affairs	2	95	3 years	NEED TO ELECT
GLCA At-Large Representative		93 Spr	1 sem	Larry Sutton
Review (COF)	1	1/94	1 year	Randy Salman
	1	1/94	1 year	Larry Sutton
	2	1/94	1 year	Bernie Batto
	2	1/94	1 year	Cynthia Cornell
	3	1/94	1 year	Mark Kannowski
	3	1/94	1 year	Nachimuthu Manickam
	4	1/94	1 year	John Schlotterbeck
	4	1/94	1 year	VACANCY -

Division's nominee is ineligible since he is a Chair. The term is one year - 2/1/93 through 1/31/94.

Divisional Officers

Div	Chairman	Secretary	Third Member
1	Randy Salman	Larry Sutton	Wes Wilson
2	Ken Kirkpatrick	Dan Shannon	Jim Rambo
3	Bryan Hanson	Lucinda DeWitt	Rick Smock
4	Tom Hall	Barbara Whitehead	Darrell LaLone

ADJOURNMENT

The motion to adjourn was made by Prof. John Anderson at 9:20 PM since it was his last opportunity to do so before retiring. The motion appeared to carry since all remaining faculty left.

Respectfully Submitted

Bridget Dibble
Secretary of the Faculty

Judy Mays
Assistant to the Secretary of the Faculty

Date: August 31st, 1992
To: Faculty
From: Bridget Dibble, Secretary of the Faculty
Subject: Fall 92 Elections

Below you will find a list of all committee vacancies that I am aware of to date. I'd like to get those vacancies filled as soon as possible so those committees can be working with a full slate. Divisional officers need to hold elections within their divisions to fill any vacant divisional positions and provide at-large nominations. Given the schedule in the next paragraph if you don't hear from your divisional officers soon contact them to find out how your division is handling things.

If the vacancy is an at-large one, I need the nominations from the divisions no later than September 11th, 1992. Ballots will be distributed on September 14th, 1992 and will be due on September 18th, 1992. I would like to know who will fill your divisional vacancies on September 11th, 1992 as well.

If you think there is a vacancy I am unaware of please let me know as soon as possible so I can get the word out to fill it ASAP. Keep in mind that if no one notifies me that there is a vacancy I have no way of knowing to fill it. It should be the responsibility of each individual faculty member to notify the Secretary of the Faculty when they are unable to serve a part of their term due to a leave or change in faculty status.

As a reminder, with regard to FCFA the vacancies are division specific (see below) but any division may nominate someone from the division with the vacancy and all faculty will vote for that vacancy.

To be clear about willingness and ability to serve, no one should nominate someone without asking them if they are willing to serve. Nominations submitted last spring MUST be resubmitted to verify that the candidate is still willing to serve.

Don't forget to check the by-laws regarding number of people from a division or department on the same committee before making a nomination. Also, keep in mind that individuals may serve on no more than one coordinating committee and no more than three total committees as per our by-laws. Finally, some committees have eligibility restrictions--please save us all time by checking that before submitting a nomination.

At-large Vacancies

COF - 3 year term - two positions
COF - Spr 93 replacement
Public Occasions - Fall 92 replacement
Women's Studies Committee - Fall 92 replacement
Board of Control for Student Publication - Spr 93 replacement

Division 1 Vacancies

COF - 3 year term
International Education - 1 year replacement
FCFA - 3 year term - two positions

Division 2 Vacancies

Teacher Education - 3 year term
FCFA - 3 year term

Division 3 Vacancies

SAC - 3 year term
International Education - 2 year term
Teacher Education - Fall 92 replacement

Division 4 Vacancies

SAC - 1 year replacement
Athletic Board - Fall 92 replacement
CEC - 1 year replacement
Teacher Education - 1 year replacement
Review COF (2/1/93 - 1/31/94) - 1 year term
Chaplains' Advisory - 2 year replacement

As a reminder the divisional officers are:

Division 1 - Randy Salman, Larry Sutton, Wes Wilson
Division 2 - Ken Kirkpatrick, Dan Shannon, Jim Rambo
Division 3 - Bryan Hanson, Lucinda DeWitt, Richard Smock
Division 4 - Tom Hall, Barbara Whitehead, Darrell LaLone

FACULTY COMMITTEES 1992-1993

Coordinating Committees

Committee	Division	Divisional Representative	End of Term	At-Large Representative	End of Term
Academic Policy & Planning (CAPP)	1	Catherine Fruhan	93	Bob Weiss	94
	2	Martha Rainbolt	93	Eugene Schwartz*	94
	3	Karin Ahlm	95	N/A	
	4	Bruce Stinebrickner (Nafat Nasr - SPR 93)	94	N/A	
other voting members: Bob Bottoms (President of the University), Len DiLillo (Provost), two students					
non-voting members: Patricia Jones (Director of the School of Music), Louise Hart (Director of the School of Nursing)					
Faculty (COF)	1	David Ott	95	Jim Elrod (Cynthia Cornell - SPR 93)	93
	2	Carl Huffman	93	Judy Raybern	95
	3	Gloria Townsend	93	Nick Steele	95
	4	Bill Field	94	Marcia McKelligan* Paul Kissinger	94 94
non-voting member: Len DiLillo (Provost)					
Management of Academic Operations (MAO)	1	Robbin Crabtree	93	Leslie Bussis (Carla Edwards - AY 92-93)	94
	2	Jim Rambo*	93	Paul Watt	94
	3	Nachimuthu Manickam	95	N/A	
	4	Marcelle McVorrán	94	N/A	
other voting members: Bob Bottoms (President of of University), John White (Provost Representative), two students					
non-voting members: Ellie Ypma (Registrar), Patricia Jones (Director of the School of Music), Louise Hart (Director of the School of Nursing)					
Scholastic Achievement (SAC)	1	Eric Edberg*	93	Ken Kirkpatrick	95
	2	Noah Lemos	93	Pam Propsom	94
	3	Dave Berque	95	N/A	
	4	Maribeth Schmitt (Marty Gill - AY 92-93)	94	N/A	
other voting members: Bob Bottoms (President of the University), John White (Provost representative), Joan Claar (Dean of Students), two students					
non-voting members: Patricia Jones (Director of the School of Music), Louise Hart (Director of the School of Nursing), Jane Brigman (Director of the BTR Representative), Associate Dean(s) of Students, President of Student Body, one other student (designated by Academic Council)					

*Chairperson

Executive Committees

Committee	Division	Divisional Representative	End of Term	At-Large Representative	End of Term
Athletic Board	1	Steve Timm	95	Steve Raines	95
	2	Sheryl Tremblay	93	Pat Jones	94
	3	Martha Avery	93	N/A	
	4	David Newman (Jim Mannon - Fall 92)	94	N/A	
other voting members: Len DiLillo (Provost), two students (one who has participated in intercollegiate athletics)					
non-voting members: Ted Katula (Director of Athletics), Director of Alumni Relations, One Alumnus/Alumna, Coach of a men's athletic team, Coach of a women's athletic team					
Faculty Development	1	Kathy Davis	94	Cleve Johnson	95
	2	Andrea Sununu	95	Bryan Hanson	94
	3	Kathi Jagger*	93	N/A	
	4	Tom Hall	93	N/A	
voting member: John White (Provost representative)					
non-voting members: Larry Sutton (Coordinator for Faculty Development)					
Continuing Education Committee	1	Patrick Reynolds	95	N/A	
	2	Dan Shannon	94	N/A	
	3	Paul Kissinger	94	N/A	
	4	Maribeth Schmitt (Joy Krueger - AY 92-93)	93	N/A	
other voting members: Judy Raybern (Chair of the Education Dept), Len DiLillo (Provost)					
non-voting members: Ellie Ypma (Registrar), Public Occasions Committee Chair, Relevant Dept Chairs & School Directors					
International Education	1	Barbara Elam	93	Maria Luque-Eckrich	95
	2	William Harman	94	Bruce Stinebrickner (Ed Ypma - Spr 93)	94
	3	Ellen Parker	94	Robbin Crabtree	95
	4	Darrell LaLone	95	Mac Dixon-Fyle	93
other voting members: Bob Bottoms (President of the University), Len DiLillo (Provost), Amir Rafat (Director of International Education), three students (including one international student and one student who has studied abroad)					
non-voting members: Ellie Ypma (Registrar), Dave Murray (Director of Admissions), Faculty Liaison for GLCA					

*Chairman

Executive Committees (con't)

Committee	Division	Divisional Representative	End of Term	At-Large Representative	End of Term
Public Occasions (four year terms)	1	Claude Cymerman	96	Cleve Johnson	94
	2	Meryl Altman	93	David Newman (Bob Kingsley - FALL 92)	93
	3	Nachimuthu Manickam	93	N/A	
	4	Barbara Whitehead	96	N/A	

other voting members: Keith Nighthenheler (Coordinator of Convocations), John White (Provost representative)

nonvoting member: Jane Funke (Director of Alumni and Public Relations)

Scholastic Standing	1	Wes Wilson	94	N/A	
	2	Jim Rambo	93	N/A	
	3	Woody Dudley	95	N/A	
	4	Phil Powlick	95	N/A	

other voting members: Provost representative, Joan Claar (Dean of Students), Patricia Jones (Director of the School of Music), Louise Hart (Director of the School of Nursing), Ellie Ypma (Registrar)

non-voting members: Associate Dean(s) of Students, Alan Hill (Director of Financial Aid), Director of the BTR representative, Jim Jagger (University Physician)

others in attendance: Carol Arner (Director of Counseling), Assistant Director(s) of Residential Life

Teacher Education	1	Lori Holewinski	94	Randy Salman	95
	2	Dan Shannon	95	Al Pankratz	94
	3	Janet Teegarden (Carl Singer - Fall 92)	93	N/A	
	4	Maribeth Schmitt (Eva Weisz - AY 92- 93)	93	N/A	

other voting members: Provost (or representative), Judy Raybern (Chair of the Education Department), one other members of the Education Dept (with either a specialty in elementary education or secondary education to balance the specialty of the chair)

others in attendance: Ellie Ypma (Registrar), Tom Cath (Director of Career Planning and Placement)

Petitions (subcommitte of Scholastic Standing)	1	Wes Wilson	94	N/A	
	2	Jim Rambo	93	N/A	
	3	Woody Dudley	95	N/A	
	4	Phil Powlick	95	N/A	

other voting members: Provost (or representative), Joan Claar (Dean of Students), Ellie Ypma (Registrar)

*Chairperson

Review (COF) present-1/31/93	1	Larry Sutton	N/A
		Judy George	
	2	Art Evans	N/A
		Bernard Batto	
Review (COF) 2/1/93-1/31/94	3	Bryan Hanson	N/A
		Bridget Dibble	
	4	John Dittmer	N/A
		Rod Clifford	
Review (COF) 2/1/93-1/31/94	1	Randy Salman	N/A
		Larry Sutton	
	2	Bernie Batto	N/A
		Cynthia Cornell	
Review (COF) 2/1/93-1/31/94	3	Mark Kannowski	N/A
		Nachimuthu Manickam	
	4	John Schlotterbeck	N/A
		Tom Hall	

Administrative Committees

Committee	Division	Divisional Representative	End of Term	At-Large Representative	End of Term
Committee on Administration	1	N/A		Bob Newton	93
	2	N/A		Gary Lemon	95
	3	N/A		Wayne Glausser	94
	4	N/A		N/A	
other voting members: Appointees of the President					
Board of Control of Student Publications (two year terms)	1	N/A		Tom Emery	94
	2	N/A		Tom Chiarella	94
				(Woody Dudley - SPR 93)	
	3	N/A		Barbara Bean	93
	4	N/A		Sheryl Tremblay	93
other voting members: Provost (or representative), Permanent Treasurer (appointed from the faculty by the President), Instructor of Journalism courses, six students (chosen by Academic Council)					
Joint Committee on Honorary Degrees	1	N/A		Martha Rainbolt	93
	2	N/A		Mark Kannowski	95
	3	N/A		Kevin Moore	94
	4	N/A		N/A	
other voting members: Members of the subcommittee of the Nominations and Trusteeship of the Board of Trustees					

*Chairperson

Administrative Committees (con't)

Women's Studies Committee	1	N/A	Martha Chandler	95
	2	N/A	David Newman	93
	3	N/A	(Judy George - FALL 92)	
			Leslie Bussis	94
		(Andrea Sununu - AY 92-93)		
	4	N/A	Kathy Davis	94

other voting members: two students (1 Student Senate, 1 Association of Women Students), Dean of Students (or representative), Director of Libraries (or representative), Four other members (1 part-time faculty, 1 contract staff, 1 non-contract staff, 1 independent scholar)

Chaplains' Advisory	1	Carla Edwards	95	N/A
	2	Jim Rambo	93	N/A
	3	Karin Ahlm	94	N/A
	4	Marcelle McVorrnan	94	N/A

other voting members: Designated Administrator, one student (from Chaplains' Living Unit Council)

non-voting members: Liaison with Indiana Area of UMC, two chaplains, Representative from Area Commission of the Indiana Area of UMC

Ad-hoc Committees

Faculty Committee on Financial Affairs (FCFA)	1	David Herrold	95	N/A
		Kathy Davis	95	
	2	Cynthia Cornell	93/94	N/A
		Bob Newton	95	
	3	Ellen Parker	93/94	N/A
		Steve Raines	93/94	
	4	Ralph Gray	93/94	N/A
		Gary Lemon	93/94	
	PT	Sonya Szabo-Reynolds	93/94	N/A

other voting members: none

non-voting members: Bob Bottoms (President of the University), Len DiLillo (Provost), Marty Catanese (Vice-President of Finance)

Other University Positions

GLCA	N/A	John Schlotterbeck	93
		(Larry Sutton - Spr 93)	
Representatives	N/A	Tony Catanese	94
Secretary of the Faculty	N/A	Bridget Dibble	93

*Chairperson

Divisional Officers (7/1/92 - 6/30/93)

Division	Chairman	Secretary	Third Member of the Nominating Committee
1	Randy Salman	Larry Sutton	Wes Wilson
2	Ken Kirkpatrick	Dan Shannon	Jim Rambo
3	Bryan Hanson	Lucinda DeWitt	Richard Smock
4	Tom Hall	Barbara Whitehead	Darrell LaLone

Year	Chairman	Secretary	Third Member of the Nominating Committee
92	Wes Wilson	Larry Sutton	Ken Kirkpatrick
93	Wes Wilson	Larry Sutton	Ken Kirkpatrick
94	Wes Wilson	Larry Sutton	Ken Kirkpatrick
95	Wes Wilson	Larry Sutton	Ken Kirkpatrick

Year	Chairman	Secretary	Third Member of the Nominating Committee
92	Wes Wilson	Larry Sutton	Ken Kirkpatrick
93	Wes Wilson	Larry Sutton	Ken Kirkpatrick
94	Wes Wilson	Larry Sutton	Ken Kirkpatrick
95	Wes Wilson	Larry Sutton	Ken Kirkpatrick

Year	Chairman	Secretary	Third Member of the Nominating Committee
92	Wes Wilson	Larry Sutton	Ken Kirkpatrick
93	Wes Wilson	Larry Sutton	Ken Kirkpatrick
94	Wes Wilson	Larry Sutton	Ken Kirkpatrick
95	Wes Wilson	Larry Sutton	Ken Kirkpatrick

*Chairperson