

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF SEPTEMBER 8, 1997

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:04 p.m. in 301 Harrison Hall with about 75 faculty present.

Vice President DiLillo called on Professor Bob Newton to propose changes to the standing rules of the faculty to allow the new Vice Presidents to attend faculty meetings.

Professor Newton reminded the faculty of the changes in the standing rules approved on October 2, 1995. Article XVI. Sections C and D currently read:

- C. The following persons may attend faculty meetings and, when recognized by the Presiding Officer, make presentations, respond to questions, participate in discussions, but not vote:
1. non-faculty persons with teaching responsibilities during the period in which they teach,
 2. Vice Presidents (3): of the University, of Development and Alumni Relations, and of Finance;
 3. Deans (4): of Academic Affairs, of Academic Services, of Admissions, of Students;
 4. Registrar.
- D. The following persons may attend faculty meetings as observers, and, by prior agreement with the Presiding Officer, make presentations and respond to questions, but not vote:
1. Executive Director of Development;
 2. Director of Public Relations;
 3. Director of Fifth Year and Travel Grant Programs and Winter Term Coordinator;
 4. student members (3) of coordinating committees;
 5. President of the Student Body;
 6. representatives (2 from each) of The DePauw, WGRE, and The Evening Edition; additional representatives may be permitted at the discretion of the Presiding Officer before the meeting starts;
 7. and others to whom permission is granted by majority faculty vote at the beginning of the meeting.

Professor Newton moved:

"To change the standing rules by: deleting the specific number of Vice Presidents and Deans, eliminating the titles of the Vice Presidents, correcting the number of student

representatives and coordinating committees, and replacing The Evening Edition (which no longer exists) with the Student TV Board."

The motion was seconded. After some discussion, the motion was approved by far more than the necessary two-thirds majority.

Sections C and D of Article XVI now read:

- C. The following persons may attend faculty meetings and, when recognized by the Presiding Officer, make presentations, respond to questions, participate in discussions, but not vote:
1. non-faculty persons with teaching responsibilities during the period in which they teach,
 2. Vice Presidents
 3. Deans: Academic Affairs, Academic Services, Admissions, Students;
 4. Registrar.
- D. The following persons may attend faculty meetings as observers, and, by prior agreement with the Presiding Officer, make presentations and respond to questions, but not vote:
1. Executive Director of Development;
 2. Director of Public Relations;
 3. Director of Fifth Year and Travel Grant Programs and Winter Term Coordinator;
 4. student members (2) of three coordinating committees;
 5. President of the Student Body;
 6. representatives (2 from each) of The DePauw, WGRE, and the Student TV Board; additional representatives may be permitted at the discretion of the Presiding Officer before the meeting starts;
 7. and others to whom permission is granted by majority faculty vote at the beginning of the meeting.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the May meeting minutes as circulated.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman announced that CAPP needs two student members to complete the committee roster. CAPP has approved the Resource Allocation Subcommittee report. It will be a busy year with several items from the General Education Task Force report and

the Strategic Planning Committee report to consider.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser announced that COF will be working on the student evaluations of teaching.

Prof. Glausser moved, on behalf of COF, to remove from the table the motion to modify the Academic Handbook:

"That the words 'teaching effectiveness or' be added to the section describing areas considered by external evaluators."

The motion to remove from the table was approved as was the motion. The wording change will appear in the Personnel Policies portion of the handbook, Sec. IV C. 3. c. (page 37 of the 6/97 printing of the Academic Handbook). The relevant portion of the amended subsection reads:

persons outside the University who are qualified to judge an appropriate aspect of the candidate's teaching effectiveness or professional competence.

Prof. Glausser concluded his report by announcing the deadline for promotion nominations is September 17.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim Mills announced the deadline for submission of new course proposals and requests for course inclusion in the Group Distribution Requirements that are to appear in the 97/98 second semester course schedule is Thursday, September 18. Thursday, October 16 is the deadline for all new course proposals and requests for course inclusion in the Group Distribution Requirements that are to appear in the new catalog.

Prof. Mills informed the faculty that a new time bank proposal would be sent to department chairs. Hopefully, the proposal will be brought to the October faculty meeting and voted on at the November meeting.

Prof. Mills, for MAO, moved to place on the table:

"That the following executive committee of the faculty be established:

LIBRARY ADVISORY COMMITTEE (will be located in the Handbook as Article VIII, Section I)

1. Function. This committee advises the library staff and administration on matters of library policy and assists in formulating plans, goals, and priorities, and in determining the overall role of the library in support of the academic program.

In addition, this committee shall develop and administer personnel policies and procedures for renewable term faculty librarians.

2. Membership. Voting members: four elected members of the faculty, one from each academic division; the Director of Libraries; one additional librarian elected by the faculty; the Academic Vice President (or his or her designated representative); and two students, one designated by Student Congress and the other appointed by the library advisory committee in consultation with the library staff.

The Director of the Libraries, the additional librarian, and the student members of the committee shall not be present during discussions that involve decisions or evaluations related to individual members of the library staff. They may, however, participate in general discussions such as policy matters related to library personnel."

The motion was tabled.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Matthew Balensuela asked for faculty volunteers to serve on the student conduct board. SAC still needs one student representative. SAC is continuing to discuss items related to gay, lesbian, and bisexual issues.

REPORTS FROM OTHER COMMITTEES

COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Chiarella said that the COA had discussed the structure of the Academic Vice President search committee. The committee will have five faculty members with at least one from each division. COA wants to announce the committee during the week of September 22 and seeks several nominees (four per division plus extra-divisional and self-nominations) for its consideration.

SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm announced that the task force reports have been read and sent back for corrections in fact. All reports will be made available to the faculty and two discussion meetings will be held for faculty opinion on the task force issues. Prof. Ahlm reminded department chairs of the need to submit fall syllabi, vita, and any missing departmental reports and student outcome assessments. The North Central Accreditation team will be on campus February 23-25, 1998.

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Bryan Hanson announced a September 17th meeting for faculty eligible for sabbatical leave next year. September 15 is the deadline for the next round of research and professional development grants. Prof. Hanson reminded the faculty of changes in the Faculty Conference funding.

STRATEGIC ACADEMIC PLANNING COMMITTEE

Vice-President DiLillo informed the faculty that the ad hoc committee working on academic planning has nearly completed its report. The report will be made available to the faculty. Most of the recommendations will be sent to CAPP for their consideration. Some recommendations will be sent to other faculty committees.

REMARKS FROM THE PRESIDENT

President Robert Bottoms informed the faculty that he had "said most of what I wanted to say to you on Funny Friday." He urged the faculty to complete all items for the North Central reports.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Professors Paul Watt and Bill Harman informed the faculty of travel and study opportunities in India that are available through a collaborative effort with other universities in Indiana.

Professor Craig Pare invited the faculty to join the Tiger Pep Band.

Dean Anita Solow encouraged the faculty to attend the presentations, scheduled for September 9 and 10, concerning the students with disabilities and our obligations as a faculty and as an institution.

Professor Howard Brooks announced the schedule for electing the three faculty members to the Hartman Center Steering Committee created last spring.

ADJOURNMENT

The meeting was adjourned at 4:55 p.m..

Respectfully submitted,

Howard Brooks
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF OCTOBER 6, 1997

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:05 p.m. in 301 Harrison Hall with about 75 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the September meeting minutes with a minor typographical correction on page 4. Under the function of the Library Advisory Committee, the committee will be responsible for formulating plans not planes.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman announced that CAPP met twice in September. CAPP discussed the Winter Term Subcommittee and will bring an amendment to the Handbook to put Winter Term under the responsibility of CAPP. Prof. Ernie Henninger will replace Prof. Steve Raines on the Winter Term Subcommittee for this semester while Prof. Raines is on sabbatical. CAPP has begun preliminary discussions of General Education Task Force report, but wants to consider the Strategic Academic Planning report simultaneously. Vice-President DiLillo announced that the report from the Strategic Academic Planning group would be distributed this week to members of CAPP, COA, department chairs, program directors, chairs of faculty committees, the President's Cabinet, Student Congress, and the Academic Affairs committee of the Board of Trustees. Additional copies will be put on file in the library. The report outlines areas to focus planning and set priorities. It contains a well-considered list of issues and recommendations.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glasser announced that the following faculty will be considered for promotion to professor this year: Istvan Csicsery-Ronay, William Harman, Jeffrey McCall, Richard Smock, Fred Soster, and Valarie Ziegler. Barbara Whitehead will be considered for promotion to associate professor. Materials concerning these candidates should be sent to the Academic Affairs office by October 27.

COF is distributing a packet of information concerning student evaluations. Faculty are encouraged to return their reactions to the various evaluation options.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim Mills moved, for MAO,

"That the faculty approve the following new courses:

ARTH 309 Advanced Topics in the History of Art 1/2 - 1 cr.
CS 100 Introduction to Conflict Studies 1 cr.
CS 430 Senior Seminar: The Study and Analysis of Conflict 1 cr.
SOC 337 Ethnic Conflict 1 cr.
HIST 330 Sex, Politics & Society in Victorian England 1 cr."

The motion was approved without discussion.

Prof. Mills moved, for MAO,

"That the faculty approve the discontinuing of two courses:
GEOG 271 Geography of Asia, Africa, and Australia 1 cr.
GEOG 273 Geography of Europe and Russia 1 cr."

After brief reassurance that the subject would be covered in other courses, the motion was approved.

Prof. Mills announced the following course title changes:

GEOG 351 Geomorphology changed to Map Interpretation
GEOG 153 Human Geography to World Geography

Prof. Mills, for MAO, moved to remove from the table:

"That the following executive committee of the faculty be established:

LIBRARY ADVISORY COMMITTEE (will be located in the Handbook as Article VIII, Section I)

1. Function. This committee advises the library staff and administration on matters of library policy and assists in formulating plans, goals, and priorities, and in determining the overall role of the library in support of the academic program.

In addition, this committee shall develop and administer personnel policies and procedures for renewable term faculty librarians.

2. Membership. Voting members: four elected members of the faculty, one from each academic division; the Director of Libraries; one additional librarian elected by the faculty; the Academic Vice President (or his or her designated representative); and two students, one designated by Student Congress and the other appointed by the library advisory committee in consultation with the library staff.

The Director of the Libraries, the additional librarian, and the student members of the committee shall not be present during discussions that involve decisions or evaluations related to individual members of the library staff. They may, however, participate in general discussions such as policy matters related to library personnel."

The motion was removed from the table. There was considerable discussion of the motion. Concern was expressed about the

personnel process preventing the committee from considering broad library policy issues. It would be awkward to serve in an evaluative role beyond policy advising. Several faculty objected to personnel decisions being handled by a committee other than the COF.

Prof. Wade Hazel moved:

"To return the motion to MAO for reconsideration of the personnel evaluation function of the Library Advisory Committee."

The motion was seconded and approved.

Prof. Mills announced that the Academic Advising Committee will be reporting to MAO.

Finally, Prof. Mills moved to table:

"That the faculty adopt a new time bank system:
To Become Effective 1998-99

Three meeting times (195 minutes per week)

3: 10:00 - 11:05 MWF
4: 11:15 - 12:20 MWF Note: Science classes with labs can meet
5: 1:15 - 2:20 MWF three times per week at 8:00 and
6: 2:30 - 3:35 MWF 9:00 also

Two hours, two days a week (200 minutes per week)

A: 10:00 - 11:50 T Th
B: 12:00 - 1:50 T Th
C: 2:00 - 3:50 T Th
D: 7:00 - 8:50 p.m. T Th

Four meeting times:
(200 minutes)

1: 8:00 - 8:50 MWThF
2: 9:00 - 9:50 MWThF
3: **10:00 - 10:50 MTWF**
4: **11:15 - 12:05 MTWF**
5+B: 1:15 - 2:05 MWF, 1-1:50 T
6+B: 2:30 - 3:20 MWF, 1-1:50 Th

Five meeting times:
(250 minutes)

1: 8:00 - 8:50 MTWThF
2: 9:00 - 9:50 MTWThF
3+A:** 10:00 - 10:50 MTWThF**
4+A:** 11:15 - 12:05 MTWThF**
5+B: 1:15-2:05 MWF, 1-1:50 TTh
6+C: 2:30 - 3:20 MTWThF

** These banks are to be used only for multiple section classes that must meet more than three times a week, such as math/statistics, beginning languages, and music theory.

One Day Banks

(Lab, seminar, classes)

8:00 - 10:50 T	170 minutes	1:00 - 3:50 W	170 min.
10:00 - 12:50 T	170 minutes	1:00 - 3:50 Th	170 min.
10:00 - 12:50 Th	170 minutes	1:00 - 3:50 F	170 min.
1:00 - 3:50 M	170 minutes	7:00 -10:00 p.m. T	180 min.
1:00 - 3:50 T	170 minutes	7:00 -10:00 p.m. Th	180 min.

Half Credit classes:

8:00 W F	10 - 11:50 Th	2 - 3:50 T
8:00 T Th	11:15 W F	2 - 3:50 Th
8 - 9:50 T	11:00 T Th	2:30 M W
9:00 W F	12:00 - 1:50 T	2 T Th

9:00 T Th	12:00 - 1:50 Th	3 T Th
10:00 W F	1:15 M W	7 - 8:50 p.m. T
10:00 T Th	1 T Th	7 - 8:50 p.m. Th
10 - 11:50 T		

NOTE: A graphical version of the schedule will be in the printed version of the minutes.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Matthew Balensuela reported that SAC had met with Suzanne Bufano to discuss the counseling needs at DePauw. Like other institutions, DePauw is seeing a significant increase in the number of students seeking counseling. The counselor:student ratio at DePauw is 1:1100, which is worse than the national average and all but one GLCA school. SAC hopes that Vice-President of Student Services James Lincoln will find a way to increase the number of counselors.

SAC is reviewing and reconsidering its function as described in the Faculty Handbook.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Bryan Hanson announced that October 20 is the application deadline for: sabbatical leave for the 98-99 academic year, sabbatical leave for the Fall 98 semester, Fisher time-outs and Fisher fellowships.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Hall, substituting for Prof. Tom Chiarella, said that the COA had worked with the President to select the five faculty members of the Academic Vice President search committee. COA will be meeting with the President to discuss institutional priorities.

SELF STUDY STEERING COMMITTEE

Prof. Karin Ahlm encouraged the faculty to read the task force reports and attend open meetings to discuss the five reports in the next two weeks.

REMARKS FROM THE PRESIDENT

President Robert Bottoms informed the faculty that the Campaign is now only nine million dollars short of the sixty-five million dollar cash goal. The Board of Trustees is committed to securing this cash by the end of the academic year. With the immediate financial needs met, the President will discuss how to use these funds in the academic program with the COA. There will be an open meeting to discuss the appropriate ways to set priorities and process our needs that include: additional counseling, more faculty development, the library, technological needs, faculty salaries, and number of faculty.

The Board of Trustees will meet on October 23 and 24 to review the Campaign, consider a preliminary report on Residential Life

Standards in all living units, and the proper way for the Board to hear from the faculty. Board of Trustees Chair Ian Rolland will return to the President's House on October 27 at 7:30 p.m. to have an open discussion with the faculty.

The President, responding to a query from Prof. Bryan Hanson, told the faculty that chairs of faculty committees no longer attend the Board of Trustees meetings.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Prof. Eric Silverman expressed concerns about some recent e-mail sent to the @Faculty distribution list from the Religious Life Center. He was worried that the Center was supporting a narrow Christian viewpoint.

ADJOURNMENT

The meeting was adjourned at 5:14 p.m..

Respectfully submitted,

Howard Brooks
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF NOVEMBER 3, 1997

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:05 p.m. in 301 Harrison Hall with about 80 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the October 6, 1997 meeting minutes as circulated.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman described the involvement of CAPP with the Winter Term Subcommittee since 1995. He moved, for CAPP, to place the following motion on the table:

"To change the Faculty Handbook concerning the Winter Term Committee by:

1. Deleting the words "Winter Term" from Article VII, Section C, subsection 1, paragraph 2 (page 19 of 6/97 printing).
2. Adding the words "Winter Term" after "University Studies" in Article VII, Section A, subsection 1, paragraph 2 (page 16).
3. Add a fourth subsection to Article VII, Section A (page 16):
4. The Winter Term Committee is a subcommittee of the Committee on Academic Policy and Planning. It is composed of four full-time faculty (appointed by CAPP, one from each division, for three year staggered terms), two students (appointed yearly by Student Congress), the Vice-President for Academic Affairs (or his or her representative), and the WT Coordinator as an ex-officio member.

The committee should report to CAPP in the spring of every year.

The responsibilities of the WT Committee are the following:

- 1) review policies, procedures, and standards pertaining to all Winter Term programs
- 2) oversee and make final recommendations about the staffing of WT programs
- 3) review and approve all proposed WT projects and courses - both on-campus and off-campus
- 4) evaluate Winter Term on an annual basis, and make recommendations to CAPP regarding policy changes."

The motion was tabled with an opportunity for questions. Prof. Jim Mills explained that MAO supported the shift of responsibility to CAPP.

CAPP has read the General Education Task Force report and the report from the Strategic Academic Planning group. CAPP will consider Recommendation 41 of the Strategic Academic Planning Group report to expand the role of the Resource Allocation Subcommittee.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser announced that COF had received 100 responses concerning the teaching evaluation forms. COF hopes to present a new form at the December faculty meeting. COF has also begun to review tenure cases.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Mills moved, for MAO, to remove from the table the motion to form a Library Advisory Committee. Also acting for MAO, he moved to strike the paragraphs dealing with personnel policy. The motion to remove from the table as modified was approved. The motion read:

"That the following executive committee of the faculty be established:

LIBRARY ADVISORY COMMITTEE (will be located in the Handbook as Article VIII, Section I)

1. Function. This committee advises the library staff and administration on matters of library policy and assists in formulating plans, goals, and priorities, and in determining the overall role of the library in support of the academic program.

2. Membership. Voting members: four elected members of the faculty, one from each academic division; the Director of Libraries; one additional librarian elected by the faculty; the Academic Vice-President (or his or her designated representative); and two students, one designated by Student Congress and the other appointed by the library advisory committee in consultation with the library staff."

The motion was approved.

Prof. Mills announced the following changes in course titles.

FREN 110 Elementary French (Intensive) TO
Review of Elementary French
SPAN 140 Elementary Spanish(Intensive) TO
Review of Elementary Spanish

He also announced that PHIL 205 Philosophy of Science has changed its number to PHIL 305. Prof. Marthe Chandler said that science students were still welcome to take the course.

Prof. Mills, for MAO, moved:

"That the credit be changed for BIOS 387- Histology from 1/2

course to 1 course."

The motion was approved.

Prof. Mills, for MAO, moved:

"That the faculty approve the following new courses:
PHIL 218 Chinese Philosophy 1 credit,
HIST 275 African American History 1 credit,
PHYS 203 Cosmology 1 credit,
HIST 156 Advanced Placement in History 1 credit,
POLS 156 Advanced Placement in Political Science 1 credit."

After brief comments concerning the History and Political Science courses, the motion was approved.

Prof. Mills, for MAO, moved:

"That the faculty delete the following courses:
HIST 273 African American History Through Reconstruction 1 cr.,
HIST 274 African American History Since Reconstruction 1 cr."

The motion was approved.

Prof. Mills, for MAO, moved to place the following motion on the table:

"That Conflict Studies 107-Introduction to Conflict Studies be added to the list of courses satisfying Group 2 of the distribution requirements."

Prof. Mills offered to remove the time bank motion from the table. He wanted to allow for discussion, but intended to return it to the table until the December faculty meeting. Vice-President DiLillo, acting on the advice of Professor Emeritus Bob Weiss, allowed for twenty minutes of discussion without bringing the motion off the table. A variety of concerns about the proposed system were shared.

Prof. Istvan Csicsery-Ronay moved to remove the time bank proposal from the table. The motion was seconded. The motion failed.

Prof. Wade Hazel moved to end the discussion. The motion was seconded and approved.

A request by Prof. Mills to take a non-binding vote on the time bank proposal was called out of order by a few faculty.

Prof. Mills announced a change in the interdisciplinary major requirements for Russian Studies. The announcement contained a sentence fragment that Prof. Ralph Raymond corrected. The final version of the announcement will be printed in the University Bulletin.

"The Interdisciplinary Studies Major for Russian Studies will now require: Russian 221 and Russian 222 plus EIGHT additional courses. At least three courses, divided between

history and political science will be required, outside the language, literature and culture offerings."

MAO is considering changing the length and timing of Fall Break and Thanksgiving vacation in the academic calendar.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Matthew Balensuela informed the faculty that SAC was considering a faculty survey concerning the counseling center program. SAC is continuing to review its description in the faculty handbook.

REPORTS FROM OTHER COMMITTEES

COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Hall reported that COA had continued discussions with President about the ad hoc strategic academic planning group report. COA will meet with the Board of Trustees during their January retreat meeting in Florida to discuss priorities coming from the report. COA met with the Trustees on October 24, and most members met with Board Chair Ian Rolland on October 27. COA has discussed holding a series of open fora for faculty to discuss various issues. While planning has not been completed, COA feels that it should hold such meetings to report to the faculty and more importantly to hear faculty opinions.

SELF STUDY COMMITTEE

Prof. Karin Ahlm announced that some departments still need to submit their information for the self-study report.

REMARKS FROM THE PRESIDENT

President Bottoms addressed the faculty concerning the recent Board of Trustees meeting. He noted that the Campaign still needs to raise more than eight million dollars in cash. The Board hopes to use the January retreat to consider academic planning and several open-ended questions. What can DePauw do to be distinguished? What can DePauw do to elevate intellectual life? What should be the linkage between the University and the world of work? What changes need to be made with student housing? What strategies can we adopt to improve retention?

President Bottoms announced that he met with Vice-President for Student Services James Lincoln and SAC Chair Balensuela to discuss counseling issues. What services does DePauw provide? What services will be contracted out to outside providers?

The President encouraged faculty to attend a presentation by a senior adviser to President Clinton. President Bottoms believes that a good attendance would assist in getting Mr. Clinton to come to campus.

President Bottoms said that a memo would be sent to the faculty concerning the search for the new Vice-President for Academic Affairs after the next committee meeting. He welcomed all nominations for the position.

President Bottoms offered his congratulations to Prof. David Berque for being named U.S. professor of the year at a baccalaureate institution. The faculty responded to the statement with a standing ovation.

Prof. Pam Propsom asked about the series of recent announcements concerning new administrators. The President responded that there was not any expansion, except the anticipated hiring of an assistant for Vice-President Lincoln.

Prof. Bryan Hanson asked about the strategic academic planning process. He believed that the ad hoc committee was an example of how not to operate under our current system of faculty governance. The President said that open meetings are coming.

Responding to a question from Prof. Jack Morrill, the President said that he had discussed the current merit pay system in one meeting with the COA.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Prof. Valarie Ziegler announced that an open luncheon meeting would be held with a Dean of the Chapel candidate Monday, November 10.

Prof. Howard Brooks announced that the faculty would need to elect its various representatives to the newly formed Library Advisory Committee.

ADJOURNMENT

The meeting was adjourned at 5:24 p.m..

Respectfully submitted,

Howard Brooks,
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF DECEMBER 1, 1997

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:05 p.m. in 301 Harrison Hall with about 85 faculty present.

APPROVAL OF PREVIOUS MINUTES

The November 3, 1997 meeting minutes were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman moved to remove from the table the following motion:

"To change the Faculty Handbook concerning the Winter Term Committee by:

1. Deleting the words "Winter Term" from Art.VII, Sec.C, sub.1, para2 (p.19 6/97 ed.)
2. Adding the words "Winter Term" after "University Studies" in Art.VII, Sec.A, sub.1, para2 (p. 16).
3. Add a fourth subsection to Art. VII, Sec. A (p. 16):
4. The Winter Term Committee is a subcommittee of the Committee on Academic Policy and Planning. It is composed of four full-time faculty (appointed by CAPP, one from each division, for three year staggered terms), two students (appointed yearly by Student Congress), the Vice-President for Academic Affairs(or his or her representative), and the WT Coordinator as an ex-officio member.

The committee should report to CAPP in the spring of every year. The responsibilities of the WT Committee are the following: 1) review policies, procedures, and standards pertaining to all Winter Term programs 2) oversee and make final recommendations about the staffing of WT programs 3) review and approve all proposed WT projects and courses - both on-campus and off-campus 4) evaluate Winter Term on an annual basis, and make recommendations to CAPP regarding policy changes."

The motion to remove from the table was seconded and approved. This language brings the handbook into agreement with the current way that Winter Term is supervised by the faculty. The motion was approved.

Prof. Huffman announced that CAPP is divided on the issue of making major revisions to the general education requirements. CAPP is supporting the work of the Resource Allocation Subcommittee with the Vice-President for Academic Affairs to develop a long range plan for faculty staffing. RAS will continue to meet annually to rank departmental requests, and meet once per semester to consider other positions that arise.

CAPP will meet with Vice President for Admission and Financial Aid Madeleine Eagon to consider long range admission planning. The discussion will include admission standards, goals, and the student profile.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser moved, for COF, the following:

"That the faculty approve the new student evaluation form proposed by the COF. The form will be used beginning in the Fall 1998 semester."

Prof. Glausser explained the lengthy process that led to the new form. Prof. Kevin Moore offered the advantages of using a relative, rather than an absolute, rating scale. The new form is thorough and should help faculty improve their courses. The motion was approved.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim Mills announced two changes of title:

MUS 351 Elementary General Music: Methods and Materials TO
Elementary General Music: Methods, Materials and
Curriculum

MUS 352 Vocal Methods and Materials for Jr. and Senior High
School TO
Secondary Vocal Music: Methods, Materials and
Curriculum

Prof. Mills, for MAO moved:

"To change the credit of:
MUS 351 Elementary General Music: Methods, Materials and
Curriculum from 0.5 to 1 cr.
MUS 352 Secondary Vocal Music: Methods, Materials and Curriculum
from 0.5 to 1 cr."

Prof. Mills requested to remove from the table:

"That CS 107 Introduction to Conflict Studies be added to the list of courses that satisfy the Group 2 distribution requirement."

The motion to remove from the table was seconded and approved. The motion was approved.

Prof. Mills requested to remove from the table:

"That the faculty approve a new Time Bank System for the University."

The motion to remove from the table was seconded and approved.

Prof. Mills offered an amendment:

"Implementation of the the Time Bank System shown below will begin in the Fall Semester of 1999."

NOTE: Printed versions of the minutes contain tables that describe the time banks. The Secretary of the Faculty lacks the proper hardware and software to put the tables into this Web version.

Vice-President DiLillo ruled that the amendment would become the motion.

Prof. Mills explained that the delay would allow time to insure better implementation. Schedules for the 1998-99 academic year would be prepared for the new system and checked for potential problems.

Student Body President Trina Heldt presented the faculty with the following resolution:

Congressional White Paper

Submitted to the DePauw University Student Congress this 18th Day of November, 1997

Whereas It is the role of Congress to serve as the liason between the faculty and the administration;

Whereas Faculty and administrators have expressed an interest in hearing whether or not students support the new time bank proposal;

Whereas Students' support of the time bank proposal may benefit its passing amongst the faculty;

Therefore We, the DePauw Student Congress, recommend and support the idea of the new time bank proposal, as most recently presented by MAO, and the proposals as suggested by Student Congress.

President Heldt suggested that the students would like to see the lab times be more specific, and a trial simulation of schedule to insure adequate distribution of classes across the time banks. The students expressed concerns about faculty availability and the willingness of faculty to adjust to the changes. They are also concerned about the number of late Friday afternoon classes and their impact on students involved in intercollegiate athletics.

After considerable discussion, the motion was approved by a secret ballot vote of 64 yeses, 22 no, and two abstaining.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Matthew Balensuela announced that President Bottoms had approved the hiring of one additional counselor for the spring

semester. SAC is continuing to work on the committee description in the faculty handbook.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Bryan Hanson announced that Prof. Bernie Batto will be the 1998-99 Fisher Fellow. He repeated a request for nominations for the Faculty Development Coordinator position. He presented to the faculty a new program to support student-faculty summer collaborative projects. There are funds to support eight pairs of students and faculty, and the program is open to all disciplines.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Chiarella informed the faculty that COA is working on the items to be discussed with the Board of Trustees during their Florida retreat in January.

SELF STUDY COMMITTEE

Prof. Karin Ahlm announced that the Self-Study document would be available within two weeks. Comments concerning the document must be made by the first week in January. She reminded the faculty of the NCA team visit February 23-25.

ASSESSMENT COMMITTEE

Prof. Ahlm reminded the faculty that assessment is an ongoing process that will need to become routine. The system must be regularized with more faculty and less administrator involvement.

REMARKS FROM THE PRESIDENT

President Bottoms reminded faculty of the academic planning discussion scheduled for December 2. He announced that the Campaign drive had received \$2.2 million of the remaining \$10 million cash goal and that December is usually a good month for contributions to the University.

The President asked Prof. Ralph Raymond to discuss the search for the new Vice President for Academic Affairs. Prof. Raymond outlined the work of the committee with the consultant, and their success in identifying the type of person needed for the position. The committee anticipates making its first cut before Winter Term and hopes to make a final recommendation in March.

OLD BUSINESS

None

NEW BUSINESS

Prof. Bob Stark moved:

"That degrees be granted to those students
that have satisfied all requirements for graduation."

Prof. Marthe Chandler seconded the motion. The motion was
approved.

ANNOUNCEMENTS

Prof. Howard Brooks announced the divisional representatives to
the Library Advisory Committee are: Div. 1 - Melanie Barnes; Div.
2 - Dave Guinee; Div. 3 - Bruce Serlin; Div. 4 - Darrell LaLone.

Registrar Ellie Ypma reminded the faculty of the registration day
Friday and asked that faculty raise the enrollment limits, if
possible, in their classes.

ADJOURNMENT

The meeting was adjourned at 5:50 p.m..

Respectfully submitted,

Howard Brooks, Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF FEBRUARY 2, 1998

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:05 p.m. in 301 Harrison Hall with about 65 faculty present.

APPROVAL OF PREVIOUS MINUTES

The December 1, 1997 meeting minutes were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman told the faculty about a meeting with Vice President for Admission and Financial Aid Madeleine Eagon. Vice President Eagon discussed long range admission planning, prospective student profiles, and selectivity goals. She wants to have regular faculty participation and CAPP agreed to meet with her twice every year.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser announced that COF is doing routine case work.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim Mills announced that MAO has approved allowing students to take a Q, S, or W pass-fail if they have already satisfied that competency in a previous course.

Prof. Mills also told the faculty that the course HONR 200 Honor Scholar Area Seminar has changed course number to HONR 300.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Matthew Balensuela told the faculty that twenty-four applications had been received for the new term counselor position. SAC is continuing to review the counseling program.

Prof. Balensuela moved, for SAC, to table the motion to amend the faculty handbook:

"To change the title, function, and membership descriptions for the Committee on Scholastic Achievement (Article VIII, Section D):

Article VIII Section D

Committee on Student Life and Academic Atmosphere

1. Function. This committee shall be responsible for the policies

and actions of the faculty relating to student life and general academic atmosphere of the university.

This committee, with faculty approval, shall deal with policies, guidelines, and information on all factors affecting student life and campus-wide academic atmosphere; these factors include policies stated in the Student Handbook (e.g., academic dishonesty, the student judicial process, or sexual harassment), policies on campus-wide academic atmosphere (e.g., collecting data on university-wide GPAs or studying the effects of social activities on classroom work), and policies which encourage faculty - student interactions which foster the intellectual life of the university.

This committee shall coordinate the faculty representation on those committees, councils, and boards which supervise student life and campus-wide academic atmosphere issues participated in jointly by faculty members and students including the Appeal Board, Board of Control of Student Publications, Committee on Academic Integrity, and Student Conduct Board.

2. Membership. Voting members: The President of the University; The Vice President for Academic Affairs (or his or her appointed representative); The Vice President for Student Services (or his or her appointed representative); six elected faculty members (one elected from each division and two elected at-large), of which no more than two may be from one division and no more than one from each department; and two students.

Ex-officio members (without vote): the Dean of Students, the Dean of the School of Music, the Director of the Office of Institutional Research, the President of the Student Body, and one other student to be designated by the Student Congress by virtue of the office which she or he holds.

After Prof. Balensuela explained that the changes were being made to match the handbook to the current responsibilities of SAC, the motion to table was approved.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Bryan Hanson reminded the faculty of the upcoming deadlines for FDC grants. February 9 is the deadline for summer stipends and spring research and professional development grants. March 20 is the deadline for summer student-faculty collaborative research proposals.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Chiarella briefly summarized the meeting of members of the COA with the Board of Trustees at their January retreat. COA will be drafting a summary paper to share with the faculty and plans to have more open meetings to discuss the strategic planning process. Prof. Chiarella felt that the Board was open and honest and concerned about faculty compensation and

development. He noted that there was disagreement on many issues between board members. He had a positive reaction to the meeting and looked forward to seeing specific plans. Prof. Tom Hall, another COA attendee at the retreat, shared an equally optimistic reaction to the meetings. President Bob Bottoms agreed that the retreat was positive and announced his intentions to produce his own summary paper. He hoped that the summaries could help to focus discussion at the open meetings.

SELF STUDY COMMITTEE

Prof. Karin Ahlm is distributing the self study document. The NCA visitation team will be on campus February 23 to February 25. Prof. Ahlm encouraged the faculty to be open to meet with members of the team, if asked. The team members are:

Dr. David L. Wee Professor of English St. Olaf College	Dr. Elizabeth R. Baer Dean of Faculty & Vice-President for Academic Affairs Gustavus Adolphus College
Dr. James W. Beatty Professor of Chemistry Ripon College	Dr. Richard Warch President Lawrence University
Dr. Yvonne C. Williams Professor of Political Science and Black Studies College of Wooster	

ASSESSMENT COMMITTEE

No report

REMARKS FROM THE PRESIDENT

President Bottoms announced that the Board of Trustees had approved a 5 percent increase in tuition for next year (up to \$17,650) and a 4 percent increase in room and board (up to \$5,840). There will be no changes in fees. Total cost for 1998-99 is \$23,725.

The President identified two themes at the Board of Trustees retreat. The trustees are concerned about faculty compensation and faculty development. They are interested in designing a better first year experience for DePauw students. A better experience should improve retention and may affect fraternity and sorority rush.

OLD BUSINESS

None

NEW BUSINESS

Prof. Hanson offered a motion to amend the faculty handbook. The motion would elect a faculty member to chair the faculty meetings, elect a faculty parliamentarian, and put administrative control of the Academic Handbook under the control of the chair of the faculty. This motion is consistent with a recommendation of the Faculty Governance Task Force. With the retirement of the current Vice President for Academic Affairs, now is a good time to make the change. The motion reads:

[Editors' note: In the following motion:
Deleted text is shown inside {}
New text is in CAPITAL letters
Notes are inside ()
Unchanged text is in conventional type.]

"The By-Laws shall be amended as follows, to be effective at the September 1998 Faculty Meeting.

II. Faculty Meetings

A. Regular and Called

There shall be one regular meeting of the faculty each month of the academic year. Additional meetings when desired may be called by the {President} CHAIR OF THE FACULTY.

(Sections IIB -IID are unchanged.)

III. The Officers

A. The Presiding Officer

{The President or a designated representative shall preside at all meetings of the faculty.} THE CHAIR OF THE FACULTY SHALL PRESIDE AT ALL MEETINGS OF THE FACULTY. IN THE EVENT OF ABSENCE DUE TO ILLNESS, A SUBSTITUTE DESIGNATED BY THE CHAIR OF THE FACULTY SHALL PRESIDE.

B. {The Secretary} THE CHAIR OF THE FACULTY

1. The {Secretary of the Faculty} CHAIR OF THE FACULTY shall be A TENURED FACULTY MEMBER elected by the faculty for a term of three years under the election rules provided in Article V, Section E. {The Secretary shall provide each new member of the faculty with a copy of the Academic Handbook. He or she shall provide every faculty member with a copy of all revisions, amendments, and new editions of the Academic Handbook.}

2. {A person appointed by the Vice President for Academic Affairs will assist the Secretary by preparing the first draft of the minutes of the faculty meeting and assist with faculty elections

and filling vacancies on faculty committees. The Secretary shall have responsibility for the tabulation of all ballots in any faculty election.) THE CHAIR OF THE FACULTY SHALL APPOINT AN ASSISTANT TO HELP IN PREPARING THE FIRST DRAFT OF THE MINUTES OF THE FACULTY MEETING, WITH FACULTY ELECTIONS, WITH MAINTENANCE OF THE ACADEMIC HANDBOOK, AND ANY OTHER RECORD KEEPING FUNCTIONS. THE CHAIR, AIDED BY THE ASSISTANT, SHALL HAVE RESPONSIBILITY FOR THE TABULATION OF BALLOTS IN ANY FACULTY ELECTION, AND SHALL BE RESPONSIBLE FOR THE ACADEMIC HANDBOOK. THE CHAIR SHALL PROVIDE EACH NEW MEMBER OF THE FACULTY WITH A COPY OF THE ACADEMIC HANDBOOK. HE OR SHE SHALL PROVIDE EVERY FACULTY MEMBER WITH COPIES (OR ACCESS TO ELECTRONIC EDITIONS) OF ALL REVISIONS, AMENDMENTS AND NEW EDITIONS OF THE ACADEMIC HANDBOOK. FINANCIAL AND RESOURCE SUPPORT FOR THE ASSISTANT AND THE FUNCTIONS OF THE CHAIR SHALL BE GIVEN BY THE CHIEF ACADEMIC OFFICER OF THE UNIVERSITY.

(Note: The following paragraph is enabling legislation. It shall not be a permanent part of the By-Laws):

The present Secretary of the Faculty shall function as the Chair of the Faculty beginning with the September 1998 faculty meeting and shall serve out the remainder of his duly elected term. At that time a regular election for Chair of the Faculty will be held.)

C. THE PARLIAMENTARIAN

THE PARLIAMENTARIAN SHALL BE A TENURED FACULTY MEMBER ELECTED BY THE FACULTY FOR A TERM OF THREE YEARS UNDER THE ELECTION RULES PROVIDED IN ARTICLE V, SECTION E. THE PARLIAMENTARIAN SHALL ADVISE THE CHAIR ON RULES OF PROCEDURE IN THE FACULTY MEETING AND SHALL HAVE FINAL AUTHORITY TO RESOLVE DISPUTES REGARDING THOSE RULES. IN CASE OF VACANCY IN THE OFFICE OF PARLIAMENTARIAN, THE CHAIR SHALL APPOINT AN INTERIM PARLIAMENTARIAN AND CONDUCT AN ELECTION FOR A NEW PARLIAMENTARIAN TO SERVE A FULL TERM AS SOON AS POSSIBLE.

End of Section III"

The motion was seconded. The motion to table was approved.

Vice President DiLillo announced that the meeting would move into executive session to consider candidates for honorary degrees. President Bottoms offered brief supporting statements for each candidate: Dr. Ken Bode, Dr. Warren Perry and Dr. Allan Walker. There was no discussion by the faculty. The faculty, voting by secret ballot, approved all three candidates with at least a two-thirds majority.

ANNOUNCEMENTS

Prof. Howard Brooks announced that Bruce Sanders had been elected by the faculty at-large to the librarian position on the Library Advisory Committee.

ADJOURNMENT

Vice President DiLillo adjourned the meeting at 4:39 p.m..

Respectfully submitted,

Howard Brooks
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF MARCH 2, 1998

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:03 p.m. in 301 Harrison Hall with about 65 faculty present.

APPROVAL OF PREVIOUS MINUTES

The February 2, 1998 meeting minutes were approved as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman told the faculty that CAPP is discussing the issue of wide ranging general education reform. CAPP will also be constituting the Resource Allocation Subcommittee for next year.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser announced that COF has finished the tenure cases and sent recommendations to the President. COF is in the middle of the interim reviews and is attempting to finish its work on clarifying the status of librarians.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim Mills, for MAO, moved:

"That MATH 109 and MUS 900 be discontinued."

After Prof. Mills explained that the content would be covered in other courses, the faculty approved the motion.

SCHOLASTIC ACHIEVEMENT COMMITTEE (SAC)

Prof. Matthew Balensuela told the faculty that SAC would be issuing a draft report on the counseling situation in a few weeks.

Prof. Balensuela moved, for SAC, to remove from the table the following motion:

"To change the title, function, and membership descriptions for the Committee on Scholastic Achievement (Article VIII, Section D):

Article VIII Section D

Committee on Student Life and Academic Atmosphere

1. Function. This committee shall be responsible for the policies

and actions of the faculty relating to student life and general academic atmosphere of the university.

This committee, with faculty approval, shall deal with policies, guidelines, and information on all factors affecting student life and campus-wide academic atmosphere; these factors include policies stated in the Student Handbook (e.g., academic dishonesty, the student judicial process, or sexual harassment), policies on campus-wide academic atmosphere (e.g., collecting data on university-wide GPAs or studying the effects of social activities on classroom work), and policies which encourage faculty - student interactions which foster the intellectual life of the university.

This committee shall coordinate the faculty representation on those committees, councils, and boards which supervise student life and campus-wide academic atmosphere issues participated in jointly by faculty members and students including the Appeal Board, Board of Control of Student Publications, Committee on Academic Integrity, and Student Conduct Board.

2. Membership. Voting members: The President of the University; The Vice President for Academic Affairs (or his or her appointed representative); The Vice President for Student Services (or his or her appointed representative); six elected faculty members (one elected from each division and two elected at-large), of which no more than two may be from one division and no more than one from each department; and two students.

Ex-officio members (without vote): the Dean of Students, the Dean of the School of Music, the Director of the Office of Institutional Research, the President of the Student Body, and one other student to be designated by the Student Congress by virtue of the office which she or he holds.

The faculty approved the motion without dissent.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Bryan Hanson reminded the faculty of the upcoming deadline for FDC Research and Professional Development for summer projects is March 30.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Chiarella announced that the COA had discussed equity issues. He encouraged faculty to attend the open meeting scheduled for the next day. COA did not issue a written report, but felt that President Bottoms's summary was accurate.

SELF STUDY COMMITTEE

Prof. Karin Ahlm announced that the committee's work was done with the end of the NCA team visit.

ASSESSMENT COMMITTEE

No report

REMARKS FROM THE PRESIDENT

President Bottoms announced that the NCA team had given DePauw the highest possible recommendation. He expressed his thanks to Karin Ahlm. The faculty showed their thanks for Karin's work with enthusiastic applause.

OLD BUSINESS

Prof. Hanson moved to remove from the table:

[Editors' note: In the following motion:
Deleted text is shown inside {}
New text is shown inside * *
Notes are in capitals
Unchanged text is in conventional type.]

"The By-Laws shall be amended as follows, to be effective at the September 1998 Faculty Meeting.

II. Faculty Meetings

A. Regular and Called

There shall be one regular meeting of the faculty each month of the academic year. Additional meetings when desired may be called by the {President} *Chair of the Faculty*.

Sections IIB -IID are unchanged.

III. The Officers

A. The Presiding Officer

{The President or a designated representative shall preside at all meetings of the faculty.} *The Chair of the Faculty shall preside at all meetings of the faculty. In the event of absence due to illness, a substitute designated by the Chair of the Faculty shall preside.*

B. {The Secretary} *The Chair* of the Faculty

1. The {Secretary of the Faculty} *Chair of the Faculty* shall be a *tenured* faculty member elected by the faculty for a term of three years under the election rules provided in Article V, Section E. {The Secretary shall provide each new member of the faculty with a copy of the Academic Handbook. He or she shall provide every faculty member with a copy

of all revisions, amendments, and new editions of the Academic Handbook.}

2. {A person appointed by the Vice President for Academic Affairs will assist the Secretary by preparing the first draft of the minutes of the faculty meeting and assist with faculty elections and filling vacancies on faculty committees. The Secretary shall have responsibility for the tabulation of all ballots in any faculty election.}
The Chair of the Faculty shall appoint an assistant to help in preparing the first draft of the minutes of the faculty meeting, with faculty elections, with maintenance of the Academic Handbook, and any other record keeping functions. The Chair, aided by the assistant, shall have responsibility for the tabulation of ballots in any faculty election, and shall be responsible for the Academic Handbook. The Chair shall provide each new member of the faculty with a copy of the Academic Handbook. He or she shall provide every faculty member with copies (or access to electronic editions) of all revisions, amendments and new editions of the Academic Handbook. Financial and resource support for the assistant and the functions of the Chair shall be given by the chief academic officer of the university.

(Note: The following paragraph is enabling legislation. It shall not be a permanent part of the By-Laws:

The present Secretary of the Faculty shall function as the Chair of the Faculty beginning with the September 1998 faculty meeting and shall serve out the remainder of his duly elected term. At that time a regular election for Chair of the Faculty will be held.)

* C. The Parliamentarian

The Parliamentarian shall be a tenured faculty member elected by the faculty for a term of three years under the election rules provided in Article V, Section E. The Parliamentarian shall advise the Chair on rules of procedure in the faculty meeting and shall have final authority to resolve disputes regarding those rules. In case of vacancy in the office of Parliamentarian, the Chair shall appoint an Interim Parliamentarian and conduct an election for a new Parliamentarian to serve a full term as soon as possible.*

End of Section III"

The motion to remove was seconded by Prof. Steve Raines. Prof. Hanson offered a friendly amendment to change the title from

"Chair of the Faculty" to "Faculty Moderator" and to modify the second sentence of Art. III, Sec. B 2. to read "The Faculty Moderator, aided by the assistant, shall have responsibility for the tabulation of ballots in any faculty election, and shall be responsible for the upkeep of the Academic Handbook in keeping with faculty action. The friendly amendment was acceptable to Prof. Raines and became part of the motion. Prof. Hanson also clarified that every request for a special faculty meeting by the President would be granted by the Faculty Moderator, and that financial support would be limited to duplicating costs and stipend for the assistant to the Moderator, if that person was not a faculty member.

During discussion of the motion, Prof. Huffman offered an amendment:

"To revert the title to Chair of the Faculty."

Prof. Bob Calvert seconded. The amendment was approved.

Prof. Bruce Stinebrickner offered an amendment:

"That the assistant to the Chair be a tenured faculty member elected by the faculty."

Prof. Susan Hahn seconded the motion. After discussion, the amendment failed.

After noting that the change in title would need to be implemented throughout the Handbook, the question was called. The motion was approved.

NEW BUSINESS

Prof. David Newman, after noting a few positive events in the last month, expressed his dismay and concern over the invitation by WGRE to have the Imperial Wizard of the Indiana Ku Klux Klan appear on the "In Focus" radio program. The invitation seemed insensitive and inappropriate. Prof. Newman wanted some sort of public accounting of what happened. Vice President DiLillo was told that the students developed this program on their own, and that the faculty adviser to the radio station, Prof. Jeff McCall knew about it. President Bottoms expressed concerns over safety issues and would also like to know how the decision was made. Prof. Istvan Csicsery-Ronay wondered what the chain of command was for the radio station. Several faculty told of the negative impact of the invitation on many students.

Prof. Glausser moved:

"That the Secretary of the Faculty write letters to the faculty adviser and station manager of WGRE asking:

1. How was the initial decision made to have the Imperial Wizard of the Indiana Ku Klux Klan appear on WGRE?
2. In general, how are such programming decisions made at the station? "

The motion was seconded by Prof. Nafhat Nasr. Prof. Tom Hall offered an amendment:

"That the faculty vote to censure the faculty adviser and station manager of the campus radio station."

The amendment died for lack of a second. The motion carried.

ANNOUNCEMENTS

Prof. Howard Brooks announced that information concerning faculty elections would be sent to the divisional nominating committees. The elections will be held in April.

Prof. Ralph Raymond told the faculty of the selection of three finalists for the position of Academic Vice President. The candidates will visit campus before Spring Break.

ADJOURNMENT

Vice President DiLillo adjourned the meeting at 5:16 p.m..

Respectfully submitted,

Howard Brooks
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF APRIL 6, 1998

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:05 p.m. in 301 Harrison Hall with about 60 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the March 2, 1998 meeting minutes with two editorial corrections. On page 2, under the report from the Committee on Administration, a clause was added to make the sentence read: COA did not issue a written report on the January retreat with the Board of Trustees, but felt that President Bottoms's summary was accurate. A sentence fragment on page 5, "to table was approved.", should not appear in the minutes.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman announced the membership of the Resource Allocation Subcommittee:

Returning members: Bryan Hanson and Fred Soster (terms expiring August 1998)

Larry Sutton and Art Evans (terms expiring August 1999)

New members: Karin Ahlm and Carla Edwards (terms expiring August 2000)

Marcia McKelligan, Judy George, Bob Calvert (terms expire August 1998)

Profs. Evans, George, and Calvert are the CAPP representatives.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser moved, for COF, to table a motion to amend the faculty handbook:

"That the Academic Handbook be revised as follows (to take effect Fall 1998):

Under Personnel Policies, Article II, Section B. 2. (pp. 32-33 6/98 edition):

Current wording: At the end of each semester of the probationary period, faculty members shall arrange to have written student comments taken in each course, according to procedures approved by the committee on faculty and the administration. The comments of the first year are returned only to the faculty member. The comments received during the remaining years of the probationary period are kept with the personnel file used by the Committee on Faculty and the Vice

President for Academic Affairs, with copies sent to the faculty member.

Proposed revision: At the end of each semester of the probationary period, faculty members shall arrange to have written student comments taken in each course, according to procedures approved by the committee on faculty and the administration. These evaluations will be kept with the personnel file used by the Committee on Faculty and the Vice President for Academic Affairs. Copies will be sent to the faculty member, the chair of the department, and the Vice President for Academic Affairs.

Under Personnel Policies, Article VIII, Section D (p. 44 6/98 edition):

Current wording: 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.

Proposed revision: All required evaluations will be sent to the faculty member, and copies will be sent to the department chair to be placed in the departmental personnel file.

After a brief explanation by Prof. Glausser, the faculty approved tabling the motion.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)

Prof. Jim Mills moved, for MAO:

"That UNIV 010 - Learning Strategies, UNIV 245 - Religion and Gender Studies, and GEOL 315 - Paleontology be discontinued."

After a brief discussion, which included the possibility of reinstating the Religion and Gender Studies course (perhaps under a department), the motion was approved.

Prof. Mills moved, for MAO:

"That the faculty approve a new course, RUS 301 - Twentieth Century Russian Culture."

The motion was approved.

Prof. Mills announced a change in title of RUS 300 from Russian Culture to Russian Culture: From Icons to Faberge.

Prof. Dana Garrigan asked about the procedure that MAO would employ to study the new time bank proposal. He expressed concerns about student course selections, since the timing of courses under the new system would be different from the current timebank arrangement. MAO will consider the need to have all students fill out mock schedule request forms, but the committee hopes to learn about the new system while using the current student requests.

STUDENT LIFE AND ACADEMIC ATMOSPHERE COMMITTEE (SLAAC)

Prof. Matthew Balensuela reminded the faculty that the report on the counseling program would be submitted to President Bottoms on April 15.

Considering the new description of the charge for SLAAC, Prof. Balensuela invited the faculty to submit items of business for the committee to consider.

REPORTS FROM OTHER COMMITTEES

FACULTY DEVELOPMENT COMMITTEE (FDC)

Prof. Bryan Hanson announced the April 27 deadline for Research and Professional Development projects that would begin in the late summer. He also announced that Prof. Martha Rainbolt has agreed to serve a three-year term as Faculty Development Coordinator. The faculty greeted the announcement with applause. The faculty also expressed their thanks to Prof. Bob Garrett for his work as Faculty Development Coordinator with applause.

COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Chiarella told the faculty that the COA had discussed the insurance programs with Vice President for Finance and Administration Tom Dixon. The COA is continuing to discuss the teaching fellowship (or University Professorship) idea presented by President Bottoms in his February 26, 1998 white paper. An open meeting to discuss the proposal was scheduled for April 9.

Prof. Nafhat Nasr, whose concerns other faculty supported, expressed his frustrations about receiving medical care under the Designated Provider Program when he is travelling abroad.

REMARKS FROM THE PRESIDENT

Prof. Steve Raines raised a point of order concerning audio taping of faculty meetings by the media. Vice President DiLillo said that such taping is not allowed. The student media representative assured the faculty that the tape recorder was not in use, but was necessary for a subsequent interview.

The faculty agreed to have the President's remarks in an executive session.

OLD BUSINESS

Prof. Howard Brooks read a letter from Prof. Jeff McCall concerning the operation of the WGRE radio station and the programming decisions surrounding the cancelled program that would have included a member of the Ku Klux Klan.

April 1, 1998

To: The Faculty

From: Jeff McCall, WGRE Faculty Advisor

Re: WGRE Operations

The program content of individual shows at WGRE is determined by the individual student producers assigned to a particular show. Program assignments are made by the WGRE program director at the beginning of each semester in consultation with the WGRE Board of Directors. The producer of the "In Focus" program on WGRE this semester is the Public Affairs Coordinator. The decision to cancel a proposed program on racism in March was based on that producer's judgement that an appropriate discussion of issues would not be possible with the available panelists.

WGRE operates as a co-curricular arm of the department of Communication Arts and Sciences. Particular station departments are directed by student directors who are appointed by the Faculty Advisor with input from the previous semester's directors. Those student directors collectively comprise the WGRE Board of Directors, which oversees station policy with the guidance of the Faculty Advisor. The Faculty Advisor at WGRE is assigned to serve in that role by the department of Communication Arts and Sciences. The Communications department is supervised by the Vice President for Academic Affairs. The license for WGRE-FM is awarded by the Federal Communications Commission to the Board of Trustees, DePauw University.

NEW BUSINESS

Prof. Bryan Hanson asked if there were any planned changes in the GLCA sponsored tuition remission plan. The response from Vice Presidents Dixon and DiLillo and President Bottoms said that no change that would significantly alter the cost to DePauw faculty had been approved, nor was it likely that a major change would be approved soon. There are also no plans to couple participation in the program with any grade point average requirement.

ANNOUNCEMENTS

Prof. Howard Brooks encouraged the faculty to run for open positions on faculty committees. He specifically encouraged volunteers for the newly created position of Assistant to the Chair of the Faculty.

EXECUTIVE SESSION

Vice President DiLillo announced that the meeting would move into executive session for consideration of the President's remarks. All members of the media, and non-voting faculty, left the meeting.

President Bottoms began his remarks by informing the faculty that he had agreed with all recommendations from the Committee on Faculty regarding tenure decisions. Mitch Merback was granted tenure. Leo Goeke, Kent Menzel, Jim Mills, and Eric Silverman

were granted tenure and promoted to the rank of associate professor. The faculty applauded these announcements.

President Bottoms announced the appointment of Neal Abraham as the new Vice President for Academic Affairs and formally thanked the search committee: Ralph Raymond - Chair, Vanessa Dickerson, Nachimuthu Manickam, Marcia McKelligan, Craig Pare, and Paul Watt. He also appreciated the comments from the faculty.

President Bottoms also asked for nominations for the Fred C. Tucker Award.

The President expressed his desire to discuss the First Year experience and the ways in which it can be improved. Specifically, the President is concerned about the total experience of First Year students from Orientation through the end of the First Year on campus Winter Term. The Board of Trustees sees this as a retention issue and recognizes that Greek life hurts retention. The Board is willing to put fraternity and sorority rush secondary to the design of the First Year experience. The President expressed his frustration with the faculty governance structure, since issues related to the First Year experience are the responsibilities of several different coordinating and executive committees. CAPP, MAO, SLAAC, the Winter Term Subcommittee, and the Advising Committee are all involved with some aspects of the FY experience. He noted that DePauw can be more selective if we improve retention. The more students that we retain mean fewer students need to be admitted each year.

President Bottoms sees both short term and long term issues. Some changes can and should be made for the entering class including modifications to orientation, extra-curricular activities during Winter Term, and possibly moving Rush. Other issues, including curricular changes and enhancing the academic atmosphere outside the classroom, will take more time to address. The President has contacted the coordinating committees for nominees to serve on ad hoc committees. Vice President for Student Service James Lincoln and Vice President for Academic Affairs DiLillo are making suggestions for changes in the First Year experience.

Several faculty endorsed the moving of Rush out of the academic calendar. Opinions divided over making a temporary change in the date for next year or waiting a year to find a permanent calendar location for Rush. The President supported the idea of a less formal Rush structure that might have a reduced impact on the academic program.

The faculty encouraged SLAAC to work with the Student Services administration on the short term issues. Most of the short term details will need to be completed by the end of the current semester.

An ad hoc committee composed of individuals nominated by the various coordinating committees may need to be formed to address the long term issues.

At the conclusion of the discussion, Prof. Marty Catanese asked if the salary pool increases for next year had been decided. President Bottoms replied that the budget is still under development and no final salary figure has been established.

ADJOURNMENT

The meeting was adjourned at 5:37 p.m..

Respectfully submitted,

Howard Brooks,
Secretary of the Faculty

THE FACULTY OF DEPAUW UNIVERSITY

MINUTES OF THE MEETING OF MAY 4, 1998

CALL TO ORDER

Vice President for Academic Affairs Leonard DiLillo called the regular meeting of the DePauw University faculty to order at 4:04 p.m. in 301 Harrison Hall with about 70 faculty present.

APPROVAL OF PREVIOUS MINUTES

The faculty approved the minutes of the April 1998 meeting as distributed.

REPORTS FROM COORDINATING COMMITTEES

COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

Prof. Carl Huffman moved, for CAPP:

"That the faculty express support of the rationale for forming the Department of Modern Languages."

After a brief discussion, the motion was approved. Vice President DiLillo thanked the individuals from the various languages that worked on the development of the new department.

COMMITTEE ON FACULTY (COF)

Prof. Wayne Glausser moved, for COF, to remove from the table:

"That the Academic Handbook be revised as follows (to take effect Fall 1998):

Under Personnel Policies, Article II, Section B. 2. (pp. 32-33 6/98 edition):

Current wording: At the end of each semester of the probationary period, faculty members shall arrange to have written student comments taken in each course, according to procedures approved by the committee on faculty and the administration. The comments of the first year are returned only to the faculty member. The comments received during the remaining years of the probationary period are kept with the personnel file used by the Committee on Faculty and the Vice President for Academic Affairs, with copies sent to the faculty member.

Proposed revision: At the end of each semester of the probationary period, faculty members shall arrange to have written student comments taken in each course, according to procedures approved by the committee on faculty and the administration. These evaluations will be kept with the personnel file used

by the Committee on Faculty and the Vice President for Academic Affairs.

Copies will be sent to the faculty member, the chair of the department, and the Vice President for Academic Affairs.

Under Personnel Policies, Article VIII, Section D (p. 44 6/98 edition):

Current wording: 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.

Proposed revision: All required evaluations will be sent to the faculty member, and copies will be sent to the department chair to be placed in the departmental personnel file.

The motion to remove from the table was approved. Discussion of the motion centered on the elimination of the first year grace period, and concerns about the first year evaluations having too much emphasis in the evaluation process. A secret ballot was requested. The motion was approved with 38 voting yes, 23 voting no, and one abstaining.

Prof. Glausser moved, for COF, to table a motion offered in 1995, but there is no record in the faculty minutes of an approving vote.

"[Added text in Italics] Under Personnel Policies, Article V, Section A. Teaching effectiveness shall be considered paramount in all personnel decisions. Candidates are required to provide broad-based and representative evidence of teaching effectiveness. Tenured faculty under consideration for promotion can satisfy this requirement most easily by providing complete sets of student evaluation for three or four semesters. "Complete sets" means all forms that have been filled out by students, the original jackets supplied by the Office of Institutional Research (which includes data on the number of students enrolled in the course and the number of students present and completing the forms and the statistical reports of the OIR.) If such evaluations are not provided, other evidence of teaching effectiveness (including broadly-based student input) must be submitted. Such "other evidence" might include the following procedures conducted by the DPC or by appropriate evaluator(s) external to the department or the University: systematic peer observation and evaluation of classroom, laboratory, and studio teaching; thorough and representative sampling of the judgments of former students; in-depth interviews of students; and detailed evaluation of syllabi. Candidates are required to show evidence in all of the following:

The motion to table was approved.

Prof. Glausser presented the Handbook language that COF developed in response to the faculty motion of May 5, 1997: "That the faculty approve the recommendations of Section I with the expectation that the new language will be placed in the faculty handbook."

Under Personnel Policies, Article V, Section A [NOTE - This language immediately follows the tabled motion at the top of this page]:

Candidates are required to show evidence in all of the following:

1. content and rigor (evidence to be drawn from course goals, syllabi, examinations and assignments, texts, other course materials, distribution of grades, etc.; evidence should demonstrate that courses meet scholarly standards and are offered at an appropriate level of difficulty);
2. teaching methods (evidence to be drawn from teaching philosophy, course goals, syllabi, examinations and assignments, other course materials, etc.; evidence should demonstrate that teaching methods are appropriate, given the contexts of discipline and topic and the specific characteristics of a given class);
3. effectiveness (evidence to be drawn from student evaluations, peer observations, self reports, etc.; evidence should demonstrate that the candidate has been successful in implementing her or his teaching methods, has treated students with professional fairness and integrity, and has established relations with students that are conducive to the learning process).

Prof. Glausser concluded his report by announcing that COF had completed all casework for the year and would be meeting with the 1998-99 candidates for review next week.

COMMITTEE ON MANAGEMENT OF ACADEMIC OPERATIONS (MAO)
Registrar Ellie Ypma told the faculty that the mock schedule for Spring 1998 classes using the new time banks had been sent to the department chairs.

STUDENT LIFE AND ACADEMIC ATMOSPHERE COMMITTEE (SLAAC)
Prof. Matthew Balensuela said that SLAAC had submitted its report on counseling services to the President. SLAAC will discuss the Academic Dishonesty Policy. SLAAC also expects to receive a report from the Task Force on Gay, Lesbian, Bisexual, and Transexual Relations regarding the BACHELORETTE incident.

REPORTS FROM OTHER COMMITTEES
COMMITTEE ON ADMINISTRATION (COA)

Prof. Tom Hall told the faculty that the COA did meet with the Board of Trustees in April. There were no plans for another open meeting this semester concerning the University Professorships. A subcommittee of the COA and FDC will work out details on the

professorships. The emphasis will be on development, but there will be some reward component. \$16,800 will be added to the salaries of eighteen faculty as equity adjustments. COA would like to have more advanced planning of salary distributions.

REMARKS FROM THE PRESIDENT

President Robert Bottoms shared a few thoughts. He reminded faculty of the dinner scheduled for Friday evening. There would be an increase of 6 percent in the faculty salary pool. Besides the equity adjustments, \$90,000 remains in the merit pool. The merit money will be distributed according to the old merit system for this year. Finally, he announced that the new chair of the Board of Trustees is Tim Ubben.

OLD BUSINESS

None

NEW BUSINESS

Prof. Jim Rambo moved:

"That degrees be granted to those students that have satisfied all requirements for graduation."

The motion was seconded and approved without dissent.

Prof. Howard Brooks moved:

"That the faculty confirm the Divisional Representatives to Faculty Committees:

CAPP Div. 3 R. Stark

COF Div. 1 J. McCall

MAO Div. 3 R. Smock

Athletic Board Div. 1 K. Conner

SLAAC Div. 3 J. Roberts

Teacher Ed. Div. 2 M. Wininger

FDC Div. 1 G. Balas Div. 2 D. Guinee

COA Div. 1 L. Sutton

International Education

Div. 1 C. Johnson Div. 2 M. Belyavski-Frank

Div. 4 B. Stinebrickner

Scholastic Standing and Petitions

Div. 3 Steve Raines Div. 4 Marty Catanese

COF Review Panel

Div. 1 members: K. Millis, R. Call

alternates: C. Reudiger, L. Sutton

Div. 2 members: M. McKelligan, C. Cornell

alternates: M. Belyavski-Frank, H. Chiba

Div. 3 members: P. Propsom, S. Raines

alternates: B. Dibble, V. DeCarlo

Div. 4 Positions not filled

Divisional Officers

Div. 1 Chair: L. Sutton Secretary: C. Reudiger

3rd Member: N. Mourouzis

Div. 2 Chair: M. McKelligan Secretary: D. Guinee

3rd Member: C. Cornell

Div. 3 Chair: C. Singer Secretary: J. Mills

3rd Member: T. Bonebright

Div. 4 Chair: R. Raymond Secretary: E. Weisz

3rd Member: J. Mannon"

The motion was seconded and approved.

ANNOUNCEMENTS

Prof. Brooks announced the results of the Faculty At-Large elections:

CAPP: Jeff Hansen

MAO: S. Timm

SLAAC: J. Heithaus

COF: 3-yr D. Shannon, R. Clifford 2-yr T. Chiarella

Parliamentarian: M. Rainbolt

Athletic Board: 3-yr Jeff McCall 2-yr B. Serlin

Public Occasion: A. Sununu

Faculty Development: M. Chandler

Committee on Administration: M. Kannowski

Teacher Education: C. Perkins

Women's Studies: T. Bonebright

Board of Control of Student Publications: B. Bean, S. Balter

Honorary Degrees: T. Chiarella

Vice President Madeleine Eagon announced that a full class had been recruited for the fall. The Office of Admission was more selective this year. She thanked the faculty for their support.

Prof. Carl Huffman announced a series of classical studies lectures scheduled for the next two days.

Registrar Ypma told that faculty that only four faculty were marching in the Baccalaureate service. She encouraged more faculty participation.

Prof. Brooks repeated his request for faculty interested in serving as Assistant to the Chair of the Faculty to identify themselves.

Student Body President Ryan Danks thanked the faculty for attending the campus-wide picnic.

EXECUTIVE SESSION

The meeting moved into executive session to discuss a personnel matter. President Bottoms said that the process used to select department chairs has worked well in most cases. There is a problem if a faculty member feels that he/she was not treated fairly. The COF Review Appeals panel agreed with Prof. Ralph Raymond that he was not treated fairly when the chair of the Political Science department was selected. Prof. Raymond did not ask for a change in the chair, but did want the appeal result to be known.

President Bottoms sees the need to improve the procedures used in selecting department chairs. He admitted that Prof. Raymond was hurt in the process. However, Professor Nafhat Nasr was properly selected and would continue to serve as the department chair.

ADJOURNMENT

The meeting was adjourned at 5:26 p.m..

Respectfully submitted,

Howard Brooks, Secretary of the Faculty